

Bergenfield Public School District

Affirmative Action Grievance Form

Instructions: All employees and applicants for employment have the right and are encouraged to immediately report suspected violations of the following Bergenfield Board of Education policies: [1510](#) Americans with Disabilities Act, [1530](#) Equal Employment Opportunities; 1550-Equal Employment-Anti-Discrimination practices; 1549/[3362/4352/5751](#) Sexual Harassment. In order to facilitate a prompt, thorough and impartial investigation of the alleged violation of rights, all complainants are advised to complete this form and submit it to the district Affirmative Action Officer, Mr. Shane Biggins. For detailed information regarding this process, please visit <https://www.bergenfield.org/domain/332>.

Name: _____ Job Title: _____

Home Address:

Home or Cell Phone: _____ Work Phone: _____

Name of Person(s) you believe display the discriminatory/ harassing behavior:

Title/Position of Person(s):

Date(s) of Alleged Discriminatory/Harassing Action(s): _____

Please explain why you feel you have been discriminated against or harassed.

Please initial here if additional sheets are attached _____

Please provide the name(s) and position(s) of the individual(s) who may have witnessed the alleged discriminatory/harassing actions.

Please describe any attempts that were made to resolve the alleged discriminatory/harassing actions with the accused, and the result of this attempt.

Was the incident reported to anyone? Yes _____ No _____

If yes, to whom and when?

If yes, what was the outcome of the report that you made? _____

Are there any other individuals who may have pertinent information to whom the Affirmative Action Officer should speak with during the course of this investigation?

Yes _____ No _____

If yes, please list the names of these individuals below:

1.

2.

3.

4.

5.

I certify that the information contained in the Affirmative Action Grievance Form is true to the best of my knowledge and belief. I understand that the Affirmative Action Grievance form will be shared with the accused and will be reviewed as part of the investigation of this complaint and the rendering of a decision on this complaint at every step of the complaint procedure.

Complainant's Signature: _____ Date: _____
