

Responsible Employee Policy

Exempt Employee Amendment:

Exempt employees are those employees who are certified as such by the Title IX coordinator and who: (1) pass annual training requirements approved by the Title IX coordinator; (2) provide students who they interact with a notice approved by the Title IX coordinator relating to their status as an exempt employee and their privacy practices. The Title IX coordinator may decline to certify as exempt those employees whose duties or other reporting obligations make exemption inappropriate due to their role as supervisors or others deemed campus security authorities or individuals with a role in investigation or responding to incidents of sexual misconduct.

Exempt employees are not required to report instances of prohibited discrimination relating to students; however, exempt employees are encouraged to report all instances of prohibited discrimination in the manner described in this policy. If a student shares information regarding prohibited discrimination with an exempt employee, the employee is required to provide that individual with information regarding available resources, reporting options, including confidential reporting options, the university's complaint process and the university's policy regarding retaliation. Such information will be provided to exempt employees during their annual training. Exempt employees are also required to consult confidentially with the Crisis Intervention and [Sexual Violence Support Services Program](#) after receiving a report. Exempt employees who fail to comply with these requirements may be subject to discipline up to and including a letter for reprimand.