

Sexual Harassment (Grievance Procedure)

1. Staff members who believe that they have been subject to sexual harassment will report the incident to their immediate supervisor or, if the grievance is to be filed against the supervisor, then it will be filed with the superintendent who will be referred to as the grievance officer.
2. Within 10 days of filing, the grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of a complaint.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
 - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
 - a. Attempt to resolve the matter informally through conciliation.
 - b. Report the incident and transfer the record to the superintendent or designee, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather more evidence as necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.
5. If the grievance officer and the grievant are not able to resolve the problem within 30 days of the initial filing of the complaint, the employee will follow the grievance procedure as established in policy GBK.

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