

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Employment/Contract Practices
Number	104
Status	First Reading
Legal	1. 43 P.S. 336.3 2. 43 P.S. 951 et seq 3. 20 U.S.C. 1681 et seq 4. 29 U.S.C. 206 5. 29 U.S.C. 621 et seq 6. 29 U.S.C. 794 7. 42 U.S.C. 1981 et seq 8. 42 U.S.C. 2000e et seq 9. 42 U.S.C. 2000ff et seq 10. 42 U.S.C. 12101 et seq 16 PA Code 44.1 et seq 28 CFR 35.140 28 CFR Part 41 29 CFR Parts 1600-1691
Last Revised	April 9, 2018
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Authority

The Joint Operating Committee declares it to be the policy of the school to provide to all persons equal access to all categories of employment, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. The school shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Joint Operating Committee encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are

substantiated. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Human Resources and Quality Coordinator as the school's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

- 1. Development of position qualifications, job descriptions and essential job functions.**
- 2. Recruitment materials and practices.**
- 3. Procedures for screening, interviewing and hiring.**
- 4. Promotions.**
- 5. Disciplinary actions, up to and including terminations.**

The building administrator shall be responsible to complete the following duties when receiving a complaint of discrimination:

- 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.**
- 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.**
- 3. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint.**

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.

If the building administrator is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building administrator shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – Action of School

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school shall take prompt, corrective action to ensure that such conduct ceases and will not recur. School staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Joint Operating Committee policies and school procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.**

2. **The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.**
3. **The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.**

[104-Attach.doc \(26 KB\)](#)

Last Modified by Terri Birchard on April 9, 2018