

**COUNTY COLLEGE OF MORRIS
TITLE IX POLICY PROHIBITING HARASSMENT AND
DISCRIMINATION ON THE BASIS OF SEX¹**

Effective August 14, 2020

Preamble

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Board of Trustees of the County College of Morris (CCM) has adopted this Policy with the intent of complying with the Title IX Rule adopted August 14, 2020 by the OCR cited as 34 CFR Part 106.

SECTION I: POLICY

1. Glossary

- *Advisor* means a person chosen by a party or appointed by CCM to accompany the party to meetings related to the resolution process, to advise the party on that process, and to represent the party at the hearing, if any. The Advisor may be, but is not required to be, an attorney.
- *CCM* means the County College of Morris.
- *Chair* means the member of a hearing Panel designated by the Title IX Coordinator as the Panel Chair.
- *Clery Act* means the federal legislation codified as 34 U.S.C. 12291.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment, including sexual harassment, or discrimination based on sex; or retaliation for conduct undertaken pursuant to this Policy.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on sex, or retaliation for conduct undertaken pursuant to this Policy. At the time of filing of a complaint alleging sexual harassment, the Complainant must be participating in or attempting to participate in an educational program or activity of the College.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).

¹ This policy has been adapted based upon the ATIXA model policy as permitted through a limited license, and all rights to use the ATIXA policy model are reserved by ATIXA ©2020.

- *Day* means a business day when CCM is in normal operation unless indicated as a “calendar” day.
- *Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within CCM’s Formal Grievance process.
- *Education program or activity* means locations, events, or circumstances where CCM exercises substantial control over both the Complainant and the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any activity conducted by a student organization that is officially recognized by the CCM.
- *Final Determination*: A conclusion based upon the preponderance of evidence that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion based upon the preponderance of evidence that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means a method of formal resolution designated by the Title IX Coordinator to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45. Current Board of Trustee policies and procedures, union contracts and the Student Code of Conduct may be referenced during the formal grievance process.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, hearing facilitators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Investigator* means the person or persons charged by CCM with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of CCM who is obligated by policy to share knowledge, notice, and/or reports of harassment or discrimination based on sex, and/or retaliation with the Title IX Coordinator.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassment or discrimination based on sex, and/or retaliatory conduct.
- *Official with Authority* (OWA) means an employee of CCM explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of CCM.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to an educational program at CCM.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on sex; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category of conduct defined as sexual harassment under 34 Code of Federal Regulations (“CFR”) §106.30(a) and/or by Section 15 of this Policy,

including the offenses of sexual assault, stalking, and dating violence and domestic violence.

- *Title IX Coordinator* is at least one official designated by CCM to ensure compliance with Title IX and CCM's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Rule* means the regulations adopted August 14, 2020 by the OCR codified as 34 CFR Part 106.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, investigators and any member of the Grievance Process Pool.

2. Rationale for Policy

CCM is committed to providing a workplace and educational environment, as well as other benefits, program, and activities that are free from discrimination or harassment based on sex. To ensure compliance with the Title IX Rule, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, CCM has adopted policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of sex as defined in this Policy, and for allegations of retaliation.

3. Applicable Scope

The core purpose of this Policy is the prohibition of all forms of discrimination or harassment based on sex, including exclusion from activities such as admission, athletics, or employment. Sex-based discrimination and harassment encompasses sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this Policy is reported, the allegations are subject to resolution using CCM's grievance and resolution processes as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the CCM community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the CCM community. This community includes, but is not limited to, students,² student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents or patterns of conduct which may be addressed and investigated in accordance with this Policy. Allegations of misconduct or discrimination not meeting the definition under Section 17 of conduct prohibited by this Policy will be governed, responded to and adjudicated under the CCM policy applicable to such misconduct.

4. Title IX Coordinator

The Vice President of Human Resources and Labor Relations serves as the Title IX Coordinator [and ADA/504 Coordinator] and oversees implementation of the CCM's Affirmative Action and Equal Opportunity plan, disability compliance, and CCM's policy on equal opportunity,

² For the purpose of this policy, CCM defines "student" as any individual who has applied for or accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework.

harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating CCM's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

5. Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. Claims of bias or conflict of interest by the Title IX Coordinator, should be directed to the CCM President at tiacono@ccm.edu. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be directed to the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the President at tiacono@ccm.edu, or designee. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

6. Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Vivyen J. Ray
Title IX Coordinator
Office of Human Resources
214 Center Grove Rd.
Randolph, NJ 07869
973-328-5039
Email: vray@ccm.edu
Web: www.ccm.edu

OR

Dr. Ariella Panek
Deputy Title IX Coordinator for Students
Dean of Student Success
Student Community Center, Room 132
214 Center Grove Rd.
Randolph, NJ 07869
973-328-5170
Email: apanek@ccm.edu

CCM has classified all employees as Mandated Reporters of any knowledge they have that a member of the CCM community is experiencing harassment or discrimination on the basis of sex, and/or retaliation. Section 17 below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

7. Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination or harassment based on sex, and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator:

Name: Vivyen J. Ray
Title IX Coordinator
Office of Human Resources
214 Center Grove Rd.
Randolph, NJ 07869
973-328-5039
Email: vray@ccm.edu
Web: www.ccm.edu

[Click Here for Title IX Complaint Form](#)

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

- 2) Report online, using the reporting form posted at ccm.edu. Anonymous reports are accepted but can give rise to a need to investigate. CCM tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and CCM respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows CCM to discuss and/or provide supportive measures.

- 3) Report using the harassment/discrimination hotline 973-328-5039.
- 4) Student complaints may also be made to Dr. Ariella Panek, Assistant Title IX Coordinator, Dean of Student Success at 973-328-5170.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that CCM investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by CCM) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to request that it is filed correctly.

8. Supportive Measures

CCM will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment or discrimination on the basis of sex, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the CCM’s education program or activity, including measures designed to protect the safety of all parties or the CCM’s educational environment, and/or deter harassment or discrimination based on sex, and/or retaliation.

The Title IX Coordinator will promptly determine whether to offer supportive measures to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, CCM will inform the Complainant, in writing, that they may file a formal complaint with CCM either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to consider their wishes with respect to the supportive measures that are planned and implemented.

CCM will maintain the privacy of the supportive measures to the extent that privacy does not impair CCM’s ability to provide the supportive measures.

Supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning

- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Alerts to the Public Safety Office of no contact orders or timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee disciplinary processes for enforcement.

9. Emergency Removal

The Title IX Coordinator is authorized to remove a Respondent entirely or partially from an education program or college activity on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student, employee or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Intervention Team [also known as BIT] using its standard objective violence risk assessment procedures. A coach or athletic administrator is authorized to impose emergency restrictions on a student-athlete arising from reports or observations of allegations related to Title IX which the coach or athletic administrator deem to present an immediate threat to the physical health or safety of a student or CCM employee.

In all cases in which an emergency removal or restriction is imposed, the student, employee, or other individual will be given notice of the emergency action and advised of how to request a meeting with the Title IX Coordinator to be held within 48 hours to seek rescission or modification of the removal/restriction action. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. The Title IX Coordinator shall communicate with the Complainant prior to determining whether to rescind or modify the emergency action. There is no process for staying an emergency removal decision of the Title IX Coordinator. However, employees covered by a union contract may grieve an emergency removal decision under that contract. Students may contest a removal/restriction decision under the appeal provisions of the CCM Student Code of Conduct.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator to request rescission or modification of an emergency removal action. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal/restriction and to determine the conditions and duration. Violation of an emergency removal/restriction under this policy will be grounds for discipline, which may include expulsion or termination. Emergency actions will be limited to those required to

address the immediate threat and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: suspending a student from an academic program or activity, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to reduce an academic impact.

10. Promptness

All allegations are acted upon promptly by CCM once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but CCM will avoid all undue delays within its control. Any time the general timeframes for resolution outlined in CCM's procedures will be delayed, CCM will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

11. Privacy

Every effort is made by CCM to preserve the privacy of reports.³ CCM will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as

³ For the purpose of this Policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of CCM employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the Title IX Coordinator's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. CCM has designated individuals who have the ability to have privileged communications as Confidential Resources. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18 or incapacitated individuals. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

required by law or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

CCM reserves the right to designate which CCM officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Human Resources, Division of Student Development, and Public Safety. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

CCM may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so unless a medical professional advises against such consultation.

Confidentiality and mandated reporting are addressed more specifically Section 17 [below](#).

12. Jurisdiction of CCM

This Policy applies to the education program and activities of CCM, or to conduct that takes place on the campus or on property owned or controlled by CCM, or at CCM sponsored events., The Respondent must be a member of CCM's community in order for this Policy to apply.

This Policy can also be applicable to the effects of off-campus conduct prohibited by this Policy that effectively deprive a student or employee of access to CCM. The Title IX Coordinator may also extend jurisdiction to off campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial CCM interest.

Regardless of where the conduct occurred, CCM will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial CCM interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of an identifiable CCM employee or student; and/or
- c. Any conduct prohibited by this Policy that significantly impedes access to CCM programs or facilities, threatens or causes breach of the peace or social disorder at CCM facilities or activities.

If the Respondent is unknown or is not a member of the CCM community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. Further, even when the Respondent is not a member of the CCM community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator or the Student Development Office. In addition, CCM may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from CCM's property and/or events. All vendors serving CCM through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies. Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to CCM where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the CCM's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

14. Online Harassment and Misconduct

The policies of CCM are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or disrupt CCM's education program and activities or use CCM networks, technology, or equipment. While CCM may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to CCM, it will consider means to address and mitigate the effects. Members of the CCM community are encouraged to be good digital citizens and to refrain from online misconduct directed at identifiable members of the CCM community, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the CCM community.

Online postings or other electronic communication by students or employees, including cyberbullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of CCM's control (e.g., not on CCM networks, websites, or between CCM email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or threatens the participation of an identifiable individual in a CCM educational program or activity. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

15. Prohibited Discrimination and Harassment on the Basis of Sex

Employees and students are entitled to an employment and educational environment that is free of discrimination and harassment on the basis of sex. Accordingly, this Policy prohibits conduct on the basis of sex that satisfies one or more of the following:

- (1) Conditioning the provision of an aid, benefit, or service to a student or employee on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe pervasive, and objectively offensive that it effectively denies a person equal access to the CCM's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30); or
- (4) Discrimination in the admission of a student based upon sex; or
- (5) Discrimination on the basis of sex in the recruitment, hiring or rates of compensation and benefits of employees, or employment actions and practices based upon marital, parental, family status or pregnancy.

A Respondent violates this Policy if they engage in sexual activity with a minor or someone incapable of giving consent.

Sanctions for the above prohibited conduct range from reprimand through expulsion/termination.

16. Retaliation

Activity under this Policy protected from retaliation includes reporting an incident that may implicate this Policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. CCM is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Prohibited retaliation includes intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by the

Title IX Rule or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure. Charges against an individual for student or employee code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, filed for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, if the Final Determination under this policy concludes that the statement was materially false and made in bad faith.

17. Mandated Reporting

Except for Confidential Resources acting within the scope of confidential obligations, all CCM employees are expected to report actual or suspected sex-based discrimination or harassment to the Title IX Coordinator immediately.

a. Confidential Resources

The on-campus and off-campus Confidential Resources listed below may maintain confidentiality and are not required to report actual or suspected discrimination or harassment on the basis of sex, when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in cases of immediacy of threat or danger or abuse of a minor, an incapacitated individual, or when disclosure is required by law or court order. If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus professional counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocates
- On-campus athletic trainers (if licensed and privileged under state statute, and/or working under the supervision of a health professional).
- The following Off-campus (non-employees):
 - Employee Assistance Program
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

A Confidential Resource may offer options and resources without any obligation to inform an outside agency or the Title IX Coordinator unless a Complainant has requested the information be shared.

Campus counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

CCM employees with confidentiality authority will timely submit anonymous statistical information for Clery Act compliance purposes unless they believe it would be harmful to their client or patient.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information. The anonymous notice will be investigated by CCM to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, the anonymous notice typically limits CCM's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state mandated reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of CCM (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report of violation of this policy that is made to them in the course of their employment. Employees must also promptly share all details of behaviors violative of this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants should carefully consider whether to share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator. Generally, disclosures in surveys, classroom writing assignments or discussions, human subjects research, or advocacy marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek assistance from CCM. Supportive measures may be offered as the result of such disclosures without formal CCM action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of CCM policy and may be subject to disciplinary action. A Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

18. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish their identity to be disclosed, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law. The Title IX Coordinator has ultimate discretion over whether CCM proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires CCM to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The Title IX Coordinator may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the CCM's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, he/she does not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

When the Title IX Coordinator proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. If the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

CCM's ability to remedy and respond to a violation notice may be limited if the Complainant does not want the CCM to proceed with an investigation and/or grievance process.

In cases in which the Complainant requests confidentiality and no formal action and the circumstances allow CCM to honor that request, CCM will offer informal resolution options, supportive measures, and remedies to the Complainant, but will not otherwise pursue formal action. The election of a Complainant to take no action can be changed if the Complainant decides to pursue a formal complaint at a later date.

19. False Allegations and Evidence

Deliberately false and/or malicious accusations made in bad faith under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action. Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation may be subject to discipline.

20. Encouragement of Candid Misconduct Reporting

CCM encourages the reporting of misconduct and crimes by Complainants and witnesses. Complainants, witnesses or Respondents may be hesitant to report to CCM officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. It is in the best interests of the CCM community that individuals choose to report misconduct to CCM officials and share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process CCM will favorably weigh the candor and participation of an individual other than the Respondent when addressing discipline for the voluntary self-disclosure of minor collateral misconduct in the course of reporting of serious misconduct of a Respondent. This incentive to report misconduct is not applicable to a Respondent with respect to a Complainant.

21. Federal Statistical Reporting Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking are advised that that under the Clery Act, CCM must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. CCM will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Certain campus officials – those deemed campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA⁴-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and

⁴ VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to Campus Security Authorities regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

**SECTION II: RESOLUTION PROCESS FOR ALLEGATIONS OF VIOLATION OF
TITLE IX POLICY PROHIBITING HARASSMENT AND DISCRIMINATION ON THE
BASIS OF SEX**

1. Overview

The procedures below will govern the resolution of Formal or informal notice/complaint received by the Title IX Coordinator⁵ or any other officer with authority, alleging violation of the Title IX Policy prohibiting harassment and discrimination on the basis of sex involving students or employees. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same resolution procedures, clarifying which policies above are applicable.

