

PERSONNEL – ADMINISTRATIVE PROCEDURES

GENERAL PERSONNEL – Non-Discrimination

It shall be the policy of the Regional Office of Education of this Region to prohibit discrimination against any employee on account of race, color, creed, religion, national origin, ancestry, sex, age, marital status, physical or mental handicap unrelated to ability, or unfavorable discharge from the military. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form.

Sexual harassment is defined as unsolicited sexual advances, sexual advances linked to the promise of rewards, coercion by threat of punishment and sexual assault.

Any employee who believes he/she has been discriminated against by any supervisor or other employee may immediately notify his/her supervisor, or if the supervisor is alleged to have discriminated, the Regional Superintendent may be notified. Such notice shall be in writing and contain a summary of the nature of the discriminatory conduct alleged. A copy of the notice should be sent to the Regional Superintendent, or if the Regional Superintendent is alleged to have discriminated, to the Assistant Regional Superintendent.

After receiving notice of discrimination, a hearing shall be convened within ten (10) working days by the Regional Superintendent or designee or by asking to ascertain the facts of such discriminatory conduct. If the complaint is justified, appropriate disciplinary action should be recommended to the Regional Superintendent or County Boards of Champaign and Ford Counties, including warning and/or disciplinary action as warranted.

Approved: 07/01/01