

## **Employee Complaint Process: Frequently Asked Questions**

Q: What is the District's Nondiscrimination Statement?

A: [https://www.pasco.k12.fl.us/comm/page/non\\_discrimination\\_policy/](https://www.pasco.k12.fl.us/comm/page/non_discrimination_policy/)

Q: What are the District's Policies regarding nondiscrimination and equal employment opportunity? A: All policies can be found at

<https://go.boarddocs.com/fl/pasco/Board.nsf/%20Public?open&id=policies>

### Administration

- 1122 Nondiscrimination and Equal Employment Opportunity
- 1122.02 Nondiscrimination Based on Genetic Information of the Employee

### Program (Applies to All Members of the District Community)

- 2260 Nondiscrimination and Access to Equal Employment Opportunity
- 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability

### Instructional Staff

- 3122 Nondiscrimination and Access to Equal Employment Opportunity
- 3122.02 Nondiscrimination Based on Genetic Information of the Employee

### Support Staff

- 4122 Nondiscrimination and Access to Equal Employment Opportunity
- 4122.02 Nondiscrimination Based on Genetic Information of the Employee

### Operations (Applies to All Members of the District Community)

- 8453 Direct Contact Communicable Diseases

Q: Are there policies in place that allow students to file complaints if they are targeted for unlawful harassment?

A: Yes. Policies 2260.02, 5517 and 5517.01 include reporting information for students.

<https://go.boarddocs.com/fl/pasco/Board.nsf/%20Public?open&id=policies>

Q: Is the investigation confidential?

A: All information provided by you is considered confidential; however, we cannot guarantee confidentiality. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. However, there may come a time when the information will no longer be maintained as confidential. Once the investigation is completed and closed, it becomes public record in accordance with Florida Statute Title X, Chapter 119 Public Records.

Q: Do I have to participate in an investigative process?

A: All District employees included in a complaint are required to cooperate with the investigation.

Q: If I am unable to come into the office, can the interview be conducted at an alternate location?

A: Arrangements may be made to meet at a district location agreed upon by both parties.

Q: How long does the investigation take?

A: The Equity Manager or his/her designee, or the Director of Employee Relations if the alleged harasser is the Equity Manager, will conduct an independent investigation of the matter, which may or may not include a meeting. This complaint procedure contemplates an informal, thorough investigation that affords all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The Equity Manager, or Director of Employee Relations if the alleged harasser is the Equity Manager, will provide the complainant with a written disposition of the complaint within fifteen (15) workdays.

Q: Will I get in trouble for filing a complaint?

A: The initiation of a discrimination or harassment complaint by an employee will not be used as a basis for actions that adversely affect the complainant's standing in his/her work location. However, any complainant who knowingly submits false information will be subject to disciplinary action.

Q: Who can file a complaint with the Equity Manager?

A: A School Board employee or applicant who has a reasonable and good-faith belief that he/she has been the subject of discrimination/harassment because of sex/gender, race, color, religion, ethnicity or national origin, marital status, age, genetic information, or disability can submit a complain to the Equity Manager.

Q: My Supervisor is rude, mean spirited and disrespectful. Can I file a complaint with the Equity Manager?

A: Title VII does not prohibit all verbal or physical harassment in the workplace, but rather only discrimination/harassment based on a protected category. To address your concerns, speak with an administrator following the chain of command.