UNIVERSITY OF LA VERNE

HUMAN RESOURCES DEPARTMENT
ADJUNCT FACULTY DATA SHEET

Name:

First          Middle          Last

Address:

Street        City        State        Zip

Telephone

(   )        (   )        (   )
Home        Work        Cell

Alternate Contact:        Alternate Telephone:

(   )

First        Last

Are you enrolled as a student at the University of La Verne?  Yes______  No______

Signature        Date
Human Resources Policies Affecting Classified, Administrative/Professional and Faculty Employees (the “handbook”) is available to you at any time on the Human Resources website, found http://sites.laverne.edu/hr/human-resource-policies/

If you do not have a computer at your workstation, you have several other options available: The computer in your departmental office, or the La Verne library, or one of the La Verne computer labs. Computers are often found in community libraries, coffeehouses and other similar locations. If you feel that you do not have reasonable access to a computer or would like a demonstration as to how to access the Policies on the Internet, or would like to obtain a printed copy, please contact the Human Resources Department for instructions.

This is to acknowledge my understanding that the Human Resources Policies are available on the Human Resources website, and that I may request a printed copy and/or instructions as to how to access the website.

Signature ___________________________ Date ___________________________

Print Name ___________________________
The University of La Verne is committed to providing a safe, healthy and productive work environment for all its employees. The university strives to maintain a workplace free from the illegal use, possession or distribution of drugs (as defined in schedules I through V of the Controlled Substances Act, 21 United States Code §812, as amended) and alcohol. Unlawful manufacture, possession, dispensation, sale, offer to sell, purchase and/or use of controlled substances or alcohol on the University campus or its offsite locations, or as any part of its activities, is prohibited.

Local, state and federal laws establish severe penalties for unlawful possession or distribution of controlled substances and alcohol. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1,000,000.00.

Alcohol and other drug use can pose many health risks. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the stomach, liver and brain; inability to learn and remember information; and injury and death. There are risk associated with drugs and alcohol. Negative consequences of alcohol and other drug use can be immediate.

The University recognizes drug and alcohol dependency as treatable conditions and offers support to employees with substance dependency problems. Employees at all university sites and locations are encouraged to seek assistance for drug-and-alcohol-related problems through the University Counseling Center. The staff of the Center will help employees identify appropriate treatment resources and benefits available through the university's medical plan, and will refer them to counseling, treatment or rehabilitation programs available in the community in which the employee resides. Information obtained regarding an employee during participation in any related program will be treated as confidential. Employees may also contact the Human Resources Department for information regarding benefits available under the university's Medical Plans and the Employee Assistance Program (EAP).

We encourage you to read the University’s Substance Abuse Policy, which contains additional information regarding the expected standards of behavior for members of our community. The Substance Abuse Policy can be found at the Human Resources Departments Website address at http://sites.laverne.edu/hr/files/2010/11/s21.pdf. Or you may pick up a copy of this policy at the Human Resources Department. If you have questions about the policy, please feel free to contact the Human Resources Department at any time.

This is to acknowledge my understanding that persons who are employees of the university, and who perform work for its benefit are required to comply with this policy. Violation of this policy is likely to result in being removed from the workplace even for a first offense.

Signature ______________________________ Date ________________

Print Name ________________________________
UNIVERSITY OF LA VERNE       CONFLICT OF INTEREST POLICY

All members of the University of La Verne’s (University) Board of Trustees, any Management Person, Faculty or Staff, or other persons as designated by the President shall disclose to the President of the University and the other Trustees as applicable the existence of any relationship(s) that may be deemed direct or indirect conflicts of interest with the University. For this purpose, a “direct or indirect conflict of interest” means any situation in which a Board Member, Management Person, Faculty or Staff, or other persons as designated by the President has, or may be construed to have, a direct or indirect personal or financial interest in any business affairs of the University, whether related to a proposed contract or transaction to which the University may be a party, or may be considering, or simply conceptual because of a similarity of business interests or affairs. Examples include but are not limited to the following scenarios:

• A Management Person, Faculty or Staff, a member of his or her family, or close business or personal acquaintance is personally involved in an existing or contemplated transaction, or has an employment, investment, or other relationship with an organization or person with which the University is currently or anticipating dealing.

• A Board Member, a member of his or her family, or a close business or personal acquaintance is personally involved in or has an employment, investment, or other relationship with any organization or person that may be interested in confidential information about the University or its activities or operations.

