



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**June 2, 2011**

**AGENDA ITEM: 9.2**

**TOPIC: Harassment and Violence Policy #425**

**BACKGROUND:** This policy needs to be reviewed annually.

**PROCESS:** The School Board Policy Committee has reviewed this policy. It is now being presented to the School Board with the changes noted.

**RECOMMENDATION:** Approval of this policy.

*[Note: State law requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A. This policy complies with this statutory requirement but, in addition, addresses other classifications protected by state and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not required to do so. The Minnesota Department of Education (MDE) will maintain and make available Model Policy 413 – Harassment and Violence in accordance with Minn. Stat. § 121A.03. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

## I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

## II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of Independent School District No. 831 (the "School District") is to maintain a learning and working environment that is free from **harassment and violence on the basis of religious, racial or sexual harassment and violence**. ~~The School District prohibits any form of harassment or violence based on race, color, creed, religion, race national origin, sex, age, marital status, familial status, or any class listed in M.S. 363A.02 of the Minnesota Human Rights Act (color, creed, national origin, age, marital status, status with regard to public assistance, sexual orientation, or disability).~~ **The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.** ~~The School District acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.~~
- B. ~~It shall be a~~ A violation of this policy ~~for~~ **occurs when** any pupil, teacher, administrator, or other school personnel of the School District ~~to~~ **harasses** a pupil, teacher, administrator or other school personnel **or group of pupils, teachers, administrators, or other school personnel** through conduct or communication ~~of a sexual nature or regarding~~ **based on a person's religion and race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability**, as defined by this policy. (For purposes of this policy, school

personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the District.)

- C. ~~It shall be a~~ A violation of this policy ~~for~~ **occurs when** any pupil, teacher, administrator or other school personnel of the School District ~~to~~ inflicts, threatens to inflict, or attempts to inflict ~~religious, racial or sexual~~ violence upon any pupil, teacher, administrator or other school personnel **or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.**
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of ~~religious, racial or sexual~~ harassment or violence **based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability**, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. ~~RELIGIOUS, RACIAL AND SEXUAL/GENDER HARASSMENT AND VIOLENCE DEFINED~~ DEFINITIONS

- A. "Assault" is:
1. **an act done with intent to cause fear in another of immediate bodily harm or death;**
  2. **the intentional infliction of or attempt to inflict bodily harm upon another; or**
  3. **the threat to do bodily harm to another with present ability to carry out the threat.**
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. **has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;**
  2. **has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or**

3. **otherwise adversely affects an individual's employment or academic opportunities.**
- C. **"Immediately" means as soon as possible but in no event longer than 24 hours.**
- D. **Protected Classifications; Definitions**
1. **"Age" means the person is over the age of 25 years.**
  2. **"Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:**
    - a. **has a physical, sensory, or mental impairment which materially limits one or more major life activities;**
    - b. **has a record of such an impairment; or**
    - c. **is regarded as having such an impairment.**
  3. **"Familial status" means the condition of one or more minors being domiciled with:**
    - a. **their parent or parents or the minor's legal guardian; or**
    - b. **the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.**
  4. **"Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.**
  5. **"National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.**
  6. **"Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.**
  7. **"Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as**

having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

~~A.E.~~ Sexual/Gender Harassment; Definition-

1. ~~Sexual/Gender harassment includes~~ **consists of** ~~unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender;~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual ~~or gender-biased~~ nature when:
  - 1 a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining ~~or retaining~~ employment; or of ~~obtaining~~ an education; or
  - 2 b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - 3 c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. ~~Examples of s~~Sexual/gender harassment may include, but ~~are~~ **is** not limited to:
  - i a. unwelcome verbal harassment or abuse ~~including sexual slurs, implied sexual slurs, or assigning hurtful or derogatory sexual labels;~~
  - ii b. unwelcome pressure for sexual activity;
  - iii c. unwelcome, sexually motivated, **or inappropriate touching,** patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- ~~iv~~ d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- v. ~~unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or~~
- vi e. ~~distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature~~ **unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or**
- vii f. ~~other~~ unwelcome behavior or words directed at an individual because of gender.

