

PERSONNEL
Prohibiting Sexual Harassment

STATEMENT: The Board of Trustees recognizes its responsibility to provide for its employees a working environment that is free from any form of sexual harassment. Conduct constituting sexual harassment will not be tolerated.

PURPOSE: To provide a mechanism to deal with allegations of sexual harassment.

POLICY:

1. DEFINITION:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made to be, 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined above, may include but is not limited to deliberate or repeated unsolicited verbal comments, questions, representations or physical contact of an intimate or sexual nature which are unwelcome to the recipient. It can also take the form of making or threatening to make decisions affecting an employee's employment on the basis of acceptance or refusal of a request for sexual intimacy.

Employees who believe they have suffered sexual harassment shall report such matters to the Library Director, who shall be the "complaint officer" for sexual harassment complaints pursuant to the procedures set forth below. The Library Director shall report any incidents of sexual harassment directed toward him/her to the chair of the Personnel Committee of the Board of Trustees.

2. RESOLUTION PROCEDURE:

An employee who wishes to report sexual harassment shall file a written statement containing specific details of any incident of sexual harassment or retaliation (defined as any act affecting terms and conditions of employment of any employee because such employee had filed a written statement pursuant to this policy) to the Library Director, or in the case of harassment to or by the Library Director, to the chair of the Personnel Committee of the Board of Trustees.

Within thirty (30) days of the receipt of the written statement, the Library Director or an investigator designated by the Board of Trustees shall complete an investigation of the allegations, including but not limited to interviews with the parties and any other employee having information as to the allegations; examination of all pertinent employment records; and the consideration of any other available information relating to the alleged complaint of sexual harassment.

The employee against whom allegations of sexual harassment have been made may file a written response to the statement. The Library Director or an investigator designated by the Board of Trustees shall make a written report of the investigation.

Upon completion of the investigation, the Library Director or an investigator designated by the Board of Trustees may attempt a satisfactory resolution of the matter among the parties and the Library. If the matter is resolved pursuant to this procedure, the resolution shall be reduced to writing and signed by the Library Director or the chair of the Personnel Committee and the parties. Each signatory shall be provided with a copy of the agreement.

If the parties and the Library, acting through its Library Director or the chair of the Personnel Committee, are unable to agree to the disposition of the matter, it shall be the responsibility of the Library Director or the chair of the Personnel Committee to determine what further action should be taken. All employees have, under law, recourse through the Equal Employment Opportunity Commission. If termination of employment or any other discipline provided for under the provisions of Section 75 of the New York State Civil Service Law is recommended, that statutory procedures for such shall be commenced upon recommendation of the Library Director or the chair of the Personnel Committee to the Board of Trustees.