

*Harassment by and of District Employees*

*Procedure for Resolving Complaints Involving Harassment by and of District Employees*

Any employee who believes that the actions or words of a supervisor or other District employee constitute harassment has a responsibility to report in writing such conduct to the immediate supervisor, or to the Superintendent, if the complaint involves that supervisor. A written statement or report will be requested following an initial oral report to the supervisor.

Any District employee who observes or becomes aware of harassment of or by a District employee by or of a District student(s), contracted individual(s), vendor(s), volunteer(s), or other third party(s) in the schools, on District property and/or in connection with any District/school-sponsored event must report such conduct to the immediate supervisor, or to the Superintendent, if the complaint involves that supervisor.

Any complaints of harassment shall be made to the employee's supervisor, any member of the administrative staff, or the Superintendent when the complaint involves the supervisor, as soon as possible but in no event more than 30 days after the alleged incident. The supervisor shall confer with the Director of Personnel, who shall normally be designated by the Superintendent to investigate such complaints. Such complaints shall be investigated promptly and in an impartial and as confidential a manner as possible. If an employee is not satisfied with the handling of a complaint or the action taken by the investigator, then the employee may bring the complaint to the attention of the Superintendent. In all cases, the employee will be advised of relevant findings and conclusions in a timely fashion.

There shall be no reprisals in cases where an employee has complained about harassment.

Any employee who is found, after appropriate investigation, to have engaged in the harassment of another employee shall be subject to disciplinary action, depending on the circumstances, up to and including termination, consistent with the Pennsylvania School Code of 1949, as amended and the applicable provisions of the collective bargaining agreement.

Adopted: December 10, 1992

Revised: May 1994

Revised: May 2006

Revised: October 25, 2007

Revised: June 9, 2016

Tredyffrin/Easttown School District