



Board of Director's Policy Personnel 400 Series

Policy # 400.1o

Uniform Grievance Procedure

SECTION A.

If any student, parent/guardian, or employee, or any member of the public, believes that he or she has been the victim of unlawful discrimination, including harassment, by a member of the Board, one of its employees, agents or students, such individual (hereinafter "the Complainant") may file a complaint with the Complaint Coordinator pursuant to this Grievance Procedure. A complaint is appropriate for resolution through this Grievance Procedure if it alleges discrimination or harassment based on race, color, national origin, religion, age (personnel only), sex, physical or mental disability (personnel only)¹, actual or potential marital or parental status, unfavorable military discharge (personnel only), or other legally protected group status.

SECTION B. Complaint Coordinator

1. The Complaint Coordinator is the Executive Director, 1531 Jones Point Road, Grayslake, Illinois 60030-3536, 847-543-9722.
2. In the event that the Complaint Coordinator is the individual accused of discrimination or harassment, the complainant may file his/her complaint with the President of the Board who may appoint an independent Complaint Coordinator to resolve the complaint.
3. In the Executive Director and/or Complaint Coordinator's discretion, an independent Complaint Coordinator may be appointed to resolve any complaint. An independent Complaint Coordinator shall have all of the same rights and responsibilities as the Complaint Coordinator, unless otherwise directed by the Executive Director.
4. The Complaint Coordinator shall have the authority to consult with the Board's legal counsel throughout the Grievance process.

SECTION C. Complaint Procedures

1. Filing a Complaint

- a. All complaints of discrimination or harassment should be filed with the Complaint Coordinator, in writing, as soon as practicable after the conduct complained of has occurred.
- b. If a complaint of harassment or discrimination, written or verbal, is brought to any employee other than the Complaint Coordinator, that employee shall immediately forward the complaint to the Complaint Coordinator.
- c. If a verbal complaint is brought to the Complaint Coordinator, the Complaint Coordinator shall interview the Complainant as soon as practicable after receiving the complaint. The Complaint Coordinator shall reduce the complaint to writing. The Complainant shall sign and date the written complaint.
- d. A complaint alleging discrimination or harassment should contain the following elements: the name(s) of the individual(s) involved and any witness(es); the date(s), time(s), and location(s) of the alleged conduct; a description of the incident(s); the date of submission of the complaint; and the signature of the Complainant.
- e. The substance of the complaint and the identity of the individuals involved shall remain confidential, except as required by law and/or this Grievance Procedure, and as necessary for the Complaint Coordinator to fully investigate and resolve the complaint.

¹ Complaints of disability discrimination filed by students should be brought pursuant to the Student Section 504/ADA Policy and Complaint Policy and Procedure.

- f. The Complaint Coordinator shall make every attempt to investigate and resolve any complaint brought pursuant to this Grievance Procedure within ten (10) school days after the complaint is filed.
- g. Nothing in this Grievance Procedure shall have the effect of limiting an individual's right to pursue other avenues of relief provided for under State or federal laws relative to discrimination and/or harassment. Individuals wishing to file a complaint with the Equal Employment Opportunity Commission or Illinois Department of Human Rights may do so at the following addresses:

Equal Employment Opportunity Commission
500 West Madison Street - Suite 2800
Chicago, IL 60661 (312) 353-2713

Illinois Department of Human Rights
100 West Randolph Street - Suite 10-100
Chicago, IL 60601 (312) 814-6245

2. Informal Resolution

- a. In the Complaint Coordinator's discretion, he or she may first attempt to resolve the complaint informally. If attempts at informal resolution are not successful, a formal investigation shall be conducted as described in Paragraph 3 below.
- b. If a complaint is resolved informally, a written summary of the resolution shall be prepared and maintained by the Complaint Coordinator. This summary shall be signed by the Complaint Coordinator, the Complainant and the accused individual(s).

