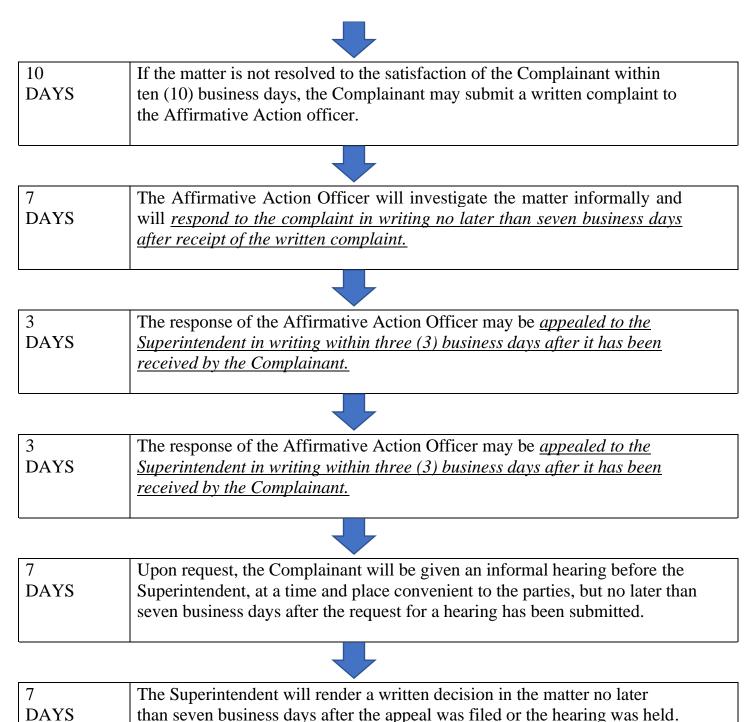
AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

STAFF MEMBER: A Complainant who believes he/she has been harmed or adversely affected by a failure to enforce the school district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor or in an attempt to resolve the matter informally.



The Complainant <u>may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three business days after receipt of the Superintendent's decision. The appeal will include:</u>

- The original complaint.
- The response to the complaint.
- The Superintendent's decision.
- A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
- The Complainant's reason for believing the Superintendent's decision should be changed.
- o 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.
- ↓ 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.
- ↓ The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
- ↓ The Complainant has the right to appeal the Board's decision to the:
 - a) Commissioner of Education
 New Jersey State Department of Education
 P.O. Box 500
 Trenton, New Jersey 08625-0500, or
 - b) New Jersey Division on Civil Rights Central Regional Office 140 East Front Street – 6th Floor Trenton, New Jersey 08625-0090

↓ Record

The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.

A copy of the decision rendered at its highest level of appeal will be kept in the Complainant's personnel file.