BF. Sexual Violence: Definition:

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. **Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breasts, as well as the clothing covering these areas.**
2. Sexual violence may include, but is not limited to:
  - 1a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - 2b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - 3c. coercing, forcing or attempting to coerce or force a sexual **intercourse or a sexual** act on another; or
  - 4d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

C. ~~Racial Harassment/Racial Bias: Definition Racial harassment and racial bias occur when:~~

1. ~~Submission to conduct or communications of a racially derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or~~
2. ~~Submission to or rejection of conduct or communications of a racially derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or education; or~~
3. ~~The conduct or communication of a racially derogatory, harassing or biased nature has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment or otherwise adversely affects an individual's employment or academic opportunities.~~

~~DG.~~ Racial Violence; Definition. ~~Racial~~ **Violence prohibited by this policy** is a physical act of aggression or assault upon another **or group of individuals** because of, or in a manner reasonably related to, race, **color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.**

~~E.~~ Religious Harassment/Bias; Definition. ~~Religious harassment/Bias occurs when:~~

1. ~~Submission to conduct or communications of a religiously derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or~~
2. ~~Submission to or rejection of conduct or communications of a religiously derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or education; or~~
3. ~~The conduct or communication of a religiously derogatory, harassing or biased nature has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.~~

~~F.~~ Religious Violence; Definition. ~~Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.~~

~~G.~~ Assault; Definition. ~~Assault is:~~

1. ~~an act done with intent to cause fear in another of immediate bodily harm or death;~~

2. ~~the intentional infliction of or attempt to inflict bodily harm upon another; or~~
3. ~~the threat to do bodily harm to another with present ability to carry out the threat.~~

H. ~~Applicability. Harassment may occur:~~

1. ~~Between a supervisor and an employee;~~
2. ~~Between employees;~~
3. ~~Between an employee and a student;~~
4. ~~Between students;~~
5. ~~Between students and members of the community who are participating in or attending school activities or who are on school grounds;~~
6. ~~Between employees and members of the community who are participating in or attending school activities or who are on school grounds;~~

#### III IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of ~~religious, racial or sexual~~ harassment or violence **on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability** by a pupil, teacher, administrator, or other school personnel of the School District, ~~and~~ **or** any person with knowledge or belief of conduct which may constitute ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy** toward a pupil, teacher, administrator or other school personnel **or group of pupils, teachers, administrators, or other school personnel** should report the alleged acts immediately to an appropriate School District official designated by this policy. ~~School personnel with such knowledge or belief are required to make the report.~~ The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to **a School District Human Rights Officers** or to the Superintendent.
- AB. In Each School Building. The building principal, **the principal' s designee, or the building supervisor (hereinafter building report taker)** is the person



responsible for receiving oral or written reports of ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy** at the building level. Any adult School District personnel who receives a report of ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy** shall inform the building ~~principal~~ **report taker** immediately. **If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the School District human rights officer by the reporting party or complainant. School District personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.** ~~The principal shall notify the parents or guardians of the victim as soon as reasonably possible.~~

- C. Upon receipt of a report, the ~~principal~~ **building report taker** must notify the School District Human Rights Officers immediately, without screening or investigating the report. The ~~principal~~ **building report taker** may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the ~~principal~~ **building report taker** to the Human Rights Officers. If the report was given verbally, the ~~principal~~ **building report taker** shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officers. Failure to forward any harassment or violence report or complaint as provided herein ~~will~~ **may** result in disciplinary action against the ~~principal~~ **building report taker**. ~~If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officers by the reporting party or complainant.~~
  
- ~~BD.~~ District-Wide In the District. The School Board hereby designates ~~Ron Spies,~~ the Director of Administration and Human Resources, and ~~Deb Wall,~~ the Director of Special Education, as the School District Human Rights Officers to receive reports or complaints of ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy**. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.
  
- E. The School District shall conspicuously post the name of the Human Rights Officers, including mailing addresses and telephone numbers.
  
- ~~CF.~~ Submission of a good faith complaint or report of ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy** will not affect the complainant or reporter's future employment, grades or work assignments.
  
- ~~DG.~~ Use of formal reporting forms is not mandatory.
  
- ~~EH.~~ **Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.** The School District will ~~process complaints made under this policy as discreetly as possible~~ **respect the privacy of the complainant(s), the individual(s) against whom the**

**complaint is filed, and the witnesses as much as possible,** consistent with the School District's legal obligations ~~and the necessity to investigate allegations of discriminatory harassment and violence and take disciplinary action when the conduct has occurred~~ **to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.**

~~F. Throughout the process, the victim's name will be documented in the records.~~

#### IV. INVESTIGATION

- A. By authority of the School District, the Human Rights Officers, upon receipt of a report or complaint alleging ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy**, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- B. The investigation ~~should~~ **may** consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between **the** parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- D. In addition, the School District ~~shall~~ **may** take immediate ~~reasonable~~ steps, **at its discretion**, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged ~~religious, racial or sexual~~ harassment or violence **prohibited by this policy**.
- E. **The investigation will be completed as soon as practicable.** The School District Human Rights Officers shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

