



# Public Schools of Plainfield

## Administrative Services

1200 Myrtle Avenue. Plainfield, NJ 07063  
(908) 731-4331 Fax: (908) 731-4332

### Discrimination/Harassment Complaint Procedures

“Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, non applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.”  
“Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism and/or discriminatory workplace harassment based on race, color, religion, national origin, disability, age, or sex that may contribute to hostile work environment.  
Extracted from Plainfield Board of Education Policy 4111.1/4211.1

- Step 1: Employee notifies immediate Supervisor of allegation  
If employee is not satisfied proceed to step 2
- Step 2: Employee requests meeting through the Confidential Secretary of the Office of Administrative Services  
After meeting, if employee is not satisfied proceed to step 3
- Step 3: Employee completes and submits written statement by completing  
Discrimination/Harassment Complaint Form
- Step 4: Affirmative Action Officer will provide complainant with written acknowledgement of complaint and the intent and approximate time of investigation
- Step 5: Investigation, which will include interviewing witnesses provided by complainant, will be completed in forty five (45) business days (excluding holidays)
- Step 6: After investigation, meeting will be held with complainant for results of findings  
Union representative may also be present
- Step 7: Affirmative Action Officer will provide Employee with findings in writing

### Definition of findings

Unfounded:	Evidence revealed no discriminatory cause for filing
Unsubstantiated:	Evidence did not reveal discrimination towards employee
Substantiated:	Evidence suggests possible discrimination