

## **Personnel -- Certified/Non-Certified**

### **Gender Discrimination/Sexual Harassment**

#### **Gender Discrimination Complaint Procedure**

Any employee who encounters gender discrimination, including sexual harassment, as defined in the Board of Education policy #4118.112/4218.112, may file a complaint in accordance with the following procedure. To the extent possible and where appropriate, all complaints of gender discrimination, including sexual harassment, will be treated with the utmost confidentiality.

#### **Purpose**

The primary purpose of this procedure is to secure equitable solutions to a complaint, if the complaint has been substantiated. The individual against whom the complaint is filed will be notified and provided with specifics of the complaint. The proceedings shall be kept confidential to the extent possible at each level of this procedure. No retaliation against an employee for initiating such a complaint will be tolerated.

#### **Time**

The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may need to be extended.

Any employee who believes that he or she has been the subject of gender discrimination, including sexual harassment, should report the matter immediately to the Superintendent of Schools or his/her designee. Following an informal discussion of the allegations, in order for the matter to proceed further, all complaints will be submitted in writing on the form "Gender Discrimination/Sexual Harassment Personnel Complaint Report" 4118.112/4218.112 made available, upon request, by the Superintendent of Schools.

***Responsibility of Administrators and Supervisors:*** Any administrator or supervisor who is made aware of a complaint of possible gender discrimination, including sexual harassment, must immediately report the complaint to the Superintendent of Schools.

The Superintendent of Schools or his/her designee will investigate the complaint in a manner that will assure the complaint is given proper consideration and at the same time protect the rights of school district personnel. Any such investigation will be concluded within 30 days of the filing of the written complaint provided, however, that the timeline for completing the investigation may be extended as necessary to ensure a thorough investigation.

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#### **Gender Discrimination Complaint Procedure** (continued)

If an employee of the Waterford Public Schools is interviewed in relation to the investigation of a complaint, the following shall apply:

- A. Any interview shall be conducted at a reasonable hour in a non-coercive manner, without threat or promise of reward, and preferably during the employee's regularly scheduled work day.
- B. Prior to any interview, the employee being interviewed shall be apprised of the following:
  - 1. Identity of all persons present at the interview;
  - 2. Nature of the investigation including any allegations;
  - 3. Whether the employee being interviewed is a witness or the subject of the investigation; and
  - 4. If applicable, that the interview is being recorded

The Superintendent of Schools or his/her designee shall render a decision within ten (10) calendar days of the conclusion of the investigation.

Legal Reference: 20 U.S.C. § 1681-1688 ("Title IX")

**WATERFORD PUBLIC SCHOOLS**  
**Waterford, Connecticut**

**Gender Discrimination/Sexual Harassment**  
**Personnel Complaint Report**

Name of complainant: \_\_\_\_\_ Telephone (work): \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone (home): \_\_\_\_\_

Department/position of employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ Date reported: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Complaint filed against (name/position): \_\_\_\_\_

Details (description) of complaint: \_\_\_\_\_

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

Witnesses:

Name/Position	Address	Telephone
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Name/Position	Address	Telephone
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Name/Position	Address	Telephone
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*Signatures (Acknowledgments):*

Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_