

PERSONNELSexual Harassment Complaint Procedure

- I. Any complaint shall be presented in writing or orally to either the Assistant Superintendent Instruction/Pupil Services or the Assistant Superintendent, Business/Personnel Services who in turn will notify the Superintendent of Schools. Upon such notification, the Superintendent shall appoint one of the two assistant superintendents as the investigating administrator for the case. If the complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and also include the name, address, and phone number of the complainant.
- II. The investigating administrator shall fully investigate the complaint, notify the person who has been accused of discrimination, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within twenty (20) working days after receipt of the complaint, if deemed necessary. The investigating administrator shall give a written answer to the complainant within twenty-five (25) working days after receipt of the complaint and file a copy of the complaint response with the Superintendent of Schools. Investigation timelines may be modified by the Superintendent.
- III. If the complainant is not satisfied with the answer of the investigating administrator, he or she may submit a written appeal to the Superintendent, indicating the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the investigating administrator's answer. The Superintendent shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The Superintendent shall give a written answer to the complainant's appeal within ten (10) working days. The Superintendent may exercise discretionary authority to discipline the employee involved if he feels satisfied that the evidence as presented warrants the discipline. The disciplinary measure/s may be placed into effect until the case is resolved.
- IV. If the complainant is not satisfied with the answer, a complaint with the Instruction & Personnel Operations Committee of the Board of Education may be filed within ten (10) working days after receipt of the Step III answer. The Committee shall, within twenty (20) working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Committee shall forward a written answer to the complainant within ten (10) working days following the completion of the hearing.
- V. If the complainant or the Committee wishes to pursue the matter further, either party may file an appeal requesting a hearing with the Board of Education within ten (10) working days after the decision in Step IV has been rendered. The Board of Education will hear evidence in the case and take action to resolve the matter.