The procedures below do not apply to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) committed by an individual who is not a CCM student or employee. Employees in a collective negotiations unit are entitled to rights provided under the terms of the applicable collective negotiation agreement to the extent those terms do not conflict with federal or state compliance obligations.

All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student and employee codes of conduct or collective negotiation agreements.

2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Policy, CCM initiates a prompt initial assessment to determine the next steps CCM needs to take. The Title IX Coordinator will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed with a resolution process; and/or
2. An informal resolution; and/or
3. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, CCM will promptly implement effective remedies and discipline.

3. Initial Assessment

⁵ Anywhere this procedure indicates "Title IX Coordinator," the Coordinator may delegate the matter to a trained designee.

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator⁶ engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and assists the Complainant to make sure it is correctly completed.
- The Title IX Coordinator offers supportive measures to the Complainant.
- The Title IX Coordinator advises the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and the Title IX Coordinator seeks to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of the CCM Title IX policy. If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - an educational or employment environment, based on the nature of the complaint.
- If the Title IX Coordinator determines that the Complaint does not allege misconduct that falls within the scope of the CCM Title IX Policy, or did not occur against a person in the United States, the Coordinator will “dismiss” the complaint and assesses whether other policies may apply. Dismissing a complaint under the Title IX Policy does not limit the Title IX Coordinator’s authority to address a complaint pursuant to other appropriate CCM policy process and remedies.

a. Violence Risk Assessment

⁶ If circumstances require, the CCM President will designate another person to oversee the process below should an allegation implicate the Title IX Coordinator or the Title IX Coordinator is otherwise unavailable or unable to fulfill their duties.

The Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by Student Development or Public Safety as part of the initial assessment. A VRA can aid in critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether the incident evidences a pattern of predatory conduct and/or climate that incites violence;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal or employment severance by the Respondent;
- Whether to impose transcript notation or communicate with a transfer institution or employer about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Emergency Removal is needed.

A VRA authorized by the Title IX Coordinator will be conducted in collaboration with appropriate professionals and campus resources to assess the risk of actionable violence.

b. Dismissal (Mandatory and Discretionary)⁷

CCM must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute a violation of CCM's Title IX Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by CCM (including activities of CCM recognized student organizations), and/or CCM does not have supervisory and disciplinary control of the Respondent; and/or
- 3) The conduct did not occur against a person present in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in a CCM education program or activity, and is not employed or seeking to be employed by CCM.

CCM may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer a CCM enrolled student or employed by CCM; or

⁷ These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

- 3) Specific circumstances prevent the Title IX Coordinator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, CCM will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it provided that the Complainant is participating or seeking to participate in a CCM educational program or activity, or is employed by CCM at the time of the reinstatement request.

4. Counterclaims

CCM is obligated to ensure that the grievance process is not abused for retaliatory purposes. CCM permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent must be made in good faith and not for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted. Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur. Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this Policy.

5. Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is available and not a witness.

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of CCM community. The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so requests. If the parties choose an Advisor from the pool available from CCM, the Advisor will be trained by the CCM and be familiar with the CCM's resolution process.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisors in Hearings/CCM Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, the opportunity to conduct cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, CCM will appoint a trained Advisor for the limited purpose of conducting any cross-examination. A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, CCM will appoint an Advisor, regardless of the participation or non-participation of the advised party in the hearing itself. Questioning of the parties and witnesses will also be conducted by the Decisionmaker(s) during the hearing.

c. Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. CCM cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, CCM is not obligated to provide an attorney.

d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role in CCM's policies and procedures.

e. Advisor Permissible Role

All Advisors are subject to the same CCM policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address CCM officials in a pre-hearing meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may make a presentation during an investigation meeting or pre-hearing proceeding but may not respond on behalf of the advisee to questions directed to the advisee by the investigator(s) or other Decision-maker(s). The Advisor may only conduct cross-examination during a hearing proceeding.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase or the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this Policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

The parties may wish to have CCM share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. CCM will provide a consent form that authorizes CCM to share such information directly with the Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before CCM is able to share records with an Advisor. A party may request that copies of all written communication from the Title IX Coordinator or designated investigator directed to the party be sent to the party's attorney Advisor. However, during the investigation phase responses to requests from the Title IX Coordinator or investigator must be from the party not the attorney advisor.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by CCM. CCM may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the requirement to maintain records privacy.

h. Expectations of an Advisor

Advisors are expected to adjust their schedule to allow them to attend investigatory, resolution and procedural meetings and hearing proceedings when planned. One request to reschedule a previously scheduled a meeting will only be granted if the Title IX Coordinator is satisfied that (i) the Advisor's inability to attend could not have been foreseen, and (ii) granting the rescheduling request will not cause an unreasonable delay. CCM may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least three (3) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to the Title IX

Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a records release authorization for the new Advisor must be provided. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least three (3) business days before the hearing.

CCM fully respects and accords the Weingarten rights of employees. For parties who are entitled to union representation, the unionized employee may have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. Where a party has both an Advisor and a union representative participating, to uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are not permitted to have union representation or Advisors in grievance process interviews or meetings.

6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices etc.;
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent wishing to initiate Informal Resolution, should so advise the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Title IX Coordinator will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by CCM. Title IX Coordinator will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution. In the absence of a voluntary withdrawal of the Complaint, CCM will not offer or facilitate Informal Resolution to resolve allegations that an employee sexually harassed a student.

b. Alternate Resolution

Alternate Resolution is an informal process, including mediation or restorative practices, etc. by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution. The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- The willingness of the parties to waive the right to grieve under an applicable union contract the resolution of the charges
- Likelihood of potential resolution;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and CCM are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of CCM policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary. This result is not subject to appeal or grievance under a union contract once all parties indicate their written assent to all agreed upon terms of resolution. When the parties are unable to agree on all terms of the informal resolution, the Formal Grievance Process will resume at the same point where it was paused. When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Resolution by Provision of Supportive Measures

With the consent of the parties, the Title IX Coordinator may offer resolution by providing supportive measures to the Complainant. Absent voluntary withdrawal of the Complaint, resolution by providing supportive measures shall not be available to resolve an allegation that an employee sexually harassed a student.

7. Formal Grievance Process

The Complainant Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. The administrators in the pool may be from other colleges in the State of New Jersey, or from consortiums, regional centers, or qualified professionals retained by CCM.

a. Pool Member Roles

Members of the Pool may serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to a party
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices]
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint

b. Pool Member Appointment

The Title IX Coordinator in consultation with the President appoints the Pool, which acts with independence and impartiality. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

c. Pool Member Training

The training of the Grievance Process Pool members shall include

- The definition of sexual harassment covered by this Policy
- The Policy resolution procedures
- The scope of CCM education program and activities
- How to conduct an investigation and grievance process including available informal resolution processes, hearings, and appeals
- How to serve impartially and avoidance of pre-judgment, conflicts of interest and bias

- Training of decision-makers on issues of relevance of questions or evidence, and impermissible questions and evidence
- The applicable standard of proof and burden of proof under this Policy
- How to create investigative reports and adjudication determinations
- How to determine appropriate sanctions
- The range of possible disciplinary sanctions and remedies
- The range of available supportive measures
- Permitted grounds for appeal under this Policy

8. Formal Complainant Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Complainant Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The content of the NOIA will comply with the requirements of Section 106.5 of the Title IX Rule including:

- A copy of this Policy,
- A summary of the misconduct alleged,
- Identity of the involved parties (if known) and the date and location of the alleged incident (if known),
- A statement that Respondent is presumed not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the resolution process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the interview report review and comment period,
- The right for each party to have an Advisor of their choosing, who may be but is not required to be, an attorney and ways to identify an Advisor,
- A statement informing the parties that the CCMs Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with the rights to notify the Title IX Coordinator of any conflict of interest that the investigator may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

The NOIA will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in

official CCM records, or emailed to the parties' CCM-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

9. Resolution Timeline

CCM will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

10. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be communicated to the President.

The Formal Complainant Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

CCM operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

11. Investigation Timeline

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints the Investigator. Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, or the pendency of law enforcement proceedings. CCM will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

12. Delays in the Investigation Process and Interactions with Law Enforcement

CCM may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. CCM will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. CCM will promptly resume its investigation and resolution process as soon as feasible. During such a delay, CCM will implement supportive measures as deemed appropriate.

Unless deferral is required by law, investigation and resolution of complaints under this Policy will proceed notwithstanding the pendency of civil or criminal charges or grievances filed by a Respondent under a union contract involving the underlying incident(s), and notwithstanding the dismissal or other disposition of civil or criminal charges.

13. The Investigation Process

Investigations shall conform to the requirements of Section 106.45 of the Title IX Rule. All parties will have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. The investigator will assist the Title IX Coordinator with conducting an initial assessment to determine if the allegations constitute a potential violation of this Policy. The Investigator will prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.

The Parties shall be provided with written notice of the date, time, location, and participants of all investigative interviews. Each party will be provided the opportunity to suggest witnesses and questions they wish the Investigator to ask of the other party and witnesses, and the opportunity to suggest documents to be reviewed for relevant information.

Each party will have the opportunity to review the relevant evidence the Investigator deems to be directly related to the allegations raised in the complaint, including exculpatory evidence.

Prior to completion of the investigative report the Parties will be given a draft investigative report summarizing the investigation; all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included. The Parties will be given ten (10) business days to submit a written response to the draft investigative report. A Party may elect to waive in writing the full ten days for response. The Investigator will consider the responses prior to completion of the final investigative report. The investigative report shall not render recommended disposition of the violations of this Policy alleged in the complaint. The final investigative report shall be delivered to the Title IX Coordinator and to the parties and their Advisors through secure electronic transmission or by a hard copy at least ten (10) business days prior to a hearing.

14. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of CCM are expected to cooperate with and participate in the CCM's investigation and resolution process.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictate a need for remote interviewing. Appropriate steps will be taken to reasonably ensure the security/privacy of remote interviews. If deemed appropriate by the Investigator, witnesses may provide written statements in lieu of interviews or choose to respond to written questions. If a witness submits a written statement but does not intend to be present for cross examination at a hearing, their written statement may not be used as evidence unless arrangements are made for cross examination of the witness by electronic video recording prior to the hearing.

15. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings by an individual other than the Investigator. If Investigator elects to audio and/or video record interviews, all involved parties must be made aware of the Investigator's audio and/or video recording and provided with a copy of the recording.

16. Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the alleged violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

17. Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be held less than ten (10) business days from the date that the final investigation report is transmitted to the parties and the Decision-maker, unless all parties and the Decision-maker agree to an expedited timeline.

18. Hearing Decision-maker Composition

The Title IX Coordinator will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator. The Decision-maker will not have had any previous involvement with the

investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Because the Investigator may be a witness in the hearing the Investigator may not serve as a Decision-maker. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or hearing chair in the matter but may serve as an administrative facilitator of the hearing. The hearing will convene at a time determined by the hearing Chair.

The parties will be given the identity of the Decision-maker at least ten (10) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than five (5) business days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

19. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker determines to be relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the alleged policy violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of violation of the Title IX policy., This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process if a determination of violation of the Title IX policy is made.

20. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the hearing Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively deemed to be delivered.

The hearing notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker and parties to see and hear a party or witness answering questions. Such a request must be received by the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing or participate remotely, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-makers) except for the prior video recording of cross examination of an unavailable witness. For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing, and will be required to have an Advisor present to conduct any cross examination of a party or witness. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Title IX Coordinator will appoint one without cost. Each party must have an Advisor present at the hearing. There are no exceptions.
- A copy of all the materials provided to the Decision-maker about the matter will be included with the hearing Notice unless they have been provided already
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least five (5) business days prior to the hearing.
- The preclusion of mobile phones/devices during the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by CCM and remain within the 60-90 business day goal for resolution. In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

21. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator at least five (5) business days

prior to the hearing. The Title IX Coordinator may arrange to use technology to allow remote testimony provided that the fairness of the hearing is not compromised. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

22. Pre-Hearing Participation Assessments

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator or have delivered to the Investigator a written statement or answers to written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation need to be reopened to consider that evidence if the Chair is satisfied that the newly offered evidence (i) was not previously available, and (ii) is material to a determination of the alleged policy violations.

The Title IX Coordinator will give the Decision-maker a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they will refer the concern to the Title IX Coordinator.

23. Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting or telephone conference with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair shall document and share with the parties the Chair's rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, only with the consent of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting or conference call with parties and their Advisors, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to participate in pre-hearing meetings or conference calls. Pre-hearing meetings and

conference calls will not be recorded. However, the Chair shall transmit to the parties written confirmation of his pre-hearing evidentiary rulings.

24. Hearing Procedures

The hearing shall be conducted as a live hearing. At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of discrimination or harassment based on sex.

Participants at the hearing will be limited to the Chair, any additional Decision-maker(s) or panelists, the hearing facilitator, the Investigator who conducted the investigation, the parties, or three (3) organizational representatives when an organization is the Respondent, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone required to provide authorized accommodations or assistive or technical services. . The hearing facilitator attends to logistics of rooms for various parties/witnesses as they flow in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; and copying and distributing materials to participants, as appropriate.

The Chair will rule on all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf and not through an Advisor. The Chair will allow a witness who has relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties, and then the witness will be excused.

Title IX hearings under this Policy are not court trials conducted by a judge, but rather administrative hearings overseen by layperson officials designated by the college.

25. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct arising out of the same facts or circumstances, the allegations may be consolidated and heard jointly. However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

26. Investigator Presents the Final Investigation Report

Upon the Chair convening the hearing, the Investigator will present a summary of the final investigation report, including items that are contested and those that are not, The Investigator will be subject to questioning by the Decision-maker and the parties through their Advisors. The Investigator will be present during the entire hearing process, but not during deliberations. The parties, their Advisors and the Decision-maker shall refrain from asking the Investigator for opinions on credibility, recommended findings, or determinations. If such information is introduced, the Chair will direct that it be disregarded.

27. Testimony and Questioning

After the Investigator presents the investigation report and is questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will proffer questions to the Chair orally, electronically, or in writing (orally is the default). The Chair will determine whether the question will be permitted, disallowed, or rephrased based upon whether the question furthers truth seeking of information relevant to determination of the alleged policy violation. The Chair may invite arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then announce on the record the ruling on the relevance of the question and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance. The Chair will limit or disallow questions on the basis that they are irrelevant, repetitious (and thus irrelevant), abusive or badgering. The Chair has final say on all questions and determinations of relevance and admissibility. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator.

