

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 4030.2
Adopted: March 26, 2002
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PERSONNEL

Sexual Harassment

Sexual Harassment Complaints

Sexual Harassment is a matter requiring prompt attention by supervisors. Since the Cambrian School District recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a confidentiality. It is the intent of the procedure to result in prompt recourse and to ensure fairness and equity to both the person alleging the sexual harassment and the person accused of the sexual harassment.

- A. Any employee who believes he/she is being sexually harassed should notify in writing his or her immediate supervisor and/or any member of the District Sexual Harassment Team. Supervisors are required to immediately report complaints of sexual harassment to the Personnel Office.
- B. The Investigative Team will investigate the complaint and shall first endeavor to obtain all possible information from the complainant. The complainant will need to prepare a written complaint for the Investigative Team to conduct a formal investigation of the alleged harassment.
- C. The Investigative Team shall then inform the person alleged to have committed harassment of the complainant and endeavor to obtain all necessary information from the individual named by the complaint.
- D. If the District Sexual Harassment Investigative Team believes the complaint can be resolved through an informal means, then every effort should be made to resolve the matter in an informal means. A written report of the complaint will be kept by the Investigative Team.
- E. Once a written complaint of sexual harassment has been reviewed by the Investigative Team, a complete and thorough investigation shall begin immediately.

The complaint will be resolved by this investigation, which shall also include gathering information from witnesses to the incident, if any, and from victims, if any, of similar conduct.

- F. The Investigative Team shall make a written determination regarding the acts and whether the sexual harassment did occur, and this determination will be communicated to the complainant, the alleged harasser, and as appropriate, all others directly concerned. If the Investigative Team makes a finding that the sexual harassment did in fact occur, the alleged harasser shall have the opportunity to respond to this written determination prior to placement in his/her personnel file.
- G. If either the complainant or the harasser is not satisfied with the findings of the Investigative Team's report, they may appeal the entire matter to a closed session hearing of the Board of Trustees. The Board's decision will be the final decision of the District. Either party at the Board hearing may be represented by an advisor of their choosing.
- H. If the alleged harasser is determined to have engaged in sexual harassment, appropriate disciplinary action as recommended by the Superintendent or his/her designee may be taken by the district. The employee against who disciplinary action is taken shall be entitled to due process provided by law or board policy or current employee agreements. The disciplinary action will be made known to the complainant when final. Appropriate action may include remedies for the complainants' loss, if any. If the complainant has suffered harm through loss of his/her ability to work effectively, loss of employment status or well-being, the district will implement appropriate remedies.