

**SCHOOL DISTRICT OF BONDUEL
EMPLOYEE HARASSMENT POLICY**

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It is the policy of the district that all employees are responsible for assuring that the d

istrict's schools are free from harassment. Because of the district's strong disapproval of any offensive or inappropriate behavior, all employees must avoid any action or conduct that could be viewed as harassment, including making:

- Unwelcome sexual advances;
- Requests for sexual acts or favors;
- Lewd questions/comments about sexual activities or preferences;
- Sexual inquiries or vulgarities;
- Sexual innuendoes in conversation or actions creating an atmosphere of sexual intimidation;
- Exhibiting or displaying pornographic or sexually offensive pictures or objects;
- Other verbal or physical conduct of harassing nature.

An employee who has a complaint of harassment at work by anyone, including supervisors, coworkers, or visitors must bring the problem to the attention of the district administrator. If the complaint involves the district administrator, the employee may go to the president of the Board.

All complaints will be handled in a manner through the procedures identified in the Employee Harassment Complaint Procedures section of this policy. All employees should be aware that the privacy of the charging party and the person accused of harassment will be kept strictly confidential.

The District will retain confidential documentation of allegations and investigations and will take appropriate corrective action, including disciplinary measures when justified to remedy all violations of this policy.

In order to ensure dissemination of this policy, this policy will be included in all employee handbooks. Rules, including the complaint procedure and associated form, will be provided to any individual wishing to file a complaint.

Policy Adopted: March 16, 1992

Policy Revised: January 15, 2001

EMPLOYEE HARASSMENT COMPLAINT PROCEDURES

It is important for these procedures to respect and advance the rights of all parties, including personal privacy interests and the protection and reputation of all concerned and involved parties. In order to ensure fair procedures to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are charged with the responsibility to hold these matters in the strictest of confidence, to the extent authorized by law, in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Employees who believe they are the victims of harassment should immediately report to the district administrator. The district administrator will compose a written record of any verbal complaints.

Formal complaints will be taken seriously and will be subject to thorough review and a timely investigation by the district administrator. While time periods are established below for the completion of various actions, the district administrator shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstance do not allow completion within expected time period.

The following procedures will be used:

- If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to the district administrator at the request of the complainant.
- Complaints may be made either verbally or in writing to the district administrator. The complaint should be documented and include a specific statement of alleged behavior, including (if possible) additional background details such as time, date, location and circumstance of each alleged incident.
- The district administrator shall make an initial determination of the complaint which shall include

investigating the complaint, notifying the person who has been accused of harassment; permitting a response to the allegation; arranging a meeting; and responding to the complaint. Since the District takes these complaints seriously, they will be subject to a timely review and investigation. Every effort will be made to complete this initial review within 15 calendar days. The district administrator shall give a written report to the complainant after the completion of the initial review that will include investigations conducted and action taken.

- If any party is not satisfied with the report of the district administrator, a written appeal may be submitted to the Board indicating the nature of the disagreement. The appeal must be filed within 20 calendar days after the receipt of the district administrator's decision. The Board shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.

The Board shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days of the date the appeal is filed or 10 calendar days after the meeting, whichever is later.

- If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction within 30 days of the Board's decision in accordance with state law and regulations.

Nothing in these procedures shall preclude persons from pursuing other avenues afforded by law to deal with a employee harassment complaint in addition to or in lieu of these procedures.

**SCHOOL DISTRICT OF BONDUEL
EMPLOYEE HARASSMENT REPORT FORM**

Employee/Complainant(s): _____

Complainant(s) work phone number(s): _____

Date Complaint Filed: _____

Alleged Harasser(s): _____

Alleged Harasser(s) Work Phone: _____

- Describe the incident as clearly as possible (include date, time, location, how you felt, etc.)

- What would you like to see happen?

- List who was present, involved and/or any witnesses:

This complaint is filed based on my honest belief that _____ has personally harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature Date

District Administrator Date

**SCHOOL DISTRICT OF BONDUEL
EMPLOYEE HARASSMENT INVESTIGATION REPORT FORM**

Employee/Complainant(s): _____

Complainant(s) work phone number(s): _____

Date Complaint Filed: _____

Alleged Harasser(s): _____

Alleged Harasser(s) Work Phone: _____

BRIEF SUMMARY OF INCIDENT:

PEOPLE INTERVIEWED/INFORMATION PROVIDED:

ACTION TAKEN (INCLUDING DATES):

DISTRICT ADMINISTRATOR

DATE