

Employee Title IX Toolkit

It is important that all employees including student workers (e.g. Resident Assistants and Peer Health Educators) are aware that they are considered a Responsible Employee, who is required to report disclosures about sexual assault, dating/domestic violence, stalking, sexual exploitation, or sexual or gender-based harassment to the Title IX Coordinator. Offices and departments are encouraged to include information in your unit's employee handbook, on-boarding process, orientation training, or as an announcement in a staff meeting about the reporting requirements of Responsible Employees.

Provided below is an example of handbook information, suggested response to student disclosures, sample language about confidential resources, and guidance for disclosures that occur through classroom discussion or academic assignments.

Dr. Rebecca Gordon, the Assistant Vice President of Equity, Diversity and Inclusion serves also as the College's Title IX and 504 (i.e. student disabilities) Coordinator.

Sample Handbook Language or Information for Orientation

North Central College cares about the safety and well-being of all faculty, staff, and students. Federal law, specifically *Title IX*, and the College's *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy, states that all employees, such as faculty, advisors, supervisors, and Resident Assistants serve as Responsible Employees and are **required** to report incidents involving sexual or gender-based violence/harassment to the Title IX Coordinator.

All disclosures about sexual or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and/or sexual exploitation that occur on, or off, campus must be reported to the Title IX Coordinator. The Title IX Coordinator can be contacted directly at rgordon@noctrl.edu or by calling (630) 637-5340,

to make a report or gather further information on available resources.

The Title IX Coordinator can explain details regarding resources and options such as interim safety measures, reasonable academic accommodations, and, if desired, receiving assistance reporting to law enforcement. In certain circumstances, the Title IX Coordinator can take anonymous or confidential reports as long as there are no individual or campus community safety risks present. Participation in any process is always voluntary. The policy, resources, Sexual Misconduct Resource Guide and online reporting form can be accessed from the Title IX webpage at: www.northcentralcollege.edu/titleix. The reporting form can be accessed from CardinalNet or directly at: titleixreport.northcentralcollege.edu.

For **confidential reports** and information about resources and options, contact the Campus Advocate: Jessica Vasquez at **630-637-5113**.

Anonymous reports can be made by calling the **Campus Conduct Hotline** at (866) 943-5787.

Recommended Protocol for Responding to Student Disclosures

As a staff member or supervisor, you are critical in connecting students with resources and reporting to the College. Your role is not to gather additional information but to:

- 1) Listen and provide support.
- 2) When possible, inform the student about their option for confidential and anonymous reporting **before** the student discloses details.
 - a. Confidential Reporting: Call (630) 637-5113 or email: jevasquez@noctrl.edu, Jessica Vasquez, Campus Advocate.
 - b. Anonymous reporting: call (866) 943-5787 to contact the **Campus Conduct Hotline**.
- 3) Inform the student of your responsibility to contact the Title IX Coordinator and that the Title IX Coordinator will provide additional information to the student.

- 4) Provide reassurance that the purpose of you contacting the Title IX Coordinator is so that the student can receive information about resources, interim safety measures, workplace or reasonable academic accommodations, and options.
- 5) Provide a copy of the Sexual Misconduct Resource Guide (if possible)
- 6) Report the disclosure to the Title IX Coordinator within 24 hours via:
 - a. online reporting form: titleixreport.northcentralcollege.edu
 - b. phone: (630) 637-5340
 - c. email: rgordon@noctrl.edu
- 7) If you have any questions or concerns, please call the Title IX Coordinator to consult.

such as safety measures, reasonable academic accommodations, reporting to Campus Safety, assistance reporting to the Police, or requesting a Title IX investigation.”

- 3) **Then tell the student...**, *“I’m happy to talk with you but, **if** you want to talk about this with someone confidentially, contact the Campus Advocate, Jessica Vasquez, at (630) 637-5113. She can provide information about on- and off-campus options and resources, assist with reporting, go with you to related meetings, and provide referrals. To make an anonymous report, you can call the **Campus Conduct Hotline** at (866) 943-5787.”*

- 4) **Then say, how can I help you?**

Sample Language: Student Options for Confidential Reporting

It is important that students know that there are confidential options for reporting their experiences with sexual or gender-based violence/harassment and are told of your obligation to report to the Title IX Coordinator. Including the above Title IX statement in your unit’s handbook, orientation training or at staff meeting is a best practice.

Below is some helpful language to assist you as a Responsible Employee.

In order to remind a student of your obligation to inform the Title IX Coordinator, you may need to **interrupt** the student before a disclosure occurs.

- 1) **Say:** *“I’m sorry to interrupt you. I want you to know I can help you but, I also want you to be informed to whom this information will be shared.*
- 2) **Then say:** *“I want you to know that I am required to report all disclosures involving sexual violence/harassment to the Title IX Coordinator so that you can be provided with information about your rights and options*

Disclosures Made through Classroom Discussions, Academic Assignments, or College Programs

There are times when students disclose past experiences with sexual or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and/or sexual exploitation through classroom discussions, academic assignments, workshop facilitators, or during public awareness events such as “Take Back the Night” or “Clothesline Project.” These types of disclosures do not trigger reporting obligations, however, best practices recommends that faculty talk with the student about the content of their disclosure and mention the resources available to students. When past experiences are interfering with the student’s current academic performance, it is important that students are made aware of the resources and options available to them.

If you receive a disclosure and are not sure how to respond or are unsure about whether or not to report, you can consult with the Title IX Coordinator for guidance.