

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Sex
Discrimination and Sexual
Harassment in the
Workplace (Personnel)

Number: 4060
Administrative

Approved: 2/12/03

TOLLAND BOARD OF EDUCATION
SEX DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURE

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex, should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The School District will provide staff development for new District administrators and will publish its policy and grievance procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission On Human Rights And Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (Telephone Number 566-7710) and/or the Equal Employment Opportunity Commission, Boston area office, One Congress Street, Boston, Ma 02114

(Telephone Number 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission On Human Rights And Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Tolland Board Of Education Is the Human Resources Generalist whose office is located at the Tolland Board of Education, 51 Tolland Green, Tolland, CT 06084, and whose Telephone Number is (860) 870-6850.

**COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT
(PERSONNEL)**

Name of the complainant _____

Date of the complaint _____

Date of the alleged harassment/discrimination _____

Name or names of the harasser(s) or discriminator(s) _____

Location where such harassment/discrimination occurred _____

Detailed statement of the circumstances constituting the alleged harassment or

discrimination _____

SEXUAL HARASSMENT IS ILLEGAL

And Is Prohibited

By

The Connecticut Discriminatory Employment Practices Act
(Section 46a-60 of the Connecticut General Statutes)

And

Title VII of the Civil Rights Act Of 1964
(42 United States Code Section 2000e et seq.)

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include:

Unwelcome sexual advances

Suggestive or lewd remarks

Unwanted hugs, touches, kisses

Requests for sexual favors

Derogatory or pornographic posters, cartoons, or drawings.

Remedies for sexual harassment may include:

Cease and desist orders

Back pay

Compensatory damages

HIRING, PROMOTION, OR REINSTATEMENT

Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal.

Violation of this policy is grounds for discipline, including discharge.

Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

An infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator or the Superintendent if the Title IX Coordinator is the subject of the complaint. Confidentiality will be maintained to the extent possible.

Any employee who believes that he or she has been harassed or discriminated against in the workplace in violation of this policy may also contact:

The Connecticut Commission on Human Rights and Opportunities
1229 Albany Avenue
Hartford, CT 06112
Phone: (860) 566-7710

And/or:

The Equal Employment Opportunity Commission
Boston Area Office
One Congress St.
Boston, MA 02114
Phone: (617) 565-3200

Connecticut law requires that a formal written complaint be filed with the commission on human rights and opportunities within one hundred and eighty (180) days of the date when the alleged harassment/discrimination occurred.