Western Texas College

Revised Board Policies

Section D: PERSONNEL

DIAA (Local & Legal):

SEX & SEXUAL VIOLENCE

Section F: STUDENTS

FFDA (Local & Legal):

SEX & SEXUAL VIOLENCE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

Note: This policy addresses employee complaints of sex discrimination, sexual harassment, sexual violence, and retaliation. For additional legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting students, see FFDA.

TITLE IX
GRIEVANCE PROCEDURES

A recipient of federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action which would be prohibited by 34 C.F.R. Part 106 (Title IX regulations). 34 C.F.R. 106.8(b); North Haven Bd. of Educ. v. Bell, 456 U.S. 512 (1982)

COMPLIANCE COORDINATOR

Each recipient of federal financial assistance shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX regulations), including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or alleging any actions which would be prohibited by this part. The recipient shall notify all its students and employees of the name, office address, and telephone number of the employee or employees. 34 C.F.R. 106.8(b)

STATE LAW ON CAMPUS SEXUAL ASSAULT
POLICY REQUIRED

Each institution of higher education, including each college district, shall adopt a policy on campus sexual assault. The policy must:

1. Include:
   a. Definitions of prohibited behavior;
   b. Sanctions for violations; and
   c. The protocol for reporting and responding to reports of campus sexual assault; and

2. Be approved by the institution's governing board before final adoption by the institution.

Each biennium, each institution of higher education shall review the institution's campus sexual assault policy and, with approval of the institution's governing board, revise the policy as necessary.

Education Code 51.9363(b), (e)

DISTRIBUTION

Each institution of higher education shall make the institution's campus sexual assault policy available to students, faculty, and staff members by:

1. Including the policy in the institution's student handbook and personnel handbook; and
2. Creating and maintaining a web page on the institution's Internet website dedicated solely to the policy.

*Education Code 51.9363(c)*

**TRAINING**

Each institution of higher education shall require each entering freshman or undergraduate transfer student to attend an orientation on the institution's campus sexual assault policy before or during the first semester or term in which the student is enrolled at the institution. The institution shall establish the format and content of the orientation. *Education Code 51.9363(d)*
Western Texas College  
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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE  
DIAA  
(LOCAL)  

Note: This policy addresses employee complaints of sex and gender discrimination, sexual harassment, sexual violence, and retaliation. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, and retaliation targeting students, see FFDA.

DEFINITIONS  
Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.

STATEMENT OF NONDISCRIMINATION  
The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy.

DISCRIMINATION  
Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee's employment.

SEXUAL HARASSMENT  
Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

SEXUAL VIOLENCE  
Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

EXAMPLES  
Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

RETALIATION  
The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.
An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

**Definition of College District Officials**

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

- **Title IX Coordinator**
  - Name: Sheila Williamson
  - Position: Director of Human Resources
  - Address: 6200 College Avenue, Snyder, TX 79549
  - Telephone: (325) 574-7602

**Other Anti-Discrimination Laws**

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President or designee.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

INVESTIGATION OF THE REPORT

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under DIAB, as appropriate.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION    SEX AND SEXUAL VIOLENCE

COLLEGE DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

ACCESS TO POLICY, PROCEDURES, AND RELATED MATERIALS

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.
Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, and retaliation targeting employees, see DIAA.

TITLE IX
GRIEVANCE PROCEDURES

A recipient of federal financial assistance, directly or indirectly, shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 C.F.R. 106.8(a)

COORDINATOR

Each recipient shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The recipient shall notify all its students and employees of the name, office address, and telephone number of the appointed employee or employees. 34 C.F.R. 106.8(b)

STATE LAW ON CAMPUS SEXUAL ASSAULT

Each institution of higher education, including a college district, shall adopt a policy on campus sexual assault. The policy must:

1. Include:
   a. Definitions of prohibited behavior;
   b. Sanctions for violations; and
   c. The protocol for reporting and responding to reports of campus sexual assault; and

2. Be approved by the institution's governing board before final adoption by the institution.

Each biennium, each institution of higher education shall review the institution's campus sexual assault policy and, with approval of the institution's governing board, revise the policy as necessary.

*Education Code 51.9363(b), (e)*

DISTRIBUTION

Each institution of higher education shall make the institution's campus sexual assault policy available to students, faculty, and staff members by:

1. Including the policy in the institution's student handbook and personnel handbook; and

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UPDATE 31
FFDA(LEGAL)-LJC
2. Creating and maintaining a web page on the institution’s Internet website dedicated solely to the policy.

*Education Code 51.9363(c)*

**TRAINING**

Each institution of higher education shall require each entering freshman or undergraduate transfer student to attend an orientation on the institution’s campus sexual assault policy before or during the first semester or term in which the student is enrolled at the institution. The institution shall establish the format and content of the orientation. *Education Code 51.9363(d)*
The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

**Sexual Harassment by an Employee**

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

**By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

**Sexual Violence**

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.