Board Members will automatically be deemed to have agreed to comply with this policy by accepting appointment to the University’s Board of Trustees. Management Persons, Faculty or Staff will automatically be deemed to have agreed to comply with this policy by accepting employment to the University. Board Members and all Management Persons, Faculty or Staff shall cooperate with the President by providing requested information reasonably required to comply with this policy and by signing additional documents that may reasonably be required to confirm continuing compliance with this policy.

Whenever any Board Member, Management Person, Faculty or Staff first becomes aware that he or she has or may have any direct or indirect actual or potential conflict of interest with the University concerning any matter that is before the Board of Trustees or involves a University transaction, that Board Member, Management Person, Faculty or Staff shall promptly disclose the existence of that conflict of interest to the Board of Trustees or President, as appropriate, whether or not the conflict has been previously disclosed in an annual report or disclosure statement to the President.

The President of the University shall promptly provide copies of all such disclosures to the Secretary of the Board of Trustees, which copies shall be clearly identified as Confidential Information which the University believes is exempt from applicable Public Disclosure Laws. The President shall be responsible for advising the University on any disclosed conflict of interest affecting management personnel, and shall maintain copies of such disclosure statements as appropriate. These copies too shall be confidential information.

I have read the University of La Verne’s Conflict of Interest Policy and agree to comply with the policy.

Signature            Print Name            Date

Conflict of Interest Policy 09/2004
# CONDITIONS OF EMPLOYMENT

<table>
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<th>I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form and accompanying resume or other documentation, if any, to provide the university with relevant information that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information.</th>
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<td><strong>In consideration of employment, I agree to obey the policies and procedures of the university. I understand that nothing contained in this application or in the interview process is intended to create a contract between the university and myself for either employment or for the providing of any benefits. I understand that my employment is <strong>at-will</strong> and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of the university. This constitutes my entire agreement with the University with regard to the length of my employment.</strong></td>
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<td><strong>I understand that I may be required to take a post-hire physical examination which may include an alcohol and drug test. I further understand that at any time during my employment I may be required to take a physical examination which may include an alcohol and drug test if management reasonably suspects a condition exists that will prevent me from performing my job safely and effectively, or in a manner that endangers my own health or the safety and health of others. I authorize all providers of health care who examine me to disclose to the university or its agents all medical information revealed during such examinations. In the event that I have a disability that will affect my ability to take the test, I will so inform the university so that a reasonable accommodation can be made. The university reserves the right to require medical documentation concerning the need for accommodation.</strong></td>
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<td><strong>I understand that an offer of employment is contingent upon my providing proof of my right to work in the United States.</strong></td>
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<td><strong>I understand the university complies with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act US Code section 1092 (f). This information is available on-line at <a href="http://www.ulv.edu/security/">www.ulv.edu/security/</a>. A hard copy can be obtained by contacting the Campus Safety Department.</strong></td>
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<td><strong>I understand that the university does not permit smoking in buildings, and is a smoke free, alcohol free, controlled substance free environment.</strong></td>
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<td><strong>I understand that I am required to participate in the basic retirement plan immediately at hire.</strong></td>
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<tr>
<td><strong>I understand that I will be required to participate in various training programs including sexual harassment.</strong></td>
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<td><strong>I understand that I have no absolute right to privacy in regards to email, voice mail, work area, computer programs and data, and the like.</strong></td>
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<tr>
<td><strong>I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.</strong></td>
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| Applicant Signature: (If submitted electronically will be obtained if invited to interview) | Date: |

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THIS ENDS THE APPLICATION FORM. PLEASE PROCEED TO THE FOLLOWING EEO FORM

HRD  st02:\conditions_of_employment_2005.doc
Harassment Prevention Regulations
AB 1825

The State of California requires that employees who have been identified as a supervisor, (whether you supervise staff and/or students), must complete two hours of harassment prevention training within six months of hire, and thereafter every two years. Therefore, if you have been identified as a supervisor for the University of La Verne, it is mandatory that you complete the on-line Sexual Harassment Training as soon as possible within your first six months of employment. This training is specifically designed to comply with AB 1825.

The on-line Sexual Harassment Training program can be accessed through the Human Resources website at:
http://www.laverne.edu/hr/

After the completion of this program you should become familiar with the following:

- Understand the reporting process, should you become a victim of harassment or should know of anyone who was harassed.
- Understand that it is your responsibility to read and comply with the policy and the law.
- Understand that you should consult with Human Resources at Ext. 4076 or your supervisor regarding any questions.

