

## Description

Proposed revisions to *Policy Against Discrimination for Employees & Applicants* and *Policy Against Discrimination for Students*:

The equity complaint process has been collapsed from four steps to three steps by using a committee approach to allow for more expeditious resolution of complaints.

## Resolution

Therefore, resolution is made to revise the Policy Against Discrimination for Employees and Applicants as well as the Policy Against Discrimination for Students as proposed, to be advertised for a period of thirty (30) days, subject to review and approval by FDOE Office of Equity and Access. Revised policies will be submitted to FDOE Office of Equity and Access on July 31, 2007 with the current year's annual equity report.

Sarasota County School Board  
Equity Complaint Process  
Employees, Applicants, and Students

*Current Process:*

Step One: Complaint goes to Cost Center Head/Building Administrator for investigation/review.



Step Two: If Complainant is not satisfied with outcome, complaint goes to the appropriate Associate Superintendent or his/her designee.



Step Three: If complaint is not satisfactorily resolved, complaint goes to Equity Coordinator. If reasonable cause determination is made, Equity Coordinator seeks to conciliate.



Appeal: If complainant does not agree with final determination made by Equity Coordinator, appeal is filed with Superintendent's designee.

*Note: Employee/Applicant Complainant has right to seek recourse through EEOC.  
Student Complainant has right to seek recourse through Office of Civil Rights.*

*Revised Process:*

Step One: Complaint is filed with Equity Coordinator. Equity Coordinator maintains record of all complaints received and status of outstanding complaints. Equity Coordinator reviews complaint for completeness and ensures basis of discrimination is indicated. Equity Coordinator forwards complaint to appropriate Cost Center Head/Building Administrator for investigation/review.



Step Two: If Complainant is not satisfied with outcome, complaint goes to an Appeals Committee assembled by Equity Coordinator. Appeals Committee consists of one Central Office Administrator (Chair), an SBA representative, and an SDA representative. The Central Office Administrator will be at the Executive Director level or higher.



Step Three: Second appeal is filed with Equity Coordinator who acts as Superintendent's designee. If reasonable cause determination is made, Equity Coordinator seeks to conciliate.

*Note: Employee/Applicant Complainant has right to seek recourse through EEOC.  
Student Complainant has right to seek recourse through Office of Civil Rights.*

## Benefits of Revised Process

- Equity Coordinator serves as focal point to assist Complainant throughout the process.
- Equity Coordinator is responsible for keeping track of all complaints filed and status of outstanding complaints to ensure compliance with the policy.
- Process has been collapsed from four steps to three steps by using a committee approach to allow for more expeditious resolution of complaints.
- Equity Coordinator is better able to spot trends and make recommendations to management or target training for managers/supervisors.
- Employees, applicants, and students still have the same appeal process either internally up to Superintendent's level or externally to EEOC or Office of Civil Rights.