

# Manhasset Union Free School District Board of Education Policy Manual

## 0110.2E COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT - EMPLOYEES

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for targets to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form to the best of your ability and submit it to either the: ***Building Principal, a Building Level Title IX Coordinator, or a District Chief Title IX Coordinator***. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the District should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. For additional resources, visit: <http://www.ny.gov/programs/combating-sexual-harassment-workplace>

### **YOUR INFORMATION** (for all persons making a complaint)

Your Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Preferred Communication Method (please select one): phone, email, mail, in person

\_\_\_\_\_

### **SUPERVISOR INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

### **COMPLAINT INFORMATION** (for all persons making a complaint)

1. Your complaint of Sexual Harassment is made against (please include as much information as possible, if known):

Name: \_\_\_\_\_

Job Title (if an employee): \_\_\_\_\_

Grade/Class (if a student): \_\_\_\_\_

School Address/Work Location: \_\_\_\_\_

Phone (if known): \_\_\_\_\_

Relationship to you (please *circle* one below):

Supervisor / Subordinate / Co-Worker / Student / Other:

*(Please use additional sheets of paper if the complaint is against multiple people.)*

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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3. Date(s) and location(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing? Yes \_\_\_\_ No \_\_\_\_

4. Please list the name and contact information (if known) of any witnesses or individuals who may have information related to your complaint:

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*The following question is optional, but may help the district's investigation.*

5. Have you previously complained about or provided information (verbal or written) about sexual harassment or related incidents to the District? Yes \_\_\_\_ No \_\_\_\_

If yes, when and to whom did you complain or provide information?

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If you have retained legal counsel and would like us to work with them, please provide their contact information.

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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return this form to either a:

***Building Principal, Building Level Title IX Coordinator, or District Chief Title IX Coordinator***

**Instructions for the District**

If you receive a complaint about alleged sexual harassment, you must follow the District's sexual harassment prevention policy by investigating the allegations through actions including:

- Speaking with the complainant
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document findings of the investigation and basis for your decision along with any corrective actions taken, and notify the complainant and the individual(s) against whom the complaint was made (if the alleged harasser is a student, also notify their parent/guardian). This may be done via email.

**Reaffirmed:** August 3, 2021