



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-10

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PERSONNEL **EQUAL EMPLOYMENT OPPORTUNITY AND** **MINORITY RECRUITMENT**

New Trier Township High School District 203 shall provide equal employment opportunities to all qualified persons regardless of their race, color, religion, national origin, gender, sexual orientation, age, ancestry, marital status, physical or mental disability, unfavorable military discharge, or other characteristics protected by law. These characteristics shall play no role in any employment decision except where they involve a bona fide occupational qualification. Furthermore, it is the policy of District 203 to actively recruit and hire minority teachers and other certified and noncertified employees through appropriate recruitment activities such as advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments.

Complaints or Grievances

There are no express time limits for initiating complaints under this Board policy; however, every effort should be made to file complaints as soon as possible while memories are fresh and witnesses continue to be available.

1. Employees who feel comfortable doing so should directly inform the person engaging in the discrimination that such conduct or communications are unwelcome and offensive and must stop.
2. Instead, or in addition, aggrieved employees should bring their complaint to the Director of Human Resources or to any other administrator with whom they feel comfortable. In addition, any employee who feels that he or she has witnessed any discrimination prohibited by this policy, or is being discriminated against in violation of this policy, should submit a written complaint, or otherwise complain, to the District's Director of Human Resources. If he or she is not comfortable reporting the discrimination to the District's Director of Human Resources, or if you believe that the Director of Human Resources is the person discriminating against you, then he or she should report the discrimination to another administrator within the District. Remember, even if the administrator to whom he or she complains is not normally responsible for handling discrimination complaints,

that person is obligated to notify the appropriate individual(s), such as the Director of Human Resources or the Superintendent, of your complaint.

3. The administrator who receives a discrimination complaint should inform the complainant of his or her rights under this policy and ensure that the complaint is brought to the attention of the Director of Human Resources or the Superintendent.
4. Unless the Superintendent directs otherwise, the District's Director of Human Resources will immediately initiate an investigation of the complaint, determine whether it is supported by the evidence and, if so supported, take appropriate disciplinary action if discipline is minor, or recommend appropriate disciplinary action to the Superintendent.
5. Within 10 school attendance days of the date on which the complaint is filed, the administrator who hears the complaint shall submit to the Director of Human Resources or the Superintendent a report that shall include the following (at a minimum):
 - The date the complaint was received;
 - The complainant's name;
 - The name of each alleged discriminator;
 - A description of the conduct that resulted in the complaint (a written, signed statement by the complainant describing relevant events should be obtained whenever possible);
 - A statement detailing the scope of the investigation undertaken, including the names of witnesses interviewed and the results; and
 - A statement of any corrective measures taken, the dates these measures were taken and the results achieved.
6. The Superintendent will take appropriate action and obtain Board approval, where necessary.
7. If the complainant is a bargaining unit member and the alleged discriminator is a supervisor, the employee may institute a complaint in the form of a formal grievance. A grievance may also be filed if the administration fails to take prompt action in response to an informal complaint.

Legal References:

42 U.S.C., Sections 2000e to 2000e-17, 42 U.S.C., Sections 12101 to 12213

29 U.S.C., Sections 621 to 634, 8 U.S.C., Sections 1324(a) et seq.

775 ILCS 5/2-105

105 ILCS 5/22-19

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