28. Refusal to Submit to Cross-Examination and Inferences

If a party or witness declines to submit to cross-examination at the hearing, either because they do not attend the meeting and have not submitted to pre-hearing video cross-examination, or they attend but refuse to participate in questioning, then the Decision-maker may not rely on any prior statement made by that party or witness (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker must disregard that statement. Evidence provided that is something other than a statement by that party or witness may be considered.

If the party or witness participates in the hearing and answers some cross-examination questions, those statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, prior statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing that are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), are not precluded from admission.

The Decision-maker may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to answer cross-examination or other questions.

29. Advisors Required to Comply with Hearing Rules of Decorum

If a party's Advisor of choice refuses to comply with the CCM's established rules of decorum for the hearing, the Title IX Coordinator may require the party to use a different Advisor. The Decision-maker may instruct the Title IX Coordinator to provide the party with another Advisor to conduct cross-examination if the Advisor chosen by a party refuses to comply with the rules of decorum.

30. Recording Hearings

Hearings (but not deliberations) are recorded by the hearing facilitator for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The parties shall be provided with access to the recording of the hearing for review.

31. Deliberation, Decision-making, and Standard of Proof

After the hearing the Decision-maker shall deliberate and render a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged. The Decision-maker(s) if a panel, will deliberate in closed session and determine by a simple majority vote whether the Respondent is responsible or not responsible for the policy violation(s) in question.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker may then consider the previously submitted party impact statements in determining appropriate sanction(s). Each of the parties will be given an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may consider but shall not be bound by the impact statements.

The Decision-maker will review any pertinent conduct history provided by the appropriate CCM administrator and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required. The Decision-maker will then prepare a written statement of findings and deliver it to the Title IX Coordinator, identifying the policy violations alleged, detailing the determination, rationale, the evidence used in support of the determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations. This statement of findings will be submitted to the Title IX Coordinator within five (5) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

32. Notice of Outcome

Using the statement of findings, the Title IX Coordinator will work with the Decision-maker to prepare a Notice of Outcome. The Notice of Outcome may be reviewed by legal counsel for CCM. The Title IX Coordinator will then provide the Notice of Outcome including the statement of findings, simultaneously to the parties and their Advisors within ten (10) business days of receiving the Decision-maker's statement of findings. The Notice of Outcome will be

provided in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official CCM records, or emailed to the parties' CCM issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The Notice of Outcome will:

- identify the specific policy violations alleged;
- a description of the procedural steps taken by the CCM from the receipt of the formal complaint through the Decision-maker's determination, including any and all notifications to the parties, interviews with parties and witnesses, methods used to obtain evidence, and hearings held;
- the findings of fact that support the determination;
- a statement of, and rationale for, the result of each allegation to the extent CCM is permitted to share such information under state or federal law;
- any sanctions imposed to the extent that CCM is permitted to share the same according to state or federal law;
- and any remedies provided to the Complainant designed to ensure access to CCM's educational or employment program or activity, to the extent CCM is permitted to share such information under state or federal law

The Notice of Outcome will also include information on when the results are considered by CCM to be final, any changes that occur prior to finalization, and the available appeal options and the permissible grounds for either party to appeal.

33. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sex-based discrimination or harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sex-based discrimination or harassment, and/or retaliation
- The need to remedy the effects of the sex-based discrimination or harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the time to appeal without an appeal being requested, except that sanctions may be implemented pending disposition of an appeal if required to prevent any further harm to Complainant or to cease continuance of conduct found to violate CCM's Title IX Policy.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. Student Sanctions

The following are sanctions that may be imposed upon a student or organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any CCM policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either CCM-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at CCM.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend CCM-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.
- *Withholding Diploma:* CCM may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* CCM reserves the right to revoke a degree previously awarded from the CCM for fraud, misrepresentation, and/or other violation of CCM policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions:* Deactivation, loss of recognition, loss of some or all privileges (including CCM support and advisement) for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, the CCM may assign any other sanctions as deemed appropriate.

b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*

- *Probation*
- *Suspension with pay*
- *Suspension without pay*
- *Withholding salary increment*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions, CCM may assign any other sanctions as deemed appropriate.

34. Withdrawal or Resignation While Charges Pending

Students: If an allegation is pending against a student for violation of this Policy, CCM may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent the student's participation to a reasonable resolution. Should a student Respondent permanently withdraw from CCM, the resolution process ends, as CCM no longer has disciplinary jurisdiction over the withdrawn student. However, CCM will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sex-based harassment or discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to CCM. Such exclusion applies to all campuses of CCM. A hold will be placed on the student's ability to be readmitted. The student Respondent may also be barred from CCM property and/or events. If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to CCM unless and until all sanctions have been satisfied.

During the resolution process, CCM may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends as CCM no longer has disciplinary jurisdiction over the resigned employee. However, CCM will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination. The employee who resigns with unresolved allegations pending is not eligible for rehire with CCM, and the records retained by the Title IX Coordinator will reflect that status.

All CCM responses to future inquiries regarding employment references will comply with applicable state and federal disclosure requirements.

35. Appeals

Any party may file a written request for appeal ("Request for Appeal") provided that it is received by the Title IX Coordinator and the other party within ten (10) calendar days of the delivery of the Notice of Outcome to the party. A party opposing the Request for Appeal may deliver a Statement Opposing the Appeal Request which must be received by the Title

IX Coordinator and the party requesting the appeal within five (5) calendar days from receipt of the Request for Appeal. The Title IX Coordinator shall determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets one of the grounds for appeal and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the Decision-maker's determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter and the conflict or bias was not known at the time of the hearing;
- (D) The determination is based upon a material finding that uncontroverted hearing proofs show to be erroneous; or
- (E) Where there is compelling reason to modify any sanction and such modification would not adversely impact the Complainant.

If the Request for Appeal does not meet one of the above grounds for appeal, that request will be denied by the Title IX Coordinator and the parties and their Advisors will be notified in writing of the denial and the rationale. If the Title IX Coordinator determines that the Request for Appeal meets one or more grounds for appeal, the Title IX Coordinator will issue a Grant of Appeal for determination by the CCM Vice President having disciplinary authority over the Respondent ("Appeal Authority"). The Title IX Coordinator will transmit a copy of the Grant of Appeal to the party(ies) and their Advisors, and, when appropriate, the Investigators and/or the original Decision-maker. If a Grant of Appeal is issued the other party have shall have ten (10) calendar s days from receipt of the Grant of Appeal within which to submit to the Title IX Coordinator a response to the portion of the appeal that was granted and/or a Request for Cross Appeal. All responses will be forwarded by the Title IX Coordinator to the Appeal Authority and to all parties. The Title IX Coordinator will review the Request for Cross Appeal and either denied or approved based upon whether the Title IX Coordinator finds the cross appeal to meet one of the grounds for appeal. If approved, the Title IX Coordinator will forward a Grant of Cross Appeal to the Appeal Authority and to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker), as necessary.

Each party will have ten (10) calendar days from receipt of a Grant of Appeal or Grant of Cross Appeal to submit to the Appeal Authority and the opposing party their response to the Grant of Appeal or Grant of Cross Appeal.

Neither party may submit any new requests for appeal after expiration of 10 calendar days from the date of the Grant of Appeal or date of Cross Appeal, whichever last occurs, (“Closure of Appeal Filing”). Upon Closure of the Appeal Filing the Title IX Coordinator will collect any additional information needed, the recording of the hearing, and all documentation regarding the approved grounds of appeal and the subsequent responses, and will transmit the same to the Appeal Authority. The Appeal Authority will render a decision in no more than 10 business days after the Closure of the Appeal Filing, barring exigent circumstances. All appeal decisions will apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions or modifications that may result that CCM is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent CCM is permitted to share under state or federal law.

Transmittal of the Notice of Appeal Outcome will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties’ CCM issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The Notice of Appeal shall be final and non-appealable by student Respondents or Respondents who are managerial employees. Imposition of discipline against employee Respondents in a collective bargaining unit may be grieved under the terms of the applicable Collective Negotiations Agreement to the extent not inconsistent with the mandates of the Title IX Rule.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the issuance of the Notice of Outcome are stayed during the appeal process except for emergency removals pursuant to Section I (9) of the Policy. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, the emergency removal procedures detailed in Section I (9) of the Policy afford Respondent the right to request a meeting with the Title IX Coordinator to be held within 48 hours of implementation to contest the justification for the emergency removal. CCM may place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions include suspension or termination of student status.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- The Appeal Authority will not substitute his/her judgment for that of the original Decision-maker merely because of disagreement with the finding and/or sanction(s).
- The Appeal Authority may consult with the Title IX Coordinator or client privileged consultation with CCM attorney on questions of procedure or rationale, if clarification is needed.
- Appeals granted based on new evidence should normally be remanded to the original Investigator and/or Decision-maker for reconsideration.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). A Respondent in a collective negotiations unit retains the right to grieve any sanction imposed by the Notice of Outcome or Notice of Appeal Outcome.
- The results of a remand to a Decision-maker cannot be appealed.
- In cases in which the appeal results in reinstatement to CCM or resumption of privileges reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

36. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop sex-based harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Educational or working environment surveys
- Policy modification and/or training
- Provision of accommodations
- Implementation of no contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may be provided to the parties even if no policy violation is found. When no policy violation is found,

the Title IX Coordinator will address any remedies required to ameliorate adverse academic impacts suffered by Respondent and to restore effective educational access.

CCM will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair CCM's ability to provide these services.

37. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Authority).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from CCM and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

SECTION III: POLICY IMPLEMENTATION ACTIONS

1. Recordkeeping and Confidentiality

CCM will maintain for a period of at least seven years the following as confidential records:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the CCM's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. Materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. CCM will make these training materials available upon request for public inspection; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment or discrimination, including:
 - a. The basis for CCM's response to allegations of sex-based harassment or discrimination;
 - b. Any measures implemented to restore or preserve equal access to the CCM's education program or activity; and
 - c. The reasons for denial of requests for supportive measures.

The identity of any individual reporting or complaining of discrimination or harassment on the basis of sex, and the identity of any individual reported to be the perpetrator of sex discrimination or harassment, will be kept confidential except as required to conduct any investigation, hearing or judicial proceedings arising under this Policy or under Title IX, or except as required by law.

2. Disabilities Accommodations in the Resolution Process

CCM is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process established by this Policy. Anyone needing such accommodations or support should contact the Director of Accessibility Services or the HR Compliance Officer, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

3. Prohibition of Discrimination on the Basis of Sex in Employment

CCM prohibits discrimination in employment decisions on the basis of sex, including recruitment and hiring, and distinctions in rates of compensation and benefits. CCM will not administer any test or apply other criterion for any employment opportunity which has a disproportionately adverse effect on persons on the basis of sex. Employment actions and

practices will not be based upon potential marital, parental, family status, or pregnancy. Pre-employment inquiries will not include marital status or sex.

4. Retaliation Prohibited

This Policy prohibits intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by Title IX or as retaliation for any report, complaint, testimony, or participation or refusal to participate in any proceeding under this Title IX Policy.

5. Revision of this Policy and Procedures

This Policy and procedures supersede any conflicting provisions of previous policy(ies) addressing discrimination or harassment on the basis of sex and/or retaliation. The Title IX Coordinator will annually review and recommend for adoption required updates to this Policy. CCM reserves the right to make changes to this Policy as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures. If government laws or regulations change, or court decisions alter the terms or procedures set forth in this Policy, this Policy will be construed and applied in a manner that complies with the most recent government regulations or applicable judicial holdings.

This document does not create legally enforceable protections beyond the protections afforded under the background state and federal laws and regulations which this Policy is intended to comply with.

This Policy and resolution procedures were adopted by the Board of Trustees of County College of Morris) to be effective on August 14, 2020.

COUNTY COLLEGE OF MORRIS EMPLOYEE CODE OF CONDUCT

The County College of Morris Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty, staff and student aides) and others who represent the college must adhere.

The code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff and student aides) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

This Code is intended to be consistent with and amplify existing College policies, rather than supplant any conduct policy. In addition to the principles outlined below, employees governed by a collective negotiations agreement must abide by the conduct requirements set forth in the applicable collective negotiations agreement.

Ethical Conduct

All employees and individuals representing the College should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the College and its students. When in doubt about the propriety of a proposed course of action, they should seek counsel from supervisors or administrators who can assist in determining the right and appropriate course. Among other things, this means that employees have the responsibility to respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.

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Employees and individuals representing the College must transact College business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility.

Employees and individuals representing the College must comply with all college policies related to their positions and areas of responsibility.

Employees and individuals representing the College who enter into contracts or accept grants on behalf of the college must comply with contract or grant terms related to their positions and areas of responsibility.

All employees and individuals representing the college should recognize that noncompliance with any of these components may have adverse financial and other consequences for them and for the College. Individuals are responsible for keeping current with changes in applicable laws and regulations, policies and contractual terms. Managers and supervisors are responsible for

monitoring compliance in their areas. Violations may subject individuals to civil or criminal actions in state or federal courts.

Discrimination, Harassment and Intimidation

The College's policy statements on discrimination and harassment reflect its commitment to creating and maintaining educational, working and living environments that are free of any unlawful discrimination. The College recognizes its legal obligations to pursue that same goal under applicable Federal and State statutes, which include Title IX, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination.

- **Title IX:** Title IX prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Policies and procedures related to Title IX and Gender Equity may be found in the Title IX, Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy.
- **Title VI:** Title VI prohibits discrimination on the basis of race, color or national origin under any program or activity receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes discrimination in providing services under such programs.
- **Title VII:** Title VII prohibits discrimination in employment on the basis of race, color, religion, sex or national origin. In certain instances, differential treatment is allowed for religion, sex or national origin if it is a bona fide occupational qualification. Sexual harassment is also prohibited under this law, as are all forms of harassment based on membership in a protected class.
- **Americans with Disabilities Act (ADA):** prohibits discrimination against individuals with disabilities. An individual with a disability is defined in the ADA as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." In addition, the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by programs receiving federal financial assistance. Services for students, faculty and staff members with disabilities are provided by many offices of the college and are coordinated through Student and Employee Accessibility Services (SEAS).
- **New Jersey Law Against Discrimination (NJLAD):** The NJLAD prohibits unlawful employment discrimination based on an individual's race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status).

