

Equity in Employment, Programs and Services **Policy # 4119**

Date Adoption: October 15, 1987	Date Modified: May 15, 2002
Date Modified: December 15, 1993	Date Modified: May 10, 2006
Date Reviewed: May 21, 1997	Date Modified: July 18, 2007 (3000 Series)
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The Grant Wood Area Education Agency shall extend equal opportunities in its employment practices, educational programs and services and shall not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise prohibited by law.

Any complaint of alleged discriminatory conduct shall be properly investigated as rapidly as possible in accordance with complaint procedures established by Administration. If a complaint is not satisfactorily resolved at the Administrator level, the Board authorizes the timely use of a Board committee to hear the complaint, make a full determination for resolution of the complaint, and submit its recommendation to the Board of Directors.

Discrimination by an Agency employee is misconduct. An employee who violates this policy may be subject to disciplinary action, up to and including termination.

*Legal Reference: Iowa Code (2007) Ch 19B, 20, 35C, 73, 216, 256, 280.
Sec 504, Vocational Rehabilitation Act of 1973, Sec 84.4(a) and 84.8(a).
Title IX of the Educational Amendments of 1972, Sec 86.9(a).
Office of Civil Rights Guidelines for Vocational Educ, Sec IV.*

Equity in Employment, Programs and Services **Administrative Regulation # 4119A**

Date Adopted: October 15, 1987	Date Reviewed: May 10, 2006
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Any complaint of alleged discriminatory conduct or practices, or any dispute involving the interpretation or application of this policy shall be processed by the Agency in accordance with the following procedures and shall be executed as rapidly as possible:

Level One –

Employment Practices

Employees with a complaint of discrimination in Agency employment practices shall follow the Agency's complaint procedure outlined in Policy/Regulation #4122. A job applicant with a complaint of discrimination in Agency employment practices shall first discuss it with the Human Resources Office. If the matter cannot be resolved informally, the complaint may proceed to the Equity Coordinator for discussion and/or to initiate the formal procedure at the following levels.

In the event the Equity Coordinator becomes aware of an issue for which no complaint has been made, the Equity Coordinator or designee has the authority to initiate an investigation in the absence of a complaint.

Programs and Services

Employees with a complaint of discrimination in Agency programs or services shall first discuss it with their immediate supervisor, with the objective of resolving the matter informally. If the matter cannot be resolved informally, the complaint may proceed to the staff member's Associate Administrator. A student, parent or volunteer with a complaint of discrimination in Agency programs or services shall first discuss it with the AEA staff member involved, with the objective of resolving the matter informally. If the matter cannot be resolved informally, the complaint may proceed to the immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the complaint may proceed to the staff member's Associate Administrator. If the matter cannot be resolved with the Associate Administrator, the complaint may proceed to the Equity Coordinator for discussion and/or to initiate the formal procedure at the following levels.

Level Two – If the complaint is not resolved at Level One and the complainant wishes to pursue the complaint, he/she may file a signed, written complaint with the Agency's Equity Coordinator. The complaint shall state the nature of the complaint and the remedy requested. The filing of the formal, written complaint at Level Two must be within fifteen (15) business days from the date of the initial Level One meeting regarding the complaint. The complainant may request that a meeting concerning the complaint be held with the Equity Coordinator or alternate. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator or alternate shall investigate the complaint and attempt to resolve it. A signed, written report from the Equity Coordinator regarding action taken shall be sent within fifteen (15) business days after receipt of the complaint.

Level Three – If the complaint is not resolved at Level Two, the complainant may process it to Level Three by presenting a written appeal to the Administrator within ten (10) business days after the complainant receives the report from the Equity Coordinator. The complainant may request a meeting with the Administrator or his/her designee. The Administrator or his/her designee has the option of meeting with the complainant to discuss the appeal. A decision shall be rendered by the Administrator or his/her designee within ten (10) business days after receipt of the written appeal.

Level Four – If the complaint has not been resolved to the satisfaction of the complainant at Level Three, the complainant may file a notice in writing to the Administrator or designee within ten (10) business days of the decision at Level Three that the complaint be submitted to a Board Committee composed of at least two (2) Board members. Within fifteen (15) business days after receipt of the Level Four notice, the Board Committee shall meet to hear the complaint.

After hearing the complaint, the Board Committee shall make a full determination for resolution of the complaint and submit its recommendation to the Grant Wood AEA Board of Directors at its next regular meeting. The decision shall be rendered in writing by the Administrator to the complainant within five (5) business days of the Board's action. The decision on the matter shall be final and shall not be precedential.

This procedure in no way denies the right of the complainants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights complaints, or to seek private counsel for complaints alleging discrimination.

Equity Coordinator: Maria Cashman
Office Address: 4401 6th St SW, Cedar Rapids, IA 52404
Phone Number: 319/399-6847
Office Hours: 8 a.m. to 4:30 p.m., Monday through Friday

*Legal Reference: Sec 504 of the Vocational Rehab Act (1973) Sec 84.4(a) and 84.8(a).
Title II of ADA, Title VII of the 1964 Civil Rights Act
Title IX of the Educational Amendments of 1972, Sec 86.9(a)
Iowa Code (2007), Ch 19B, 20, 35C, 73, 216, 256, 280*