



NOTIFICATION OF WORKPLACE HARASSMENT COMPLAINT PROCEDURES AND RESOURCES

Employees' Rights

1. The right to work at District schools and activities free from any harassment.
2. The right to file a complaint pursuant to District policy GBEA Workplace Harassment when an employee feels he/she/they has or have been the victim of harassment.
3. The right to be notified when the investigation is concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate the policy may not adversely affect any terms or conditions of employment or work environment of the staff member who initiated the complaint.

Complaint Procedure

Employee complaints of workplace harassment should be made to their principal, site supervisor or Sean Corrigan, Director of Human Resources at sean.corrigan@crookcounty.k12.or.us or (541) 416-9978, Crook County School District Office at 471 NW Ochoco Plaza Dr. The harassment complaint procedure is set forth in District administrative regulation GBEA-AR Harassment Complaint Procedures. This administrative regulation can be found on the District's website: [GBEA-AR](#)

School and District Services: If you have been the victim of workplace harassment the following District services are available to you:

1. Counseling: Counseling Center (541) 416-6900 ext. 3113
Best Care Treatment Services (541) 323-5330
2. Medical Services: St. Charles Medical Center (541) 447-6254
Heath Center (541) 323-4242
3. Law Enforcement: School Resource Officer (541) 416-6900 ext. 3109
Prineville Police Department (541) 447-4168
4. OEBS Insurance: Employee Assistance Program (EAP) and Work-Life Services
To access EAP Services Call: (866) 750-1327

State and Community Based Services

1. Counseling: Counseling Center (541) 416-6900 ext. 3113
Best Care Treatment Services (541) 323-5330
EAP Services Call: (866) 750-1327



2. Medical Services: St. Charles Medical Center (541) 447-6254
Heath Center (541) 323-4242

3. Law Enforcement: School Resource Officer (541) 416-6900 ext. 3109
Prineville Police Department (541) 447-4168

Employees can locate services available in our communities by accessing the Crook County Victim Assistance program at (541) 447-4158.

Direct complaints related to employment may be filed with the U.S. Department of Labor (1-866-487-2365), Equal Employment Opportunity Commission (909 First Avenue, Suite 400, Seattle, WA 98104 (800)669-4000) or Oregon Bureau of Labor and Industries (800 NE Oregon St., Suite 1045, Portland, OR 97232, (971)673-0764).

Privacy Rights

The District will keep all documentation related to workplace harassment complaints as confidential as is allowable under the law. Please note that the Family Education Rights and Privacy Act (FERPA) and the Oregon public records law may require disclosure of these records in some instances.

Please note that civil and criminal remedies that are not provided by the school or district may be available through the legal system and those remedies may be subject to statute of limitations.