

## UNIFORM GRIEVANCE PROCEDURE

Wilco strives to insure that equal educational opportunities are offered to students and prohibits discrimination on the basis of race, color, national origin, age, gender, religion, or disability. Students or their parent(s)/guardian(s), employees, or community members should notify any Center's Complaint Manager if they believe that the Board of Control, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy including but not limited to:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment "or other discrimination claims" under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972;
5. Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
6. Title VI of the Civil Rights Act, 42 I.S.C. § 2000 et seq.;
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-20, final citation pending).
8. Bullying, 105 ILCS 5/27-23.7
9. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
10. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
11. Curriculum, instructional materials, and/or programs;
12. Victims' Economic Security and Safety Act, 820 ILCS 180;
13. Illinois Equal Pay Act of 2003, 820 ILCS 112; or
14. Provision of services to homeless students.
15. Illinois Whistleblower Act, 740 ILCS 112/
16. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
17. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will endeavor to respond to 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 a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person'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. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the Center's main office is open. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### 1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with the Center's Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and

may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

## 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate within seven (7) days of receipt of a complaint, the complaint or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Director.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Director. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Director, the written report shall be filed with the Board of Control which shall render a decision in accordance with Section 3 of this Policy. The Director will keep the Board informed of all complaints.

## 3. Decision and Appeal

Within 5 school business days after receipt of the Complaint Manager's report, the Director shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Control by making a written request to the Complaint Manager within 10 school business days following receipt of the Director's decision. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Control. Within 30 school business days, the Board of Control shall affirm, reverse, or amend the Director's decision or direct the Director to gather additional information. Within 5 school business days of the Board's decision, the Director shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board of Control hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing Complaint Managers

The Director shall appoint at least two Complaint Managers, one of each gender. The Center's Nondiscrimination Coordinator may not be appointed a Complaint Manager. The Director shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

### **Nondiscrimination Coordinator:**

Name: Elizabeth Kaufman  
 Address: 500 Wilco Blvd.  
 Romeoville, IL 60446 [ekaufman@wilcoacc.org](mailto:ekaufman@wilcoacc.org) (815) 838-6941 ext. 1006

**Complaint Managers:**

Bosa Goodale  
 500 Wilco Boulevard  
 Romeoville, IL 60446  
[bgoodale@wilcoacc.org](mailto:bgoodale@wilcoacc.org)  
 (815) 838-6941 ext. 1032

Jose Ramirez  
 500 Wilco Boulevard  
 Romeoville, IL 60446  
[jramirez@wilcoacc.org](mailto:jramirez@wilcoacc.org)  
 (815) 838-6941 ext. 1002

Professional Personnel Grievance

***Please refer to the current Agreement between the Board of Control for Wilco Area Career Center Will County, Illinois and the Wilco Council, AFT-Local 604 AFL-CIO 2017 – 2018, 2018 – 2019, 2019 – 2020, 2020 – 2022, 2022 - 2025***

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
 Americans With Disabilities Act, 42 U.S. C. § 121 01 et seq.  
 Equal Employment Opportunities Act (Title VII of Civil Rights Act), 42 U.S.C. § 2000 et seq.  
 Equal Pay Act, 29 U.S.C. §206(d).  
 Genetic Information Nondiscrimination Act, 8 U.S.C. §2000ff et seq.  
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
 McKinney-Vento Homeless Assistance Act., 42 U.S.C. §11431 et seq.  
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
 Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.  
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5., 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
 Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
 Illinois Whistleblower Act, 740 ILCS 174/.  
 Illinois Human Rights Act, 775 ILCS 5/.  
 Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.  
 Equal Pay Act of 2001, 820 ILCS 112/.  
 Employee Credit Privacy Act, 820 ILCS 70/.  
 23 Ill.Admin.Code §§1.240 and 200.40.

Presented as info item:	September 23, 1999
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