

The School Board  
Of  
Sarasota County,  
Florida



---

STATE EQUITY LAWS

POLICY

AGAINST

DISCRIMINATION

FOR EMPLOYEES

Formatted: Indent: Left: 1.95", Right: 1.92", Space Before: 2.05 pt, Line spacing: single

Formatted: Indent: Left: 1.72", First line: 0", Right: 1.69", Space Before: 0 pt, Line spacing: At least 48 pt

& APPLICANTS

Due Process Procedures  
Employee/Applicant  
Complaint Procedures

2015/201

68

<http://www.sarasota.k12.fl.us/humres/>

An Equal Opportunity Agency

Note:

This handbook is intended to effect compliance with federal/state regulations, i.e., Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination in Employment Act of 1967, as amended; Equal Pay Act of 1963; the Florida Education Equity Act (F.S. 228.2001); the Boy Scouts of America Equal Access Act of 2002 and the Americans with Disabilities Act of 1990.

EQUITY COORDINATOR

Name: Al Harayda  
Title: Employee Relations Administrator and Equity Coordinator  
(The "Equity Coordinator")  
Address: 1960 Landings Boulevard  
Sarasota, FL 34231  
Phone: (941) 927-9000, ext. 31217

SUPERINTENDENT

Name: ~~Leri White~~Todd Bowden  
Title: Superintendent  
Address: 1960 Landings Boulevard  
Sarasota, Florida 34231  
Phone: (941) 927-9000, ext. 3110531

36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**POLICY AGAINST DISCRIMINATION-Employees/Applicants**  
**2.72**

Formatted: Numbering: Continuous

~~The School Board seeks to provide a work environment free of discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation. No Employee must tolerate such discrimination or harassment. The following are examples of prohibited harassment:~~

~~(1) Harassment includes:~~

~~Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation which has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with the individual's job performance or participation; or otherwise adversely affects an individual's job opportunities.~~

~~(2) Sexual Harassment includes:~~

~~(a) Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an Employee's job opportunities; submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's job performance or creating an intimidating, hostile or offensive work environment.~~

~~(b) The denial of or the provision of aid, benefits, promotions, rewards, employment, faculty assistance, services, or treatment, on the basis of sexual advances or requests for sexual favors.~~

~~An employee who experiences discrimination or any such harassment should report it immediately pursuant to the following procedures.~~

~~I. The School Board seeks to provide a work environment free of discrimination and harassment on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation. No employee/applicant must tolerate such discrimination or harassment. The following are examples of prohibited harassment:~~

~~A. Harassment includes~~

~~Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation which has the purpose or effect of creating an intimidating, hostile or offensive work~~

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

environment; has the purpose or effect of unreasonably interfering with the individual's job performance or participation; or otherwise adversely affects an individual's job opportunities.

B. Sexual Harassment includes

1. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's job opportunities; submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's job performance or creating an intimidating, hostile or offensive work environment.

2. The denial of or the provision of aid, benefits, promotions, rewards, employment, faculty assistance, services, or treatment, on the basis of sexual advances or requests for sexual favors.

II. Any employee/applicant who experiences discrimination or any such harassment should report it immediately pursuant to the Board's procedures.

III. Equal Opportunity Employment Policy Statement

A. The policies and administrative regulations of The School Board of Sarasota County, Florida, have traditionally sought to attain ideal conditions of Equal Employment Opportunity. These policies and regulations shall be amended where necessary to ensure full compliance with the letter and the spirit of the law, and apply to both sexes in all instructional and non-instructional positions. The policy is to select employees/applicants as needed on the basis of merit, training, and experience. There shall be no discrimination against any applicant or employee on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

Formatted: Numbering: Continuous

status, or sexual orientation except when it is necessary to meet a bona fide occupational requirement. The School Board of Sarasota County, Florida, shall take all necessary action to comply with State and Federal laws prohibiting discrimination in employment. We do this to reaffirm our commitment to Equal Employment Opportunity and to refine our implementation of existing policies as they apply to recruitment, hiring, training, promotion, personnel management practices, and collective bargaining agreements.

B. The specific purpose of the Equal Opportunity Employment Policy statement is

1. To ensure Equal Opportunity in all personnel policies, practices and collective bargaining agreements through the identification and elimination of any existing discriminatory policies and/or practices.
2. To design and implement continuing internal assessment, reporting and modification procedures for evaluating the effectiveness of the Equal Opportunity Employment Plan.
3. To develop employee/applicant training programs to assist employees/applicants in complying with the plan and in achieving new competencies.
4. To establish procedures within a complaint process for prompt processing of individual or group charges.
5. To provide for the publication and dissemination, internally and externally, of the Equal Opportunity Employment Plan.

