



Administrative Regulation 4111 Equal Opportunity in Employment – Complaint Procedure

Responsible Office: Office of Human Resources

REGULATION

1. Any employee of the Washoe County School District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district activity because of:
 - a. A handicapping condition, as guaranteed by Section 504 of the Handicap Rehabilitation Act of 1973;
 - b. Age, racial or religious bias as guaranteed by Title VII of the Civil Rights Act of 1964;
 - c. Disability as described by Title II of the Americans With Disabilities Act (ADA); or
 - d. Been subject to harassment or sexual discrimination

may file a written complaint with the appropriate district compliance officer as indicated on the Complaint Form.

2. A compliance committee composed of three (3) persons designated by the Superintendent shall review the written complaint and hear evidence concerning the complaint, if necessary. A written decision shall be made by the committee within ten (10) days after the receipt of the complaint or the close of the hearing, which-ever last occurs, and mailed to the complainant by registered mail.
3. If the complainant is not satisfied with the decision, he or she may submit a written appeal to the Superintendent within ten (10) working days after receipt of the written decision indicating with particularity the nature of disagreement with the decision (his or her reasons underlying such agreement). The Superintendent or his/her designee shall consider the appeal within ten (10) working days after receipt of the appeal on the basis of a record presented before the committee and shall provide the complainant with a written decision by registered mail within twenty (20) working days following receipt of the written appeal.
4. If the complainant is not satisfied with the decision of the Superintendent, s/he must, within ten (10) working days of receiving the decision, file a request with the appropriate compliance officer for a review by the Board of Trustees of the

record previously presented at the hearing at the committee's level. The Board of Trustees shall review the record presented at the hearing at the committee's level at their next regularly scheduled meeting allowable under NRS 241.020. The Board of Trustees may make a decision at the same meeting or may make a decision at their next regularly scheduled meeting. The decision of the Board of Trustees shall be in writing and delivered to the complainant by registered mail. The Board's decision shall be final.

5. Copies of the Complaint Form and the Disposition of Complaint Form are available from the Office of Human Resources.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4111, Equal Opportunity in Employment.
3. This Administrative Regulation aligns with Board Policy 4111.3, Harassment / Sexual Harassment and Intimidation, and its associated Administrative Regulation 4111.3.
4. This Administrative Regulation aligns with Board Policy 9031, Safe and Respectful Learning Environment.
5. This Administrative Regulation complies with Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies, and specifically:
 - a. NRS 241.020, Meetings to be open and public; notice of meetings; copy of materials; exceptions.
6. This Administrative Regulation complies with Nevada Revised Statutes (NRS) Chapter 388, System of Public Instruction, and specifically:
 - a. NRS 388.121 – 388.139, Provision of Safe and Respectful Learning Environment
7. This Administrative Regulation complies with the requirements of the U.S. Department of Health & Human Services, Office for Civil Rights.

8. This Administrative Regulation complies with the requirements of the U.S. Equal Employment Opportunity Commission.
9. This Administrative Regulation complies with the requirements of the Nevada Department of Employment, Training and Rehabilitation's Nevada Equal Rights Commission.
10. This Administrative Regulation complies with the requirements of the Americans with Disabilities Act.

REVISION HISTORY

Date	Revision	Modification
2/8/1977	1.0	Adopted
11/12/1985 6/25/1991 10/27/1992 7/14/1998	2.0	Revisions