

# Maryville City Schools Board of Education

Monitoring: <b>Review: Biennially in March</b>	Descriptor Term: <b>Procedures &amp; Guidelines Employee Harassment Complaint</b>	Descriptor Code: <b>8.22</b>	Review Date: <b>02/13/18</b>
		Rescinds:	Last Revision:

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**Step 1** - An employee shall report harassment complaints to the appropriate supervisor who will note the following:

1. Persons involved in the harassment complaint;
2. Description of the incident as reported;
3. Other relevant data; and
4. Recommendations and/or resolution.

The supervisor will place one copy on file and send one copy to the Director of Schools.

**Step 2** - If an employee is not satisfied that the complaint has been resolved during Step 1, the employee may request, in writing, a review by the Director of Schools. This review shall be scheduled within the 30 days following receipt of the request. The Director shall, within 30 days, provide a written decision to the employee. A copy of the decision will be sent to the Board of Education. Further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 61 Forsythe Street, S.W., Suite 19770, Atlanta, GA 30303.