

## **Sexual Harassment Complaint Procedure**

1. The complainant should present the complaint as promptly as possible with the Personnel Director after the alleged harassment occurs.
2. The initial discussion between the complainant and the Personnel Director should be kept confidential, with no written record. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.
3. The Personnel Director has the authority to make a good faith effort to resolve the complaint through informal processes at this stage. There may be cases that can be resolved through efforts of mediation and for which the alleged offender apologizes for her/his actions etc.
4. If the complainant, after the initial discussion with the Personnel Director, decides to proceed, the complainant should submit a written statement to the Personnel Director.
5. The Personnel Director then informs the alleged offender of the allegation and of the identity of the complainant in writing. A copy of this is sent to the complainant. Efforts should be made to protect the complainant from retaliatory action by the person(s) named in the complaint.
6. In the event that an employee within the Personnel Department is named in the complaint, said complaint shall be filed with one of the alternate Equal Employment Opportunity Officers designated by the County Executive who are: the Director of the Division of Workforce Development and the Director of the Division of Children and Family Services.
7. The Personnel Director or alternate will investigate the complaint and prepare findings within thirty (30) working days after receipt of the written complaint.
8. All findings shall be presented for approval to the County Executive before being released to the complainant.





