

**EQUAL EMPLOYMENT OPPORTUNITY / ADA /
ANTI-DISCRIMINATION COMPLAINT PROCEDURE**

SECTION 2.10

Effective: October 15, 2015

Updated and Approved: June 22, 2017 

Approved By: Governing Board

Revised: June 5, 2017

- A. Any person may file a complaint if they believe that another person has illegally discriminated against them under any local, state, or federal anti-discrimination law, including a violation of the ADA or conduct involving sexual harassment.
- B. All complaints alleging illegal discrimination shall be filed on the EEO complaint form. This form shall be filed as soon as possible.
- C. The Human Resources Director shall investigate all complaints and respond to the complainant within 10 working days of the filing. If the complainant is not satisfied with the Human Resources Director's response, he or she may file a complaint with the Executive Director. The Human Resources Director will investigate and respond within 10 working days of the filing. "Working days" are scheduled workdays for employees, business days for non-employees.
- D. When reviewing complaints alleging a violation of the ADA, as may be amended from time to time, the Human Resources Director if applicable, will determine whether the complainant is a "qualified person with a disability," whether the employer may have discriminated against the complainant, and if so, whether the employer can "reasonably accommodate" the complainant or otherwise resolve his or her complaint.
- E. Any employee who has been found by the Human Resources Director, after appropriate investigation, to have committed an act of illegal discrimination against another employee, job applicant, or other person will be subject to appropriate disciplinary action.
- F. The general public (non-employees) found to have committed an act of illegal discrimination against an employee will be dealt with appropriately by law.