

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 200-48
Subject:	DISCRIMINATION - HARASSMENT COMPLAINT PROCESS FOR APPLICANTS OR EMPLOYEES	Issued: 1/3/00
Preparing Office:	Office of the Superintendent	Amended: 7/1/15

I. Policy 309

II. Procedures

- A. If an applicant or employee believes he or she has been discriminated against based on race, religion, color, marital status, national origin, age, disability, gender identity, sexual orientation, or sex, he/she may file a written complaint with the executive director of Human Resources. If complaint is against the executive director of Human Resources, it may be filed directly with the Superintendent. This procedure is intended to provide a prompt and equitable resolution of complaints.
- B. The executive director of Human Resources will investigate complaints. The Superintendent, or designee, will investigate complaints involving the executive director of Human Resources. As part of the investigation, the executive director of Human Resources may interview or take evidence from the complainant and affected parties and shall attempt to resolve the complaint informally. If the matter is not resolved informally, a written opinion will be issued within 30 days of the receipt of the complaint. The complainant may appeal that opinion to the Superintendent.
- C. The Superintendent, or designee, will review the matter and issue a decision within 30 days.

Note: Cross-reference the following regulations:
 Reg. 400-66 *Section 504 of the Rehabilitation Act of 1973-Implementation Guidelines*
 Reg. 200-43 *Americans with Disabilities (ADA) Complaint Procedure*

Approved:

Original signed by

 Theresa R. Alban
 Superintendent