



HADDONFIELD BOARD OF EDUCATION
One Lincoln Avenue
Haddonfield, New Jersey 08033-1892
(856) 429-4130 / Fax (856) 354-2179

HEALTHY WORKPLACE ENVIRONMENT REPORT

PROCEDURE:

Step #1 - The grievant must present the complaint in written form to Superintendent of Schools. (Use Healthy Workplace Environment Report - Form A)

Step #2 - The Superintendent or Designee (generally the Affirmative Action Officer) will investigate and respond to the grievant. (Superintendent or Designee is to use the space provided on Healthy Workplace Environment Report - Form A)

Step #3 - If not satisfied, the grievant may appeal to the Superintendent. (Use Appeal - Form B)

Step #4 - Response by the Superintendent. (Superintendent to use space provided for on Appeal - Form B)

Step #5 - If not satisfied, the grievant may appeal to the Board of Education. (Use Appeal - Form C)

Step # 6 - Response by the Board of Education. (BOE to use space provided for on Appeal - Form C)

Step #7 - If the grievant is not satisfied with Board's decision, the grievant can have it referred to the County Superintendent of Schools.

Step #8 - The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

- 1 . The Commissioner of Education Bureau of Controversies and Disputes New Jersey Department of Education
PO Box 500 Trenton,
New Jersey 08625
Phone: (609) 292-5705**

- 2. Equal Employment Opportunity Commission Newark District Office
1 Newark Center, 21st Floor**

Newark, New Jersey 07102

Phone: 800-669-4000 or 973-645-6383

3. U.S. Office for Civil Rights U.S. Department of Education

32 Old Slip, 26th Floor

New York, NY 10005-2500

Phone 646-428-3900 or TDD: 877-521-2172

Email: OCR.NewYork@ed.gov

4. New Jersey Division on Civil Rights

140 East Front Street, 6th Floor

P0 Box 090 Trenton, NJ 08625-0090

Phone: 609-292-4605 or TDD 609-292-1785