SEXUAL HARASSMENT IN THE WORKPLACE

The Centennial School Board prohibits sexual harassment in the workplace. The District will not tolerate verbal or physical conduct of a sexual nature by any employee, which harasses, disrupts or interferes with another employee’s work performance or creates an intimidating, offensive, or hostile work environment.

The Superintendent is responsible for the implementation of this policy.

Policy: 2.26
Adopted: .......... 11/14/89
Amended: ........ 03/09/93
....... 02/09/99
....... 10/12/04
SEXUAL HARASSMENT IN THE WORKPLACE

I. Definitions

A. Types
   1. **Quid pro quo sexual harassment** – submission to or rejection of sexual advances used as a basis for employment decisions.
   2. **Hostile environment sexual harassment** – an environment where there are regular and repeated words, actions, or displays of a sexual nature which create an intimidating, hostile, or offensive environment, or unreasonably interfere with the ability of a person to perform.

B. Behaviors
   1. Physical – such as touching, holding, grabbing, kissing, hugging, “accidental collisions,” and other unwanted physical contact. Worst cases involve physical and sexual assault, including rape.
   2. Verbal – such as offensive jokes and language, threats, comments about a person’s body, or suggestions of a sexual nature.
   3. Nonverbal – such as staring at a person’s body, whistling, leaning over someone at a desk, offensive gestures, and circulating letters, pictures, or cartoons.

II. Coordinator of Title IX Complaint Activities

The Coordinator of Human Resources shall be responsible for coordinating Centennial School District’s compliance efforts and notifying all employees and potential employees of procedures for reporting complaints under Title IX and this policy.

III. Responsibilities of Employees

A. All employees are responsible for maintaining a workplace free from any form of sexual harassment.

B. No one has the right to threaten or insinuate, either explicitly or implicitly that an employee’s refusal to submit to sexual advances will adversely affect the employee’s conditions of employment.

C. No applicant or employee shall be favored in any way because that person has performed or shown a willingness to perform sexual favors for another employee.

D. No employee may engage in any conduct, which would be considered sexual harassment in the workplace.

E. Any employee who believes that actions or words of a supervisor or fellow employee constitute harassment has a responsibility to report such conduct as soon as possible to his or her immediate supervisor or to the Superintendent if the complaint involves that supervisor. (See Attachment A)
IV. Responding to Complaints of Sexual Harassment

A. Supervisors shall immediately report complaints of harassment by staff to their line administrator and the Superintendent.

B. Within five days of the receipt of the complaint, the supervisor shall commence the investigation of the complaint of sexual harassment in an impartial and confidential manner. The supervisor shall notify the accused in writing that a complaint has been submitted and schedule conferences with the complainant, the accused, and witnesses. The name of the complainant shall not be disclosed, at this time.

C. The supervisor shall notify the Superintendent or his/her designee of the complaint and the scheduled conferences.

D. During the supervisor’s conference with the accused, the name of the complainant and the details of the complaint shall be made known to the accused. The supervisor shall warn the accused that retaliation against the complainant or witness shall result in disciplinary action.

E. If the accused is a member of CEA the investigator must comply with the provisions of the Collective Bargaining Agreement concerning such matters.

F. The supervisor shall provide a tentative time schedule for resolving the complaint to the accused and the complainant.

G. Both the complainant and the accused shall have the opportunity to present witnesses and other evidence.

H. The supervisor shall inform parents/guardians of all involved students of the investigation, unless extraordinary circumstances exist.

I. Following the investigation of the complaint, the supervisor shall review with the Superintendent or his/her designee the results of the investigation and any recommendations prior to preparing a written report.

J. The supervisor shall inform the complainant and the accused of the outcome, in writing, within 30 days of the receipt of the complaint.

K. If a complainant or the accused is not satisfied with the handling of a complaint or the action taken, the dissatisfied party may bring the concern to the attention of the Superintendent for review and action. The Superintendent shall further review the complaint and issue an opinion within 15 days.

L. If the person alleged to be committing sexual harassment is the Superintendent, the complaint shall be reported to the Board President who shall follow the procedures in consultation with the District Solicitor.
V. Consequences

A. Reporting valid complaints of sexual harassment shall not result in discharge or retaliation.

B. Any employee who is found, after appropriate investigation, to have engaged in sexual harassment of any employee or in the filing of false charges shall be subject to disciplinary action up to and including dismissal.

C. The District will take necessary steps to prevent a recurrence of the reported sexual harassment and correct any discriminatory effects on the complainant and others, if appropriate.

See also; Hostile Environment, Policy 7.22
Sexual Harassment of Students, Policy 3.14
CENTENNIAL SCHOOL DISTRICT
SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant ___________________________ Building ___________________________

Employee ___________________________ Address ___________________________

Applicant ___________________________ Telephone # ___________________________

Name of person(s) you believe committed sexual harassment ___________________________

__________________________________________
Date(s) of Incident(s) ___________________________

Location(s) ___________________________

Witnesses, if any ___________________________

Describe the incident(s) as clearly and completely as possible

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Use additional sheet of paper, if necessary. Sign and date.)

The above information is true, correct, and complete.

Complainant Signature ___________________________ Date ___________________________

Submitted to ___________________________

Position ___________________________ Date ___________________________