

Administrative Directive 5.10.061-AD

Workplace Harassment Complaint Procedure

Reporting:

- (a) Any employee who experiences harassment at work by another person (including supervisors, co-workers, contractors, or visitors) can immediately alert their supervisor or manager, even if they are able to resolve it directly in an informal manner. If the complaint involves the employee's direct supervisor or if the employee feels unsafe reporting to their supervisor, the employee may report to another supervisor or directly to the Department of Human Resources. Employees are encouraged to put their reports in writing.
- (b) E

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e. The employee will also



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District may take other remedial action at its discretion.

- (n) The District will provide notice to the complainant once the investigation has concluded and will include information as to whether harassment was found to have occurred.
- (o)



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Opportunity Office or directly through the USDOL Civil Rights Center must file the signed, written complaint within 180 days of when the alleged discrimination or harassment occurred.

(6) Settlement Agreements

- (t) As required by ORS 659A.370, the District shall not enter into an agreement with an employee or prospective employee who has alleged they experienced workplace harassment, as a condition of employment or the receipt of benefits or compensation, that contains a nondisclosure provision, a nondisparagement provision, or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing alleged workplace harassment unless:
 - i. The employee who has made the claim of workplace harassment requests the inclusion of one or more of the following provisions: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the District as a term or condition of the agreement. The agreement must provide the employee at least seven days after signing the agreement to revoke it.
- (u) If the District determines that an employee has engaged in workplace harassment, including sexual harassment, the District may condition entering into a settlement with that employee that the agreement include: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual



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Policy Implemented: Workplace Harassment [5.10.060-P](#)

History: Adpt. 9/25/97; Amd. 2/99; Amd. 3/21; Amd 2/2024