
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 7210

7210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment.

7210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

7210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

7210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

7210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

7210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions, subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

7210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

7210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

7210.4 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process at the time of hiring. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

7210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the employees immediate supervisor.

7210.4.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

7210.5 As soon as possible after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual

harassment policy.

7210.6 Complaint Process. Any employee who believes he/she is the victim of sexual harassment may file a confidential, to the extent possible, complaint without fear of reprisal or embarrassment.

7210.6.1 A complaint can be made verbally by the employee to the immediate supervisor. Although filing a written complaint with the immediate supervisor is preferred, the employee is free to file a verbal complaint with any supervisory employee.

7210.6.2 Complaints made in writing should be submitted by the employee to their immediate supervisor. Although submitting the complaint with the immediate supervisor is preferred, the employee is free to submit a complaint with any supervisory employee, or with the President of the Board of Trustees if the employee's immediate supervisor is the District Manager and the District Manager is unavailable or personally involved in said complaint.

7210.7 Complaint Response Process. Any supervisory employee who receives a sexual harassment complaint shall at all times maintain the confidentiality, to the extent possible, of the plaintiff and shall personally deliver said complaint immediately and directly to the District Manager or to the President of the Board of Trustees if the District Manager is unavailable or personally involved in said complaint.

7210.7.1 As soon as possible after the filing of a complaint, even if it is withdrawn, an investigation shall be conducted by the employee's immediate supervisor, in cooperation with the District Manager, within which the alleged harassment occurred.

7210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the District Manager. The District Manager shall immediately inform, in total confidentiality, to the extent possible, the Personnel Committee of the Board if one exists or the entire Board of Trustees.

7210.7.3 All discussions resulting from said investigation shall be kept confidential, to the extent possible, by all informed of said investigation.

7210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

7210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the District Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents.

7210.9 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Sexual Harassment policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

Date

Signature

Print name here