

EMPLOYEE HARASSMENT COMPLAINT  
INVESTIGATION/DETERMINATION CHECKLIST

*(Note to Investigator: Even if you have not received a formal complaint, we suggest using the policy and this checklist as a guide for your investigation.)*

I. Notice of Harassment

A. If a formal complaint is filed:

- Review appropriate policy with complainant.
- Advise complainant of investigation procedure and timelines (15 working days to complete investigation unless a justifiable notice is given of the need for an extension of the investigation).
- Notify District Administrator

B. Receipt of informal complaint by victim or third party:

- Review harassment policy with complainant.
- Inform complainant of formal complaint process and that regardless of formal complaint, investigation will take place.

II. The Investigation

A. The interview with the complainant/victim.

- Obtain written statement with signature and date.
  - Make sure statement has names of witnesses
  - Make sure statement provides specifics - who, what, where, when, why, how, how often?
- Inform what will happen and timelines.
- Reinforce the need for confidentiality.
- Advise complainant to supplement any additional information.

B. Interviewing witnesses (if necessary).

- Obtain written statement with signature and date.
  - Make sure statement has names of witnesses
  - Make sure statement provides specifics - who, what, where, when, why, how, how often?
- Reinforce the need for confidentiality.

- \_\_\_ Advise witness to supplement any additional information.

C. Interviewing charged party.

- \_\_\_ Apprise of right to union representation (if applicable).
- \_\_\_ Inform of charges and review policy.
- \_\_\_ Inform of need to investigate but stress your neutrality.
- \_\_\_ Present each detail of allegation and get admission or denial.
- \_\_\_ For each admission, ask why.
- \_\_\_ For each denial, ask why or what might be complainant's motive.
- \_\_\_ Offer opportunity for a written statement and follow same guidelines used for interviewing complainant.
- \_\_\_ Inform what will happen and timelines.
- \_\_\_ State that retaliation will not be tolerated and will be subject to discipline.
- \_\_\_ If charged party has witnesses, repeat the process for interviewing complainant witnesses.

III. Determination

- \_\_\_ Complete disposition form.
- \_\_\_ Contact parties regarding determination.
- \_\_\_ If there is a violation, take corrective action in consultation with District Administrator. Possibilities include employee assistance program (EAP) referral, transfer to another position and discipline.
- \_\_\_ Advise parties of the right to appeal the decision and the appropriate timeline (10 working days).
- \_\_\_ Apprise other individuals who have a need to know.

APPROVED: March 10, 2008

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