



## How to Investigate a Claim of Employee Sexual Harassment

**Important:** Liability for the school district for sexual harassment will attach upon notice of the problem. The one way to minimize exposure is to complete a thorough, timely investigation, and take appropriate action based upon the investigation.

### The Investigator(s)

At least one investigator must be of the same or higher institutional rank than the alleged harasser. It is preferable to have at least one male and one female interviewer available throughout the investigation. The interviewers must have complete autonomy.

### The Complainant

The initial charge must be placed in writing by the complainant, signed and dated. It is important to obtain permission from the charging party to use the charging party's name with the person accused, if necessary.

A sufficient amount of time should be set aside for the initial interview. The complainant usually is embarrassed or angry about the situation. As the goal is to get as complete a statement as possible, and all the facts, a relaxed, deliberate interview will indicate the importance and establish a feel of sensitivity which will enable the complainant to feel comfortable discussing the situation.

The following questions should be asked:

- What happened?
- Who was present?
- Where and when did it happen?
- Who said what?
- How did the complainant react to what was said/done?
- Who else knows about what happened?
- How do they know?
- How soon after the incident did the complainant tell someone else what happened?

A successful interview will sift through opinions and speculation, and end with a good synopsis of the facts. Attempt to obtain the actual words used by each person whenever

# Sexual Harassment Investigation Training Guide

**Mary Jo McGrath, McGrath Systems, Inc**

## **Sexual Harassment Investigation Training Guide:**

**Sexual Harassment Investigation Training Guide** Matthew B. Stuart, 1991 Complete Guide to Human Resources and the Law, 2021 Edition Dana Shilling, 2020-08-05 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You'll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource The Effective Security Officer's Training Manual Ralph Brislin, 2014-03-22 The Effective Security Officer's Training Manual Third Edition teaches today's security officers the most important aspects of performing the job of a security officer professionally and effectively Training is the most important element in becoming a professional security officer but it is also often overlooked or underutilized This straightforward easy to follow and well organized text covers the essentials that security officers need as they face issues of growing technology and an emphasis on proactiveness and vigilance The Effective Security Officer's Training Manual Third Edition also covers many topics of current concern such as sexual harassment crowd control cultural diversity persons with special needs new technologies and much more With discussion questions at the end of every chapter and a full ancillary package accompanying the text this manual is a comprehensive tool for developing a career as a successful and trusted professional security officer Meets ASIS International's guidelines for Private Security Officer Selection and Training Addresses the latest technological advancements that impact how today's security officers do their jobs Discusses the increased role security officers have in observing and reporting suspicious activities and events Includes end of chapter discussion questions to enhance understanding *Guide to Training Opportunities*, 1984 *Guide to Training and Development Services*, 1994 **Coordinated Compliance Review Training Guide 2003-2004** California Department of Education, 2004-07-17 **Sexual Harassment in Employment Investigator's Guidebook** Marilyn I. Pearman, Mary T. Lebrato, 1984 **Handbook for Achieving Gender Equity Through Education** Susan S. Klein, Barbara Richardson, Dolores A. Grayson, Lynn H. Fox, Cheris Kramarae, Diane S. Pollard, Carol Anne Dwyer, 2014-05-22 First published in 1985 the Handbook for Achieving Gender Equity Through Education quickly established itself as the essential reference work concerning gender equity in education This new expanded edition provides a 20 year retrospective of the field one that has the great advantage of documenting U S national data on the gains and losses in the efforts to advance gender equality through policies such as Title IX the landmark federal law prohibiting sex discrimination in education equity programs and research Key features include Expertise Like its predecessor over 200 expert authors and reviewers provide accurate consensus research based information on the nature of gender equity

challenges and what is needed to meet them at all levels of education

**Content Area Focus** The analysis of gender equity within specific curriculum areas has been expanded from 6 to 10 chapters including mathematics science and engineering

**Global Diversity Focus** Global gender equity is addressed in a separate chapter as well as in numerous other chapters The expanded section on gender equity strategies for diverse populations contains seven chapters on African Americans Latina/os Asian and Pacific Island Americans American Indians gifted students students with disabilities and lesbian gay bisexual and transgender students

**Action Oriented** All chapters contain practical recommendations for making education activities and outcomes more gender equitable A final chapter consolidates individual chapter recommendations for educators policymakers and researchers to achieve gender equity in and through education

**New Material Expanded** from 25 to 31 chapters this new edition includes more emphasis on male gender equity and on sexuality issues special within population gender equity challenges race ability and disability etc coeducation and single sex education increased use of rigorous research strategies such as meta analysis showing more sex similarities and fewer sex differences and of evaluations of implementation programs technology and gender equity is now treated in three chapters women's and gender studies communication skills relating to English bilingual and foreign language learning and history and implementation of Title IX and other federal and state policies Since there is so much misleading information about gender equity and education this Handbook will be essential for anyone who wants accurate research based information on controversial gender equity issues

journalists policy makers teachers Title IX coordinators equity trainers women's and gender study faculty students and parents

School Bullying Mary Jo McGrath, 2007 There are many books and state federal publications on bullying however the integration of legal mandates and guidelines with direct application is quite rare This text offers a valuable and unique cross discipline resource with its thorough review of legislative precedents

Diana Joyce School Psychologist University of Florida Educators rarely receive this kind of detailed legal information in their graduate school studies When people purchase this book it will be like having their own lawyer sitting right next to them

Steve Hutton Professional Development Specialist Mayerson Academy Cincinnati OH Take legally sound steps to create a school environment that is safe for all students Every hour of every day students experience bullying and harassment at school by their peers The immediate and long term impact on the victims learning capabilities emotional health and self esteem is staggering

