

RESPONSIBLE EMPLOYEE GUIDE

OFFICE OF EQUITY, COMPLIANCE, AND RISK MANAGEMENT

Why are Responsible Employees Essential to Muskingum University?

Muskingum is committed to maintaining an inclusive and respectful environment that is free from any form of discrimination, including sex discrimination, within our educational and employment programs. Our students also expect help and support. You are essential to maintaining our welcoming community!

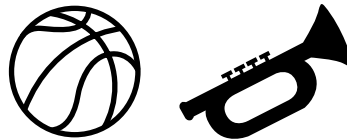
What is the Gender-Based and Sexual Misconduct Policy?

Muskingum's Gender-Based and Sexual Misconduct Policy ensures that the university is in compliance with several federal laws and promotes an environment of which we can be proud. The policy applies:



to the entire campus community:

students, faculty, commuter students, graduate students, students taking online classes, employees, guests, and visitors



to all programs and events:

academics, athletics, admissions, social events, field trips, clinical experiences, study abroad, etc.



and wherever events occur:

on campus, in University-owned property located off-campus, and off-campus when a member of our campus community is involved.

MAKE A CALL, THAT'S ALL

As a responsible employee, you must promptly report to the Title IX Coordinator if you discover or suspect any of the following:

sexual assault
sexual exploitation

sexual harassment
stalking

intimate partner violence
retaliation

How should I respond if somebody makes a report to me?

- Stay calm! Whether you believe the report or not, you must take it seriously.
- Do not promise confidentiality.
- Before the person discloses information to you,
 - remind them that you cannot keep the conversation confidential - you must disclose the conversation to the Title IX Coordinator;
 - if the report involves sexual assault, you cannot hear any facts about the situation. If you are comfortable doing so, please support them before and during their talk with the Title IX Coordinator; and
 - offer a confidential resource as an alternative to speaking with you.
- If the report is about any other gender-based or sexual misconduct, listen carefully and note as much information as possible, such as: **dates, times, locations, any names that are mentioned, and major details disclosed.** It is ok to take written notes during the discussion!
- Please offer to walk the person to the Title IX Coordinator's office or to the office of a confidential reporter.
- Even if you think the event was already reported, report to the Title IX Coordinator anyway. We would rather receive multiple reports than none at all.

Online reports can be made at
muskingum.edu/titleix/reporting
and may be made anonymously

Contact the Title IX Coordinator any time you have a question.

What happens after a report is made?

- The reporter may ask you to be a support person while they talk with the Title IX Coordinator. If you feel comfortable doing so, please join them!
 - The Title IX Coordinator will:
 - discuss the report with the person;
 - offer interim measures;
 - connect the person with appropriate resources;
 - provide options for resolution of the report; and
 - if the report involves sexual assault, contact University Police so a trained law enforcement officer can provide options regarding a sexual assault exam and filing criminal charges.
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How are accommodations made?

- In general, both parties are entitled to reasonable supportive measures while the report is pending.
 - Academic accommodations may be made by the Title IX Coordinator directly or through the Disabilities Education Office. In the event of a sexual assault, the students involved will be offered weekly check-ins with the Director of Student Success.
 - The Title IX Coordinator will work with Student Affairs and other offices on an as-needed basis to arrange other accommodations.
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What if a student is pregnant?

- Pregnant and parenting students are protected by Title IX in their academic and organizational programs.
- Notify the Title IX Coordinator if you know of a student who is pregnant or if a student tells you they have been discriminated against due to pregnancy.
- Do not restrict a pregnant student from participating in any coursework or activity, even science labs or athletics. If you have concerns about the safety of a pregnant student and/or the unborn child, contact the Title IX Coordinator before responding to the student.
- Avoid denying a request for accommodations – call the Title IX Coordinator first. We can discuss options before responding to the student.

RESOURCES AND CONTACTS

muskingum.edu/titleix
titleix@muskingum.edu

Title IX Coordinator

Holly Gleason
Montgomery Hall, 16B
740-826-8116

Deputy Title IX Coordinators

Kerry Guerard
Top of the Center, 211
740-826-8087

Kathy Moore
Montgomery Hall, 16C
740-826-8114

Erin Eaton
John Glenn Gym, 320A
740-826-8317

Confidential Resources

Campus Counselors

Tracy Bugglin
Montgomery Hall, 2
740-826-8142

Leah Shirer
Montgomery Hall, 2
740-826-8091

Chaplains

Will Mullins
Brown Chapel
740-826-8120

Julia Sprague
Top of the Center, 203
740-826-6159

Wellness Center

740-826-8150

Emergencies: Campus Police
740-826-8155

Anonymous Reporting Form
muskingum.edu/titleix/reporting