

COMPLAINT PROCEDURE

Any employee or applicant can file a complaint if the person feels that he or she was discriminated against in employment on the basis of age, race, religion, color, handicap, sex, national origin, ancestry, sexual orientation, arrest or conviction record or marital status.

A. PROCESS FOR FILING A COMPLAINT

A complaint may be filed directly with the following agencies.

1. EQUAL RIGHTS DIVISION, DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS, 210 East Washington Avenue, PO Box 8928, Madison, WI 53708.

NOTE: Must be filed within 300 days of date of alleged discrimination.

2. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, 310 West Wisconsin Avenue, Milwaukee, WI 53203

NOTE: Must be filed within 180 days of date of alleged discrimination.

3. DEPARTMENT OF PUBLIC INSTRUCTION AFFIRMATIVE ACTION/CIVIL RIGHTS COMPLIANCE OFFICE, P. O. Box 7841, Madison, WI 53707-7841.

4. OFFICE FOR CIVIL RIGHTS, U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, 300 South Wacker Drive, Chicago, IL 60606.

NOTE: Must be filed within 180 days of date of alleged discrimination.

A complaint may also be filed for investigation within our internal complaint procedure. Our procedure is described in this document.

B. WHEN TO FILE A COMPLAINT FOR INTERNAL INVESTIGATION

It is preferable that the complaint be filed as soon as possible and by no later than thirty days of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the prior section.

C. HOW TO FILE

A "Complaint on Equal Employment Opportunity" form is available upon request of any staff member or job applicant from the Equal Employment Opportunity Compliance Officer during regular operating hours.

If assistance is needed in completing the form, the complainant may arrange for it through the Equal Employment Opportunity

Compliance Officer whose telephone number is (715)453-2141. Complaints may be left at the CESA #9 office, or mailed to the EEO Compliance Officer:

EEO Compliance Officer
CESA #9
PO Box 449
304 Kaphaem Road
Tomahawk, WI 54487

D. INVESTIGATION PROCESS

The Equal Employment Opportunity Compliance Officer will make an investigation and prepare a full written report with recommendations for the CESA #9 Agency Administrator regarding the basis of the complaint. The findings and resolution of the complaint will be made in writing in a language understandable to the complainant. For visually impaired or hearing impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within thirty days of the date of receipt of the complaint.

E. RIGHT OF APPEAL

If the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under "Process For Filing A Complaint."

Appeal can also be made to the Administrator of the Agency.

F. RETENTION OF RECORDS

The records and reports relating to the complaint will be retained for five years from the date of final disposition of the complaint by CESA #9.

G. PUBLICATION OF COMPLAINT PROCEDURE

This complaint procedure is provided to all employees and is posted in the general reception area for applicant review. Complaint forms are available from the EEO Compliance Officer. We provide the following assistance to persons who are visually impaired or have other impairments which prevent them from reading the procedure:

- Visual Impairment - Available on tape upon request
- Hearing Impairment - Sign interpretation upon request

H. NON-RETALIATION

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

511 Exhibit

COMPLAINT ON EQUAL OPPORTUNITY IN EMPLOYMENT

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

COMPLAINT BASIS: _____
(Protected Status)

Description of action(s) which is alleged as being discriminatory. (Please provide dates, names or titles whenever possible.)

Signature of Complainant: _____

Date: _____

NOTE: You may obtain assistance in the preparation of this complaint if required by contacting the Equal Employment Opportunity Compliance Officer at (715) 453-2141.

Please submit within 30 working days to EEO Compliance Officer, PO Box 449, 304 Kaphaem Road, Tomahawk, WI 54487.

Extensions may be granted contingent upon agreement of both parties.