

**Riverside Cemetery District
Board Policy**

DISCRIMINATION COMPLAINT PROCEDURES

Policy 84

The Board of Trustees in order to assure compliance with the laws, rules and regulations pertaining to nondiscrimination, has established this procedure whereby a complaint may be expeditiously resolved. The district adopts the following complaint procedures:

At all times procedures shall be conducted in such a manner as to provide a fair and equitable opportunity to all interested parties to resolve the complaint.

Records:

The written documents comprising complaints, decisions and findings shall be retained by the district for not less than two (2) calendar years.

Nonretaliation:

No retaliation (reprisal) of any kind shall be taken against any person participating in this grievance procedure either as a complainant, a witness, or respondent, by reason of such participation.

Procedure:

A complainant shall be given the opportunity to be present and to be heard. Decisions shall be written and shall include supporting explanations and evidence. Copies of written decisions will be furnished to all interested parties. For purpose of this policy, the Board Chairman shall be the person designated to receive complaints and grievances of discrimination of any nature constitutional provision. If at any time the Chairperson is absent, is the subject of a complaint or for any reason the position is vacant, the Vice Chairperson shall act as the designee.

Initiation of Complaint:

An employee may initiate a complaint by completing a "complaint report form". The completed form is to be presented to the Board Chairperson within 180 days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. If not so presented, the complaint will be considered waived.

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Levels of Grievance Procedure

Internal

Level I:

Within ten (10) regular working days of receipt of a written complaint, the Board Chairman will confer with the complainant, investigate the incident, and provide the complainant with a written statement of the Level 1 decision, complete with supporting reasons. Unless the supervisor is involved in the complaint, the Board Chairman may allow the immediate supervisor to participate in the investigation. The decision of the Chairman will indicate whether wrongful discrimination did in fact take place and, if so, recommend to the Board how to remediate the discrimination.

Level II:

A complainant that does not accept the decisions rendered at Level I may, within ten (10) days of receipt of the decision at Level I, file a written request for a hearing before the full Board. Within thirty (30) days of this request, the Board will set a hearing date for the complainant. The hearing will be scheduled within sixty (60) days from the date of complainant's request. The written decision of the Board shall be sent to the complainant within ten (10) days of the hearing.

Adopted: 11/9/2004