3. Formal Investigation

- a. The Complaint Coordinator shall begin a formal investigation of the complaint immediately upon receiving it, or immediately upon determining that attempts at informal resolution, described in Paragraph 2 above, have not been successful.
- b. As part of the formal investigation, the Complaint Coordinator shall interview the Complainant and the accused individual(s), and may interview any other individual(s) having knowledge relative to the allegations of the complaint.
- c. The Complaint Coordinator shall make every attempt to complete the investigation, prepare a report concerning his or her findings, and provide a written response to the Complainant stating the disposition of the complaint, within ten (10) school days after the complaint is filed.
- d. If the Complaint Coordinator determines that the allegation(s) of discrimination or harassment are founded, the Complaint Coordinator, if other than the School Director shall forward a copy of his or her report to the Board President for a determination of the appropriate corrective action(s) to be taken. Appeal of any disciplinary action(s) taken against the accused, if any, pursuant to this Grievance Procedure shall be through established Board and/or contractual procedures.

SECTION D. Appeal to the Board

1. If the Complainant is not satisfied with the disposition of the complaint, he or she may file a written appeal with the Board within ten (10) school days after receiving the Complaint Coordinator's written response to the complaint.
2. The Board, or a subcommittee thereof, may, in its discretion, convene a hearing regarding the complaint and appeal.
3. Within thirty (30) school days after the filing of the appeal, the Board shall provide the Complainant with a written decision.

SECTION E. Appeals of Student Complaints of Discrimination or Harassment on the Basis of Disability

If the complaint involves allegations of discrimination or harassment on the basis of disability, the procedures set forth in Sections C and D shall be applicable.

If the Complainant is a student and the complaint involves allegations relative to the evaluation, identification of, or services/placement offered or provided to him or her under Section 504 of the *Rehabilitation Act of 1973*, the following hearing and appeal procedures shall be applicable in lieu of the procedures set forth in Sections C - D herein:

1. Complaint Procedures

- a. A complaint concerning the School's compliance with provisions of this Grievance Procedure with the exception of complaints from applicants for employment, may be filed with the Coordinator.
- b. The complaint must be in writing, signed and dated by the complainant (or, in the case of a student, his or her parent or guardian). It must include a description of the facts and circumstances of the complaint, as well as a description of the relief being sought. The Coordinator shall be available to provide assistance to the complainant as needed in the preparation and processing of the complaint and in the review procedures. A complaint form shall be available in each school and at the School office.
- c. Upon receipt of the complaint, the Coordinator shall promptly (i) provide the complainant with a copy of this Grievance Procedure and (ii) conduct an investigation, including, but not limited to, interviews with employees and/or students and a review of all relevant documents. The Coordinator shall complete such investigation within ten (10) school days of receipt of the complaint, unless there are extenuating circumstances which warrant an extension of this time line.
- d. The Coordinator shall confer with the complainant upon completion of such investigation to determine if the complaint may be resolved informally. If such informal resolution is not possible and the complainant wishes to proceed with a hearing, the Coordinator shall provide the complainant with a list of three (3) impartial hearing officers. The complainant shall indicate in writing his or her selection of an impartial hearing officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial hearing officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator.
- e. The Coordinator shall, upon receipt of the complainant's selections, promptly notify the first choice hearing officer of the pending case. In the event that the first choice hearing officer cannot hear the case, the second choice officer shall be contacted. In the event that the second choice officer cannot hear the case, the Coordinator shall contact the complainant's third choice officer. If none of the officers contacted can hear the case, the complainant will be asked to select/ prioritize three additional hearing officers from another list which will be provided by the Coordinator to the complainant within five (5) school days of the notice of decline from the third hearing officer.
- f. A hearing shall be scheduled by the hearing officer within twenty (20) school days after the date that the hearing officer agrees to accept the appointment, unless the complainant and the Coordinator agree otherwise or there are extenuating circumstances which warrant an extension of this time line.

