

## **University of Wisconsin—Stevens Point Sexual Harassment Policy**

Sexual harassment is recognized as a violation of civil rights laws, U.S. Equal Opportunity Commission Rules and by the civil law courts. The University of Wisconsin-Stevens Point is committed to providing its faculty, staff, and students with a sexual harassment-free environment.

The Chancellor, the Faculty Senate, and the Board of Regents of the University of Wisconsin System approved the following policy statement. “Sexual harassment,” it says, “is impermissible and unprofessional conduct, subject to disciplinary action in accordance with applicable due process requirements, including, but not limited to reprimand, temporary suspension, expulsion, or discharge of the harassing individual.”

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

1. Submission to such conduct is made either as an implicit or explicit condition of an individual’s employment, career advancement, grades, or academic achievement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile, or offensive working environment.

### **UWSP PROCEDURES FOR RESPONDING TO SEXUAL HARASSMENT COMPLAINTS**

The courts have ruled that sexual harassment itself is discriminatory. The University of Wisconsin-Stevens Point is committed to maintaining a sexual-harassment-free environment. You have a right and an obligation to ask harassers to stop offensive behavior.

Any person (student or staff member) who believes s/he has been the target of sexual harassment should report it to the Director of Human Resources and Affirmative Action for resolution. Others (counseling center personnel, faculty, residence hall directors, deans, department chairs, personnel office staff, student employment office staff) should refer a complainant to the Department of Human Resources and Affirmative Action unless a resolution is reached by contact with the aforementioned professionals. To discuss sexual harassment issues, contact Pam Dollard, Room 133, Old Main, ext. 3975.

### **III. Informal (Not Written) Complaint**

- A. The incident(s) will be recorded by the Director of Human Resources and Affirmative Action or other appropriate official and options for resolution will be discussed with the complainant.
- B. If an informal complaint is brought to a person other than the Director of Human Resources and Affirmative Action, the individual to whom the complaint is brought consults with the Director.

- C. Other than collegial consultation, no action of any kind will normally be taken on any allegations in the absence of a written complaint.
- D. If the Director of Human Resources and Affirmative Action determines that there are compelling reasons to investigate the allegations of sexual harassment, s/he may do so even in the absence of a formal written complaint. Such an investigation will follow the procedures outlined in the University Handbook, Chapter 4C, Sections 7 & 9, and every attempt will be made to confine university action to collegial consultation whenever a complaint is made informally.
- E. A written record of the complaint will be kept in the Department of Human Resources and Affirmative Action for at least one year.
- F. Complaints should be received within 300 days of the alleged discrimination under Wisconsin Statute. However, complaints about alleged discrimination may be received at any time under Title IX of the Education Amendments of 1972, and Title VII.

#### **IV. Formal (Written) Complaints**

- A. Whenever the Director of Human Resources and Affirmative Action, or other appropriate official receives a written complaint against a faculty or academic staff member, that official shall inform the complainant that the faculty or academic staff member against whom the allegations have been made must be promptly notified in writing of the allegations and that such notice includes the identity of the complainant. The complainant shall also be informed of the procedures for both informal and formal complaints as described in the University Handbook, Chapter 4, Sections 7 and 9.
- B. The university official will offer to meet with the faculty or academic staff member against whom the complaint is made to afford the individual an opportunity to respond to the allegations. At this meeting, the faculty or academic staff member is reminded that retaliation is prohibited and that if retaliation occurs, it will be dealt with through the line administrative structure.
- C. After reviewing the response, or in the absence of a meeting or response, the official shall either investigate the allegations to determine whether sufficient evidence exists to warrant disciplinary action or, in the case of faculty or academic staff, refer the complaint to the appropriate Mediation Subcommittee.
- D. If an investigation does not lead to a mutually acceptable response, the official forwards a written report to the Chancellor or other appropriate administrator who may invoke a disciplinary response or refer the complaint to the appropriate Mediation Subcommittee.
- E. Referrals, requests for hearings, and disciplinary action will be handled according to:
  - 1. Chapter 4, Section 7 or 9 in the University Handbook and Chapters UWS 4, 6, 11, and 13 of the Wisconsin Administrative Code for faculty and academic staff.

2. Various collective bargaining agreements, the UWSP Classified Employee Handbook and/or Chapter 230 of the Wisconsin Statutes, as appropriate, for classified staff.
3. UW-Stevens Point Community Rights and Responsibilities and Chapter UWS 17 of the Wisconsin Administrative Code.

All employees of UWSP are assigned an online Sexual Harassment Prevention training. Employees will receive and be required to complete the training module upon initial hire and on an annual basis.

Last updated 11/6/2014