(Please see the following CCM Policies: Affirmative Action; Sexual Non-Discrimination; Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex; American with Disabilities Act CCM Employee Policy; Policy Prohibiting Sexual Harassment and Procedure for Filing and Investigating a Sexual Harassment Complaint; Policy Prohibiting Discrimination; and Policy on Disruptive or Dangerous Behavior).

Mandatory Training

All College employees (including full time, part time, and temporary employees) are required to complete a system-wide briefing on an annual basis. Additionally, all employees are required to successfully complete mandatory training programs on an annual basis or as prescribed by College administration.

Mandatory training programs required to be completed by all employees of the College minimally include the following training courses, but may not be limited to

- Employee Code of Conduct,
- Prohibition of Discrimination and Harassment, including Sex Discrimination, Sexual Harassment, Sexual Violence and Sexual Misconduct,
- Information Security and Cybersecurity Awareness
- Procurement and Public Bid Process (specific to employees who have procurement/public bid responsibilities as defined by College Administration.)
- Safety training (specific to employees who have safety responsibilities as defined by College Administration.)

Mandatory Training courses and any supplemental training programs will typically be available on-line, although the College reserves the right to conduct in-person sessions in its sole discretion. Though all courses are administered by College's Human Resources staff, login support and course management may be handled through training vendors, depending on the course. For employees who do not have regular access to a computer in their workplace or who are unable to complete an online program, these courses are also offered in a classroom setting. Scheduled dates and locations will be posted. Depending on the course, Human Resources or the Title IX Coordinator, or both, will be responsible for responding to content-related inquiries.

New Employees: Within 60 days from the hire date, all new employees of the College must successfully complete the required Mandatory Training.

Once employees have completed their courses on these policies, they will be required to acknowledge receipt of these policies and accept them. Please note, however, that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

Failure to complete the Mandatory Training Program may result in the College terminating the employee's access to the College's technology infrastructure and non-compliance with successfully completing the College's Mandatory Training Program may result in disciplinary action, up to including termination of employment.

Avoiding or Disclosing Conflicts of Interest

All decisions and actions taken by members of the College community, in the conduct of College business, will be made in a manner that promotes the best interests of the College. Employees have an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate College representative and withdraw from debate, voting, or other decision-making processes where a conflict of interest exists or might arise. A conflict of interest may take many forms but arises when a member of the College community, might be able to use the authority of his or her College position to: (1) Influence the College's business decisions in ways to give improper advantage or financial benefit to yourself, a family member or associate; or (2) obtain for oneself, a family member, or an associate a financial benefit beyond the compensation an employee is authorized to receive for performing his or her College responsibilities.

Outside Activities

It is recognized that some outside service and professional responsibilities can and do benefit the College. Limits on outside activities are defined in the Code of Ethics for County College of Morris Employees. As a member of the College community, employees must disclose any outside activity that is, or may be perceived to be, a conflict of interest so that these activities can be managed properly.

Confidential Information

Members of the college community (including former employees) may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property, research sponsors, future planning, educational, disciplinary, academic, medical, financial, and other official records. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An employee shall not release any confidential information without clearance from his or her department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

Integrity and Honesty

The College expects that all employees will act with integrity, including, but not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the College.

The fundamental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for College resources.

Accordingly, employees and faculty are prohibited from misrepresenting the originality of authorship or source of information. Moreover, with respect to plagiarism; cheating on papers and examinations; stealing, mutilating, or concealing institutional resources, failure to take appropriate precautions to ensure academic integrity among students and refer such matters for disciplinary action as appropriate when such are known to have occurred (see policy on Academic Honesty).

In addition, employees must avoid: (a) furnishing false information to the College including forgery, alteration or misuse of College documents, records or identification; (b) theft or inappropriate removal or possession of property (whether belonging to the College, another employee, or student), including intellectual property; (c) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, violence, health risk, or other emergency; (d) negligence or improper conduct leading to damage of College-owned, employee-owned, or student-owned property; (e) destruction, damage or misuse of property or records of the College; (f) engaging in disorderly conduct that disrupts College operations or a College sponsored activity; (g) any gambling during a college activity unless authorized by the College or under the laws of the State of New Jersey; and (h) unauthorized use or misuse of the College name for the soliciting of funds, or for sponsorship of activities, or on printed matter; and (i) theft of time.

Respect for Others

The College is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. In addition to its commitment to diversity and prohibition against discrimination and harassment, all members of the College community share a commitment to performing their duties in accordance with the highest standards of ethics and in compliance with College policies and all applicable laws and regulations.

In the workplace, this means, among other things, that employees must comply with reasonable directions of College officials and must not refuse or fail to comply with the instruction of a supervisor or other person in authority intended to facilitate the employee's proper and timely performance of the responsibilities of the employee's position.

Respect for College Resources

As members of the College community, we respect and conserve the general resources and physical property of the College. Such resources are assets in which community members have a vested interest, as these resources specifically support the College's mission.

College resources include, but are not limited to College equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at the College; and those resources purchased/paid with College funds, including funds received by College through government or other external funding sources.

College resources are reserved for business purpose use on behalf of the College. The use of College resources for personal gain or advantage, or for the benefit or gain of any other individual

or outside entity (including organizations in which you have a vested interest) is strictly prohibited. You may not use the County College of Morris name and/or visual identity (logos and associated word marks), other than in the context of your College responsibilities. Any personal use of College resources must be in accordance with published limitations; should not incur any additional expense to the College; should not interfere with an employee's obligation to carry out College duties in a timely and effective manner; must in no way undermine official College business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote College sponsorship of personal ventures.

Employees must not misuse the College's equipment, such as its computer systems and electronic mail systems. This includes: (a) the unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind; (b) knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or pornographic, or are of a defamatory or threatening nature, or for any other purpose which is illegal; or (c) changing or altering in any way the format, style or layout of electronic mail, including, without limitation, signature blocks.

Employees should not expect any of their computer entries or messages left on the College's e-mail, instant messages or voice mail systems to be private. The College has the right to review them at any time. In addition, the College expressly reserves the right to access, intercept, review and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. However, a supervisor's decision cannot circumvent existing policies and procedures established by the College.

Computing Resources

The computing resources at the College support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to you as a member of the College community. The use of these services and facilities may allow employees to have access to valuable College resources, to sensitive data and to internal and external networks. Consequently, it is important for all employees to behave in a responsible, ethical and legal manner. Do not consider your electronic communication, storage or access to be private if it is created or stored on the College system.

Workplace Safety and Violence

The safety of people in the workplace is a primary concern of the College. The College will not tolerate violence by or against any of its employees. Violence in the workplace is defined by the College to include verbal and physical harassment, verbal and physical threats, intimidation, menacing reference to weapons, verbal confrontations and any other actions that may reasonably cause others to feel unsafe in the workplace. Employees are prohibited from bringing weapons to work, or onto any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises. Any acts or threats of violence should be reported immediately to Human Resources, Public Safety or the police.

Alcohol and Drug-Free Workplace

The College is committed to providing a safe and secure work environment for all employees, it prohibits the use, possession, distribution or sale of, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances while engaged in College employment, or a College educational program or activity, unless such possession is prescribed by a physician or otherwise permitted by law.

Gifts and Hospitality

Employees of the County College of Morris shall avoid any actual or potential conflict of interest associated with giving or receiving gifts, entertainment or hospitality. The occasional exchange of modest gifts and hospitality may be acceptable in the normal course of college business if it meets all applicable policy and procedure requirements. You are not permitted to accept or offer gifts, entertainment or hospitality to influence any official decision by or on behalf of the College, and/or, if it creates a perceived or actual conflict of interest, or violates laws and regulation

As a general rule, in your role as an employee of the college, the following Gifts are not acceptable; (i) cash, or cash equivalent; (ii) gifts prohibited by law; (iii) gifts that could be mistaken for bribes, kickbacks or special favors; (iv) services or other non-cash benefits (for example, the promise of favorable grading, academic standing, internship, employment or other unfair advantage); and (v) any gift of any value to any office, company, agency or organization that has any form of legal, regulatory, audit or other compliance oversight responsibilities for the College such as; the college's external auditing and accounting firm or insurance company. This prohibition does not include occasional and nominal meals and other appropriately approved business expenses incurred by these entities during the normal course of college business.

If employees are uncertain about a particular situation, they should contact the College's Human Resources Department. Note: gifts include merchandise, tickets to sporting, cultural or other events where the provider is not present.

Personal Relationships

As an employee of the County College of Morris it is always important to remain objective in your academic and business dealings. Personal relationships with someone you know inside or outside of work can create a conflict of interest or raise the appearance of a conflict. (See CCM [Policy 3.1002 Employee Code of Ethics](#), [Policy 3.1007 Nepotism Policy for the Board of Trustees and Employees of the County College of Morris](#).)

Academic Freedom

Faculty may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. In their role as a citizen, the faculty member has the same freedom as other citizens. They should be mindful, however, that in their extramural utterances they have an obligation to indicate that they are not a spokesperson for the college. (See [Policy 5.4001 Academic Freedom Policy](#))

Communicating Responsibility

Official statements related to the College shall only be made by the Chair of the Board of Trustees, the college president, or their designee. Be alert to situations where you may be perceived as representing or speaking on behalf of the County College of Morris. Know the limits on your authority to speak, sign, or otherwise act on behalf of our County College of Morris. If you are requested to or are intending to speak about official County College of Morris business in a public forum, publication or to the media, contact the Marketing and Public Relations Department for additional guidance.

The College respects the rights of employees to engage in personal, professional and political dialogue outside of work at the College. You must use sound judgment when making personal statements in public, including on your personal social media accounts about the County College of Morris. Also use care and professional conduct in internal communications and be responsible with your comments on intranet postings. Nothing in this Code of Conduct should be interpreted to prevent employees from engaging in activities that are protected under laws and regulations.

Raising Concerns and Reporting Misconduct

The College is committed to conducting its affairs in compliance with federal, state, and local laws, regulations and college policy. Employees may report actual or suspected conduct that they in good faith believe may violate the law, regulations, or College policy so that College may investigate and take appropriate action.

To make a report, individuals may contact their direct supervisor or other members of their management team. In addition, individuals may call the College Human Resources Department at 973-328-5039 or may complete and submit an “[Employee Complaint Form](#).” Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint.

College policy prohibits retaliation, harassment, intimidation, or discrimination against individuals who make reports of suspected wrongdoing in good faith. Any employee found to have retaliated against another employee who reported actual or suspected wrongful conduct shall be subject to appropriate disciplinary action up to and including termination. The making of false, frivolous, or bad faith reports in any form by an employee is contrary to the intent and spirit of this policy, and may subject the reporter to disciplinary action, up to and including termination of employment.

Responsibilities for College Employees to Report

All College employees are Mandatory Reporters: When an incident of sexual misconduct is disclosed to a faculty or staff member, they must report it to the Title IX Coordinator (VP of Human Resources) to ensure the safety of the reporting individual and the larger college campus. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence as defined by college policy.

All Mandatory Reporters must report sexual misconduct (either reported to them or observed by them) to the Title IX Coordinator within 24 hours. The College requires everyone in the campus community to report the suspected abuse of children (those under the age of 18) to the Title IX Coordinator.

Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Ethics for Employees, with instructions on how to access these Codes on the College's website.

March 23, 2021
Revised August 23, 2022

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or outside entity (including organizations in which you have a vested interest) is strictly prohibited. You may not use the County College of Morris name and/or visual identity (logos and associated word marks), other than in the context of your College responsibilities. Any personal use of College resources must be in accordance with published limitations; should not incur any additional expense to the College; should not interfere with an employee's obligation to carry out College duties in a timely and effective manner; must in no way undermine official College business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote College sponsorship of personal ventures.

Employees must not misuse the College's equipment, such as its computer systems and electronic mail systems. This includes: (a) the unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind; (b) knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or pornographic, or are of a defamatory or threatening nature, or for any other purpose which is illegal; or (c) changing or altering in any way the format, style or layout of electronic mail, including, without limitation, signature blocks.

Employees should not expect any of their computer entries or messages left on the College's e-mail, instant messages or voice mail systems to be private. The College has the right to review them at any time. In addition, the College expressly reserves the right to access, intercept, review and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. However, a supervisor's decision cannot circumvent existing policies and procedures established by the College.

Computing Resources

The computing resources at the College support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to you as a member of the College community. The use of these services and facilities may allow employees to have access to valuable College resources, to sensitive data and to internal and external networks. Consequently, it is important for all employees to behave in a responsible, ethical and legal manner. Do not consider your electronic communication, storage or access to be private if it is created or stored on the College system.

Workplace Safety and Violence

The safety of people in the workplace is a primary concern of the College. The College will not tolerate violence by or against any of its employees. Violence in the workplace is defined by the College to include verbal and physical harassment, verbal and physical threats, intimidation, menacing reference to weapons, verbal confrontations and any other actions that may reasonably cause others to feel unsafe in the workplace. Employees are prohibited from bringing weapons to work, or onto any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises. Any acts or threats of violence should be reported immediately to Human Resources, Public Safety or the police.

Alcohol and Drug-Free Workplace

The College is committed to providing a safe and secure work environment for all employees, it prohibits the use, possession, distribution or sale of, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances while engaged in College employment, or a College educational program or activity, unless such possession is prescribed by a physician or otherwise permitted by law.

Gifts and Hospitality

Employees of the County College of Morris shall avoid any actual or potential conflict of interest associated with giving or receiving gifts, entertainment or hospitality. The occasional exchange of modest gifts and hospitality may be acceptable in the normal course of college business if it meets all applicable policy and procedure requirements. You are not permitted to accept or offer gifts, entertainment or hospitality to influence any official decision by or on behalf of the College, and/or, if it creates a perceived or actual conflict of interest, or violates laws and regulation

As a general rule, in your role as an employee of the college, the following Gifts are not acceptable; (i) cash, or cash equivalent; (ii) gifts prohibited by law; (iii) gifts that could be mistaken for bribes, kickbacks or special favors; (iv) services or other non-cash benefits (for example, the promise of favorable grading, academic standing, internship, employment or other unfair advantage); and (v) any gift of any value to any office, company, agency or organization that has any form of legal, regulatory, audit or other compliance oversight responsibilities for the College such as; the college's external auditing and accounting firm or insurance company. This prohibition does not include occasional and nominal meals and other appropriately approved business expenses incurred by these entities during the normal course of college business.

