

HUENEME ELEMENTARY SCHOOL DISTRICT



EMPLOYEE REPORT OF BULLYING/HARASSMENT

Instructions: This form may be submitted by any employee who is being harassed/bullied or who has witnessed someone else being harassed/bullied. Please submit this form directly to the Senior Director, Personnel Services; the Assistant Superintendent, Human Resources, or the Superintendent.
 This form will be used for investigation purposes and will only be distributed to person(s) investigating this situation.

Date:	School:
Name of Person Making Complaint:	Phone:
Location of Incident:	
Name of Alleged Perpetrator:	Name of Alleged Victim:
Date and Time of Incident(s):	
Were there any witnesses/bystanders? ___ Yes ___ No If so, who? _____	

Nature of Complaint (check all that apply)	
Direct Bullying <input type="checkbox"/> unwanted physical contact <input type="checkbox"/> name calling/teasing <input type="checkbox"/> taking property <input type="checkbox"/> threats (verbal/note) <input type="checkbox"/> direct racial comments <input type="checkbox"/> sexual misconduct/harassment <input type="checkbox"/> retaliation <input type="checkbox"/> other _____	Indirect Bullying <input type="checkbox"/> spreading rumors <input type="checkbox"/> electronic messaging <input type="checkbox"/> cyberbullying (social media posting) <input type="checkbox"/> exclusion <input type="checkbox"/> social humiliation <input type="checkbox"/> indirect racial comments <input type="checkbox"/> involving others in retaliation <input type="checkbox"/> other _____
Has this been an ongoing offense (occurring more than once over a long period of time)? ___ Yes ___ No	
Explanation of the Complaint: (Attach additional documentation if necessary)	

Name: _____ Signature: _____ Date: _____

EMPLOYEE REPORT OF BULLYING/HARASSMENT PROCESS

1. Complainant submits the Employee Report of Bullying/Harassment to the appropriate supervisor within 5 days of occurrence.
2. Investigating Supervisor sends a letter or receipt to the complainant within 5 days.
3. Investigation of complaint will begin within 10 calendar days of receiving the Employee Report of Bullying/Harassment form.
4. A response to the complainant will be submitted by the investigator within 30 days of receiving the Employee Report of Bullying/Harassment form.

Inquiries about the reporting/investigation process can be forwarded to:

Dr. Carlos Dominguez, Assistant Superintendent-Human Resources

cdominguez@hueneme.org

805-488-3588 ext. 9300

Jennifer Tissler, Senior Director-Personnel

jtissler@hueneme.org

805-488-3588 ext. 9302