




BULLETIN

SUBJECT: TITLE IX / SEXUAL HARASSMENT **HR-01**

TO: All Employees, Substitutes, and Short-Term Temps

DATE: July 2009

PREPARED BY: Joyce Howe **DEPARTMENT:** Human Resource Services

REVIEWED BY: Carol Mignone Stephen **APPROVED:** 

Sexual harassment violates federal and state law as well as the Sacramento City Unified School District's Board Policies and Administrative Regulations - 4119.11(a) and 5145.7(a). By definition, "sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting."

Examples of types of conduct which may constitute sexual harassment include, but are not limited to: (1) unwelcome leering, sexual flirtations, or propositions; (2) sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; (3) graphic verbal comments about an individual's body, or overly personal conversation; (4) sexual jokes, notes, stories, drawings, pictures, or gestures; (5) spreading sexual rumors; (6) touching an individual's body or clothes in a sexual way; (7) purposefully cornering or blocking normal movements; (8) displaying sexually suggestive objects in the educational or work environment.

If you believe that your rights under this policy have been violated, the following courses of action may be taken without retaliation:

- Report the alleged violation to your immediate supervisor or site administrator for initial attempts at resolution, or contact District Title IX Compliance Coordinators: Student Related Issues: Greg Purcell, Director III, Student and Family Support Services/Student Records, at 643-9425, or Employee Related Issues: Carol Mignone Stephen, Associate Superintendent, Human Resource Services, at 643-9058.
- Make an appointment to report your grievance to the State Department of Fair Employment and Housing via the Internet, www.dfeh.ca.gov, or by phone: 1-(800) 884-1684. Walk-ins are generally not seen without an appointment. (2000 O Street, #120, Sacramento, CA 95814-5212).
- File your charges or complaints directly with: Equal Employment Opportunity Commission; San Francisco District Office; 350 The Embarcadero, Suite 500; San Francisco, CA 94105-1260. Phone: 1-(800) 669-4000 (www.eeoc.gov); Fax: 1-(415) 625-5609. Call for an appointment.
- If you are a classified employee, you may also file a grievance with your union representative.
- If you are a certificated/non-management employee, you may also contact your SCTA representative for counseling and guidance in this matter.

The site administrator will post a copy of the Title IX (Non-Discrimination on the Basis of Sex) Flyer in all classrooms and offices. The Department of Fair Employment and Housing: Harassment or Discrimination in Employment notice will be posted on staff bulletin boards.

If you have questions or need assistance regarding Title IX law and sexual harassment, please refer to the numbers listed above and call the appropriate District's Title IX Compliance Coordinator.