

## **Comprehensive Equity Complaint Procedure**

Students, parents of students, applicants for employment, and employees of Central Rivers AEA shall have the right to file a formal complaint alleging noncompliance with federal and state regulations requiring nondiscrimination in educational programs and employment. As a parent, you also have the right to a hearing before an impartial hearing officer if you disagree with your child's evaluation or placement. You have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

### **Level One – Principal or Immediate Supervisor**

Employees with a complaint of discrimination on the basis of race, color, creed, gender, marital status, national origin, religion, age, sexual orientation, gender identity, socio economic background or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, parent or an applicant for employment with a complaint of discrimination on the basis of race, color, creed, gender, marital status, national origin, religion, age, sexual orientation, gender identity, socio economic background or disability may discuss it with the instructor, counselor, supervisor or building administrator, program administrator, or personnel contact person involved. If the problem remains unresolved, the complainant shall discuss the issue with a Compliance Officer before proceeding to the next level.

### **Level Two – Equity Coordinator**

If the complaint is not resolved at level one and the complainants wish to pursue the complaint, they may formalize it by filing a complaint in writing on a Compliance Violation form, which may be obtained from the Equity Coordinator. The complaint shall state the nature of the complaint and the remedy requested and be filed with the Equity Coordinator. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the complaint or from the date of the complainants could reasonably become aware of such occurrence. The complainants may request that a meeting concerning the complaint be held with the Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **Level Three – Chief Administrator**

If the complaint is not resolved at level two, the complainants may process it to level three by presenting a written appeal to the Chief Administrator within ten (10) working days after the complainants receive the report from the Equity Coordinator. The complainants may request a meeting with the Chief Administrator or designee. The Chief Administrator or designee has the option of meeting with the complainant to discuss the appeal. A decision will be rendered by the Chief Administrator or designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the complainants to file formal complaints with the Iowa City Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights complaints, or to seek private counsel for complaints alleging discrimination.

**Compliance Officer**

*Name:* Dr. Dana Miller

*Office Address:* 1521 Technology Parkway

Cedar Falls, Iowa

*Phone Number:* (319) 273-8200

*Office Hours:* Flexible

**Equity Coordinator**

*Name:* Karl Kurt

*Office Address:* 1521 Technology Parkway

Cedar Falls, Iowa

*Phone Number:* (319) 273-8200

*Office Hours:* 8:00 am – 4:30 pm  
(Monday thru Friday)

**Compliance Officer**

*Name:* Amber Dietz

*Office Address:* 9184 B 265<sup>th</sup> Street

Clear Lake, Iowa

*Phone Number:* (641) 357-6125

*Office Hours:* Flexible

**Compliance Officer**

*Name:* Jen Sigrist

*Office Address:* 909 South 12<sup>th</sup> Street

Marshalltown, Iowa

*Phone Number:* (641) 753-3564

*Office Hours:* Flexible

**Compliance Officer**

*Name:* Ryan Andreassen

*Office Address:* 1521 Technology Parkway

Cedar Falls, Iowa

*Phone Number:* (319) 273-8200

*Office Hours:* Flexible

Date of Approval: 03-13-03  
Date of Amendment: 08-01-07  
Date of Amendment: 11-25-09  
Date of Amendment: 07-01-10  
Date of Amendment: 02-09-11  
Date of Amendment: 12-11-13  
Date of Amendment: 08-12-15  
Date of Amendment: 07-1-16  
Date of Amendment: 07-01-18  
Date of Amendment: 06-03-20

Central Rivers AEA  
Compliance Violation Form for Complaints of Discrimination  
or Noncompliance with Federal or State Regulations  
Requiring Nondiscrimination

Name of Individual Alleging Discrimination or Noncompliance

Name \_\_\_\_\_

Complaint Date \_\_\_\_\_

State the nature of the complaint and the remedy requests.

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

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Supervisor's Signature

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Date of Filing

Describe incident or occurrence as accurately as possible:

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(Attach additional sheets if necessary)

Supervisor's response or action to above complaint.

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Disposition by Equity Coordinator \_\_\_\_\_

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\_\_\_\_\_  
Equity Coordinator Signature

\_\_\_\_\_  
Date

Date of Discussion with Compliance Officer \_\_\_\_\_

Signature of Compliance Officer \_\_\_\_\_

Date Received by Equity Coordinator \_\_\_\_\_

Signature of Equity Coordinator \_\_\_\_\_

## **Central Rivers AEA Comprehensive Equity Procedure**

### **Responsibility of Implementation**

The Central Rivers AEA Chief Administrator bears primary responsibility for the implementation of the equity program. The Chief Administrator may delegate the responsibility and authorities as deemed necessary to maintain an operational program.

The Compliance Officers shall be non-administrative members of the Central Rivers AEA Affirmative Action Committee who shall serve as resource persons from whom grievants may seek assistance and advice. The Compliance Officers will assist the Chief Administrator in his/her annual report to the Board and shall serve as advisors to the Equity Coordinator regarding management of the program. The Compliance Officers will be recommended for appointment by the members of the Affirmative Action Committee to the Chief Administrator and/or the Board of Directors. The Assistant Chief Administrator/Director of Human Resources shall be the Equity

Coordinator. The Assistant Chief Administrator/Director of Human Resources will be responsible for the implementation of the Comprehensive Equity Policy.

### **Reports and Notifications**

The Chief Administrator, the Equity Coordinator, and the Compliance Officers will prepare an annual report to the Board of Directors.

The Equity Coordinator and the Compliance Officers will be responsible for conducting proper public, client, and employee notification concerning the comprehensive Equity Policy and the grievance procedure.

The Equity Coordinator shall provide copies of the Policy to all placement services normally utilized by the agency, all LEAs in which agency personnel work, and all major contractors.

All listings of positions available shall carry the notation that Central Rivers AEA is an “Equal Opportunity/Affirmative Action Employer.”

Amended: 12-11-2013  
Amended: 08-12-2015  
Reviewed: 11-04-2015  
Amended: 06-03-2020