

## **Frequently Asked Questions about Sexual Harassment in the Workplace**

### ***What is the District policy concerning sexual harassment?***

The District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students. The District encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

### ***How will the District respond to claims of sexual harassment?***

The District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

### ***What laws address sexual harassment?***

Title VII is a federal law that prohibits discrimination on the basis of age, race, color, religion, sex, national origin, or disability. The Texas Labor Code, Section 21.051, makes it an unlawful employment practice for an employer to discriminate on the basis of race, color, disability, religion, sex, national origin, or age. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination (including sexual harassment) of students.

### ***What do I do if I believe I have been the victim of sexual harassment?***

Employees are encouraged to report allegations of sexual harassment as soon as possible. Complaints may be brought to your supervisor, your principal, or Human Resources. If a student is believed to be experiencing sexual harassment by an employee, it should be reported to the campus principal, Human Resources, or Title IX coordinator. You may make your complaint in writing or orally, and you are encouraged to file your complaint promptly, so that any problems may be resolved at the earliest possible time. Although the District will not reject any such complaint because it is filed too late, employees should understand that the sooner the issue is brought to the District's attention, the sooner it can be resolved.

### ***What will happen once I file a complaint?***

Whether you report your problem to the principal, supervisor, or Title IX coordinator the process will be the same. If you have made your complaint orally, the supervisor will reduce it to writing and ask you to verify that it has been transcribed accurately. The supervisor will hold a conference with you as soon as possible, but at the latest, within five days. Following the conference, the supervisor ordinarily will have ten days to offer a response, unless the investigation takes longer to resolve. You will be informed if there is a delay in the response.

### ***What if I'm not happy with my supervisor's response?***

The District provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the Superintendent or the Superintendent's designee. The Superintendent or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board of Trustees.

### ***Will my complaint be confidential?***

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. [See also FNC (LOCAL), which contains the complaint procedure for students alleging sexual harassment or sexual abuse by an employee.]