If employees are uncertain about a particular situation, they should contact the College's Human Resources Department. Note: gifts include merchandise, tickets to sporting, cultural or other events where the provider is not present.

Personal Relationships

As an employee of the County College of Morris it is always important to remain objective in your academic and business dealings. Personal relationships with someone you know inside or outside of work can create a conflict of interest or raise the appearance of a conflict. (See CCM [Policy 3.1002 Employee Code of Ethics](#), [Policy 3.1007 Nepotism Policy for the Board of Trustees and Employees of the County College of Morris](#).)

Academic Freedom

Faculty may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. In their role as a citizen, the faculty member has the same freedom as other citizens. They should be mindful, however, that in their extramural utterances they have an obligation to indicate that they are not a spokesperson for the college. (See [Policy 5.4001 Academic Freedom Policy](#))

Communicating Responsibility

Official statements related to the College shall only be made by the Chair of the Board of Trustees, the college president, or their designee. Be alert to situations where you may be perceived as representing or speaking on behalf of the County College of Morris. Know the limits on your authority to speak, sign, or otherwise act on behalf of our County College of Morris. If you are requested to or are intending to speak about official County College of Morris business in a public forum, publication or to the media, contact the Marketing and Public Relations Department for additional guidance.

The College respects the rights of employees to engage in personal, professional and political dialogue outside of work at the College. You must use sound judgment when making personal statements in public, including on your personal social media accounts about the County College of Morris. Also use care and professional conduct in internal communications and be responsible with your comments on intranet postings. Nothing in this Code of Conduct should be interpreted to prevent employees from engaging in activities that are protected under laws and regulations.

Raising Concerns and Reporting Misconduct

The College is committed to conducting its affairs in compliance with federal, state, and local laws, regulations and college policy. Employees may report actual or suspected conduct that they in good faith believe may violate the law, regulations, or College policy so that College may investigate and take appropriate action.

To make a report, individuals may contact their direct supervisor or other members of their management team. In addition, individuals may call the College Human Resources Department at 973-328-5039 or may complete and submit an “[Employee Complaint Form](#).” Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint.

College policy prohibits retaliation, harassment, intimidation, or discrimination against individuals who make reports of suspected wrongdoing in good faith. Any employee found to have retaliated against another employee who reported actual or suspected wrongful conduct shall be subject to appropriate disciplinary action up to and including termination. The making of false, frivolous, or bad faith reports in any form by an employee is contrary to the intent and spirit of this policy, and may subject the reporter to disciplinary action, up to and including termination of employment.

Responsibilities for College Employees to Report

All College employees are Mandatory Reporters: When an incident of sexual misconduct is disclosed to a faculty or staff member, they must report it to the Title IX Coordinator (VP of Human Resources) to ensure the safety of the reporting individual and the larger college campus. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence as defined by college policy.

All Mandatory Reporters must report sexual misconduct (either reported to them or observed by them) to the Title IX Coordinator within 24 hours. The College requires everyone in the campus community to report the suspected abuse of children (those under the age of 18) to the Title IX Coordinator.

Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Ethics for Employees, with instructions on how to access these Codes on the College's website.

March 23, 2021
Revised August 23, 2022

The Americans with Disabilities Act of County College of Morris Employee Policy

POLICY STATEMENT

The County College of Morris is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). The College prohibits discrimination against any student*, employee or job applicant on the basis of physical or mental disability. The College will provide reasonable and appropriate accommodations to enable employees to participate in the life of the campus community. Employees with disabilities are responsible for reporting and supplying documentation verifying their disability as described below.

* Student disability information is contained within the Student Development Policies.

NOTIFICATION REQUIREMENTS AND SERVICE CRITERIA

Self-Disclosure: All employees seeking accommodation under section 504 of the Rehabilitation Act of 1973 et. Seq. or the Americans with Disabilities Act must self-identify with the Human Resources Department. For accommodations, a request must be submitted to the Vice President of Human Resources/ADA Officer.

Documentation: It is the responsibility of employees to submit documentation of physical, medical, emotional or learning disabilities from qualified and licensed medical or testing personnel. Documentation of disability must be provided by a doctor or other medical professional with training and expertise related to the particular medical condition identified. The diagnostic report must be submitted on official letterhead with name(s), title(s), professional credentials, address, and telephone/number of the person providing the documentation. All reports must be signed and dated. Expenses incurred in obtaining the professional verification are the individual's responsibility. Documentation should be forwarded to the Human Resources Department, Henderson Hall Room 106, to the attention of the Vice President of Human Resources/ADA Officer.

REASONABLE ACCOMMODATION

County College of Morris has adopted the following as established by the U.S. Equal Employment Opportunity Commission:

A qualified employee or job applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;

- Acquiring or modifying equipment or devices, modifying physical examinations, training materials, or policies.

The College is required to make an accommodation to the known disability of a qualified job applicant or employee if it would not impose an “undue hardship” on the operation of the College. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the size, financial resources and the nature and structure of the College’s operation.

The College is not required to lower quality or operational standards to make an accommodation, nor is the College obligated to provide personal use items such as glasses or hearing aids.

Job applicants may not be asked about the existence, nature or severity of a disability. Job applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned contingent on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with the academic and operational needs of the College.

Employees covered under this policy should refer to the County College of Morris ADA Procedure for instructions on how to request an accommodation; and to the County College of Morris Non-Discrimination Policy for information on reporting and investigating complaints of discrimination.

Code of Ethics for County College of Morris Employees

1. Application

This code of ethics is applicable to employees paid from Federal, State or County funds and who are employed by the County College of Morris.

2. Definitions

When used in this code of ethics, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the board of trustees of the College.

"College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

"Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis.

Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

1. A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.
2. A clinical or professional practice (for example, in clinical psychology or law.)
3. Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.
4. Operation or management of, or employment in any business enterprise.

"Employee" means any person compensated for full or part time employment services rendered to the College.

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Revised June 21, 2006

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Revised November 15, 2017

"Immediate family member" means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

"Senior Management" is defined as the President, Vice President of Academic Affairs, Vice President for Business and Finance, Vice President of Student Development and Enrollment Management, Vice President of Institutional Effectiveness/Chief Information Officer, Vice President of Human Resources and Labor Relations, Associate Vice President of Workforce Development, and Executive Director of the County College of Morris Foundation.

3. Standards of Ethics

- (a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- (b) No employee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- (d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- (e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.

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- (f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.
- (g) No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.
- (h) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- (i) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.
- (j) The primary work obligation of a full-time employee of the College is to the College. No full-time employee of the College shall engage in continuing outside employment unless the College first determines that the continuing outside employment does not:
 1. constitute a conflict of interest;
 2. occur at a time when the employee is expected to perform his or her assigned duties;
 3. diminish the employee's efficiency in performing his or her primary work obligation at the College.

All continuing outside employment of a full-time employee of the College during the regular work year must have the prior and continuing written approval of the President of the College or his/her designee. Where approval is sought for continuing outside part-time employment at another public institution or agency, the approval of the College may be conditioned upon an agreement to apportion the employee's full-time salary between the public employers.

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4. Permissible Outside Employment

- (a) This code of ethics shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
- (b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided the same is reported as required by section 5 of this code of ethics.

5. Reporting continuing outside employment

- (a) A full-time employee of the College shall annually report in writing all continuing outside employment as defined in Section 2 to the Vice President of the division of the College in which the employee serves or his/her designee. In advance of undertaking continuing outside employment, a full-time employee shall report the intention and seek approval from the President of the College or his/her designee. For all continuing outside employment for which approval has previously been obtained, the employee shall file a status report with the approval officer (e.g. Dean, Supervisor) at the beginning of each succeeding fiscal year during which he or she intends to continue the outside employment. Any changes in outside employment status should be updated as the situation may require.
- (b) Reporting of continuing outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the approval officer (e.g. Dean, Supervisor) to determine the times when the employee intends to engage in continuing outside employment, and that if permitted, the outside employment will not:
 - (i) constitute a conflict of interest;
 - (ii) occur at a time when the employee is expected to perform his or her primary work obligation at the College;
 - (iii) diminish the employee's efficiency in performing his or her primary work obligation at the College;
- (c) The reporting form shall contain the following:
 - (i) Name of full-time employee;
 - (ii) The dates and hours the planned continuing outside employment will be performed;

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- (iii) Name and address of outside employer;
- (iv) Type of work to be performed; and
- (v) Licenses or other governmental authorization necessary to perform the planned continuing outside employment.

6. Senior Management

Senior Management shall promptly report to the Board Audit Committee any suspected ethical violations or financial irregularities.

A member of Senior Management shall refrain from administering any compensation incentive program in which the manager is a participant.

Senior Managers shall not tamper with College records or otherwise impede an official inquiry.

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Revised June 21, 2006
Revised November 15, 2006
Revised August 18, 2010
Revised November 15, 2017

Data Security Policy

I. POLICY

Institutional data is information that supports the mission of County College of Morris. It is a vital asset and is owned by the College. Institutional data is considered essential, and its quality and security must be ensured to comply with legal, regulatory, and administrative requirements. Authorization to access institutional data varies according to its sensitivity (the need for care or caution in handling). This administrative policy sets forth the college's standards with regard to the handling and safeguarding of institutional data.

II. PURPOSE

To establish policy for the safeguarding of restricted and sensitive data relating to students and CCM personnel that is created, received, maintained or transmitted by the College. This policy is intended to ensure that the information is uniformly used and disclosed in accordance with all college policies and applicable state and federal laws. A combination of physical security, personnel security, and system security mechanisms are used to achieve this standard.

III. DEFINITIONS

- A. Archiving/Storage: The act of physically or electronically moving inactive or other records to a storage location until the record retention requirements are met or until the records are needed again.
- B. Institutional Data: Institutional data is information that supports the mission of County College of Morris. It is a vital asset and is owned by the College. Institutional Data will be protected from deliberate, unintentional or unauthorized alteration, destruction, and/or inappropriate disclosure or use in accordance with established institutional policies and practices. Sensitive Data as defined in this section is a subset of Institutional Data.
- C. Authorized User: Individuals who have been granted access to specific information assets in the performance of their assigned duties are considered Authorized Users ("Users"). Users include, but are not limited to faculty and staff members, trainees, students, vendors, volunteers, contractors, or other affiliates of the college.
- D. Electronic Media: All media on which electronic data can be stored, including, but not limited to: hard drives, magnetic tapes, diskettes, CDs, DVDs and USB storage devices.
- E. Electronic Messaging: A set of communication processes used to relay information among the users of computers. Electronic Messages take many forms. Examples: Electronic Mail (Email), FTP, cell phones, Instant Messaging and internet chat.
- F. Restricted Data: Data whose access is restricted by federal or state statute (i.e. HIPAA, FERPA). For purposes of this policy, restricted data is a subset of sensitive data.
- G. Sensitive Data: Data, regardless of its physical form or characteristics, with the highest level of protection including, but not limited to, data protected by law, data protected by legal contracts, or security-related data. It also includes data that is not open to public examination. Examples include: passwords, intellectual property, on-going legal investigations, medical or grades

information protected by FERPA or HIPAA, social security numbers, birth dates, professional research, student work, bank or credit card account numbers, income and credit history.

IV. DATA COLLECTION

- A. Users should collect only the minimum necessary institutional/sensitive information required to perform college business.
- B. Department heads must ensure that all decisions regarding the collection and use of institutional data are in compliance with the law and with college policy and procedure.

V. DATA ACCESS

- A. Only authorized users may access, or attempt to access, sensitive information.
- B. Authorization for access to sensitive data must be authorized by the department head, and is typically granted in conjunction with an acknowledgement or authorization from the requestor's department head, supervisor, or other official authority.
- C. Where access to sensitive data has been authorized, use of such data shall be limited to the purpose required to perform college business.
- D. Users will respect the confidentiality and privacy of individuals whose records they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.
- E. Notification of a user's termination or removal of authorized access to sensitive information must be conveyed immediately to the CCM Information Systems department.

VI. DATA HANDLING AND DATA TRANSFER

- A. Sensitive information must not be transferred by any method to persons who are not authorized to access that information. Users must ensure that adequate security measures are in place at each destination when sensitive data is transferred from one location to another.
- B. Sensitive data must be protected from unintended access by unauthorized users. Users must guard against unauthorized viewing of such information which is displayed on the user's computer screen. Users must not leave sensitive information unattended and accessible.
- C. Sensitive information must not be taken off campus unless the user is authorized to do so, and only if encryption or other approved security precautions have been applied to protect that information.
- D. Sensitive data should not be transmitted through electronic messaging even to other authorized users unless security methods, such as encryption, are employed.
- E. Physical protection from theft, loss, or damage must be utilized for mobile devices that can be easily moved such as a PDA, thumb drive or laptop.

VII. STORAGE OF SENSITIVE DATA

- A. Physical protection must be employed for all devices storing sensitive data. This shall include physical access controls that limit physical access and viewing, if open to public view. When not directly in use, office, lab, and suite doors must be

- locked and any easily transportable devices should be secured in locked cabinets or drawers.
- B. Users of laptop and other mobile computing devices need to be particularly vigilant and take appropriate steps to ensure the physical security of mobile devices at all times, but particularly when traveling or working away from the College.
 - C. Information Systems managed servers storing confidential information shall be regularly scanned for vulnerabilities, patched, and backed up.
 - D. Systems (hardware and software) designed to store and transfer confidential records require enhanced security protections and must be closely monitored.
 - E. It is strongly recommended that institutional data not be stored on PCs or other systems in offices or laboratories. Institutional data (including word documents, spreadsheets and Access databases) that is created on a PC or similar system should be stored on a network drive hosted on a Information Systems managed server.
 - F. Electronic media storing restricted/sensitive data must be protected by password security. To the extent possible, these devices must employ encryption methods.

