

CODIFICATION REFERENCE NUMBER: 4352

DATE: February 10, 1995

**GRIEVANCE PROCEDURE FOR
SEXUAL HARASSMENT - SUPPORT STAFF MEMBERS**

RESPONSIBILITY:

The Superintendent of Schools shall provide a procedure through which staff who believe that there has been a violation of the above policy affecting them may file a complaint with the school District. The following procedure shall apply to the above policy.

PROCEDURE:

Any employee who believes that there has been a violation as to them of the Board policy governing sexual harassment of support staff members may file a complaint with the school District's Affirmative Action Officer. If the employee feels more comfortable, he/she may first initiate the complaint with the principal or other appropriate supervisor who shall then forward the complaint to the Affirmative Action Officer.

While maintaining the employee's confidentiality to the extent appropriate and possible, the Affirmative Action Office shall investigate the complaint. This investigation may include speaking to the complainant as well as any other employees or individuals who may have information regarding the complaint. Upon completion of the investigation, the Affirmative Action Officer shall write a report, including recommendations, to the Superintendent of Schools. All individuals who are alleged to be involved in the complaint will be informed as to the nature of the report.

The Superintendent of Schools shall review the report and determine either a) that the complaint is without merit; or b) that the complaint is meritorious. If the complaint has merit, the Superintendent shall determine what affirmative action, discipline, or other response is appropriate. The complainant shall receive a written copy of the Superintendent's decision.

If the complainant is not satisfied with the Superintendent's decision, he/she may file an appeal to the Board of Education within ten (10) business days of the Superintendent's report. The Board, or a committee thereof, shall review the Superintendent's decision and

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the employee's appeal. If it chooses to do so, the Board may have the complainant and any other appropriate individuals appear before it prior to reaching a decision. The Board will render a decision in writing and provide a copy to the complainant.

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