

# City of Englewood Board of Education

## REGULATION

Section: ADMINISTRATION  
Number: R1550M

Title: **AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND  
CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN  
COMPLAINT PROCEDURE**

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### I. Purpose and Application

- A. The purpose of this procedure is to give any district employee, or candidate for district employment the opportunity to appeal an alleged violation of the district's Affirmative Action Plan for employment and contract practices, as set forth in Policy No. 1550M – Affirmative Action Program for Employment and Contract Practices, or in a plan formally adopted by the Board and approved by the New Jersey Commissioner of Education.
- B. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
- C. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
- D. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
- E. All participants in the procedure will respect the confidentiality that this district accords to information concerning or pertaining to all individuals employed by the Board.

### II. Definitions

- A. "Board of Education" means the Board of Education of the Englewood School District.
- B. "Complaint" means an alleged violation of the district's Affirmative Action Plan or Policy.
- C. "Complainant" means a staff member who alleges violation of the district's Affirmative Action Plan or Policy No. 1550.
- D. "Day" means a working or calendar day as identified.
- E. "School district" means the Englewood School District.

- F. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of district employment practices and/or to correct the results of past discrimination.

### III. Procedure

- A. A complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
- B. If the matter is not resolved to the satisfaction of the complainant within ten (10) working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
- a. the complainant's name and address;
  - b. the specific failure to act that the complainant complains of;
  - c. the school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
  - d. the results of discussions conducted in accordance with III-A; and
  - e. the reasons why those results are not satisfactory.
- C. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than ten (10) working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
- D. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within ten (10) working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
- E. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than fifteen (15) working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
- F. The Superintendent will render a written decision in the matter no later than ten (10) working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.
- G. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal no later than ten (10) working days after the receipt of the Superintendent's decision. The appeal will include:

- a. the original complaint;
  - b. the response to the complaint;
  - c. the Superintendent's decision;
  - d. a transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
  - e. the complainant's reason for believing the Superintendent's decision should be changed.
- H. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
- I. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing at which all parties may be represented by counsel and may present and examine witnesses who will testify under oath.
- J. The Board will render a written decision no later than thirty (30) calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
- K. The complainant will be informed of his/her right to appeal the Board's decision to the:
- a. Commissioner of Education  
Division of Controversies and Disputes  
New Jersey State Department of Education  
225 East State Street  
Trenton, New Jersey 09625-0500  
Telephone: 609-292-5705
  - or the
  - b. New Jersey Division on Civil Rights  
31 Clinton Street  
Newark, New Jersey 07102  
Telephone: 973-648-2700

#### IV. Record

- A. The records of any complaint processed in accordance with these procedures shall be kept in a file maintained by the Affirmative Action Officer.
- B. A copy of the decision rendered at its highest level of appeal will be kept in the complainant's personnel file.

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