

ADMINISTRATIVE REGULATION

APPROVED: May 10, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 104-AR-0. REPORT FORM FOR EMPLOYEE COMPLAINTS OF DISCRIMINATION

**Complainant:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**School Building:** \_\_\_\_\_

**Date(s) of Alleged Incident(s):** \_\_\_\_\_

Alleged discrimination was based on: \_\_\_\_\_

**Name(s) of person(s) you believe** violated the District's nondiscrimination policy:  
\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:  
\_\_\_\_\_

**Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List **any individuals** who may have witnessed, or have additional information about, the action(s) that are the subject of your complaint.  
\_\_\_\_\_

104-AR-0. REPORT FORM FOR EMPLOYEE COMPLAINTS OF  
DISCRIMINATION - Pg. 2

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that **the information** I have provided in this complaint is **true, correct and complete** to the best of my knowledge.

\_\_\_\_\_  
**Complainant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Received By

\_\_\_\_\_  
**Date**

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## 104-AR-1. NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES

Designated administrators will be responsible for the initial screening of applicants and for interviews of candidates for specific positions in the District, in accordance with Board policy.

Designated administrators will receive information and training relative to state and federal employment laws and regulations.

All administrators will be familiar with laws and regulations relating to employment and will apply these for the purpose of gaining as wide a representation of qualified employees as possible.

During the interviews, all administrators conducting the interviews will contain questions to those that directly relate to job qualifications. In this way, the applicant with the best qualifications for a District position can be determined.

Testing of applicants will be restricted to writing and skills tests directly relating to the qualifications of the position.

To the extent possible, administrators will include other appropriate staff in the selection process.

District recruitment materials and vacancy announcements will be sent to colleges and universities, internet job boards, membership groups or associations, appropriate newspapers and publications, job services, etc. in as broad an area as practical.

All announcements of job vacancies will be posted on the District's website, and be given as wide a distribution as possible.

The Director of Human Resources will periodically review application forms, recruiting materials, District advertisements, etc. to ensure their compliance with state and federal laws and regulations governing equal employment opportunities.