


<p>Tucson Unified School District</p>  <p><b>TUSD</b> <i>Celebrate the US!</i> Tucson, Arizona</p> <p><b>POLICY REGULATION</b></p>	<p>REGULATION TITLE: Procedures for Open and Active Discrimination Claims</p>
	<p>CODE: AC – R3</p>

Job applicants and employees will not be subject to retaliation, intimidation or coercion for their protected activities. Employees named in open and active internal or external discrimination complaints will generally not participate in decision-making for personnel actions (such as hiring, promotion, and demotion) concerning the complainant.

### **Applicability**

This regulation applies to applicants for an open posted position who:

- have met the initial requirements for a job opening;
- have passed the initial screening;
- have been selected to interview for an open posted position; and
- have an open and active claim of discrimination against an employee of the Tucson Unified School District.

### **Interview Panels**

A person who is aware that they are the subject of an open and active complaint of discrimination by a job applicant as defined above, should not be a member of an interview panel, unless that person is a direct supervisor of the hired position.

A direct supervisor of the open position may be on the interview panel. If a direct supervisor is the subject of an open and active complaint of discrimination by a job applicant as defined above, then a neutral party, such as the Director of Employee Relations, a Human Resources employee or a person of other similar position within the District, should also be a member of the interview panel.

### **Responsibility**

Supervisory and management staff is responsible for taking prompt and equitable action against any violation of this policy regardless of the manner in which the District becomes aware of the conduct and will be subject to discipline for failure to do so.

Created: September 27, 2011  
Reviewed: September 29, 2011 [Email to Board]  
Revised