IV. It is understood that harassment or discrimination based on an employee's/applicant's race, color, religion, gender, ethnic or national origin, genetic information, age, disability, marital status, or sexual orientation is a violation of state and federal laws and a breach of the School Board's Equal Opportunity Employment Policy, which shall be grounds for disciplinary action including but not limited to discharge.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT**

The policies and administrative regulations of The School Board of Sarasota County, Florida, have traditionally sought to attain ideal conditions of Equal Employment Opportunity. These policies and regulations shall be amended where necessary to ensure full compliance with the letter and the spirit of the law, and apply to both sexes in all instructional and non-instructional positions. The policy is to select Employees as needed on the basis of merit, training, and experience. There shall be no discrimination against any Applicant or Employee on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation except when it is necessary to meet a bona fide occupational requirement. The School Board of Sarasota County, Florida, shall take all necessary action to comply with State and Federal laws prohibiting discrimination in employment. We do this to reaffirm our commitment to Equal Employment Opportunity and to refine our implementation of existing policies as they apply to recruitment, hiring, training, promotion, personnel management practices, and collective bargaining agreements.

The specific purpose of the Equal Opportunity Policy statement is:

1. To ensure Equal Opportunity in all personnel policies, practices and collective bargaining agreements through the identification and elimination of any existing discriminatory policies and/or practices.
2. To design and implement continuing internal assessment, reporting and modification procedures for evaluating the effectiveness of the Equal Opportunity Employment Plan.
3. To develop Employee training programs to assist Employees in complying with the plan and in achieving new competencies.
4. To establish procedures within a Complaint process for prompt processing of individual or group charges.
5. To provide for the publication and dissemination, internally and externally, of the Equal Opportunity Employment Plan.

It is understood that harassment or discrimination based on an Employee's/Applicant's race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation is a violation of state and federal laws and a breach of the School Board's Equal Employment Policy, which shall be grounds for disciplinary action including but not limited to discharge.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**DISCRIMINATION COMPLAINT PROCEDURE FOR  
EMPLOYEES AND EMPLOYMENT APPLICANTS**

**EMPLOYEES:** ~~The School Board of Sarasota County, Florida, desires to eliminate discrimination within the School District and encourages any person who believes that discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation has occurred to file a Complaint as early as possible. The Complaint procedure outlined in this handbook should be used.~~

**EMPLOYMENT APPLICANTS:** ~~The School Board of Sarasota County, Florida, desires to eliminate discrimination and encourages any applicant for employment who believes that discrimination has occurred to file a Complaint as early as possible. Any applicant for employment who believes that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation should use the Complaint procedure outlined on the following pages.~~

**EMPLOYEE/APPLICANT COMPLAINT PROCEDURE**

It is the aim of these procedures to handle discrimination or harassment Complaints without extraneous administrative barriers. A record or log will be maintained on each discrimination or harassment Complaint to include the final disposition of each by the District's Equity Coordinator. The initiation of any discrimination or harassment Complaint made in good faith by an Employee/Applicant, or the involvement of any parties who assist in good faith with an investigation, will not be used as a basis for retaliation or actions that adversely affect the parties' standing in the School District. Consequences may result from a complaint made in bad faith.

Complaint about Equity Coordinator:  
Any Equity/Harassment Complaint filed in writing against the Equity Coordinator or any complaint filed that implies any involvement of the Equity Coordinator shall be shared with the Superintendent of Schools.

Complaint about Superintendent of Schools:  
Any Equity/Harassment Complaint filed in writing against the Superintendent of Schools or any complaint filed that implies any involvement of the Superintendent of Schools shall be shared with the School Board Members. The School Board Members will work with School Board Attorney to determine who will conduct the investigation. The School Board Members may decide to employ an outside, independent investigator to conduct the investigation of the complaint, or designate someone internally.

The District's Equity Coordinator will be responsible for maintaining a log of all

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0"



## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

240 complaints received, all files and documents related to the investigation, and all  
241 written responses to the Complainant.

### 242 243 244 A. Definitions

- 245  
246     ▪ **“Applicant”** is a person who is applying for employment with The School  
247     Board of Sarasota County, Florida.
- 248  
249     ▪ **“Employee”** AI individual who is ~~an~~ employede by of the School  
250     BoardDistrict of Sarasota County, Florida.
- 251  
252     ▪ A **“Complaint”** is a written allegation by the Employee/Applicant that  
253     there has been a discriminatory action or inaction on the basis of race,  
254     color, religion, sex, national origin, age, disability, marital status, or sexual  
255     orientation against ~~the Employee~~the Employee/Applicant by a specified  
256     individual or individuals, situations, circumstances, conditions, or other  
257     factors within the School District’s scope of responsibility.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