ACKNOWLEDGEMENT

I understand that I have until ________ to complete the on-line Harassment Training.
(6 months from date of hire)

☐ Supervisory ☐ Non-Supervisory

I have received a copy of the University of La Verne’s policy regarding prevention of harassment and a pamphlet from the Department of Fair Employment and Housing titled “The Facts About Sexual Harassment”.

________________________________________  ____________________________
Employee Name Printed                        Date

______________________________
Employee Signature

Human Resources Department
1950 3rd Street * La Verne, California 91750 * (909) 593-3511, Ext. 4076 * Fax (909) 392-2791
www.laverne.edu/hr
An Equal Opportunity Employer
VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY DATA FORM

The following information is voluntary and your refusal to complete it will not disqualify your application. We utilize your responses solely for statistical analyses by the Human Resources Department. Your responses will be kept separate from your application materials. No one in the screening or selection process or employing department will have access to this data, and the data will not be used to make employment decisions. Applicants and employees are treated without regard to race, religion, gender, national origin, age, marital or veteran status, or disability. Your cooperation in providing this information is appreciated.

Last Name:
First Name:
MI:
Position(s)/Job Number(s):

Racial and Ethnic Identification:

☐ Hispanic or Latino – (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race). **If you checked this box, please do not mark any of the other boxes below.**

Otherwise, please designate any one of the following that apply:

☐ White - All person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
☐ Black or African American– A person having origins in any of the black racial groups of Africa.
☐ Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ Asian– A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.
☐ American Indian or Alaska Native– A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
☐ Two or More Races– All persons who identify with more than one of the above five races.

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<th>Veteran Information I am:</th>
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<td>☐ Disabled Individual</td>
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<td>☐ Over 40</td>
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Again, we thank you for your cooperation. Please return this form to: Chief Human Resources Officer, University of La Verne, 1950 3rd Street, La Verne, CA 91750.

St02/EEO Form 9-09

Human Resources Department
1950 3rd Street * La Verne, California 91750 * (909) 593-3511, Ext. 4076 * Fax (909) 392-2791
www.ulv.edu/hr
An Equal Opportunity Employer
The Facts About Sexual Harassment

Sexual Harassment

Department of Fair Employment and Housing.

Department of Fair Employment and Housing.

Sexual Harassment

The definition of sexual harassment includes...

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical conduct of a sexual nature

Department of Fair Employment and Housing.

Many forms of offensive behavior...

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical conduct of a sexual nature

Department of Fair Employment and Housing.

Title 25, Section 25780

For more information, contact: Department of Fair Employment and Housing (DFEH)

For more information, see announcement DFEH-159.

Warning: The Sexual Harassment

The Fair Employment and Housing Act (FEHA)

DFFH is a national, fair housing advocacy organization.

Department of Fair Employment and Housing.

Mandates the rights of employees, including employees of all types.

Department of Fair Employment and Housing.

The Facts About Sexual Harassment

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Department of Fair Employment and Housing.
The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

**Employers' Obligations**

All employers must take the following actions against harassment:

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
  - Fully inform the complainant of his/her rights and any obligations to secure those rights.
  - Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others directly concerned.
  - Take prompt and effective corrective action if the harassment allegations are proven. The employer must take appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the complainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.
  - Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH - 162) in the workplace (available through the DFEH publications line [916] 478-7201 or Web site).
  - Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. **However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.**
  - All employees should be made aware of the seriousness of violations of the sexual harassment policy and must be cautioned against using peer pressure to discourage harassment victims from complaining.
  - Employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.
- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

**Employer Liability**

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA. Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a non-employee (e.g., client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the non-employee.

An employer might avoid liability if

- the harasser is not in a position of authority,
UNIVERSITY OF LA VERNE

POLICY ON SEXUAL AND OTHER UNLAWFUL HARASSMENT

I. INTRODUCTION

The University of La Verne ("ULV" or "University") is committed to maintaining a learning, working and living environment that is free from sexual and other unlawful harassment.

II. PURPOSE OF POLICY

The purpose of this policy is to (1) familiarize all faculty, staff and students with the definition of sexual and other unlawful harassment and the forms it can take; (2) make clear that sexual and other unlawful harassment is prohibited and will be punished; (3) inform victims of the course of action they should take to report sexual and other unlawful harassment; and (4) clarify the rights of those accused of harassment.

