

Regulation

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

This Procedure is in place to provide employees and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affection or sexual orientation, sex, ancestry, national origin or socioeconomic status.

This also includes sexual harassment & harassment between staff and other adults. Student-related harassment is investigated under the HIB Policy, # 5131.1.

STEPS OF GRIEVANCE PROCEDURE

1. Present complaint in written form to AAO (forms can be located in the Business Office or through Debra Allen, AAO). dallen@hwmountz.k12.nj.us
2. The AAO officer has five working days in which to investigate and respond to the grievant.
3. If not satisfied, the grievant may appeal within ten-working days to the Superintendent or designee.
4. Response by the Superintendent or designee.
5. If the grievant is not satisfied at this level, an appeal may be made within ten working days to BOE which will hear the complaint at the next regularly scheduled BOE meeting or within 30 calendar days.
6. The Spring BOE shall respond to the grievant within the thirty calendar days.
7. If the grievant is not satisfied with the BOE's decision, the grievant can have it referred to the County Superintendent of Schools.
8. The grievant maintains the right to by-pass the grievance procedures and submit the complaint directly to any or all of the following agencies: The Commission of Education, EEO, U.S. Office for Civil Right, NJ Division on Civil Rights.

Revised: March 10, 2014