



***DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES AND CHECKLIST***

Board procedures 5010P and 5011P describe the process for handling employee complaints of discrimination or harassment. The purpose of this form is to assist you in document verbal or written complaints you receive and to describe the process for investigating and resolving complaints of discrimination and harassment.

The Board procedures establish the following complaint resolution process:

- Informal resolution: this involves the staff member discussing the complaint with a supervisor or the District Civil Rights/Title IX officer. The complainant and the supervisor may agree on a satisfactory resolution at this level.
- Formal complaint: if no satisfactory resolution can be reached, or the complainant wishes to bypass the informal step, the complainant may make a written complaint. This written complaint is submitted to the District Civil Rights/Title IX officer for investigation on behalf of the superintendent.
- The District Affirmative Action/Title IX officer must complete an investigation within 30 days and submit a written report and response to the complainant either denying the complaint or offering a resolution.
- The complainant may advance the complaint to the Superintendent (5010) or Board (5011) if he/she is not satisfied with the resolution.

When an employee makes a complaint to you alleging discrimination or harassment, please follow and complete this checklist, and submit it to Human Resources:

Date Received:	Time Received:
Complainant:	Position:
Recipient of Complaint:	Position

**Nature of Complaint:**

- Complainant alleges violation of policy  5010  5011
- Complainant has been given a copy of the applicable policy/procedure Yes  No
- Complainant alleges violation of policy based on a protected status Yes  No
- Complainant has previously reported discriminatory or harassing behavior Yes  No
- Date of previous complaint \_\_\_\_\_
- Complainant feels safe in the workplace Yes  No
- If complainant doesn't feel safe in the workplace, steps can be taken to ensure his/her safety Yes  No
- Informal resolution can be reached Yes  No

**Nature of Informal Resolution:**

Supervisor \_\_\_\_\_ Complainant \_\_\_\_\_  
 Dated \_\_\_\_\_

If informal resolution can't be reached, ask the complainant to submit his or her complaint in writing to the District's Civil Rights/Title IX Officer pursuant to procedures, and explain that the complaint will be investigated within 30 days. Immediately notify Human Resources, and consider whether:

- Documents or data need to be secured
- The employee accused of discriminatory behavior should be placed on administrative leave
- Mandatory reporting requirements have been triggered

Auburn School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.