VIII. DATA RETENTION AND DISPOSAL

- A. **Retention of Records Containing Restricted and Sensitive Data:** A “schedule” describing the records and the official retention period is required by the State of New Jersey for each type of record created or maintained by a public institution. The County College of Morris uses the following guidelines and statutory procedures for records retention.
 - 1. State of New Jersey “County Community Colleges General Records Retention Disposition Schedule”.
 - 2. New Jersey Permanent Statute Title 47 (Public Record Law).
- B. **Archiving:** Institutional records, including sensitive information records, which are no longer being used for active college business, are to be archived until retention requirements have been met.
 - 1. Departments determine the criteria for inactive record status in their areas, based upon need for the records, available storage space, and public law.
 - 2. All inactive records are to be sent to the Records Management Department for storage in the College Records Archive until their legal retention requirements have been met in a controlled environment protected against unauthorized access, damage, and loss.
 - 3. Only primary (original records) are to be archived. Duplicates (copies) of records should be destroyed.
- C. **Records Disposal:** The proper destruction of public records is essential. All official public records shall be destroyed once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, imaged or are electronic. No records that are currently involved in, or have open investigations, audits, or litigation pending shall be destroyed or otherwise discarded.
 - 1. The destruction of all official college records is coordinated through the Records Management Department. No individual employee of the College shall destroy, purge or discard any official college public record.
 - 2. The authorized methods of destruction for non-electronic records are burning where authorized or shredding. The authorized methods of

destruction for electronic records are wiping utilizing the US Department of Defense standard for cleaning and sanitizing electronic media, DOD 5220.22M, or physical destruction of the electronic media

IX. RESPONSIBILITY

- A. **Supervisory Personnel:** Every County College of Morris employee who has supervisory responsibilities and whose job responsibilities include the maintenance of or use of sensitive data is responsible for implementing and ensuring compliance with this policy and initiating corrective action if needed. In implementing this policy, each supervisor is responsible for the following:
- Communicating this policy to personnel under their supervision.
 - Ensuring that appropriate security practices, consistent with the data handling requirements in this policy are used to protect institutional data.
 - Providing education and training in data management principles to employees under their supervision.
- B. User **Responsibilities:** Users who are authorized to obtain institutional data must ensure that it is protected to the extent required by law or policy after they obtain it. All data users are expected to:
- Access institutional/sensitive data only in their conduct of college business.
 - Request only the minimum necessary confidential/sensitive information necessary to perform college business
 - Respect the confidentiality and privacy of individuals whose records they may access.
 - Observe any ethical restrictions that apply to data to which they have access.
 - Know and abide by applicable laws or policies with respect to access, use, or disclosure of information.

X. COMPLIANCE

Compliance with this data protection policy is the responsibility of all members of the County College of Morris community. Violations of this policy are dealt with seriously and include sanctions up to and including termination of employment. Users suspected of violating these policies may be temporarily denied access to CCM's information technology resources during investigation of an alleged abuse. Violations may also be subject to prosecution by state and federal authorities.

Policy Governing Use of Information Technology

Section 1: Purpose and Scope of Policy

County College of Morris has committed substantial financial resources to assure that students and other members of the college community have adequate access to computers, other technological equipment, and database information and other information technology resources, for purposes related to academic study, official College business and authorized College activities. It is essential that adequate access to information technology resources be maintained on a priority basis for students and members of the College community for these purposes.

Students and members of the college community and others engaged in academic study and instruction, official college business or authorized College activities are extended the privilege of access to unassigned computers, other technological equipment, and database information provided by County College of Morris. For users of information technology resources, accompanying this privilege are certain responsibilities. Accordingly, the granting of access to information technology resources is conditioned upon user compliance with this policy. Given both the volatile nature of the technologies employed and the demand that users make of these resources, determining acceptable use is a dynamic and iterative process. The intent of this policy is to make clear certain cases that are consistent or inconsistent with the appropriate use of information technology resources, not to completely enumerate all such possible uses.

Section 2: Priority Use and Restricted Use.

Priority use of information technology resources in classrooms, laboratories, the Learning Resource Center and other general use computing facilities on campus shall be for academic and instructional purposes. The College, by appropriate notice postings, will designate that use of certain computers and technological equipment is restricted to specific applications. Recreational use of computers is restricted to equipment designated for open access use located in facilities other than classrooms; and laboratories.

Section 3: Guidelines for Use of Information Technology Resources.

- As a public institution, CCM is obligated to maintain public records; any data residing on the college network or any college equipment could be considered discoverable.
- Any communication that originates from, or is delivered to, CCM could be considered as part of the public record.
- No user has a privacy interest in the use of any of the college's information technology resources, such as email, voice mail, etc. Information stored or maintained on the college's information technology resources electronically or by sound-recording or in a similar device may be subject to e-discovery and public records disclosure requests unless excluded from the definition of "Government Record" under the New Jersey Open

Public Records Act (N.J.S. 47:1A-1.1). Additionally, such materials may be used by the College for disciplinary or legal purposes.

Section 4: Prohibited Uses.

The College prohibits use of its resources, regardless of medium for any illegal activities and for activities that place or threaten to place people or equipment at risk of harm. The College at any time may make determinations that particular uses are not consistent with the purposes of the College's information technology resources. In addition, prohibited use of information technology includes, but is not limited to, the following:

HARDWARE

- Intentional destruction of or damage to equipment, software, or data;
- Violation of system securities;
- Logging in from a second location while still logged in from a first location;
- Eating or drinking in and around public computing facilities.

SOFTWARE

- Violation of computer software license agreements;
- Unauthorized use of computer accounts or access codes;
- Intentionally seeking information on, obtaining copies of, or modifying files belonging to other users;
- Use of or sharing passwords belonging to other users;
- Use of information technology resources for private business purposes without prior approval from appropriate personnel on campus.

INTERNET USE

- Academic dishonesty (plagiarism, cheating, etc.);
- Unauthorized copying of copyrighted material;
- Libeling, slandering, or deliberately harassing or threatening harassment of other users;
- Sending forged e-mail, spam, or other communications that may interfere with system efficiency;
- Propagation of computer worms and viruses or using the network to make unauthorized entry to any other machine accessible via the network.

Section 5: Violation of Policy.

Any alleged violations of this policy will be reviewed on a case-by-case basis. Violations of this policy may result in action, such as the loss of electronic mail privileges, loss of college-owned computer access, loss of network privileges, and/or referral to appropriate College or legal authorities.

Policy Prohibiting Discrimination

A. Policy Statement

County College of Morris (“the College”) is committed to maintaining a fair and respectful academic and work environment for students and employees. To that end, and in accordance with federal and state law and policy of the Board of Trustees, the College (i) prohibits discrimination or harassment based upon the following protected characteristics: race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, religion, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, military service in the Armed Forces of the United States, or refusal to provide genetic information (“Protected Characteristics”), (ii) prohibits employment, educational or admissions practices or procedures that treat individuals less favorably based upon any of these Protected Characteristics.

B. Policy Application

Discriminatory conduct prohibited under this Policy applies to conduct of employees, students, visitors, vendors or contractors occurring on the College’s campus, and to all programs and activities sponsored by the College, including those off-campus.

Discrimination prohibited under this Policy includes a decision or action relating to an individual’s employment, academic enrollment, education or participation in the College’s programs and activities that treats an individual less favorably based on a Protected Characteristic referred to above.

Discriminatory Harassment is defined as verbal, physical, visual and communication-based, or other conduct that demeans or shows hostility, or aversion, toward a person because of a Protected Characteristic when such conduct has the purpose or effect of unreasonably interfering with or limiting the individual’s:

- work environment (e.g. hiring, advancement, assignment);
- educational environment (e.g. admission, academic standing, grades, assignments);
- participation in or benefit from a college program or activity.

Examples, not exhaustive, of discriminatory harassment include:

- Calling an individual an unwanted nickname that refers to one or more of the Protected Characteristics, or telling derogatory jokes pertaining to one or more Protected Characteristics;
- Using derogatory references to any of the Protected Characteristics in any communication;
- Displaying or distributing material (including electronic communications) in the workplace that contains derogatory or demeaning language or images pertaining to one or more Protected Characteristics.

Note: Allegations of sexual harassment are addressed under the College's "Policy Prohibiting Sexual Harassment." Copies of the "Policy Prohibiting Sexual Harassment" can be obtained from the offices of Human Resources, and Student Development and Enrollment Management, or accessed on the College website under Board Policies.

C. Purpose and Scope of Complaint Procedure

The complaint procedure is intended to provide a fair and prompt determination about whether the Policy has been violated.

While in most cases the complainant will be the victim of the alleged discrimination or harassment, the College reserves the right to initiate investigative and enforcement proceedings against an individual after receiving credible information that the individual may have violated the Policy.

In determining whether an alleged incident constitutes discrimination or harassment, the totality of the circumstances will be considered, including the nature of the incident as well as the context in which the alleged incidents occurred. If discrimination or harassment is found to have occurred, any record of previous incidents by the respondent will be considered in determining the sanctions or discipline to be imposed.

This procedure is not intended to impair or limit the rights of an individual to pursue a remedy available under state or federal law, or through other internal administratively guaranteed processes such as collective bargaining agreement grievance procedures or the student judiciary system. A complainant may simultaneously file a complaint through one of the internal processes and with an external agency to meet state or federal agency deadlines. If a complainant seeks relief from an outside administrative agency or judicial authority, the College reserves the right to defer the internal process if it appears that disposition of the complaint under such outside proceeding will or has appropriately responded to the alleged discrimination or harassment.

This Policy is not meant to address differences in opinion regarding valid employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, transfers or reassignments or termination or layoff because of lack of work or position elimination that arise out of legitimate operational and educational concerns and criteria. Nor is the Policy intended to address behaviors that do not constitute discrimination or discriminatory harassment as defined in the Policy. Offensive workplace behavior or personnel conflicts that do not violate this non-discrimination policy should be addressed to the appropriate supervisor or the Human Resources Office.

D. Retaliation

Retaliation against an individual who alleges to be the victim of discrimination or harassment, or provides information in the course of an investigation into claims of discrimination or harassment prohibited under this Policy, or who testifies in any proceeding under this Policy, or who opposes a discriminatory practice, is prohibited by the Policy. Retaliation in any form is

prohibited whether or not the complainant prevails in the original case. No agent of the College may harass, coerce, intimidate or discriminate against an individual because the individual has filed a complaint or participated in a complaint resolution process under this Policy. If this happens, a separate complaint may be filed alleging retaliation or intimidation. The imposition of misconduct discipline that is not based upon a Protected Characteristic does not constitute harassment or retaliation under this Policy.

E. False Accusations and Information

An individual who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint may be subjected to administrative and/or disciplinary action. Complaints made in good faith and based upon credible information, however, even if found to be unsubstantiated, shall not be considered a false accusation.

F. Filing a Complaint

Any person who believes they have been subjected to discrimination or harassment in violation of the Policy is encouraged to contact the College Affirmative Action/Equal Opportunity (AA/EO) Officer who is the Vice President of Human Resources and Labor Relations, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869, 973-328-5037, or designee.

Complaints may be submitted orally in person or in writing in accordance with the timelines listed below. The AA/EO Officer will advise complainants about the complaint process. When appropriate, the AA/EO Officer may also recommend counseling or other support services to provide assistance to the complainant. The AA/EO Officer will maintain a record of all complaints received, determinations made and actions taken.

The College reserves the right to investigate and resolve a complaint or report of discrimination or harassment regardless of whether the complainant pursues the complaint. In such cases, the respondent shall be informed of the status of the investigation at reasonable times until the College's final disposition of the complaint, and will be given the opportunity to respond to the substance of the complaint as otherwise outlined in this policy.

Timeliness: Complainants are encouraged to submit a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. However, the College is aware that this is not always possible. Therefore, the College strongly encourages individuals who believe they have been discriminated against or harassed to file a complaint to the appropriate office within 90 calendar days following an incident. If the complainant can show good cause to do so, the AA/EO Officer may waive this timeline. This waiver should normally not exceed 120 calendar days from the date of the alleged discrimination or harassment.

Privacy: All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, privacy shall be maintained throughout the investigatory process.

Complainants will be advised that it is usually necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interest of all concerned. Failure to comply with this directive may result in administrative and/or disciplinary action.

While the College will make every reasonable effort to honor a request for privacy or anonymity of the person reporting discrimination or harassment, the College is required to investigate and take remedial action in any situation where there is a reasonable basis to believe that violations of the Policy has occurred or is occurring. The discharge of these College obligations usually requires disclosure to the accused person of the identity of the person reporting the discrimination or harassment.

Confidential Resources

Community-based private counselors, Employee Assistance Counselors and members of the clergy (“Community-Based Private Counselor”) have a higher level of legally protected confidentiality than representatives of the College who have direct responsibility for identifying, investigating and eradicating discrimination. The confidentiality afforded to students by a County College of Morris counselor for the student population (hereafter referred to as a “campus counselor”) is limited by the campus counselor’s institutional responsibility to assure the safety and wellbeing of other students and members of the College community as described in the “Statement of Confidentiality” provided to students who consult a campus counselor. Anyone wishing to speak privately with a Community-Based Private Counselor about discrimination before reporting an incident to the College may contact a Community-Based Private Counselor. Referrals to such counseling are available as follows:

1. Students: Any student wishing to speak privately about concerns about possible discrimination or harassment may consult a campus counselor for referral to Community-Based Private Counseling services. In addition to providing referrals to Community-Based Private Counseling services, the campus counselor shall provide the student with a copy of this Policy.
2. Employees: Any full time employee wishing to speak privately about concerns of discrimination or harassment may do so through the Employee Assistance Program by contacting RWJ Barnabas Health One Source at 1-800-300-0628 and identifying themselves as an employee of the College.

Discussions with a campus counselor or a Community Based Private Counselor are not substitutes for reporting incidents of discrimination or harassment to the College. All members of the College community are encouraged to report suspected incidents of discrimination or harassment to the College so that corrective action can be taken.

Employees who wish to report an observed discrimination or harassment act anonymously may utilize the College’s “Confidential Witness Report Form” located on the College website under Public Safety. The information reported remains confidential except for disclosures necessary to

ensure the safety of the College community. Public Safety will forward the information to the AA/EO Officer for further action.

Reporting Responsibility: All College employees, with the exception of employees designated as Confidential Resources, are required to report to the AA/EO Officer any discrimination or harassment experienced and/or observed. Sexual harassment is to be reported to the Title IX Coordinator as designated in the College's "Policy Prohibiting Sexual Harassment." Criminal activities or health or safety risks are to be immediately reported to local police (911) or CCM Public Safety at 973-328-5550.

G. Investigation of Complaint

Complaints against employees or non-College community member: For complaints alleging that a College employee or non-College community member violated the Policy, the AA/EO Officer shall appoint a trained investigator from the Department of Human Resources or shall appoint an independent outside professional to conduct the investigation. If the respondent is not a College employee or student and the College does not have the authority over the conduct, the College will provide the complainant assistance in contacting local law enforcement and community resources.

Complaints against students: For complaints alleging that a student violated the Policy, (whether filed by an employee, a student, or a third party on campus) the AA/EO Officer shall appoint a trained investigator from the Office of Student Development & Enrollment Management.

