



# Oneonta City School District

31 Center Street, Oneonta, New York 13820 ▪ 607/433-8200 ▪ Fax: 607/433-8290

## *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 for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Oneonta City School District Complain Officers:

Mrs. Nancy Osborn

Principal – Greater Plains Elementary School

60 West End Avenue, Oneonta, NY 13820

607-433-8272 or email: [NOsborn@oneontacsd.org](mailto:NOsborn@oneontacsd.org)

OR

Mr. Thomas Brindley

Superintendent of Schools

31 Center Street, Oneonta, NY 13820

607-433-8200 or email: [TBrindley@oneontacsd.org](mailto:TBrindley@oneontacsd.org)

Once you submit this form, the Oneonta City School District will follow its sexual harassment prevention policy and investigate any claims. If you are more comfortable reporting verbally or in another manner, please do so by contacting either of the Complaint Officer listed above. Whether concern is submitted in written form or verbalized the Oneonta City School District will follow its sexual harassment prevention policy and investigate any claims.

### COMPLAINANT INFORMATION

Name:

Home Address:

Preferred Phone number to reach you:

Email:

Select Preferred Communication Method: (please select one)

US Mail  Telephone  Email

### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title: (if applicable)

Relationship to you:  Supervisor/Administrator  Co-Worker  Student  Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment.

(Please use additional sheets of paper if necessary and attach any relevant documents or evidence.)

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?  Yes  No

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

*I request that Oneonta City School District investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_