

Sexual Harassment

COMPLAINT PROCESS: Employees who believe they have been subjected to sexual harassment are to report the incident to their immediate supervisor. Should the immediate supervisor be the alleged harasser, the report shall be made to the district Title IX officer, the Assistant Superintendent for Personnel. If the complaint is against the Title IX officer, the report shall be made directly to the superintendent. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

I. INFORMAL COMPLAINT**A. Step One: Meeting with Supervisor**

An employee who believes he/she has been subjected to sexual harassment should request an informal meeting with his/her supervisor. The purpose of such a meeting will be to discuss the allegations and remedial steps available.

B. Step Two: Supervisor's Meeting with the Alleged Harasser

The supervisor will discuss the complaint with the alleged harasser within ten working days. Should the alleged harasser admit the allegations, the supervisor will request a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may also recommend that further disciplinary action be taken.

If during the supervisor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor will file a report with the district Title IX officer. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation for corrective measures to be taken. The supervisor will request that the complainant file a formal complaint.

C. Step Three: Resolution of the Complaint

- 1. Written Report of the Resolution:** The supervisor will prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the supervisor's report whether or not he/she is satisfied with the resolution.
- 2. Satisfactory Resolution:** If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The supervisor must request that the complainant report any recurrence of the harassment or any retaliatory action that might occur.
- 3. Unsatisfactory Resolution:** Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint with the Title IX officer.

Sexual Harassment**I. INFORMAL COMPLAINT****C. Step Three: Resolution of the Complaint (continued)**

4. **Lack of Resolution:** Should the alleged harasser deny the allegations, the supervisor will inform the complainant of the denial and that a formal written complaint filed with the Title IX officer will be required for further formal investigation. The supervisor will inform the Title IX officer in writing as to what has transpired to date.

II. FORMAL COMPLAINT: A formal complaint may be submitted to the Title IX officer either initially to report any incidence of sexual harassment or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

A. Time Limit for Filing: A formal complaint that is a follow-up to an unsatisfactory resolution of an informal complaint must be submitted within forty (40) calendar days of the complainant receiving the supervisor's written report on the resolution of the informal complaint.

B. Content of the Written Complaint: The formal written complaint will consist of the following information:

1. The name of complainant,
2. The date of complaint,
3. The date of alleged harassment,
4. The name(s) of alleged harasser(s),
5. The location where the alleged harassment occurred,
6. A detailed statement of the circumstances constituting the alleged harassment, and
7. The names of any known or suspected witnesses who might have relevant information regarding the alleged harassment.

C. Investigation of Complaint

1. The Title IX officer will begin an investigation within five working days of the receipt of the formal complaint.
2. The officer shall meet with the complainant and alleged harasser separately in an attempt to investigate and resolve the complaint. The officer may also request that both parties meet together with him/her, but such a meeting will not be required of the complainant.

Sexual Harassment

II. FORMAL COMPLAINT (Continued)

3. The officer shall notify the superintendent of the receipt of the complaint.
4. Anyone subjecting complainants or witnesses to any form of intimidation or retaliation will be subject to serious disciplinary action including termination, in the manner prescribed by law and consistent with any applicable provisions in the district's collective bargaining unit.

D. Resolution of the Complaint

1. Within twenty days of the receipt of the formal complaint, the Title IX officer will resent his/her findings in writing to both the complainant and the alleged harasser(s).
2. If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable laws and collective bargaining agreements. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment.

III. APPEAL OF THE TITLE IX OFFICER'S DECISION

A. Time Limitations for Filing: If the complainant is not satisfied with the decision of the Title IX officer, he or she may appeal in writing to the superintendent. Said appeal must be received by the superintendent within 30 calendar days of the complainant receiving the Title IX officer's written notification of the resolution of the formal complaint.

B. Content of the Appeal: The written appeal must include the following information:

1. A copy of the original complaint
2. An explanation as to why the Title IX officer's decision is being appealed.

C. Time Limitations for Superintendent's Investigation: The superintendent will begin an investigation within ten working days and render a decision in writing within twenty working days following the receipt of the written appeal.

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