

CHESTER COUNTY  
 INTERMEDIATE  
 UNIT 24

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
 EMPLOYMENT AND  
 CONTRACT PRACTICES

ADOPTED: OCTOBER 27, 2010

REVISED: SEPTEMBER 16, 2015

<p>1. Authority                  43 P.S.                  Sec. 336.3                  43 P.S.                  Sec. 951 et seq                  Title IX                  20 U.S.C.                  Sec. 1681 et seq                  29 U.S.C.                  Sec. 206                  29 U.S.C.                  Sec. 621 et seq                  29 U.S.C.                  Sec. 794                  42 U.S.C.                  Sec. 1981 et seq                  Title VII                  42 U.S.C.                  Sec. 2000e et seq                  42 U.S.C.                  Sec. 12101 et seq</p> <p>2. Delegation of                  Responsibility</p>	<p style="text-align: center;">104. NONDISCRIMINATION IN EMPLOYMENT AND                  CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of the Intermediate Unit to provide to all persons equal access to all categories of employment, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.</p> <p>No reprisals or retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board appoints the Director of Human Resources or designee as the Compliance Officer for the Intermediate Unit.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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3. Guidelines	<p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"><li>1. Development of position qualifications, job descriptions and essential job functions.</li><li>2. Recruitment materials and practices.</li><li>3. Procedures for screening, interviewing and hiring.</li><li>4. Promotions.</li><li>5. Disciplinary actions, up to and including terminations.</li></ol> <p>The Compliance Officer shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none"><li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li><li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li><li>3. Refer the complainant to the Executive Director if the Compliance Officer is the subject of the complaint.</li></ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An Intermediate Unit employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Compliance Officer.</p> <p>If the Compliance Officer is the subject of a complaint, the employee or third party shall report the incident directly to the Executive Director.</p> <p>The complainant is encouraged to use the report form available from the Compliance Officer, but oral complaints shall be acceptable.</p>
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**Step 2 – Investigation**

Upon receiving a complaint of discrimination, the Compliance Officer shall immediately notify the Executive Director. The Executive Director shall authorize the Compliance Officer to investigate the complaint, unless the Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

**Step 3 – Investigative Report**

The Compliance Officer shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Executive Director.

**Step 4 – Intermediate Unit Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and administrative procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Executive Director within fifteen (15) days.
2. The Executive Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Executive Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Compliance Officer.

References:

Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Equal Pay Act – 29 U.S.C. Sec. 206

Age Discrimination In Employment Act – 29 U.S.C. Sec. 621 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of Federal Regulations –  
28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of  
Federal Regulations – 29 CFR Parts 1600-1691