

## Employee Grievance Procedures

The purpose of this procedure is to assure that an employee has a right to address complaints related to Affirmative Action, Title VI, Title IX, and/or Section 504.

- **Affirmative Action:** Affirmative action is a policy that aims to increase opportunities in the workplace or education to underrepresented parts of society by taking into account an individual's color, race, sex, religion, or national origin.
- **Title VI:** Title VI of the Civil Rights Act of 1964 is a federal law that states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Title IX:** Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
- **Section 504:** No qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in all activities or vocational opportunities sponsored by the Board of Education.

If at any time, an employee feels that his or her rights have been violated with regard to Affirmative Action, Title IX and/or 504 as it is described above, here is what to do:

### Submitting a Grievance:

Grievances can be submitted in various manners: in-person, telephone, and/or electronically during business and non-business hours. To submit a grievance electronically, please see the form below.

- A downloadable/printable PDF - click [HERE](#)

### Timeline of Process:

1. The grievance should be submitted immediately within 10 days of the incident.
2. The employee will make an appointment to meet with the district Affirmative Action Officer (AAO), Title IX Coordinator, or Section 504 Coordinator. (If the district Officer/Coordinator is the person who allegedly violated your rights, seek out an administrator whom you trust and begin the process with him/her.) All grievants can expect a personal and confidential meeting with the Officer/Coordinator within two school days of the initial report.
3. At that meeting, the employee will confidentially share with the Officer/Coordinator the alleged violation.
  - **Affirmative Action Officer:** Jena Valdiviezo Ed.D., 732-571-2868, Ext. 40035
  - **Title IX Coordinator:** Jena Valdiviezo Ed.D., 732-571-2868, Ext. 40035
  - **Section 504 Compliance Officer:** JanetLynn Dudick, Ph.D., 732-571-2868, Ext. 40610
4. The employee should also be prepared to share the names of the witnesses who may be able to aid in the investigation.
5. After the initial meeting with the officer a thorough investigation will be conducted. The investigation process will occur within 30 days. During this time of the investigation and resolution process an informal meeting will occur with both parties to resolve the matter informally, however the grievant can request a formal meeting at any time.
6. The superintendent will review the report with the Officer/Coordinator.
7. After the investigation, the complaint will receive a written report from the Officer/ Coordinator within 7 days. A copy of the complaint and the report will be forwarded to the Superintendent. (If the Superintendent is the one who allegedly violated the person's rights, the findings will go to the Assistant Superintendent.)
8. The grievant may appeal the decision to the Board of Education within three school days.
9. The appeal will be heard by the Board of Education at the next regularly scheduled meeting.
10. The board will render a written decision no later than 45 days after the appeal was filed or the hearing held, whichever occurred later.

### Contact Information is as Follows:

<b>Title IX</b> Jena Valdiviezo, Ed.D. 540 Broadway Long Branch, NJ 07740 732-571-2868, Ext. 40035 jvaldiviezo@longbranch.k 12.nj.us	<b>Section 504</b> JanetLynn Dudick, Ph.D. 540 Broadway Long Branch, NJ 07740 732-571-2868, Ext. 40610 jdudick@longbranch.k 12.nj.us	<b>Affirmative Action Officer</b> Jena Valdiviezo, Ed.D. 540 Broadway Long Branch, NJ 07740 732-571-2868, Ext. 40035 jvaldiviezo@longbranch.k 12.nj.us	<b>U.S. Department of Education</b> Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012 TDD: 800-877-8339 Email: OCR@ed.gov <a href="https://1112.ed.gov/about/offices/list/ocr/index.html">https://1112.ed.gov/about/offices/list/ocr/ index.html</a>
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