

POLICY: GBAA-R  
Approved: April 26, 1982  
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## **HARASSMENT COMPLAINT PROCEDURE FOR EMPLOYEES**

The complaint officer is responsible for investigating all complaints of harassment and for the administration of the District's anti-harassment policy for employees. The complaint officer for the School District of Hartford Joint No. 1 is the Director of Pupil Services.

**Step 1** All complaints shall be presented in writing to the complaint officer. Complaints should include the specific nature of the harassment, name(s) of the person(s) responsible for alleged harassment and corresponding dates; and also include the name, address and phone number of the complainant. Although complaints are not required to be in writing, the District would recommend that complaints be submitted in written form.

**Step 2** The complaint officer shall thoroughly investigate the complaint, notify the person who has been accused of engaging in acts of harassment and permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within thirty (30) days of receiving the written complaint. The complaint officer shall give a written answer to the complainant and accused party.

**Step 3** If the complainant is not satisfied with the answer of the complaint officer, he/she may submit a written appeal to the District Administrator or his/her designee within ten (10) days indicating with particularity the nature of the disagreement with the answer and reason underlying such disagreement. The District Administrator or his/her designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator or his/her designee shall give a written answer to the complainant's appeal.

**Step 4** If the complainant is not satisfied with the answer submitted by the District Administrator or his/her designee, a complaint may be filed with the Board of Education within ten (10) days of receiving the District Administrator's response.

The Board of Education shall conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within thirty (30) days of the hearing.