- A. ~~The School District will take such action as appropriate based on the results of the investigation. In the event that the investigation establishes that a violation~~

~~of this policy has occurred, disciplinary action shall be taken.~~ **Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.**

~~B. Consistent with the requirements of the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes §13.01 et. seq., the results of the School District's investigation will be made available to the complainant.~~ **The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.**

~~C. Without disclosing personally identifiable data the School District shall make summary information about the violations of this policy available to the public consistent with the MGDPA.~~

~~D. A summary report of harassment incidents shall be presented to the School Board upon request.~~

## VII. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who **makes a good faith reports of alleged religious, racial or sexual harassment or violence prohibited by this policy** or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, **or intentional disparate treatment.**

## VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## ~~VIII~~IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, **alleged harassment or violence may constitute child-abuse or neglect under Minnesota law.** Individuals

~~responsible for a child's care, including teachers, school administrators and other lawful custodians of a child have a duty to report suspected child abuse or neglect, pursuant to Minnesota Statutes 626.556, Reporting Maltreatment of Minors. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable,~~

- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged **harassment, violence or sexual** abuse.

#### ~~IX. DISCIPLINE~~

~~The School District will take such disciplinary action as it deems necessary and appropriate to end discriminatory harassment and violence and prevent its recurrence. Any School District action taken against a student (including suspension or expulsion) or employee (including immediate discharge) pursuant to this policy shall be consistent with the requirements of:~~

- ~~A. Applicable Collective Bargaining Agreements;~~
- ~~B. School District Policies;~~
- ~~C. The Pupil Fair Dismissal Act, Minnesota Statute § 127.26;~~
- ~~D. Student Conduct Code;~~
- ~~E. Other applicable State and Federal Law.~~

#### X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.**
- BC. A summary of this policy shall appear in the student handbook. This policy in its entirety shall appear in the employee handbook
- CD. The School District will develop ~~and implement~~ a method of discussing this policy ~~annually~~ with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect**

**for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.**

DF. This policy shall be reviewed at least annually for compliance with state and federal laws.

*Legal References:* Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
**Minn. Stat. § 609.341 (Definitions)**  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
**20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)**  
**29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)**  
**29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)**  
**42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)**  
**42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)**  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
**42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)**  
***Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)***

*Cross References:* Policy 535 (Equal Educational Opportunity)  
**Policy 412 (Equal Employment Opportunity)**  
**Policy 432 (Disability Nondiscrimination Policy)**  
Policy 406 (Public and Private Personnel Data)  
Policy 522 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
**Policy 414 (Mandated Reporting of Maltreatment of Vulnerable Adults)**  
Policy 515 (Student Discipline)  
**Policy 505 (Use of Student Records)**  
**Policy 432 (Disability Nondiscrimination Policy)**  
**Policy 421 (Student Sex Nondiscrimination)**  
**Policy 540 (Technology Acceptable Use and Safety Policy)**  
**Policy 419 (Prohibiting Discrimination)**

Adopted: 02/06/95  
Revised: 11/04/03  
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Revised: 03/08/07  
Revised: 05/01/08  
Revised: 04/02/09  
Revised: 06/03/10

**INDEPENDENT SCHOOL DISTRICT #831**

6100 North 210<sup>th</sup> Street

Forest Lake, Minnesota

**HARASSMENT AND VIOLENCE REPORTING FORM**

**GENERAL STATEMENT OF POLICY:** Independent School District #831 maintains a firm policy prohibiting racial, sexual and religious harassment and violence. Sexual, racial and religious harassment and violence is a form of discrimination which violates the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et. seq., and the Minnesota Human Rights Act, §363.01, et. seq. It is the policy of Independent School District #831 to maintain a learning and working environment that is free from harassment and violence, and prohibits any form of discrimination.

Please file this form with your building principal if appropriate; otherwise, file with a District Human Rights Officer: ~~Ron Spies~~, Director of Administration & Human Resources, or ~~Deb Wall~~, Director of Special Education (Ref. Sec. ~~III~~ IV A & B herein).

Complainant: \_\_\_\_\_

Victim: \_\_\_\_\_

Home address: \_\_\_\_\_

Work address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Date and estimated time of alleged incident(s): \_\_\_\_\_

Name of person accused of harassment or violence: \_\_\_\_\_

Circle as appropriate: Sexual Racial Religious Violence Other

List any witnesses that were present \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

(Employee Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Employee printed name)