**Examples**

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual na-
ture; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

**GENDER-BASED HARASSMENT**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

**EXAMPLES**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**RETRIALATION**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

**EXAMPLES**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**FALSE CLAIMS**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

**PROHIBITED CONDUCT**

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**REPORTING PROCEDURES**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

**EMPLOYEE REPORT**

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students
EXCEPTIONS

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GAC].

RESPONSIBLE EMPLOYEE

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

DEFINITION OF COLLEGE DISTRICT OFFICIALS

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Sheila Williamson
Position: Director of Human Resources
Address: 6200 College Avenue, Snyder, TX 79549
Telephone: (325) 574-7602
The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimi-
nation laws.

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concern-
ing prohibited conduct, including reports against the Title IX coordi-
nator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investi-
gate and address the prohibited conduct.

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute proh-
bited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consid-
eration under FFDB, as appropriate.

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.
CRIMINAL INVESTIGATION

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

NOTIFICATION OF THE OUTCOME

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

COLLEGE DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

EXCEPTION

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.
IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

CONFIDENTIALITY

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

ACCESS TO POLICY, PROCEDURES, AND RELATED MATERIALS

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.
At STATE AGENCY VETERAN'S LIAISON, we have added text to address the requirement that each college district with at least 500 full-time equivalent positions designate a veteran's liaison as clarified by SB 805. The contact information of the liaison must be available on the college district's website.

Conforming changes from SB 219 have also been made to this legally referenced policy.

DIA (LEGAL) EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Although this code will remain to provide overall structure, the content of the policy has been moved and revised as appropriate to the underlying policies DIAA, addressing sex and sexual violence, and DIAB, addressing other protected characteristics.

DIA (LOCAL) EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

As noted above, although this code will remain to serve as the heading for the subcategories of sex and sexual violence and other protected characteristics, the content of the local policy has been moved and revised as appropriate to DIAA and DIAB.

DIAA (LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

HB 699 requires a policy on campus sexual assault. In an effort to give a complete description of the requirements under this bill, we have created this new policy code to house complaint-related provisions on discrimination, harassment, and retaliation based on sex and on sexual violence. Note that many of the same provisions appear at FFDA, a new code addressing sex and sexual violence in the student section of the manual.

The policy required by HB 699 must define the prohibited behavior, describe the sanctions for violations, and detail the protocol for reporting and responding to reports of sexual assault. The policy must be published in the student and employee handbooks and on a webpage dedicated solely to the policy. The policy must be reviewed every two years and revisions made as necessary.

Training on the policy must be provided by the college district to each entering freshman and undergraduate transfer student.

Provisions regarding Title IX compliance have been moved from DIA.

DIAA (LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

As noted above, HB 699 requires a policy on campus sexual assault. This corresponding local policy includes provisions that define the prohibited behavior with examples of sexual harassment and discrimination based on sex and outlines required reporting and investigation procedures.
Explanatory Notes
Community College Localized Policy Manual Update 31

FFD (LEGAL)  STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Although this code will remain to provide overall structure, the content of the policy has been moved and revised as appropriate to the underlying policies FFDA, addressing sex and sexual violence, and FFDB, addressing other protected characteristics.

FFD (LOCAL)  STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

As noted above, this code will remain to serve as the heading for the subcategories of sex and sexual violence and other protected characteristics, the content of the local policy has been moved and revised as appropriate to FFDA and FFDB.

FFDA (LEGAL)  FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

HB 699 requires a policy on campus sexual assault. In an effort to give a complete description of the requirements under this bill, we have created this new policy code to house complaint-related provisions on discrimination, harassment, and retaliation based on sex and on sexual violence. Note that many of the same provisions appear at DIAA, a new code addressing sex and sexual violence in the personnel section of the manual.

The policy required by HB 699 must define the prohibited behavior, describe the sanctions for violations, and detail the protocol for reporting and responding to reports of sexual assault. The policy must be published in the student and employee handbooks and on a webpage dedicated solely to the policy. The policy must be reviewed every two years and revisions made as necessary.

Training on the policy must be provided by the college district to each entering freshman and undergraduate transfer student.

Provisions regarding Title IX compliance have been moved from FFD.

FFDA (LOCAL)  FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

As noted above, HB 699 requires a policy on campus sexual assault. This corresponding local policy includes provisions that define the prohibited behavior with examples of sexual harassment and discrimination based on sex and outlines required reporting and investigation procedures.

The policy must be published in the student and employee handbooks and on a webpage dedicated solely to the policy. The policy must be reviewed every two years and revisions made as necessary.

Training on the policy must be provided by the college district to each entering freshman and undergraduate transfer student.

Provisions regarding Title IX compliance have been moved from FFD.