

GRIEVANCE PROCEDURE NOTIFICATION

I. Purpose

The purpose of a grievance procedure is to provide for prompt and equitable resolutions of student and employee complaints alleging discrimination according to the Civil Rights provisions of Title IX Education Amendments of 1972, which prohibits sex discrimination and Section 504, which deals with nondiscrimination on the basis of handicap in federally assisted education programs. It is understood that an attempt to resolve the grievance directly with the immediate supervisor would be made at the earliest possible time during the procedure.

Nothing contained in a grievance procedure should be construed as limiting the right of an employee or student having a grievance, to discuss the matter informally with a member of the administration and having the grievance adjusted without further intervention provided the adjustment is not inconsistent with the terms of the agreement and the employee or student has been given the opportunity to express his/her views. Further, the procedure should not interfere with the employees' or the students' access to another grievance procedure as established by law, such as state collective bargaining laws and state and/or local antidiscrimination laws or regulations.

II. Procedure

Definition

All students, employees and other interested parties must have access to a grievance procedure for the resolution of complaints.

Generally, a grievance is defined as any allegation of noncompliance with Title IX or Section 504 or the provision of its implementing regulations.

Levels of Procedure

Level 1: Verbal Adjustment

Within seven working/school days of the time the incident occurred, the person, student, or parent in behalf of the student alleging harassment may attempt to adjust the complaint through oral communication with the Director; the Affirmative Action/EEO Officer may be contacted at this step for assistance.

The Director is required to render a verbal decision within three working days.

Level 2: Written Agreement

If dissatisfied with this verbal decision, the person or student alleging harassment may, within ten working/school days of the verbal decision, present the complaint to the Director in writing; the Affirmative Action/EEO Officer may be contacted at this step for assistance. The Director must render a written decision within three working days.

Level 3: Intervention

If the person alleging harassment is still dissatisfied, he/she must contact the Affirmative Action/EEO Officer within thirty days of the grievable incident or ten working/school days from the receipt of the written decision; the person, student, or parent in behalf of the student alleging harassment may have a representative of his/her choice present.

The Affirmative Action/EEO Office shall meet with the person making the complaint and the Director in an attempt to settle the complaint; if an agreement satisfactory to the person, student or parent in behalf of the student alleging harassment is not reached, the grievance will be referred in writing to the Affirmative Action Advisory Committee; a meeting of this Committee will be held within fifteen working/school days. The Affirmative Action Advisory Committee will make a written recommendation to the Director within five working/school days of this meeting. The Director will render a decision in writing within five working/school days of receipt of the recommendation.

Level 4: Informal Complaint

If Level 3 intervention still results in dissatisfaction, the person, student or parent in behalf of the student bringing the complaint may within 10 working/school days appeal in writing to the Region 9 Cooperative Board charged with overseeing the vocational school in which the alleged harassment occurred.

Level 5: Formal Complaint

An unresolved discrimination complaint may be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.

NOTE: If a student does not feel comfortable approaching the Director regarding any sexual harassment, feel free to contact the Affirmative Action Officer. However, the contact must be within the seven (7) day period in II B-Level 1. The Affirmative Action Officer will then contact the Director to review the complaint.