

Timeline

Regulation 1530 – Equal Opportunity Complaint Procedure

- Race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status or disability.
- Complainant is to first discuss matter with immediate supervisor to try to resolve matter informally.
- If not resolved within 30 working days, complainant may submit written complaint to Affirmative Action Officer (“AAO”).
- AAO will investigate informally and respond to complainant in writing no later than 7 working days after receipt of complaint, which copies will be forwarded to Superintendent.
- AAO response may be appealed to Superintendent in writing within 3 working days after receipt by Complainant.
- Upon timely request and before the Superintendent makes a decision, complainant can request an informal hearing before the Superintendent no later than 7 working days after the request.
- The Superintendent will render a decision no later than 7 working days after appeal is filed.
- Complainant can appeal Superintendent’s decision to Board by filing a written appeal no later than 3 working days after receipt of the decision.
- If complainant requests a hearing, Board may have a hearing.
- Board will render decision no later than 45 calendar days after appeal was filed or hearing, held, whichever is later.
- Complainant can appeal Board’s decision to the Commissioner of Education or the NJ Division on Civil Rights.

Regulation 1550 – Equal Employment/ Anti-Discrimination

- Discrimination in employment due to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.
- Complainant is to discuss matter with immediate supervisor.
- If immediate supervisor is conflicted, then complainant is to discuss matter with AAO. If AAO is conflicted, then complainant is to submit written complaint to Superintendent, who will designate an investigator.
- If matter not resolved within 10 business days, complainant may submit written complaint to AAO.
- AAO will investigate informally and respond in writing no later than 7 business days after receipt of complaint, with complaint and response forwarded to Superintendent.
- AAO’s response may be appealed to Superintendent in writing within 3 business days.
- Upon request, complainant will be given informal hearing before Superintendent no later than 7 business days after request.
- Superintendent will render written decision no later than 7 business days after the appeal was filed or hearing was held, whichever occurred later.
- Complainant may appeal Superintendent’s decision to Board by filing written appeal within 3 days after receipt of decision.
- If complainant requests, Board may have a hearing and render a written decision no later than 45 calendar days after appeal was filed or hearing held, whichever occurred later.
- Complainant to be informed that they can appeal Board decision to Commissioner of Education or NJ Division on Civil Rights.

Policy 3351/4351 – Healthy Workplace Environment -Does not apply to enumerated categories.

Regulation 3362 - Sexual Harassment of Teaching Staff Members Complaint Procedure

Regulation 4352 - Sexual Harassment of Support Staff Members Complaint Procedure

- Sexual Harassment: Gender Based Harassment / Hostile Environment Sexual Harassment / Quid Pro Quo Harassment
- Report to school building principal, immediate supervisor or AAO.
- Report to be forwarded to AAO within 1 working day, even if principal or supervisor feels sexual harassment not present.
- AAO will immediately investigate and complete investigation within 10 working days.
- Upon conclusion of investigation, but no later than 10 working days after first reported to AAO, AAO will prepare summary of findings to the parties.
- Any party (accused/accuser) may appeal to Superintendent, who will make their decision within 10 days of receiving appeal.
- If a party is not satisfied, they can appeal to the Board, who will make determination within 45 days of receiving appeal.
- Individuals can also request OCR to investigate.