

Employee Civil Rights Harassment Investigator Checklist

This checklist is to be used by administrators any time they are investigate civil rights discrimination or harassment against an employee as described in Nebo School District Policy GBEB. **Investigators must carefully follow the investigation procedures outlined in Section 10 of Nebo School District Policy GBEB.** The investigation file should be kept separate from personnel or student education files.

Complainant:	Respondent(s):
Check the box(es) to indicate the type of alleged conduct being investigated:	
<input type="checkbox"/> Abusive Conduct <input type="checkbox"/> Bullying/cyber-bullying <input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment <input type="checkbox"/> Hazing <input type="checkbox"/> Retaliation	
Check the box(es) to indicate the basis of possible discrimination or harassment:	
<input type="checkbox"/> Race/color/national origin <input type="checkbox"/> Sex/gender <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Gender identity <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Status as a veteran <input type="checkbox"/> N/A or none	
Briefly describe the evidence giving rise to this investigation:	

Indicate the date on which each step of the investigation is completed.

- _____ First notice of conduct or allegations (8.4.1.)
- _____ Civil Rights Coordinator notified (8.4.1.)
- _____ Provide initial supportive measures (8.4.5.)
- _____ Civil Rights Coordinator meeting with HR director and other administrators (8.4.2.)
- _____ Investigator assigned (8.4.3.)
- _____ Create investigation file (electronic and hard copy) (8.4.4.)
- _____ Written complaint received or completed by investigator (8.4.6.)
- _____ Notify law enforcement (if applicable) (8.4.7.)
- _____ Preserve evidence (video, documents, physical and electronic) (8.5.2.)
- _____ Interview Complainant (8.5.1.1.1.)
- _____ Interview Respondent and gather written response (8.5.1.1.3.)
- _____ Interview witnesses and gather written witness statements (8.5.1.1.4.)
- _____ Complete written Report and Decision (8.5.4.)
- _____ Remedy effects on Complainant (if applicable) (11.4.)
- _____ Remedy effects on workplace environment (if applicable) (11.4.)
- _____ Disciplinary action imposed on Respondent (if applicable) (11.1. and 11.2.)
- _____ Other recommendations completed (if applicable)
- _____ Investigation Closed