

Non-Discrimination in Employment

The Coeur d'Alene School District complies with all applicable laws and does not discriminate in the terms and conditions of employment based on race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability.

**EQUAL OPPORTUNITY EMPLOYMENT**

It shall be the policy of School District 271 to recruit, select, promote and retain for employment the best qualified applicant for each employee position. The Superintendent shall establish procedures for employment which meet this goal, and shall recommend to the Board, the number and type of positions needed to implement the District's educational programs.

The responsibility of implementing this policy is hereby assigned to the Superintendent, who will be responsible directly to the Board. Regular reports on program progress will be submitted to the Board.

**COMPLAINTS**

Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the Civil Rights Grievance Procedure, or, in the case of noncertificated professionals, the grievance procedure shall be as follows:

1. Any noncertificated employee civil rights grievance shall be submitted the in writing to the District's human resources administrator within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought.
2. Within six (6) working days of receipt of the grievance, the District's human resources administrator shall schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, respective advocates, as well as a District administrator who will not be involved in the grievance process. The purpose of the meeting shall be to attempt to find a resolution to the employee grievance.
3. If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or the Superintendent's designee within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the noncertificated employee received no written response. Within six (6) working days of an appeal, the Superintendent or his or her designee shall provide a written response to the noncertificated employee.

4. If the noncertificated employee is not satisfied with the response of the Superintendent or the designee, or if there is no response by the Superintendent or the designee within the time frame provided, the noncertificated employee may request a review of the grievance by a hearing panel within six (6) working days from receipt of the response from the Superintendent or designee, or six (6) working days from the date the Superintendent or designee last had to respond if the noncertificated employee received no written response.
5. Within ten (10) working days of receipt of an appeal, a panel consisting of three (3) persons; one designated by the Superintendent, one designated by the employee, and one agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within ten (10) working days following completion of the review, the panel shall submit its decision in writing to the noncertificated employee, the superintendent, and the Board. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board overturns the panel's decision by resolution at the Board's next regularly scheduled public meeting.

### **FILING OTHER COMPLAINTS**

An individual with a complaint alleging a violation of this policy should also be aware that they can contact the following state/federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.
2. U.S. Department of Justice, Washington, D.C. 20530.
3. Office for Civil Rights, U.S. Department of Education, 330 C Street Southwest, Suite 5000, Washington, D.C. 20202.
4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.
5. The Wage & Hour Division of the Employment Standards Administration Department of Labor 550 West Fort Street Boise, Idaho 83701 Phone: (208) 384-2873.

### **NO RETALIATORY ACTION**

No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

**LEGAL SOURCE:** Title VI and VII of the Civil Rights Act of 1964, as Amended; Title IX of the Educational Amendments of 1972; Rehabilitation Act of 1973, Sec. 504; Executive Order 11246; Equal Pay Act of 1963, as amended; Age Discrimination in Employment Act, as amended. REF: Americans for Disabilities Act, June 1992.

