

Marcellus Central School District

Complaint Form for Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. Please refer to Board of Education policy #6121, Sexual Harassment in the Workplace.

If you believe you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Anthony Sonnacchio and/or Jean Sharlow, the district's Civil Rights Compliance Officers. You can submit the form in person or via e-mail (asonnacchio@marcellusschools.org or jsharlow@marcellusschools.org). You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined in Marcellus Central Schools Board Policy #6121.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

Complainant Information

Name: _____

Work Location: KCH DMS SHS Transportation Buildings & Grounds

Job Title: _____

Supervisory Information

Immediate Supervisor's Name: _____

Title: _____

Complaint Information

1. Your complaint of sexual harassment is made about:

Name: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

4. Is the sexual harassment continuing? Yes No

5. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

6. This last question is optional but may help the investigation. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Complainant Signature

Date