

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1118 (Administration)
Regarding Discrimination
Equal Employment Opportunity Complaints**

I. Definitions

- A. Complaint: an oral or written allegation against a party which is made to an employee of Calvert County Public Schools.
- B. Discrimination: unfair and unequal treatment, prejudice, inequity, and/or intolerance of an individual (or group) based on certain legally protected characteristics and/or membership in a particular group or class.

II. Guidelines

- A. If an applicant or employee believes s/he has been discriminated against on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information s/he may file a complaint with the Director of Human Resources, who serves as the local Equal Employment Opportunity Officer. If the complaint is against the Director of Human Resources, it may be filed directly with the Superintendent or designee.
- B. The Director of Human Resources will investigate the complaint in accordance with Procedure 1118.1 Regarding Discrimination: Investigation and Resolution of Complaints. The Superintendent or designee will investigate the complaint if it involves the Director of Human Resources.
- C. Upon completion of the investigation, the Superintendent or designee will review the matter and issue a decision within 30 days.
- D. At any time, the applicant or employee may file a complaint with the Equal Employment Opportunity Commission.