

## General Personnel

### Workplace Harassment Prohibited

The District expects the workplace environment to be productive, respectful, and free of unlawful harassment.

District employees shall not engage in harassment or abusive conduct based on:

- an individual's race, religion, national origin,
- gender, sexual orientation,
- age, citizenship status, disability, or other protected status

identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

Harassment of students is also prohibited as stated by Board policy 7:20, *Harassment of Students Prohibited*.

### Sexual Harassment Prohibited

The District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of gender as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome 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.

### Making a Complaint; Enforcement

1. Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
2. Employees should report claims of harassment to a Complaint Manager and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same gender
3. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
4. There are no express time limits for initiating complaints and grievances under this policy.
5. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment.

Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

6. A violation of this policy may result in discipline, up to and including discharge.
7. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.
8. Sexual harassment will be evaluated in light of all the circumstances.

Whom to Contact with a Report or Complaint

**Complaint Managers:**

<u>Mr. Leonard Ealey</u> <u>Assistant Superintendent</u> <u>501 Washington Street-Pekin</u> Address	<u>Mr. Joe Franklin</u> <u>Director of Human Resources</u> <u>501 Washington Street-Pekin</u> Address	<u>Ms. Caitlin Campbell</u> <u>Payroll/Accounting Coordinator</u> <u>501 Washington Street-Pekin</u> Address
<u>(309) 477-4740</u> Telephone	<u>(309) 477-4740</u> Telephone	<u>(309) 477-4740</u> Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972,, 20 U.S.C. §1681 et seq. implemented by 34 C.F.R. Part 106  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), and 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 33 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

---

Adopted by the Board of Education: October 2001  
Revised and Adopted: June 2010, October 2019