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Distinguishing bullying from acceptable student behavior Applying legally appropriate procedures and maintaining proper documentation Acting with honesty compassion and accountability Fostering trust respect understanding and a commitment

to growth Offering practices that put fundamental ethical principles into action This resource is vital to all schools providing not only step by step procedures but also practical tools for investigating bullying situations and communicating effectively with students parents teachers staff and the community Developing a Security Training Program Joseph

McDonald,2024-07-22 Developing a Security Training Program focuses on how to establish a comprehensive training program for a security department from the ground up This book highlights formal curriculum development consistent and continual training and the organizational benefits including how such security training will be a value add It s long overdue for the industry to revisit old security training models from the past to both general staff as well as to the dedicated security staff and professionals within organizations and examine and revamp such with a fresh perspective Given the current dynamic environment for businesses and the threats businesses face it is important that any such training consider all procedures and policies and be fully integrated into the company culture This includes maintaining an eye on budgetary and financial costs while recognizing the need to budget for more training resources to maintain resilience and adaptability to current challenges and future changes to the environment There is only one way to prepare your staff and that is through comprehensive and consistent training Developing a Security Training Program provides the blueprint and tools for professionals to provide ongoing targeted and comprehensive security training at a low budget friendly cost *ALI-ABA's Practice Checklist Manual on Advising Business Clients III* ,2004 The CD ROM includes the entire contents of the Manual

**New Investigator Training** ,2001 **The Federal Employee Fairness Act--S. 404** United States. Congress. Senate. Committee on Governmental Affairs,1994 **Sexual Harassment** Mary Jo McGrath,McGrath Systems, Inc,1996 **Civil Rights Investigations Under the Workforce Investment Act and Other Title VI-Related Laws** Seena K.

Foster,2011-08-15 Equal Opportunity is the Law FIVE STAR RATINGS the most thorough and the best product on the market an eye opening learning experience could be used as a stand alone in training sessions an excellent reference book an invaluable resource for its target audience of professionals who must respond to complaints of discrimination In Civil Rights Investigations Ms Foster assembles a tremendous amount of information presents it in an organized and easy to understand format and delivers it to you along with practical and useful guidance Whether you are a novice or expert this book is a truly exceptional resource that takes you step by step through the investigative process And the teachings offered are applicable to any discrimination complaint investigation Starting with the basics of knowing whether you have a complaint and authority to investigate it to navigating more in depth concepts such as understanding the burdens of the parties properly framing the issues of an investigation developing a complaint investigation plan interviewing witnesses analyzing conflicting evidence and writing final determinations Civil Rights Investigations is with you each step of the way providing insights tips and examples A wide array of discriminatory bases is explored including race color national origin gender sexual harassment religion disability political affiliation citizenship and age And the book contains sample interrogatories covering numerous

adverse actions in government programs such as denial of access denial of training denial of services denial of benefits and denial of proposals or bids Other sample interrogatories address adverse actions in the workplace including sexual harassment reasonable accommodation retaliation termination non selection non promotion adverse performance appraisals and damages Simply put Civil Rights Investigations is a top of the line resource for any public or private sector equal opportunity professional

**Training and Planning Guide for Equal Employment Opportunity Specialists** ,1989

**Guidelines on Integrating Gender Approaches in Training Specialists for the Security and Defence Sector of Ukraine** Mariia Chekhovska,Natalia Chuprinova, Svitlana Hanaba, The guidelines highlight fundamental theory and instructional techniques for integrating gender approaches into the educational process of higher education institutions in Ukraine s security and defence sector it covers the essence structure content forms and methods of gender component implementation in various daily activities offer a unified approach to gender equality and provide useful practical recommendations Designed for teachers specialists scientists and a wide range of experts in the security and defence sector of Ukraine

**Handbook of Human Resources Management in Government** Stephen E. Condrey,2005-04-18 In this thoroughly updated edition of a classic reference Stephen E Condrey brings together leading experts in public administration and HR management to detail how you can Move beyond your often limited problem solving role as an HR manager and demonstrate how you can play a more strategic role in your organization Deal with crucial issues such as diversity EEO regulations and other legal issues compensation sexual harassment and performance appraisal Expand your ability to maximize productivity efficiency and employee satisfaction Develop budgets use volunteers and employ consultants Also included with purchase is a free supplemental on line Instructor s Manual Order your copy now

**Recruiting & Retaining Women** ,2001

**The Law of Higher Education, A Comprehensive Guide to Legal Implications of Administrative Decision Making** William A. Kaplin,Barbara A. Lee,Neal H. Hutchens,Jacob H. Rooksby,2019-04-05 Your must have resource on the law of higher education Written by recognized experts in the field the latest edition of The Law of Higher Education Vol 1 offers college administrators legal counsel and researchers with the most up to date comprehensive coverage of the legal implications of administrative decision making In the increasingly litigious environment of higher education William A Kaplin and Barbara A Lee s clear cogent and contextualized legal guide proves more and more indispensable every year Two new authors Neal H Hutchens and Jacob H Rooksby have joined the Kaplin and Lee team to provide additional coverage of important developments in higher education law From hate speech to student suicide from intellectual property developments to issues involving FERPA this comprehensive resource helps ensure you re ready for anything that may come your way Includes new material since publication of the previous edition Covers Title IX developments and intellectual property Explores new protections for gay and transgender students and employees Delves into free speech rights of faculty and students in public universities Expands the discussion of faculty academic freedom

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