III. SCOPE OF POLICY

This policy applies to all ULV students, administrators, faculty, staff, program participants and visitors. Persons who are not ULV employees, but perform work at ULV for its benefit (such as contractors and temporary employees) are also protected and required to abide by this policy.

IV. DEFINITION OF HARASSMENT

A. Harassment is defined as any conduct, on or off campus, directed toward an individual based on sex, sexual orientation, race, religion, color, national origin, pregnancy, physical or mental disability, age, or any other basis protected by federal, state or local law that is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive, educational, work or living environment.

B. Whether particular physical, non-verbal, or verbal conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred, and the frequency, severity, and pattern of the conduct. Conduct does not constitute harassment in violation of this policy unless it occurs based on a legally protected characteristic or trait and is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive educational, work or living environment. The fact that someone did not intend to harass an individual is no defense to a complaint of harassment. Regardless of
intent, it is the effect and characteristics of the behavior that determine whether 
the conduct constitutes harassment. Conduct alleged to constitute harassment will 
be evaluated according to the objective standard of a reasonable person. Thus, 
certain conduct that is objectionable to some, but not severe or pervasive enough 
to create an objectively intimidating, hostile or offensive environment, is beyond 
the purview of this policy.

C. Because sexual harassment has been more thoroughly defined in the law than 
harassment based upon other protected categories, the following definition of 
sexual harassment is included in this policy.

1. Sexual harassment includes any unwelcome sexual advances, requests for 
sexual favors, or other unwelcome written, verbal or physical conduct of a 
sexual nature when:

(a) Submission to the conduct is explicitly or implicitly made a term 
or condition of an individual’s employment, academic status or 
progress; and/or

(b) Submission to or rejection of the conduct by the individual is used 
as the basis of employment or academic decisions affecting the 
individual; and/or

(c) Submission to, or rejection of, the conduct by the individual is 
used as the basis for any decision affecting the individual regarding 
benefits and services, honors, programs, or activities available or 
through the University; and/or

(d) The conduct has the purpose or effect of having a negative impact 
upon the individual’s work or academic performance or of creating 
an intimidating, hostile, or offensive work, educational or living 
environment.

2. Sexual harassment may occur between members of the same or opposite 
sex. Further, harassment based on a person’s sex is not limited to 
instances involving sexual behavior. That is, harassment on the basis of 
sex may occur without sexual advances or sexual overtones when conduct 
is directed at individuals because of their sex. This is often referred to as 
sex or gender harassment and violates this policy.

V. FORMS OF HARASSMENT

Unlawful harassment can take many forms and will vary with the particular 
circumstances. Examples of harassment prohibited by this policy may include, but are 
not limited to: (1) verbal conduct such as epithets, derogatory jokes or comments, or 
slurs; (2) unwanted advances and/or propositions of a sexual nature including
relationships which began as consensual but later ceased to be mutual wherein one party then harasses the other; (3) visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, or drawings not protected by policies on academic freedom and freedom of expression; (4) suggesting or implying that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual’s work assignment or status, salary, academic standing, grades, receipt of financial aid or letter of recommendation; (5) physical conduct including unnecessary and unwanted touching, intentionally blocking normal movement, or assault including sexual assault and rape. (Sexual assault and rape are crimes of violence and are punishable as criminal offenses. For a definition of sexual assault and rape, see ULV’s Sexual Assault Policy, at http://laverne.edu/safety-parking/safety/sexual-assault/)

VI. PROCEDURES

A. Informal Resolution Procedures

1. Individuals who believe they have been or may be the victim of sexual or other unlawful harassment (hereinafter “complainant”) may choose to avail themselves of informal resolution procedures. Use of these informal procedures is not a prerequisite to the filing of a complaint under the formal procedures described below.

2. Requests for assistance under these informal procedures may be oral or written and should usually be made as soon as possible after the most recent alleged act of sexual or other unlawful harassment. Such requests should be directed to the following University officers; the School Dean and/or the Provost for faculty; the Department Head or the AVP of Human Resources for staff; and the School Dean, the Dean of Student Affairs (or Assistant Dean of Students at the Law School), or the Director of Housing and Residential Life. Separate and apart from these informal procedures, the University Counseling Center is a source of assistance for students and the Employee Assistance Program for faculty and staff.

