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| **Metropolitan Nashville Board of Education** |
| Monitoring:**Review: Annually, in February** | Descriptor Term:**Complaints and Grievances** | Descriptor Code:**5.501** | Issued Date:**07/14/20** |
| Rescinds:**5.501** | Issued:**05/08/18** |

**EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES**

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the Director of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the Director of Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

**HARASSMENT/DISCRIMINATION GRIEVANCES**

Employees shall notify any district complaint manager (Executive Director of Title IX, Director of Workplace Safety, Director of Employee Relations, Director of Special Populations, and ADA Coordinator) if they believe the Board, district employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following: 1,2,3

1. Age Discrimination Employment Act;1
2. Title II of the Americans with Disabilities Act;4
3. Title IX of the Education Amendments of 1972;5
4. Section 504 of the Rehabilitation Act of 1973;6 or
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.7,5

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is ﬁled, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any ﬁling deadline related to the pursuit of other remedies.

*Filing a Complaint*

An employee who wishes to avail himself/herself to this grievance procedure may do so by ﬁling a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in ﬁling a grievance.

*Investigation*

The complaint manager will investigate the complaint or appoint a qualiﬁed person to undertake the investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall ﬁle a written report within ten (10) days of the ﬁling of the grievance of his/her ﬁndings with the Director of Schools. If a complaint of sexual harassment contains allegations involving the Director of Schools, the written report shall be ﬁled with the Board. The Director of Schools shall keep the Board informed of all complaints.

*Decision and Appeal*

After receipt of the complaint manager's report, the Director of Schools shall render a written decision within ﬁve (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisﬁed with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall, within thirty (30) days from the date the appeal was received, review the report, afﬁrm, overrule, or modify the decision, and render a written ﬁnding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

**APPOINTING COMPLAINT MANAGERS**

The Director of Schools shall appoint at least two (2) complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall make employees aware of each complaint manager’s contact information.

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| Legal References | Cross References |
| 1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*
 | Appeals to and Appearances Before the Board 1.404Section 504 and ADA Grievance Procedures 1.802Equal Opportunity Employment 5.104Discrimination/Harassment of Employees 5.500 |