- g. The School and the complainant shall have the right to present evidence relevant to the issue raised in the complaint. The parties shall have the right to be represented by counsel.
- h. The hearing officer shall limit his/her decision to the issue or issues presented by the complainant in the written complaint. The hearing officer's decision must be written and shall include a summary of the evidence and the reasons for the decision. The decision is to be based solely on the hearing officer's interpretation of the meaning or application of Section 504 and/or the ADA.
- i. The hearing officer shall send a copy of the decision to the complainant and the School within five (5) school days after the conclusion of the hearing.
- j. The decision of the hearing officer shall be final unless appealed pursuant to subsection 2 below.

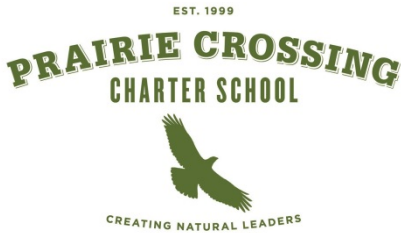
2. Review Procedures

- a. Any party aggrieved by the decision of the hearing officer may file a request for review. The complainant's request for a review shall be in writing, signed and dated, and shall be filed by mail or personal service no later than thirty (30) school days after receipt of the hearing officer's decision. If the complainant is the appealing party, the request shall be submitted to the Coordinator; if the School is the appealing party, the request shall be submitted to the complainant by mail or personal service.
- b. A request for a review shall state that an appeal of the hearing decision is being requested, the reason for the request for review, and the relief being sought.
- c. If the complainant is the appealing party, the Coordinator shall provide him/her with a list of three (3) impartial review officers. The complainant shall indicate in writing his or her selection of an impartial review officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial review officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator. If the School is the appealing party, the Coordinator shall select from the list of impartial review officers as outlined in this subsection.
- d. Final selection of the impartial review officer and scheduling of a review hearing shall be the same as provided in Section D(1)(e) and (f) herein.
- e. The conduct of the review hearing and issuance of a decision shall be the same as provided in Section D(1)(g), (h), and (i) herein.
- f. The decision of the review officer shall be final.

Adoption Dates:

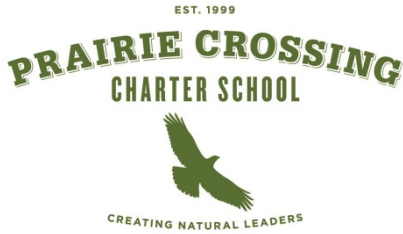
Adopted: March 15, 2005

Revised: February 26, 2008



EMPLOYEE GRIEVANCE FORM

Employee Name: Title:	
Supervisor's Name:	Title:
1. Has this grievance been discussed with your immediate supervisor? YES NO If Yes, Date Discussed: Subject of grievance:	
2. What is the specific action or situation which causes you to file this grievance? Be very specific with all information. A. Date (When did this action or situation happen?): B. Location (Where did this action or situation happen?): C. Approximate Time: D. Name of Person(s) Responsible for causing this action or situation: E. Specific action or situation (Describe what happened to cause you to file this grievance): (Use attachment if necessary)	
3. What do you feel is the resolution to this specific situation? (Use attachment if necessary)	
Employee's Signature:	Date Submitted:



EMPLOYEE GRIEVANCE DISPOSITION
RESPONSE TO STEP 1 _____ 2 _____

Employee Name:	
Date Grievance was Received:	
1. What do you see as the specific issues in this grievance? (Use attachment if necessary.) (Response should include all areas under #2 of Employee Grievance.)	
2. What action can or will you take to resolve employee's grievance? (Use attachment if necessary.)	
3. What is the basis for your decision and/or action? (Use attachment if necessary.)	
Supervisor's Signature:	Date:
Title:	
I acknowledge notification of this Grievance Disposition on the date indicated below. I accept this response as satisfactory resolution to my grievance: YES _____ NO _____	
Employee's Signature:	Date:
<i>Supervisors are reminded to address and respond to each specific issue within the time limits specified within the Board Policy under in the Uniform Grievance Procedures.</i>	