



Administrative Regulation 0102

STAFF COMPLAINT AND RESOLUTION PROCESS

Responsible Office: Office of Human Resources

PURPOSE

The Washoe County School District (District) Superintendent adopts this Administrative Regulation to establish a process for District employees to submit and resolve complaints regarding allegations of unlawful harassment, discrimination and/or retaliation.

REGULATION

1. Scope of Staff Complaints

- a. Any District employee who believes they have been unlawfully discriminated against or have been the victim of unlawful harassment by any employee of the District can file a Staff Complaint.
- b. The Staff Complaint Process does not apply if the alleged offensive conduct or hostile work environment is not based on the employee's protected characteristic (i.e. race, gender, religion, etc.). Employees with complaints about conduct that does not target a specific protected characteristic should follow the District's Public Complaint Process.
- c. Title IX sexual harassment complaints must be addressed through the procedures set forth in the District's Title IX Sexual Harassment Administrative Regulation.
- d. Although District employees are encouraged to avail themselves of the Staff Complaint Process, they may, at any time during the process or at its completion, seek relief in accordance with the provisions of applicable federal or state statutes.

2. Filing a Complaint

- a. Employees who believe they have been unlawfully harassed are encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop.
- b. A Staff Complaint should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred and no later than 30 calendar days after the complaining party knew, or should have known, of the decision or action giving rise to the complaint.

- c. A Staff Complaint should be filed on the designated Staff Complaint Form (Form), or can be submitted via email or other writing to the employee's immediate supervisor, or if that person is the alleged perpetrator, to the next administrator in line of authority. If the next in line administrator is unknown, the Staff Complaint should be filed with Labor Relations.
 - i. When an administrator/supervisor receives a Staff Complaint, the administrator/supervisor shall immediately forward the Staff Complaint to Labor Relations.
 - d. If the Staff Complaint is not filed with the appropriate administrator/supervisor, the person receiving the complaint shall immediately forward the complaint to Labor Relations.
 - e. It is a violation of the law to retaliate against any individual filing a complaint. Any staff member who believes they are experiencing retaliation because they filed a complaint should file a separate complaint regarding the alleged retaliation.
3. Complaint Review
- a. Upon receiving a Staff Complaint, the administrator/supervisor shall take any immediate necessary action to ensure the safety and well-being of the complainant(s) or other employee(s) that have alleged harm. The administrator/supervisor will then provide a copy of the Staff Complaint to Labor Relations for review.
 - b. Labor Relations will review Staff Complaints, and if the Complaint contains allegations of unlawful discrimination or harassment, Labor Relations will advise the administrator/supervisor to submit the Complaint for investigation to the Office of the General Counsel (OGC) via a Confidential Request for Investigation Form (CRIF). If the Complaint does not contain allegations of unlawful discrimination or harassment, Labor Relations will direct the administrator/supervisor to conduct the investigation and attempt to resolve the matter.
4. Investigation Process
- a. An investigation into unlawful harassment or discrimination will be conducted by the Administrative Investigations Division in the OGC pursuant to the District's Administrative Regulation related to administrative investigations.

5. Confidentiality

- a. An investigation will be kept in strictest confidence, where practical, for the protection of all parties involved.
- b. The District's obligation to investigate, provide a safe environment and take corrective action may supersede an individual's right of privacy.

6. Sanctions

- a. A substantiated charge of unlawful harassment, discrimination, and/or retaliation will subject the employee to disciplinary action in accordance with applicable federal and state laws, Board Policies, Administrative Regulations, and/or collective bargaining agreements.
- b. Persons knowingly bringing false accusations will be subject to disciplinary action in accordance with applicable federal and state laws, Board Policies, Administrative Regulations and/or collective bargaining agreements.

7. Remediation

- a. Individuals found to be subjected to harassment or discrimination will be provided support services available from the District to help deal with the effects.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

- 1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 0100, Nondiscrimination and Equal Opportunity;
 - b. Board Policy 1600, Public Complaints;
 - c. Administrative Regulation 0101, Title IX Sexual Harassment; and
 - d. Administrative Regulation 9166, Administrative Investigations.
- 2. This Administrative Regulation complies with the following federal laws and regulations, to include:
 - a. Title VII of the Civil Rights Act of 1964; and
 - b. Title IX of the Education Amendments of 1972.

3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. NRS Chapter 613, Employment Practices, and specifically:
 - i. NRS 613.310 to 613.435, Equal Opportunities for Employment

REVISION HISTORY

Date	Revision	Modification
10/06/2025	1.0	Adopted: Replaces Administrative Regulation 4425