3. Requests for assistance under these informal procedures will be dealt with, to the greatest extent practical and possible, on a confidential basis and disclosure of their existence will be limited to those who, in the interests of fairness and problem resolution, have an immediate need to know or as legally required. Because ULV has an obligation to address sexual and other forms of unlawful harassment, it cannot guarantee that the identity of a complainant will be treated as completely confidential where it would conflict with its obligations to provide a safe or nondiscriminatory work and educational environment.

4. Upon receipt of a request for assistance under these informal procedures, the individual requesting assistance will be counseled on options for resolving the problem and about sources of further assistance, such as
counseling services available to students at the University Counseling Center and for faculty and staff through the Employee Assistance Program.

5. Requests for assistance may have several outcomes. The person who makes such a request may only want to discuss the matter in order to clarify whether sexual or other unlawful harassment may be occurring and to determine her or his options, including the pursuit of more formal action. In such situations, the person to whom the request is brought may be asked to take action to see whether an informal resolution can be reached. If resolution is reached by this process, no further actions will be taken and the matter considered closed. If the matter cannot be resolved informally, the person to whom the request was brought will assist the complainant in filing a formal complaint.

B. Formal Resolution Procedures

1. Individuals who believe they have been the victim of sexual or other unlawful harassment may file a formal complaint. Such a complaint will result in an investigation, the purpose of which shall be to determine whether a violation of this policy has occurred. An investigation may also be initiated upon the request of the President, Executive Vice President, Provost, School Dean, Dean of Student Affairs, Director of Housing and Residential Life, or AVP of Human Resources without a formal complaint from any individual.

2. Formal complaints under this procedure should be directed to the following University officers: President, Executive Vice President, Provost, School Dean, Dean of Student Affairs (or Assistant Dean of Students at the Law School), Director of Housing and Residential Life, or AVP of Human Resources. Such complaints must be made within one year of the most recent alleged act of sexual or other unlawful harassment. The complaint must be in writing and should include details concerning the conduct that gives rise to the complaint, the name of the person(s) against whom the complaint is made, and the names of witnesses, if any. Although the failure to initiate a complaint in accordance with the terms of this policy, including the time limitations set forth therein, shall constitute a waiver of the complainant’s right to utilize the complaint procedures described herein, the University nevertheless reserves the right to pursue an investigation as it deems appropriate whenever and however it receives allegations of or information related to sexual or other unlawful harassment.

3. Upon receipt of any complaint under these procedures, the person receiving the complaint shall immediately notify the Executive Vice President who in turn shall (i) notify appropriate University officers, supervisors or others who have a need to know of the existence of the
complaint, and (ii) take such steps as may be necessary to refer the complaint to the appropriate investigating officer. If the Executive Vice President is the subject of the complaint, notification shall be made to the President who shall designate another University officer to act in place of the Executive Vice President with respect to the administration of this policy.

4. Investigation of complaints under these procedures shall be conducted by the persons designated below. However, in the event of a conflict of interest or time, other investigative officers may be designated by the Executive Vice President.

(a) For complaints against faculty members, the investigating officer shall be the Provost or his/her designee.

(b) For complaints against staff, the investigating officer shall be the AVP of Human Resources or his/her designee.

(c) For complaints by students against the conduct of other students, the investigating officer shall be the Dean of Student Affairs (or Assistant Dean of Students at the Law School), or his/her designee.

(d) For complaints against anyone other than those persons referred to above, the investigating officer shall be the AVP of Human Resources or his/her designee.

5. Before any investigation of the complaint is undertaken, the person(s) against whom the complaint has been made shall be informed of the complaint, the identity of the complainant, and provided with a summary of the complaint. During the investigation, the person(s) against whom the complaint is made shall be accorded a full opportunity to respond to the complaint, either orally or in writing. Every effort shall be made to complete the investigation within thirty (30) working days of the date the formal complaint is made or as soon thereafter as practical under the circumstances.

6. The results of the investigation shall be set forth in a written report consisting of findings, conclusions and, if applicable, remedies to be provided and/or sanctions to be imposed. The complainant, the person(s) against whom the complaint is made, and the Executive Vice President shall be promptly notified of the outcome of the investigation and of the actions, if any, taken in connection with the complaint.

7. A complainant not satisfied with the outcome of the investigation, may appeal in writing to the Executive Vice President within ten (10) calendar days of the date on which he or she is notified of the outcome. The Executive Vice President or the Executive Vice President's designee shall consider the appeal and take such action as s/he deems appropriate. The
decision of the Executive Vice President or the Executive Vice President’s
designee shall be final. (The rights of persons who have been found to
have violated this policy are described in Section VII.B.)

