



Policy 8.20R

**GRIEVANCE PROCEDURE FOR SEXUAL  
HARASSMENT - CLASSIFIED** Effective: 2/20/2012

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- I. Statement of Policy - It is the policy of the Russellville School District to prohibit sexual harassment. Any reports of sexual harassment will be investigated promptly and appropriate action will be taken.
  
- II. Definition of Sexual Harassment - Unwelcome sexual advances or physical contact, request for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment under any of the following conditions:
  - A. Submission to such conduct is made a term or condition of a person's employment, either implicitly or explicitly;
  - B. Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting such person;
  - C. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.
  
- III. Procedure for Grievance - Proper steps for employee complaints concerning sexual harassment are:
  - A. Step 1 - The employee shall state in writing the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. This complaint shall be presented to the employee's immediate supervisor within forty-five (45) days of the alleged incidents.
    1. When the immediate supervisor is the subject of the complaint, the information should be presented to the next appropriate administrative level.
    2. If the complainant feels that the nature of the harassment is particularly serious or threatening, the report should be filed primarily with the district Superintendent or the district equity coordinator, and step 3 will be bypassed.
  - B. Step 2 - All complaints will be investigated immediately. The administrator will report the findings of his/her investigation and the action taken in writing to the complainant within fourteen (14) calendar days of the receipt of the complaint, either hand delivered or by certified mail. Upon completion of the investigation, the administrator will take any corrective action necessary.
  - C. Step 3 - Should the employee feel that the action taken is insufficient; the initial report shall be sent to the district Superintendent or the district equity coordinator, Chris Foley (email: [chris.foley@russellvilleschools.net](mailto:chris.foley@russellvilleschools.net) or phone: 479.890.5733). A summary of any previously proposed resolutions shall be included, along with a statement of the reasons why the proposed resolution is

deemed insufficient. The complaint will be investigated immediately, and the conclusion of such investigation and the action taken will be reported in writing to the complainant within fourteen (14) calendar days, either hand delivered or by certified mail.

D. Step 4 - If the problem is still unresolved after Step 3, the complainant may request in writing to the Superintendent a hearing before the Board of Education at the next regularly scheduled Board meeting.

E. Step 5 - If the complainant is not satisfied with the proposed resolution of the complaint rendered by the Board of Education, the appeal may be made to the proper state or federal administrative or judicial forums.

IV. Civil Actions and Administrative complaints - Any school district employee served with formal legal process and a complaint from a federal or state court or civil rights enforcement agency (such as the Equal Employment opportunity Commission) will immediately advise the district Superintendent. The filing of litigation or a complaint with an administrative enforcement agency will suspend any further processing by the district of an internal complaint made regarding the same subject matter. Upon receipt of any final order by a court or administrative enforcement agency, any internal complaint pending with the district regarding the same subject matter will be dismissed.

Adopted: 2/20/2012 History CPPC: 3/8/2012 History BOE: 2/20/2012 Revised:
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