

## Responsible Employees: Questions and Answers

<p><b>What does it mean to be a Responsible Employee?</b></p>	<p>The University is required to identify Responsible Employees in order to comply with Title IX and the University’s Policy on Prohibited Discrimination, Harassment and Related Misconduct (the Policy). The criteria for who must be designated as a Responsible Employee is outlined in guidance from the federal government, and it includes any employee:</p> <ul style="list-style-type: none"> <li>• who has the authority to take action to redress sexual violence;</li> <li>• who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or</li> <li>• whom a student could reasonably believe has this authority or duty.</li> </ul>
<p><b>Who are UNC’s Responsible Employees?</b></p>	<p>There are four categories of Responsible Employees:</p> <ol style="list-style-type: none"> <li>1) Every employee who has been designated as a Campus Security Authority (*see below)</li> <li>2) Employees with administrative or supervisory responsibilities for other employees and students</li> <li>3) Any employee who accompanies students abroad or is a local contact for students abroad</li> <li>4) Employees who serve as advisors to registered student organizations</li> </ol>
<p><b>Who are not considered Responsible Employees?*</b></p>	<ul style="list-style-type: none"> <li>• “Back office” clerical staff</li> <li>• Employees who have no supervisory responsibility for other employees or students</li> <li>• Faculty who advise or supervise students in their academic studies but who do not supervise them in an employment capacity</li> <li>• Employees who serve as confidential resources, such as the University Ombuds Office, Counseling and Psychological Services (CAPS), and the Gender Violence Service Coordinators in the Carolina Women’s Center</li> </ul>
<p><b>How do I know whether I’m a Responsible Employee?</b></p>	<p>Responsible Employees are notified by email annually from the Equal Opportunity and Compliance Office. If you meet the criteria described above and have not received confirmation of your status, contact Jenn Scott, Title IX program coordinator, at <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a>.</p>
<p><b>What kind of incidents must I report?</b></p>	<p>Any incident that is described as, or you suspect may be, discrimination or harassment based on any protected status under the Policy (i.e., age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status), sexual and interpersonal violence, sexual exploitation, stalking, complicity, and retaliation. You must report all incidents regardless of where they take place – both on and off campus.</p>
<p><b>How do I report an incident as a Responsible Employee?</b></p>	<p>You can report the incident using the report form on the <a href="http://eoc.unc.edu">eoc.unc.edu</a> home page or by contacting any EOC staff member.</p>
<p><b>What happens when I make the report?</b></p>	<p>One of the EOC’s Report and Response Coordinators will reach out to the affected person by email to let them know about available interim protective measures, as well as support and reporting options. The affected individual can choose whether they want to respond to the email, and whether they want to access any of the support and reporting options described therein.</p>
<p><b>How do I explain my reporting obligations to someone?</b></p>	<p>Be upfront with the individual about the information you will be required to share with EOC and why you are required to share that information. The following text provides you with an example of language you can use to have this conversation:</p>

	<p>“Before you go any further, I want you to know that I am required to share information you tell me about potential incidents of discrimination, harassment, and related misconduct with the Equal Opportunity and Compliance Office. I cannot keep what you tell me confidential. If you would prefer, I can tell you about some confidential resources on campus and in the community.”</p>
<p><b>I’m not a Responsible Employee. Should I still report an incident of discrimination, harassment, or related misconduct?</b></p>	<p>All employees are strongly encouraged to make a report to EOC if they become aware of an incident that may violate the Policy. Making a report helps ensure that the person experiencing the potential misconduct receives important information about their rights and options for addressing the incident.</p>
<p><b>What are the training requirements?</b></p>	<p>Responsible Employees must complete the online module or attend an in-person training every year. Departments or units can request in-person training by contacting Jenn Scott at <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a>.</p>
<p><b>I received an email notifying me that I am a Responsible Employee. How do I access the training?</b></p>	<ol style="list-style-type: none"> <li>1. Log in to your individual Sakai page at <a href="http://unc.edu/sakai">unc.edu/sakai</a>. The “Onyen login” button is located on the top right of the page.</li> <li>2. Once you log in, you’ll be directed to your workspace in Sakai. Across the top, in blue, there will be a series of tabs. Look for the one that says either “CSA and Responsible Employee training” or “Responsible Employee training,” depending on your status.</li> <li>3. There will be detailed instructions for accessing the webinar and taking the completion quiz on the training page.</li> </ol>
<p><b>What else can I do for someone who discloses an incident to me?</b></p>	<p>Listen without judgment, share information about resources on campus and in the community (visit <a href="http://safe.unc.edu">safe.unc.edu</a>), and respect the choices they make about how to respond to an incident. To learn more about how else you can support students and employees, consider registering for Haven training. Sign up at <a href="http://safe.unc.edu/createchange">safe.unc.edu/createchange</a>.</p>
<p><b>How is a Responsible Employee different from a Campus Security Authority (CSA)?</b></p>	<p>Responsible Employees are required to report conduct prohibited by Title IX and the Policy. CSAs are required to report certain crimes in compliance with the Clery Act. All CSAs are Responsible Employees and must complete training that details both sets of reporting requirements. There are many Responsible Employees who are not CSAs, as the Clery Act and the Policy outline different criteria for these designations. The training for Responsible Employees will help these individuals understand their reporting requirements.</p>
<p><b>Who do I contact if I still have questions?</b></p>	<p>Jenn Scott, Title IX program coordinator, <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a>.</p>