Scope of Investigation – The investigator assigned to a complaint shall notify the respondent that a complaint has been filed against them and inform the respondent of the nature of the complaint. If a written complaint has been filed, the investigator shall provide a copy of the complaint to the respondent and the respondent will be afforded fourteen (14) business days in which to provide a signed, written response to the accusations. A copy of the respondent's response, if any, will be provided to the complainant.

Investigation of all complaints shall include interviews of the complainant, the respondent, witnesses and other persons who may have knowledge of the alleged incidents. The investigator is authorized to contact any and all College personnel who may have information relevant to the complaint. The investigator shall have access to all relevant records of the College, except as may otherwise be provided by statute or law. Both the complainant and respondent have the right to have the presence of one support person present during investigation meetings.

Time for completion of investigation – All investigations shall be conducted expeditiously and normally shall be completed within twenty (20) business days after receipt of the complaint, except where the complainant agrees that a longer period of time would be appropriate or where extenuating or unusual circumstances make this timeframe impossible. Days when the College has scheduled a recess shall not be counted.

H. Interim Measures

If appropriate, the College may impose interim measures prior to or during the investigation and may modify the measures as more information becomes available. Interim measures may either be remedial or protective and may include changes to class or work assignments or transportation arrangements.

I. Determination and Resolution of Complaint

The investigator shall be responsible for investigating the complaint of an alleged violation of the Policy. If the investigator determines that there is insufficient evidence to support the allegations, the investigator will prepare a preliminary written report of the investigation so stating and provide copies of the report to both the complainant and the respondent. The complainant and respondent will have five (5) business days to return any written comments or additional evidence to the investigator. The investigator's final written report will then be forwarded to the AA/EO Officer, who will determine if the file should be marked closed.

If the investigator's preliminary report determines that violations have occurred, copies of the preliminary report will be provided to both the complainant and the respondent who will have five (5) business days to return any written comments or additional evidence. The investigator's final written report will then be forwarded to the AA/EO Officer, who, as the facts of the case warrants:

1. May attempt to mediate a resolution of the complaint agreeable to both parties. Such resolution, at a minimum, must protect the complainant from further discrimination, harassment or retaliation. Where the parties agree to a resolution of the complaint, the agreement shall be reduced to writing, signed by both parties and sent to the designated College Vice President or Executive Director; or
2. Will prepare a final written report of the investigation, including recommended remedial measures and whether discipline is warranted. Copies of the final report shall be provided to the complainant and the respondent and the report will be sent to the designated College Vice President or Executive Director.

J. Enforcement of Mediated Agreements and Implementation of Investigator's Recommendations

Where a mediated agreement has been signed by both parties, the designated College Vice President or Executive Director shall be responsible for ensuring that the terms of the agreement are implemented. In the case of a written report and recommendations, the College Vice President or Executive Director shall review the written report promptly and decide whether to implement the remedial recommendations and what discipline, if any, shall be imposed. Both the respondent and the complainant shall be notified in writing of the decision by the designated College Vice President or Executive Director.

Student Respondents – Where a respondent is a student, the AA/EO Officer's report and recommendations or the mediated agreement shall be forwarded to the Vice President of Student Development and Enrollment Management.

Other College Personnel – Where the respondent is an employee of the College, the AA/EO Officer shall forward the report and recommendations or the mediated agreement to the Vice President or Executive Director of the College Division to which the employee is assigned.

K. Appeal Procedures

Complainant – A complainant who is dissatisfied with the disposition of the complaint by the designated Vice President or Executive Director may file a written appeal with the President of the College. The appeal must state the reasons(s) for the complainant's dissatisfaction with the decision of the designated Vice President or Executive Director, and the appeal must be signed by the complainant. This appeal must be filed within ten (10) business days of the complainant's receipt of the decision being appealed.

Respondent – A respondent may appeal the decision of the designated Vice President or Executive Director under one of the following procedures:

1. A respondent covered by one of the bargaining unit agreements at the College who is dissatisfied with the disciplinary decision may appeal the decision under the appropriate bargaining unit agreement grievance procedure.
2. A respondent who is a student, or an employee not covered by one of the bargaining unit agreements at the College may appeal the decision, in writing, to the President of the College. The appeal must state the reason(s) for the respondent's dissatisfaction with the decision and the appeal must be signed by the respondent. Appeals must be filed within ten (10) business days of the respondent's receipt of the decision being appealed.

L. Education and Prevention

The College will provide educational programs regarding the Policy as well as awareness and prevention training programs to College employees on a regular basis. New College employees will complete non-discrimination education programs upon initial hire, and students will be informed of the Policy and reporting procedures during new student orientation.

Policy Prohibiting Sexual Harassment

SECTION I

Legal Authority: Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the New Jersey Law Against Discrimination.

SECTION II

Policy Statement: The County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty and staff, that is not only responsible, but supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. Students and College personnel are required to maintain an environment which allows all students and all College employees to enjoy the full benefits of their learning experience or work. The use of implicit or explicit coercive sexual behavior to control, influence or affect the performance or status of an individual is prohibited.

SECTION III

Definitions: Sexual harassment is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or
- b. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive working/learning environment.

SECTION IV

Examples of Sexual Harassment:

Sexual harassment may include, but is not limited to, the following examples of conduct:

- (a) sexual propositions;
- (b) use of authority to coerce or induce sexual favors;
- (c) sexual innuendo;
- (d) sexually suggestive comments;
- (e) sexually oriented "kidding" or "teasing," practical jokes or jokes about gender-specific traits;.

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- (f) sexually explicit language or gestures;
- (g) display of sexually suggestive or explicit printed or visual material which is not an integral part of an authorized course of study or authorized art exhibit;
- (h) sexually suggestive physical contact with another person's body, such as patting, pinching or brushing against, that is unwelcome and intentional.

Section V

Reporting Sexual Harassment: The College has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the College community who believes he or she has been subject to conduct that violates this policy should follow the "Procedures for Reporting and Investigating a Sexual Harassment Complaint." Copies of this procedure are available from the office of the Vice President of Human Resources & Labor Relations, any academic dean, or the campus counseling service for the student population. A summary of the procedures is incorporated in the "Student Activities Calendar/Handbook." Copies of the procedure are also available on the CCM website.

Section VI

Confidentiality: The confidentiality of all parties involved in a sexual harassment charge shall be protected insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct when brought to the College's attention, and the ability of the College to take corrective action consistent with rights of due process.

Section VII

Prohibition Against Retaliation: Retaliation in any form against any person who complains of sexual harassment or who assists in the investigation of such complaints is expressly prohibited. A charge of retaliation may be raised at any step of the complaint procedure or may form the basis of a new complaint. Retaliation may be the basis for discipline even though the complaint of sexual harassment has been dismissed.

Section VIII

False Charges: Complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the appropriate College procedures. However, persons found to have made intentionally dishonest charges or to have acted without regard for truth will be subject to disciplinary action.

Section IX

Subordinate Relationships: Romantic and sexual relationships between professional staff and students and between supervisors and those they supervise pose significant risks of sexual harassment charges. The powers professional staff exercise in evaluating students' work, awarding grades, providing recommendations, granting and denying privileges,

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providing counseling, providing financial assistance and imposing discipline constrain a student's actual freedom to choose whether to enter into or to end a romantic or sexual relationship with professional staff. An employee, likewise, may not feel fully free to reject or end a romantic or sexual relationship with his or her supervisor. The existence of such power differentials creates a presumption against a consensual relationship and therefore a heightened risk of being found guilty of sexual harassment. In internal proceedings, the College will be unsympathetic to a defense based on consent when the facts establish that the accused had the power to affect the complainant's academic or employment status or future prospects.

Section X

Responsibilities: All members of the College community are responsible for ensuring that their conduct does not violate this policy. This same responsibility extends to employees of third parties doing business with the College or on College premises and to campus visitors.

College administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If administrators or supervisors know sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must report the matter immediately to the Dean of Student Development where a student is involved, or the Vice President or Associate Director of Human Resources & Labor Relations where other campus personnel are involved, even if (1) the person subjected to harassment indicates that he or she does not intend to file a complaint or (2) the problem or alleged problem is not within their area of oversight.

Professional staff must be familiar with the College's "Procedures for Reporting and Investigating a Sexual Harassment Complaint" so that they can direct individuals with inquiries or complaints to the appropriate college administrator or supervisor.

Section XI

Yearly Reports: The Vice President of Human Resources & Labor Relations and the Vice President of Student Development and Enrollment Management, jointly, shall provide a yearly report to the Office of the President including findings and conclusions drawn from a review of documents pertaining to sexual harassment complaints on a campus-wide basis. Consistent with Section VI (Confidentiality), the yearly report shall not contain the names of any parties involved in complaints filed pursuant to the College's "Procedures for Reporting and Investigating a Sexual Harassment Complaint."

Section XII

Education and Training: In order to assist campus personnel in identifying inappropriate behavior, appropriately handling complaints, and implementing remedial actions, if necessary, the Department of Human Resources will design and implement a program of

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education directed at identifying and preventing sexual harassment. Training will be conducted on a regular basis to ensure that supervisors and professional staff are familiar with this Policy and the College's "Procedures for Reporting and Investigating a Sexual Harassment Complaint."

Section XIII

Enforcement: Any student, faculty member, staff or administrative employee determined to have engaged in conduct that violates this policy will be subject to appropriate disciplinary sanctions.

County College of Morris
Procedures for Reporting and Investigating
A Sexual Harassment Complaint

I. Information and Assistance Regarding Sexual Harassment:

- A. College Representatives: Any person who believes that he/she was subjected to sexual harassment, as defined in the “Policy Prohibiting Sexual Harassment,” is encouraged to contact one of the following individuals for information or assistance:
1. Students: Students may contact any academic dean, the Dean of Student Development, whose office is in the Student Center, Room 118 or the Coordinator of Health Services, whose office is in Cohen Hall, Room CH 266.
 2. Other College Personnel: All other college personnel may contact either the Vice President of Human Resources and Labor Relations or the Associate Director of Human Resources, both of whom have offices in Henderson Hall, Room 106. If the alleged offender is either of these individuals, the person seeking information or assistance may contact the President of the College who will identify a substitute official from whom information and assistance may be obtained.
- B. Confidentiality: The College has an affirmative obligation to eliminate sexual harassment on campus. While the College will make every reasonable effort to honor a request for confidentiality or anonymity of the person reporting sexual harassment, the College is required to investigate and take remedial action in any situation where there is a reasonable basis for believing that sexual harassment has occurred or is occurring.
- C. Confidential Counseling: Community-based private counselors, Employee Assistance counselors and members of the clergy have a higher level of legally protected confidentiality than representatives of the College who have direct responsibility for identifying, investigating and eradicating sexual harassment. The confidentiality afforded to students by a County College of Morris counselor for the student population (hereafter referred to as a “campus counselor”) is limited by the counselor’s institutional responsibility to assure the safety and well being of other students and members of the College community as described in the “Statement of Confidentiality” provided to students who consult campus counselors. Anyone wishing to speak privately about sexual harassment before reporting an incident to the College may contact a private counselor or member of the clergy. Referrals to such counseling are available as follows:
1. Students: Any student wishing to speak privately about sexual harassment may consult a campus counselor for referral to community-based private

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counseling services. In addition to providing referrals to private counseling services, the campus counselor shall provide the student with a copy of both the College's "Policy Prohibiting Sexual Harassment" and these Procedures.

2. Employees: Any employee wishing to speak privately about sexual harassment may do so through the Employee Assistance Program by contacting Barnabas Health at 1-800-300-0628 and identifying himself or herself as an employee of the College. The Employee Assistance Counselor, in addition to any other services, shall provide the employee with a copy of both the College's "Policy Prohibiting Sexual Harassment" and these Procedures.

Discussions with a private counselor are not a substitute for reporting incidents of sexual harassment to the College. All members of the College community are encouraged to report suspected incidents of sexual harassment to the College so that corrective action can be taken where warranted.

II. Reporting Sexual Harassment Complaints

- A. College Officials: A person who decides to lodge a complaint alleging a violation of the College's "Policy Against Sexual Harassment" (called a complainant) must contact one of the following College Officials:

Students:

Dean of Student Development
(973) 328-5140
Student Community Center, Room 118

Coordinator of Health Services
(973) 328-5160
Cohen Hall, Room CH 266

Other Campus Personnel:

Vice President of Human Resources & Labor Relations
(973) 328-5037
Henderson Hall, Suite 106

Associate Director of Human Resources
(973) 328-5041
Henderson Hall, Suite 106

- B. Substitute College Officials: If the alleged offender (called a respondent) is any of the College Officials identified above, the person wishing to lodge a complaint

may contact the President of the College who will designate a substitute College Official to review the matter.

- C. Form and Handling of Complaint: Complaints may be received orally or in writing. Complaints may be resolved through mediation or disciplinary action as appropriate to the facts in each case..
- D. Prompt Reporting: Members of the College community are encouraged to report all incidents of sexual harassment promptly. Delay in the reporting of such incidents makes investigation of the incident more difficult and impairs the ability of the College to take action on a complaint of sexual harassment.

III. Investigation of Complaints

A. Assigning Complaints

1. Complaints Against Students: Complaints alleging that a student violated the College “Policy Against Sexual Harassment”, whether filed by an employee, a student, or a third party on campus, shall be handled by the Dean of Student Development or the Coordinator of Health Services who shall be responsible for appointing an investigator.
2. Complaints Against Employees or Third Parties: Complaints alleging that an employee or third party on campus violated the College “Policy Against Sexual Harassment”, whether filed by an employee, a student, or a third party on campus, shall be handled by the Office of Human Resources which shall be responsible for appointing an investigator.

B. Investigator: Each complaint will be investigated by an investigator, who may be one of the College Officials from the Office of Human Resources, the Dean of Student Development or the Coordinator of Health Services identified above, or, at the discretion of the President, the College may assign the investigation to another College employee or a trained third-party mediator who is not an employee of the College.

C. Scope of Investigation: The investigator assigned to a complaint shall notify the respondent that a complaint has been filed against him or her and inform the respondent of the nature of the complaint. If a written complaint has been filed, the investigator shall provide a copy of the complaint to the respondent and the respondent will be afforded fourteen (14) calendar days in which to provide a signed, written response to the accusations. A copy of the respondent’s response, if any, will be provided to the complainant. Investigation of all complaints shall include interviews of the complainant, the respondent, witnesses and other persons who can corroborate the alleged incidents. The investigator is authorized to contact any and all College personnel who may have information relevant to

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the complaint. The investigator will have access to relevant records, including personnel and other confidential records.

