

▲ If It Happens to You

Remember, the JCPS District does not tolerate harassment/discrimination for any reason. If an incident occurs, corrective action is taken, as described in the Jefferson County Board of Education *Policy Manual*.

Additional information and assistance also are available from:

Equal Employment Opportunity Commission

600 Dr. Martin Luther King Jr. Place
Suite 268
Louisville, KY 40202-2285
(502) 582-6082
www.eeoc.gov/louisville/index.html

This brochure was published by the JCPS Compliance and Investigations Office.

Equal Opportunity/Affirmative Action Employer
Offering Equal Educational Opportunities

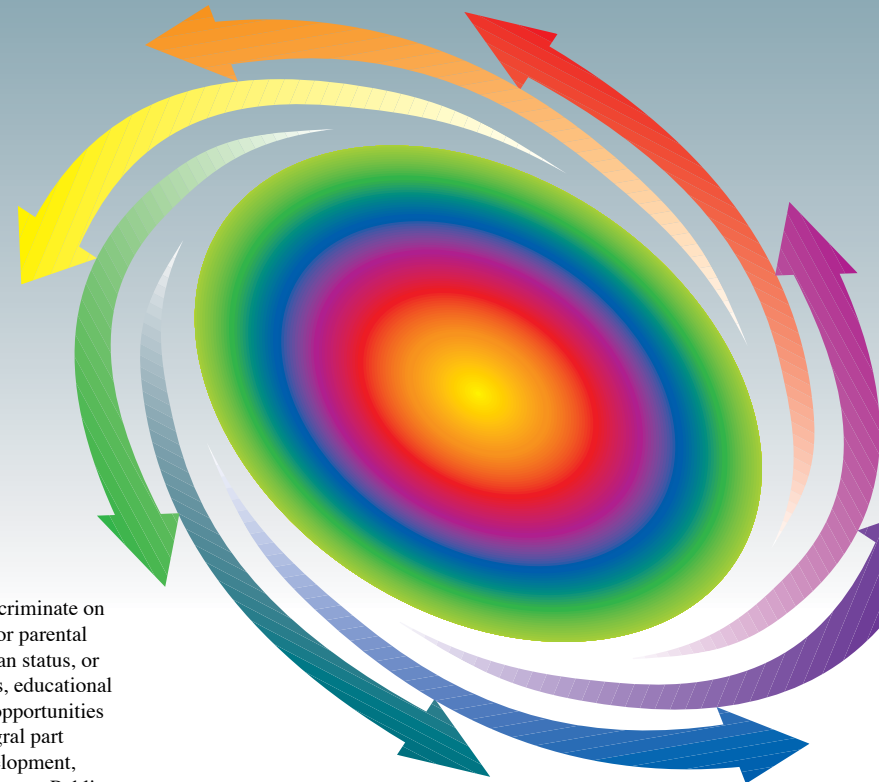
The Jefferson County Public School District shall not discriminate on the basis of age, religion, color, creed, disability, marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation in its employment practices, educational programs, services or activities and shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of Jefferson County Public Schools.

www.jepsky.net

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Discrimination and Harassment:

What to Do If It Happens to You!
Steps You Can Take



Definition of Harassment/Discrimination

Harassment/Discrimination is intimidation by threats or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature.

Examples of Harassment/Discrimination

- Racial or sexual name-calling
- Touching or grabbing a person's body in private areas
- Inappropriate comments or inappropriate treatment of a person with a disability
- Displaying sexually offensive pictures, magazines, notes, cartoons, and/or jokes

What to Do

Tell the individual to stop the offensive behavior immediately.

Write down the details of the incident.

Report the incident to your immediate superior. An exception is that complaints of sexual harassment may be discussed with the Compliance and Investigations director or first-line superior or administrator who is not involved in the alleged harassment.

What to Expect

Your immediate superior or designee will contact you to discuss the incident.

You will receive a decision (feedback) from your immediate superior or designee regarding the outcome of your grievance within five days.

Should the immediate superior's decision be unsatisfactory in resolving the issue, you may proceed to the next step within five days of receiving the informal decision.

The Next Step

Complete a formal Grievance Form, which you may obtain from your local school or by visiting the Jefferson County Public Schools (JCPS) Web site at www.jcpsky.net or by contacting:

Compliance and Investigations Director
Jefferson County Public Schools
C.B. Young Jr. Service Center, Bldg. 1
3001 Crittenden Drive
Louisville, KY 40209
(502) 485-3341

What to Expect

The Compliance and Investigations director or designee will contact you for clarification and/or additional information.

An investigation will be conducted.

You can expect to receive a decision within 45 days.