A. Definitions (Continued)

- **“Respondent”** is the individual(s) charged with or having responsibility for the alleged discriminatory action.
- ~~The “Equity Coordinator” is the individual who is responsible for monitoring the District’s compliance with Federal and State regulations relating to civil rights, discrimination and harassment. The “Equity Coordinator” is also responsible for coordinating responses to Complaints.~~ **“Equity Coordinator”** is the individual who is responsible for monitoring the District’s compliance with Federal and State regulations relating to civil rights, discrimination and harassment. The “Equity Coordinator” is also responsible for coordinating responses to Complaints.
- The **“Appeals Committee”** will consist of three individuals: one Central Office Administrator, ~~and two members of the trained investigation team, one being a School Based Administrator (SBA) representative, and a one being a School District Administrator (SDA) representative. The Central Office Administrator will be at the Executive Director or Chief level or higher.~~ and two members of the trained investigation team, one being a School Based Administrator (SBA) representative, and one being a School District Administrator (SDA) representative. The Central Office Administrator will be at the Executive Director or Chief level or higher.

B. Procedures for Complaints

Discrimination Complaint Forms shall be available in the main office of ~~each school or school center and the District’s Human Resources’ website.~~ each school or school center and the District’s Human Resources’ website.

Note: Any Complaint must be filed within six (6) months of the date on which the alleged discrimination occurred.

~~The District’s Equity Coordinator will be responsible for maintaining a log of all complaints received, all files and documents related to the investigation, and all written responses to the Complainant.~~

**Step #1**

The Employee/**Applicant** shall communicate in writing to the Equity Coordinator that there has been a discriminatory or harassing action or inaction against the Employee by a specified individual(s) within the School District’s scope of responsibility. The Equity Coordinator will be responsible for reviewing the complaint form to ensure the Complainant has indicated a legitimate basis of discrimination based on the District’s current Equity Policy. If no legitimate basis of discrimination is indicated on the complaint form, the Equity Coordinator will contact the Complainant in writing to request clarification of the complaint. If no response is received within ten (10) business days, the complaint will be considered abandoned.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

304 ~~If the Complainant has indicated a legitimate basis of discrimination, the~~  
305 ~~Equity Coordinator will forward the complaint to the Cost Center Head for~~  
306 ~~review/investigation. The Cost Center Head will be responsible for~~  
307 ~~scheduling a discussion of the Complaint with the Employee within five (5)~~  
308 ~~business days following receipt of the communication.~~

309  
310 ~~If the Cost Center Head determines reasonable cause after a thorough~~  
311 ~~review and investigation of the Complaint, he/she will forward the~~  
312 ~~Complaint to the Equity Coordinator as outlined in Step #3.~~

313  
314 ~~The Cost Center Head will respond in writing to the Complainant no later~~  
315 ~~than ten (10) business days following the discussion of the Complaint with~~  
316 ~~the Complainant. The written response will indicate whether or not a~~  
317 ~~determination of reasonable cause was made.~~

318  
319 ~~In the event the Complaint involves the Employee's Cost Center Head, the~~  
320 ~~Equity Coordinator will forward the complaint directly to the immediate~~  
321 ~~supervisor of the Employee's Cost Center Head, or his/her designee. The~~  
322 ~~immediate supervisor of the Employee's Cost Center Head, or his/her~~  
323 ~~designee, will be responsible for scheduling a discussion of the Complaint~~  
324 ~~with the Employee within five (5) business days following receipt of the~~  
325 ~~communication.~~

326  
327 ~~If the immediate supervisor of the Employee's Cost Center Head determines~~  
328 ~~reasonable cause after a thorough review and investigation of the~~  
329 ~~Complaint, he/she will forward the Complaint to the Equity Coordinator~~  
330 ~~as outlined in Step #3.~~

331  
332 ~~The immediate supervisor of the Employee's Cost Center Head will~~  
333 ~~respond in writing to the Complainant no later than ten (10) business days~~  
334 ~~following the discussion of the Complaint with the Complainant. The~~  
335 ~~written response will indicate whether or not a determination of~~  
336 ~~reasonable cause was made.~~

337  
338 ~~In the event the Complaint is that of an Applicant, the Applicant may file~~  
339 ~~his/her written Complaint directly with the Equity Coordinator as indicated~~  
340 ~~below.~~

341  
342 \_\_\_\_\_

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388

**Step #2**

If an oral complaint is given to any administrator by an employee they will encourage the employee to fill out the complaint form, if the employee refuses then the administrator will reduce the complaint to writing. The document will then be forwarded to the Equity Coordinator who will follow up with the complainant to ensure that they did not wish to formally file the complaint. However, regardless of the complainants wishes to formally file the complaint, an investigation shall be conducted if the circumstances described by the complaint provide a factual basis, which indicates that harassment or discrimination may have occurred.

