

**Management, Supervisory and Confidential Personnel****Duties of Personnel**

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

**Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title

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IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
2 CCR 11006-11086	<a href="#">Discrimination in employment</a>
2 CCR 11009	Employment discrimination
2 CCR 11021	<a href="#">Discrimination in employment - retaliation</a>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
2 CCR 11024	<a href="#">Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</a>
2 CCR 11034	<a href="#">Terms, conditions, and privileges of employment</a>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
Gov. Code 12940	<a href="#">Unlawful discriminatory employment practices</a>
Gov. Code 12950	<a href="#">Sexual harassment</a>
Gov. Code 12950.1	<a href="#">Sexual harassment training</a>
Lab. Code 1101	<a href="#">Political activities of employees</a>
Lab. Code 1102.1	Discrimination: sexual orientation

**Management, Supervisory and Confidential Personnel**

**Duties of Personnel**

**Federal**

20 USC 1681-1688  
based on sex

**Description**

Title IX of the Education Amendments of 1972; discrimination

34 CFR 106.1-106.9  
or activities

Nondiscrimination on the basis of sex in education programs

34 CFR 106.51-106.61  
education program or activities

Nondiscrimination on the basis of sex in employment in

42 USC 2000e-2000e-17

Title VII, Civil Rights Act of 1964, as amended

**Management Resources**

**Description**

Court Decision

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Court Decision  
(2003) 31 Cal.4th 1026

Department of Health Services v. Superior Court of California,

Court Decision

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Court Decision  
S.Ct. 1989

Gebser v. Lago Vista Independent School District, (1998) 118

Court Decision

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Court Decision  
998

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct.

U.S. Equal Employment Opportunity Com.  
Publication

Promising Practices for Preventing Harassment, November  
2017

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Civil Rights Department](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Website

[U.S. Equal Employment Opportunity Commission](#)

**Cross References**

**Code**

**Description**

0410

[Nondiscrimination In District Programs And Activities](#)

0450

[Comprehensive Safety Plan](#)

0450

[Comprehensive Safety Plan](#)

1312.3

[Uniform Complaint Procedures](#)

Policy Adopted: 11/12/91  
Policy Revised: 8/18/23

MOUNT SHASTA UNION SCHOOL DISTRICT  
Mount Shasta, California

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**Duties of Personnel**

1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(1)	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(2)	<a href="#">Uniform Complaint Procedures</a>
1313	<a href="#">Civility</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3600	<a href="#">Consultants</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4040	<a href="#">Employee Use Of Technology</a>
4040-E(1)	<a href="#">Employee Use Of Technology</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E(1)	<a href="#">Employee Notifications</a>
4117.7	<a href="#">Employment Status Reports</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.12	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4119.12-E(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E(1)	<a href="#">Professional Standards</a>
4119.22	<a href="#">Dress And Grooming</a>
4131	<a href="#">Staff Development</a>
4144	<a href="#">Complaints</a>
4144	<a href="#">Complaints</a>
4212.9	<a href="#">Employee Notifications</a>

**Management, Supervisory and Confidential Personnel**

**Duties of Personnel**

4212.9-E(1)	<a href="#">Employee Notifications</a>
4218.1	<a href="#">Dismissal/Suspension/Disciplinary Action (Merit System)</a>
4219.12	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4219.12-E(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E(1)	<a href="#">Professional Standards</a>
4219.22	<a href="#">Dress And Grooming</a>
4231	<a href="#">Staff Development</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4300	<a href="#">Administrative And Supervisory Personnel</a>
4300	<a href="#">Administrative And Supervisory Personnel</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E(1)	<a href="#">Employee Notifications</a>
4317.7	<a href="#">Employment Status Reports</a>
4319.12	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4319.12-E(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E(1)	<a href="#">Professional Standards</a>
4319.22	<a href="#">Dress And Grooming</a>
4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>