

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**DISCRIMINATORY HARASSMENT  
DISCIPLINARY PROCEDURE**

**SECTION 5.14.2  
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- A. When it is determined that there is cause for believing that harassment has occurred, the following steps will be followed.
1. The charged party will immediately be suspended with pay or temporarily transferred pending the final resolution of the complaint.
  2. If the charged party requests it, a meeting will be held during which the charge will be explained to the charged party, and the charged party will be given the opportunity to respond to the charge. This response may be in writing and submitted to the Appointing Authority.
  3. Subsequent to the meeting a final determination will be made. If it is determined that an apparent case of harassment has been established, the charged employee will be verbally notified and disciplinary action in accordance with County policy will ensue. An employee found guilty of harassment may, depending upon the severity of the harassment, be given the option of being immediately suspended without pay until such time as the employee completes a program in harassment awareness conducted by a recognized professional. All costs for this program will be the responsibility of the employee. Upon successful completion of the program, the employee may apply for reinstatement, and will be reinstated upon presenting proof of successful completion of the program. The reinstatement will be conditional upon the employee's good behavior. Any future act of harassment by the employee will result in immediate termination without recourse to this option, or resignation.
  4. Any employee that makes a false statement and/or false accusations during the investigation will be subject to appropriate discipline in accordance with County policy.