



DOCUMENTATION OF FORMAL GRIEVANCE

MIS 5139
Rev 4/10

Personnel Services Department
School District of Okaloosa County
120 Lowery Place, S.E.
Fort Walton Beach, Florida 32548-5595

REPORTING VIOLATIONS OF EQUITY POLICIES: PROHIBITING DISCRIMINATION AND HARASSMENT

Deliver to the Equity Director, Personnel Services, Bay Area Office, Ft. Walton Beach, within forty-five (45) calendar days of the date you knew or should have known of the event(s) giving rise to the alleged violation.

Informal Step: Discuss the complaint with the Principal or Director, if unresolved, the formal procedure (below) may be utilized by an applicant, student, volunteer, employee or non-employee (in lieu of grievance via master contract).

Formal Step: (Please print)

Print Name (Last, First, MI) Home Phone Number Alternate Phone Number

Address City State Zip Code

Position and Work Location Date Allegations(s) occurred

Name(s) of Offensive Party:

Your Relationship to the Offensive Party:

Witnesses that can support your claim:

Cause of Discrimination [Check appropriate box(es)]

- Race
 Color
 Sex
 Religion
 Age
 Disability
 National Origin
 Religious Beliefs
 Marital Status
 Retaliation
 Not Applicable
 Other
 Specify: _____

Investigative Process and Appeal Guidelines: The District Equity Contact shall have twenty (20) calendar days to investigate. The period of investigation will cover as much time as necessary to obtain sufficient evidence to make a finding on the merits. Within fifteen (15) calendar days of the close of the investigation, the District Equity Contact shall inform the grievant, in writing, of the disposition. If the investigation results in finding the Equity Policy has been violated and disciplinary action is appropriate, the District Equity Contact shall within fifteen (15) calendar days of the close of the investigation, inform the Superintendent and the charged party of the findings and shall recommend to the Superintendent appropriate disciplinary action.

In determining whether alleged conduct constitutes harassment or discrimination, the **totality** of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Complainant and Respondent may file a written appeal to the outcome of the investigation within ten (10) calendar days of receipt of the investigative report to the Superintendent at 120 Lowery Place, S.E., Fort Walton Beach, Florida 32548.

Explanation of Allegations (Be Specific): Indicate how you were discriminated against and by whom. Explain in detail, the basis for your complaint, e.g. race, sex, religion, etc. Provide the names of all parties involved, including witnesses and anyone who you reported the allegation(s) to previously. (If additional space is needed, please attach additional sheets.)

Desired Resolution: What actions are you seeking to resolve this matter.

Investigator's Comments:

My signature confirms I have been briefed on the investigative process/appeals guidelines and I swear or affirm that the information provided is true and correct to the best of my knowledge and belief.

Signature of Complainant

Date

Signature of Investigator

Date