

**WINDHAM SCHOOL DISTRICT
NOTIFICATION OF INTERIM REMEDIAL ACTIONS**

To: _____ Unit: _____
Print Name: Last First MI

SSN: _____

A complaint has been filed with and accepted by the Windham's Personnel Office which relates to (check one):

- Sexual harassment or discourteous conduct of a sexual nature
- Retaliation for filing a charge, or participating in a fact-finding inquiry or hearing involving alleged conduct which violates WSD Policy 7.40

This complaint identifies you as the (check one):

- Complaining Party
- Respondent

A fact-finding inquiry regarding the complaint has been initiated. In order to protect the integrity of the fact-finding inquiry, we encourage you to not discuss any aspect of the allegations with anyone except unit or department officials and representatives from the WSD Personnel Office. The interim remedial actions indicated below are being implemented. These interim remedial actions do not in any way suggest that the respondent is guilty of the allegation(s). Interim remedial actions are designed to protect both the complaining party and the respondent during the fact-finding inquiry.

1. Windham officials, in consultation with Personnel, have determined it is in the best interest of the Windham and all parties (check one):

- to separate the complainant and the respondent within their work location.
- not to separate the complainant and the respondent within their work location.

2. You are hereby instructed to limit communications with the other party (complainant or respondent) to necessary job-related communications until the fact-finding inquiry is complete.

Respondents are advised that retaliation is prohibited by Windham policy, will not be tolerated, and may result in disciplinary action up to and including dismissal. Complainants and respondents are advised that failure to comply with the interim remedial actions shall be considered a violation of Windham Policy 7.05, Contract and Non-Contract Employment, specifically number 5, "Insubordination or failure to comply with official directives" and number 6, "Failure to comply with the directives and policies of TDCJ and/or WSD."

Employee's Signature Date Windham Official's Signature Date

Windham Official's Printed Name