

EAST MILLINOCKET SCHOOL BOARD POLICY

EMPLOYEE HARASSMENT COMPLAINT PROCEDURE

NEPN/NSBA CODE: ACAB-R

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of employee complaints of harassment as described in policy ACAB — Harassment and Sexual Harassment of School Employees.

How to Make a Complaint

- A. Any employee who believes he/she has been harassed is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop. This shall not prevent the employee, however, from making an immediate formal complaint.
- B. Any employee who believes he/she has been harassed should report their concern promptly to the Building Principal. If the employee is uncomfortable reporting concerns to the Building Principal, he/she may report the concern to any school administrator. The employee must submit a written report.

Employees who are unsure as to whether harassment has occurred are encouraged to discuss their concerns with the Building Principal. Employees will not be retaliated against for reporting suspected harassment.

- C. The Building Principal will promptly inform the Superintendent and the person who is the subject of the complaint that a complaint has been received.

The Building Principal may pursue an informal resolution of the complaint with the agreement of the complainant and the person against whom the complaint is made. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of applicable policies and law.