

## NOTICE TO ALL EMPLOYEES

**To: All Employees**  
School Departments of Blue Hill, Brooksville,  
Castine, Penobscot, and Surry

**From: Mark E. Hurvitt**  
Superintendent of Schools

**Date: August 12, 2011**

**Subject: Sexual Harassment**

### 1. Sexual harassment is illegal.

Sexual harassment of employees is specifically prohibited by state and federal law, and will not be tolerated by schools in School Union #93.

### 2. Definition of sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include:

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors.

### 3. Reporting incidents of harassment

Any employee who feels that he or she has been subjected to sexual harassment should report the incident without fear of reprisal to the designated official in each school or the superintendent. The designated official shall immediately report allegations of sexual harassment to the Superintendent. Each incident so reported shall be investigated promptly as directed by the Superintendent and, if appropriate, remedial action shall be taken.

Employees also have the right to report incidents of sexual harassment to the Maine Human Rights Commission, State House Station 51, Augusta, Maine 04333. Telephone: 289-2326

State law prohibits retaliation against any person who reports an incident of sexual harassment, and all employees should feel free to report such incidents without fear of reprisal.

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#### 4. Disciplinary Action

**Any employee found to have sexually harassed another employee will be subject to disciplinary action, up to and including discharge.**

**Note: Designated Officials**

**Della Martin, Blue Hill Consolidated School  
Corinne Pert, Brooksville Elementary School  
Katharine Frothingham, Adams School, Castine  
Allen Cole, Penobscot Community School  
Marianne DeRaps, Surry Elementary School  
Mark E. Hurvitt, School Union #93**