- D. Time for Completion of Investigations: All investigations shall be conducted expeditiously and normally shall be completed within twenty (20) weekdays after receipt of the complaint, except where the complainant agrees that a longer period of time would be appropriate. Weekends, holidays, and days when the College has scheduled a recess shall not be counted.

IV. Resolution of Complaints

- A. Determination and Resolution: The investigator shall be responsible for determining whether a violation of the Policy Prohibiting Sexual Harassment has occurred. If the investigator determines that there is insufficient evidence to support a claim of sexual harassment, he or she shall prepare a written report of the investigation so stating, provide copies of the report to both the complainant and the respondent, and mark the file closed.

If the investigator determines that the Policy Prohibiting Sexual Harassment has been violated, he or she shall, as the facts of the case warrant:

1. Attempt to mediate a resolution of the complaint agreeable to both parties. Such resolution, at a minimum, must protect the complainant from further harassment or retaliation. Where the parties agree to a resolution of the complaint, the agreement shall be reduced to writing and signed by both parties; or
2. Prepare a written report of the investigation, including recommended remedial measures and whether discipline is warranted. Copies of the investigator's report shall be provided to the complainant and respondent.

- B. Enforcement of Mediation Agreements and Implementation of Investigator's Recommendations: The investigator's report and recommendations or a copy of any mediation agreement shall be forwarded to the College representative identified below. In the case of a written report and recommendations, the College representative shall review the written report promptly and decide whether to implement the remedial recommendations and what discipline, if any, shall be imposed. Both the respondent and complainant shall be notified in writing of the decision of the College representative. Where a mediation agreement has been signed, the College representative shall be responsible for ensuring that the terms of the agreement are implemented.

1. Student Respondents: Where the respondent is a student, the investigator's report and recommendations or the mediation agreement shall be forwarded to the Vice President of Student Development and Enrollment Management.

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2. Other College Personnel: Where the respondent is not a student, the investigator's report and recommendations or the mediation agreement shall be provided to the Vice President of Human Resources and Labor Relations.
 - a) Faculty Members: Where the respondent is a faculty member, the Vice President of Human Resources and Labor Relations shall forward the investigator's report and recommendations or the mediation agreement to the Vice-President of Academic Affairs for action.
 - b) Non-Faculty Employees: Where the respondent is a non-faculty member employee, the Vice President of Human Resources and Labor Relations shall forward the investigator's report and recommendations or the mediation agreement to the head of the College Division (Academic Affairs, Advancement & Planning, Business & Finance, Student Development, President's Area, Human Resources and Labor Relations) to which the employee is assigned for action.
- C. Continuance of Inquiry After Withdrawal of Complaint: If at any time after a complaint of sexual harassment has been reported to a College Official, the complainant wishes to withdraw the complaint, the investigator shall make inquiries without the complainant's assistance sufficient to ascertain whether there is a reasonable basis for believing that sexual harassment has occurred or is occurring. If the investigator determines that a violation of the Policy Against Sexual Harassment has occurred, he or she will recommend remedial action to the appropriate Division head or supervisor, the Vice President of Student Development and Enrollment Management where a student is involved, or the Office of Academic Affairs where a faculty member is involved. A copy of the investigator's recommendation shall be provided to the respondent.

V. Appeals

- A. Complainants. A complainant who is dissatisfied with the disposition of the complaint may file a written appeal with the President of the College. The appeal must state the reason(s) for the complainant's dissatisfaction with the decision of the Vice President of Student Development and Enrollment Management, Vice President of Academic Affairs, or College Division head and be signed by the complainant. Appeals must be filed within fourteen (14) calendar days of the complainant's receipt of written notice of the decision being appealed.
- B. Respondents. Respondents may appeal the decision of the Vice President of Student Development and Enrollment Management, the Vice-President of

Academic Affairs or the College Division head under one of the following procedures:

1. Employees in a Bargaining-Unit - A respondent who is covered by one of the bargaining agreements at the College and who is dissatisfied with the disciplinary decision of the Vice President of Student Development Enrollment Management, Vice-President of Academic Affairs, or College Division head may appeal that decision under the appropriate bargaining agreement grievance procedure. The appeal shall conform to all the time limits set forth in the bargaining agreement grievance procedure.
2. All Other Employees and Students - A respondent who is a student, faculty member, or a non-faculty member employee who is not covered by one of the bargaining agreements at the College and who is dissatisfied with the disciplinary decision of the Vice-President of Academic Affairs, the Vice President of Student Development and Enrollment Management or a College Division head may appeal that decision, in writing, to the President of the College. The appeal must state the reason(s) for the respondent's dissatisfaction with the decision and be signed by the respondent. Appeals must be filed within fourteen (14) calendar days of the respondent's receipt of written notice of the decision being appealed.

Substance Abuse Policy

Substance Abuse Policy for Employees and Students

I. Substance Abuse Policy for Employees and Students

A. Purpose

The County College of Morris (the “College”) acknowledges that substance abuse is a serious and complex, but treatable, condition/disease that negatively affects the productivity of employees and students, the stability of the institution, and a condition which endangers employees and students. It also has an adverse effect on the personal and family lives of employees and students.

The purpose of this policy is to:

1. Ensure that the College working and learning environment for employees, students, and the public is safe, orderly and free of illegal activity.
2. Comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. *701, et seq., and other relevant substance abuse laws.
3. Provide employees and students with access to appropriate treatment and rehabilitation assistance for substance abuse.

The College is dedicated to educating its students and employees about substance abuse and maintaining a drug-free learning environment and workplace. In addition to education, the College will discipline students and employees who are involved in substance abuse.

To further the goals of this policy, each student and employee shall receive a copy of this policy.

B. Alcoholic Beverages

Except at specific functions approved by the College, the use, possession, or sale of alcoholic beverages on the College campus is strictly forbidden. It is also strictly forbidden to be under the influence of alcoholic beverages while engaged in College-related activities, or while on the College campus. When authorized by the College, the use of alcoholic beverages by students and employees at College functions shall be in strict accordance with College, local, and state regulations.

C. Controlled Substances

The manufacture, use, possession, sale, distribution, or being under the influence of narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in College-related activities or while on the College campus is

illegal and strictly forbidden, unless the use or possession of medication is prescribed by a licensed physician. A student enrolled in the clinical phase of a health profession program may not use a prescribed controlled substance including marijuana if such use is precluded by the policies of the health care institution that serves as the clinical education site. Whether prescribed or not, the smoking or possession of marijuana on the College campus or while engaged in College-related activities is not permitted as the College prohibits smoking anywhere on Campus and therefore the provisions of the New Jersey Compassionate Use Medical Marijuana Act are inapplicable.

D. Sanctions

Persons violating these policies will be subject to applicable civil and criminal penalties. College-connected persons further will be subject to College disciplinary action, which may include suspension or dismissal.

E- Assistance

As part of its policy on substance abuse, the College provides support for students and employees in the following ways:

1. Establishment of student and employee assistance programs which provide counseling and referral for students and employees who are experiencing substance abuse problems.
2. College sponsorship of informational programs and activities for students and employees related to substance abuse.
3. Promotion of alcohol and drug rehabilitation groups who are encouraged to meet on the campus.
4. Inclusion of substance abuse education information in orientation and health courses.

II. **Definition of Terms Used**

The terms listed below when used in this policy will have the following meanings unless otherwise specified:

Abuse--The use of mood-altering or performance-altering substances for other than medical purposes as directed by a physician.

Alcohol--Any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals under 21 years of age (N.J.S.A. 33:1-1).

Controlled Substances--Any drug or alcoholic beverage, including prescribed medication, as identified in N.J.S.A. 24:21-2, or Schedules I through V, or Section 202 of the Controlled Substance Act (21 U.S.C. *812).

Statement of Confidentiality--Means the non-disclosure of information voluntarily communicated by an employee or student to a college Referral Advisor where the employee or student confidentially seeks substance abuse assistance, except that the Referral Advisor shall not be bound to honor a request for confidentiality where the information (i) discloses an intent to commit a criminal act; (ii) indicates an imminent risk of harm to the student or employee, or to other persons or property; (iii) reveals possession of a controlled substance on the College campus; (iv) indicates substance abuse by a student whose participation in a clinical program, course of study leading to licensure, athletic program, or employment for the College is conditioned upon consent to disclosure of information relevant to determination of physical and psychological qualification and fitness for the program or activity.

Criminal Drug Statute--Means a criminal statute involving the manufacture, distribution, dispensation, use or possession of any Controlled Substance.

Employee Assistance Program--Means employee counseling services provided by RWJ Barnabas Health pursuant to contract with the College, and any successor counseling services provided by a similar agency or center pursuant to a successor contract with the College.

Referral Advisor--In the instance of employees, means Human Resources or Health Services personnel; and in the instance of students, means student Counselors or Health Services personnel.

Reasonable Suspicion--Suspicion of possible alcohol or controlled substance abuse, or possession based upon observations or statements of concern by College staff, students, relatives, friends, physicians, counselors, or law enforcement authorities, or based upon observation of an individual's physical condition or behavior, including erratic attendance, job performance, or academic performance.

III. Procedures Applicable to Employees

A. Adherence to Substance Abuse Policy

As required by 41 U.S.C. *703, it shall be a condition of each employee's employment that he/she shall (1) abide by the terms of this policy; and (2) notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receipt of such notification, or upon receipt of actual notice of such a conviction, the College shall notify any agency providing federal funding. Within thirty days after receiving notice of an employee's conviction, the College shall take

appropriate personnel action against an employee convicted of a criminal drug offense occurring in the workplace. Sanctions may range from dismissal from employment to a requirement that the employee satisfactorily participate in an approved drug abuse program.

- B. Voluntary Request for Assistance
Employees are encouraged to seek help for alcohol or substance abuse, or for someone in a close relationship with them. Employees may seek assistance from Human Resources personnel, Health Services personnel, or under the Employee Assistance Program. At the time of initial request for assistance, the Referral Advisor shall provide the employee with disclosure, in writing, of the Counseling Confidentiality guidelines in this policy.
- C. Involuntary Referral
When there is Reasonable Suspicion of substance abuse by an employee, the supervisor shall request that the employee be evaluated and/or tested, at the expense of the College, by a qualified physician, psychologist, local hospital, or accredited substance abuse testing facility designated by the College (“Diagnostician”).
- D. Evaluation Report
The Diagnostician shall determine whether an employee voluntarily seeking assistance, or involuntarily referred for evaluation, is engaged in substance abuse, and if so, whether the ability of the employee to satisfactorily discharge his/her employment responsibilities and functions may be impaired. If the Diagnostician determines that the substance abuse may impair the discharge of employment responsibilities and functions, the College Vice President, in whose division the employee is assigned, shall be so advised, and the employee shall be placed on disability leave, with return to active employment being conditioned upon evidence of successful completion of an approved rehabilitation and treatment program. The employee shall be offered an opportunity to discuss the substance abuse determination with the substance abuse counselor before the determination is transmitted to the Vice President.
- E. Disability Leave and Return to Duty
Any available accumulated sick leave must be utilized during the disability leave. The Human Resources personnel shall advise the employee of health insurance benefits available for approved rehabilitation and treatment programs. When requesting reinstatement to active duties, the employee shall furnish the Human Resources personnel with written verification from the treatment center of successful completion of the rehabilitation and treatment program. Additionally, the College may, at its expense, require the employee to be evaluated by qualified professionals designated by the College to confirm the ability of the employee to resume active duties. The College reserves the right to impose conditions and limitations upon the resumption of duties as recommended by the rehabilitation and treatment center or professional consultants.

F. Discipline

While this policy is intended to encourage those engaging in substance abuse to seek treatment, nothing contained in this policy shall preclude the College from imposing appropriate discipline due to unsatisfactory performance. Recidivism, refusal to participate in a recommended treatment program, or refusal to submit to substance abuse evaluation to verify fitness to continue or return to duty, shall be grounds for a dismissal from employment.

IV. Procedures Applicable to Students

A. Voluntary Request for Assistance

Students are encouraged to seek help for problems with substance abuse. Counseling Services and Health Services provide for direct assistance and confidential referral services for students seeking help with a substance abuse problem.

B. Involuntary Referral

A person having Reasonable Suspicion of substance abuse by a student, shall so advise Counseling Services or Health Services. A checklist of suspicious physical or behavioral manifestations shall be completed immediately by the Referring Advisor. The Referring Advisor shall meet with the student and provide the student with disclosure in writing of the Counseling Confidentiality Guidelines in this policy. If the student voluntarily offers information that he or she has a substance abuse problem, a referral will be made immediately to an appropriate treatment agency.

C. Temporary Suspension

Where there is Reasonable Suspicion of substance abuse, the Vice President of Student Development and Enrollment Management, if the Vice President deems it necessary to assure the safety and health of the students or others, may suspend a student from classroom attendance, a clinical or work program, athletic program or other College functions, until a substance abuse determination is made.

D. Substance Abuse Evaluation

When Reasonable Suspicion exists that a student has a substance abuse problem and the student denies that charge, the Referral Advisor shall evaluate the student's statements, attendance records and those statements or observations forming the basis for Reasonable Suspicion of substance abuse or possession. The counselor or nurse may request that the student voluntarily submit to drug testing, or be independently evaluated, at the expense of the College, by a recognized substance abuse center.

E. Evaluation Report

If the Referral Advisor determines that the student is engaged in substance abuse, such determination, together with a recommended referral, shall be submitted to

the Vice President of Student Development and Enrollment Management. The Referral Advisor shall offer the student an opportunity to discuss the evaluation report prior to submission of the same to the Vice President of Student Development and Enrollment Management. Upon receipt of a report that the student is engaged in substance abuse, the Vice President of Student Development and Enrollment Management may impose long-term suspension of the student and condition return to school or any clinical or work program, athletic program or other College function upon submission of evidence of successful completion of an approved rehabilitation and treatment program. The College reserves the right to impose further conditions and limitations on the student's return to the College as recommended by the professionals supervising the student's rehabilitation and treatment.

F. Discipline

While this policy is intended to encourage students engaging in substance abuse to seek treatment, nothing contained in this policy shall preclude the College from imposing appropriate discipline for violation of Student Conduct Codes. Recidivism, refusal to participate in a recommended treatment program, or refusal to submit to substance abuse evaluation to verify fitness to continue or be reinstated to an academic, athletic, or other program shall be grounds for a dismissal from the College.