

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 56

Frankfort ! Searsport ! Stockton Springs

6 Mortland Road

Searsport, ME 04974-3332

Mary A. Szwec
Superintendent of Schools

Telephone: (207) 548-6643
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TO: All MSAD #56 Employees
FROM: Mary A. Szwec
DATE: January 2, 2008
RE: SEXUAL HARASSMENT

State law regarding sexual harassment requires a formal notification to all employees defining sexual harassment, and outlining procedures for reporting incidents of sexual harassment. This memo will serve that purpose. I encourage any of you who feel you are experiencing sexual harassment to utilize these procedures without fear of reprisal. Sexual harassment will not be tolerated; however, it is only through the reporting process that we can deal with this unpleasant issue.

1. **SEXUAL HARASSMENT IS ILLEGAL**

Sexual harassment of employees is specifically prohibited by State and Federal law, and will not be tolerated in MSAD #56.

2. **DEFINITION OF SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical contact of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
- Such conduct has the purpose or effect or unreasonably or 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 and/or kisses; requests for sexual favors.

3. **REPORTING INCIDENTS OF HARASSMENT**

Any employee who feels that he or she has been subjected to sexual harassment should report the incident without fear of reprisal to the Affirmative Action Coordinator, Sharon Goguen, at the Searsport Elementary School (548-2312). Incidents may also be reported to the employee's immediate supervisor, the school principal, or the Superintendent of Schools if the employee prefers. Each incident so reported shall be investigated promptly as directed by the Superintendent and, if appropriate, remedial action shall be taken.

Employees also have the right to report incidents of sexual harassment to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, Telephone: 624-6050.

State law prohibits retaliation against any person who reports an incident of sexual harassment, and all employees should feel free to report such incidents without fear of reprisal.

4. **DISCIPLINARY ACTION**

Any employee found to have sexually harassed another employee will be subject to disciplinary action up to and including discharge.