

## **Harassment Investigating Procedures**

### **Complaint Procedure**

An employee who is subject to, or knows of harassment shall notify the superintendent/principal, the designated investigator.

The investigator may request that the employee complete the Harassment Complaint Form and turn over any evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible.

The investigator has the authority to initiate a harassment investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report the findings to the HOOD.

### **Resolution of the Complaint**

The Board will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the Board may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including dismissal.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

This procedure will be in compliance with Oregon State Statute, District Policy and contract language.

## Harassment Complaint Form

Name of Complaint: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser: \_\_\_\_\_

Date and Place of Incident(s): \_\_\_\_\_  
\_\_\_\_\_

Description of Misconduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence of Harassment (i.e., letters/photos/etc.) attach if possible: \_\_\_\_\_  
\_\_\_\_\_

Any Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I agree that all of the information on this form is accurate and true to the best of my knowledge.*

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date