

PERSONNEL – ADMINISTRATIVE PROCEDURES

GENERAL PERSONNEL – Sexual Harassment

It shall be the policy of the Regional Office of Education to prohibit discrimination against any employee or applicant on the basis of sex. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form.

Any employee who believes he/she has been sexually harassed by any supervisor, co-worker, or non-employee should immediately notify his/her supervisor, or if the supervisor is alleged to have committed harassment, the next immediate supervisor or Regional Superintendent may be notified. Such complaint may be in writing and contain a summary of the nature of the alleged harassment. Information on the complaint should be sent to the Regional Superintendent or his/her designee. If the Regional Superintendent is alleged to have committed the harassment, the complaint should be directed to the Assistant Regional Superintendent.

Supervisors/administrators who receive complaints of sexual harassment must contact the Regional Superintendent or his/her designee to determine the direction for the ensuing investigation.

Should a complainant approach a supervisor seeking advice on an alleged harassment with the intention of handling it his/herself, this will be permitted with the understanding that the supervisor will follow up with the complainant within five (5) working days as to the present status of the concern.

Any supervisor receiving a complaint of alleged sexual harassment shall take notes on all relevant conversations. After each conversation, the supervisor shall draft a memo describing the substance of the conversation, send or give it to the complainant, and inform the complainant that he or she may submit to the supervisor suggested comments on the memo, preferably in writing, within three (3) days of receipt.

After a supervisor or other ROE supervisor/administrator receives a complaint of sexual harassment, an immediate investigation shall be undertaken. If the investigator finds sufficient evidence to support the complaint, the alleged offender will be informed of the charges and provided an opportunity to respond to them. If the investigator then finds cause for possible disciplinary action, a hearing shall be convened by the Regional Superintendent or a designee to ascertain the facts concerning the complaint. The employee may be represented by legal counsel at this hearing. If the complaint is found at the hearing to be sustained, the Regional Superintendent shall recommend appropriate disciplinary action in accordance with applicable law and ROE policy.

Approved: 07/01/01