

## Sexual Harassment

### Employee Information

#### What is sexual harassment?

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature is made, either explicitly or implicitly, as a term or condition of an individual's educational status or employment or is used as a basis for education or employment decisions affecting an individual.

Sexual harassment also occurs when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment includes any unwanted sexual attention. This definition includes, but is not limited to, sexually suggestive remarks, looks or gestures, sexual teasing or jokes, sexually demeaning comments, pressure for dates or sex, offering a passing grade for sexual favors, deliberate touching, cornering, pinching, or grabbing, attempts to kiss or fondle, and explicit or implied request for sex in exchange for grades, promotions, or salary increases.

Either men or women can be harassed by members of the same or opposite sex, although most harassment involves men harassing women.

## Impact

What are the effects?

Sexual harassment can cause confusion, anxiety, self-doubt, guilt, humiliation, and physical stress. It can create a tense and unproductive working or learning environment and may result in failing an examination, dropping a class, changing a major, missing work, quitting a job, or being fired.

You may also be afraid that you will suffer retaliation if you complain, that people will think you "asked for it," that you are somehow responsible for the harasser's behavior, or that you may be imagining or misreading the person's intentions.

## Remedies

What can you do?

If you feel you are being sexually harassed, tell the person to stop. Make clear to the offender that the behavior is unacceptable to you. Speak directly. Say something like, "I'd like to keep our relationship strictly professional." Talking to the harasser often stops the behavior, but you are not legally required to confront the individual in order to file a complaint. Take this step only if you feel comfortable doing so.

If you are unable to speak directly to the offender, or if the behavior doesn't stop...

• Inform the Title 5/EEO/ADA Compliance Office and, if you are comfortable doing so, also inform the alleged offender's supervisor, department chair or dean.

• Keep a record of dates, times, places, witnesses, and nature of the harassment. Such information is critical if you decide to pursue informal charges or a formal complaint.

## Sample Strategies

Seek the aid of your immediate supervisor.

Two employees were romantically involved, but the relationship has deteriorated. Employee Danielle begins to leave earnest, pleading notes in Ella's mailbox begging her to return. Danielle also frequently waits for Ella after work in an effort to try to get back together. Ella is unable to work effectively and the resulting tension is affecting the entire department. Ella decides to speak with the department supervisor.

Seek out allies.

Employees Anna and Bill work alone in a rather confined and small office setting. Bill often looks Anna up and down in an admiring way, focusing especially on her chest. She asks other employees to see if they are having the same problem with Bill and confirms she is not alone. They all decide to talk to their immediate supervisor about the problem.

Contact the Dean of Students.

Josie took Ron's class in the summer. She began waiting for him after every class to talk to him. He felt that her intentions went beyond academic assistance. He told her he didn't feel comfortable with her behavior, which upset her. He went to the Dean of Students to report the problem.

Contact the Title 5/EEO/ADA Compliance Office.

A supervisor asks an employee for a date, and she declines. He asks her again the following week, and she declines again, saying she has to have dinner with her mother. A week later, he asks her out to a movie. After she declines, he casually asks her if she is taking the upcoming promotional exam. She says she is. He says, "Well, in that case, don't you want to reconsider my invitation?" She decides to contact the Title 5/EEO/ADA Compliance Office.

Sexual Harassment can be

... as blatant as the offer of an "A" for sexual favors,

... as subtle as constant effort to change a professional relationship into a personal or social one,

... persistent and offensive sexual jokes and comments,

... unwanted physical contact such as touching, patting, or pinching,

## Offensive & Illegal

## Know Your Rights

The San Francisco Community College District policy prohibits all forms of sexual harassment, in accordance with the law. The policy applies to students, classified staff, faculty, and administrators, and third parties (such as vendors).

City College is committed to a sexual harassment free campus. The College provides ongoing training for teachers and staff to inform them of the law, CCSF policy, and methods for handling sexual harassment situations and complaints.

Advisors are available to assist students in identifying sexual harassment and taking action against it. Your privacy will be respected.

## Telephone for help

For support and assistance, contact any of the City College of San Francisco Sexual Contact one of the following at City College:

Title 5/EEO/ADA Compliance Officer

50 Phelan Ave., B619

San Francisco, CA 94112

(415) 452-5053

Associate Dean – Students Advocacy

Rights and Responsibilities

50 Phelan Avenue, Conlan Hall. Room 106

San Francisco, CA 94122

(415) 239-3762

If you wish to deal with an agency outside City College, you may also contact:

U.S. Department of Education

Office for Civil Rights

Region IX

50 Beale Street, Ste. 7200

San Francisco, CA 94105-1813

(415) 486-5555

Department of Fair Employment and Housing (state government)

455 Golden Gate Avenue, Suite 7600

San Francisco, CA 94102

(800) 884-1684

Equal Employment Opportunity Commission (federal government)

San Francisco District Office

345 Spear Street, Suite 500

San Francisco, CA 94105

(415) 625-5600

8/'06