~~If the Complaint is not satisfactorily resolved in Step #1, as determined by the Complainant, he/she may file an appeal in writing to the Equity Coordinator within five (5) business days of receipt of the written response from the Cost Center Head or the immediate supervisor of the Cost Center Head.~~

Initial Investigation

~~The Equity Coordinator will assemble anthe Appeals Committee within five (5) business days of receipt of the appeal formal complaint from the Complainant. ~~The committee will consist of three individuals: one Central Office Administrator, and two members of the trained investigation team, one being a School Based Administrator (SBA), and one being a School District Administrator (SDA) representative. he Appeals Committee will consist of one Central Office Administrator, who shall serve as Chairperson, a School Based Administrator (SBA) representative, and a School District Administrator (SDA) representative. The Central Office Administrator will be at the Executive Director or Chief level or higher.~~~~

~~The Ccommittee Chairperson may designate one or more members to will meet with the Complainant to secure additional information or clarify existing information, as well as. ~~The Appeals Committee may also meet with any/all witnesses from the initial investigation and may choose to meet with other individuals who may have knowledge of the situation.~~~~

~~After reviewing all relevant information, the Appeals Ccommittee, by majority vote, will vote, ~~render will arender~~ decisiona decision. ~~If the Appeals Committee determines reasonable cause, the Chairperson will forward the Complaint to the Equity Coordinator as outlined in Step #3.~~~~

~~The Chairperson of the Appeals Ccommittee, or his/her designee, will respond in writing to the Complainant no later than ten (10) business days~~

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0.5"

Formatted: Font: Not Bold

Formatted: Justified, Indent: Left: 0.56", Right: 0.04", Space Before: 0 pt, Line spacing: single

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

389 following the ~~review conclusion of the of the initial~~ investigation of the  
390 Complaint. The ~~written response~~ ~~written~~ ~~with response~~ ~~indicate~~ ~~will~~  
391 ~~whether indicate~~ ~~or whether~~ ~~not or not~~ ~~determination~~  
392 ~~of determination of~~ reasonable cause was made.

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**Step #3**

If the Complaint is not satisfactorily resolved ~~in Step #2~~, as determined by the Complainant, he/she may file ~~an second~~ appeal in writing to the Equity Coordinator ~~within~~ Coordinator ~~five~~ within ~~(five (5) business) days~~ business days of receipt of the written response from the ~~Appeals~~ Committee. The Equity Coordinator, acting as the Superintendent's designee, will schedule a discussion with the Complainant within five (5) business days following receipt of the communication. The Equity Coordinator will make a determination of reasonable cause no later than ten (10) business days following the discussion of the Complaint with the Complainant.

Conciliation - If a determination of reasonable cause is made, the Equity Coordinator will seek to conciliate the Complaint with the Respondent and ~~the Employee~~ the Employee/Applicant within ~~ten~~ (ten (10) business days ~~of days~~ said of said determination.

Resolution of the Complaint through this procedure by agreement of all participants (the Employee/Applicant, the Respondent, and the Equity Coordinator) will close the issue. The Equity Coordinator will complete a written summary within five (5) business days of said resolution of the Complaint.

Corrective Action - If a determination of reasonable cause is made and the ~~issue cannot~~ issue be cannot ~~resolved~~ be by resolved ~~conciliation~~ by ~~the~~ conciliation, the Equity Coordinator will present the issue to the District's Superintendent, or his/her designee, in writing within ten (10) business days of said determination for formal corrective action. The District's Superintendent, or his/her designee, shall submit a written response to the Equity Coordinator determining the corrective action within ten (10) business days from date of receipt of the determination of the Equity Coordinator.

If the Equity Coordinator does not ~~make a determination~~ decide there ~~is of~~ reasonable cause, the case will be considered closed.

~~In addition~~ In, ~~the~~ addition, ~~Employee~~ the Employee/Applicant ~~has~~ Applicant ~~the~~ has ~~right~~ the ~~to~~ right ~~seek~~ to ~~recourse~~ seek recourse through the U.S. Equal Employment Opportunity Commission (EEOC).

**Formatted:** Justified, Indent: Left: 0.56", Right: 0.04", Space Before: 0 pt, Line spacing: single

**CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**SPECIAL PROVISIONS**

- A. Failure on the part of the Employee/Applicant to initiate and/or to follow-up on a Complaint within the prescribed time limits may result in the Complaint being considered abandoned.
- ~~B. Failure by a Cost Center Head to respond to a Complaint within the prescribed time limits will automatically move the Complaint to the next step.~~
- ~~B.~~ In general, Employees ~~are obligated~~are obligated to ~~perform their~~perform their duties as directed while Complaints are pending resolution.
- ~~B.C.~~ Copies of all communications pertaining to a Complaint shall be provided to the Employee/Applicant, unless classified as privileged or confidential according to statute.

435  
436  
437  
438  
439  
440  
441  
442  
443  
444  
445  
446  
447  
448  
449  
450  
451