C. Respect for the Rights of the Complainant and Accused

ULV recognizes the sensitive nature of harassment and harassment complaints
both for the complainant and the person(s) against whom the complaint is made.
All parties to the complaint should treat the matter under investigation with
discretion and respect for the reputation of all parties involved.

D. Location of Records

In the event that the investigation does not result in a finding of violation of this
policy, no record of the complaint or investigation will become a part of any
individual’s personnel or student file. Should a violation of this policy be found,
a record of the complaint and disciplinary action taken shall be made part of the
permanent file of the person(s) found to have violated the policy. A copy of the
complaint, investigative file (including any written materials, interview notes,
and/or other items that make up the file) and the written report shall be maintained
in the office of the investigating officer for the period of time mandated by ULV’s
record retention policy and applicable law. The Office of the Executive Vice
President will maintain a record of all complaints and actions taken in response
thereto. The records maintained by the Office of the Executive Vice President
shall be available only, to the extent necessary, to administrators and other
supervisors charged with responding to allegations of harassment and enforcing
this policy.

VII. REMEDIES AND SANCTIONS

A. Remedies

Remedies may include but are not limited to offering to remove the complainant
from the hostile environment (or vice versa); changes in classes; changes in
residence arrangements; changes in schedules or work hours.

B. Sanctions

Persons who violate this policy will be disciplined. The particular form of
discipline will depend on the nature of the offense. Such discipline shall be
imposed pursuant to and in accordance with any and all applicable ULV rules,
policies and procedures. Sanctions may include but are not limited to verbal
warnings; written warnings; loss of privileges, probation; suspension;
dismissal/expulsion from the University or termination of employment. A person
against whom such discipline is imposed shall have any and all rights to contest or
appeal the imposition of discipline as may otherwise exist under applicable ULV rules, policies or procedures.

VIII. RETALIATION PROHIBITED

Retaliation against any individual for seeking assistance or bringing a harassment complaint through the processes described in this policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious separate offense.

IX. FALSE ACCUSATIONS

Accusations of sexual and other unlawful harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of harassment must be made in good faith and not out of malice. Knowingly making a false allegation of harassment, whether under the informal or formal procedures of this policy is itself a violation of this policy and a basis for disciplinary action up to and including dismissal/expulsion from the University or termination of employment. Failure to prove a claim of harassment is not the equivalent of a knowingly false accusation.

X. ACADEMIC FREEDOM

ULV adheres to principles of academic freedom. (See section of PEPPIT at http://faculty.laverne.edu/qm/peppit/peppit.html) Nothing in this policy shall be construed to limit the legitimate exercise of academic freedom, including but not limited to written, graphic or verbal expression that can reasonably be demonstrated to serve a legitimate educational purpose.

XI. RESPONSIBILITY

All faculty, staff, students and other members of ULV community are responsible for assuring that their conduct does not violate this policy. If administrators, managers, supervisors, or faculty members, know sexual or other unlawful harassment is occurring, receive a complaint of sexual or other unlawful harassment, or obtain other information indicating possible sexual or other unlawful harassment, they must take immediate steps to ensure that the matter is addressed. Failure to do so may result in legal liability. Administrators, managers and supervisors have the further responsibility of preventing and eliminating sexual or other unlawful harassment within the areas they supervise.
XII. ADDITIONAL RECOUSE

Sexual and other unlawful harassment is a violation of federal and state law. This policy is intended to supplement and not replace such laws. Whether or not the internal complaint procedures described in this policy are utilized, a ULV employee who believes that s/he is the victim of sexual or other unlawful harassment may file a complaint with the California Department of Fair Employment and Housing, 611 W. 6th Street, Suite 1500, Los Angeles, California 90017, (213) 439-6799, or the United States Equal Employment Opportunity Commission, 255 East Temple Street, 4th Floor, Los Angeles, California 90012, (213) 894-1000. In addition, students and/or employees may file a complaint with the Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Rm. 239, San Francisco, CA 94102, (415) 556-4275. Persons who believe they are victims of sexual or other unlawful harassment should be aware that both state and federal law impose time deadlines for the filing of complaints and that the use of the internal complaint procedures described in this policy will not change such filing deadlines. In connection with harassment claims involving student related rape and or sexual assault, other forms of recourse are available which are described in detail in ULV’s Procedures for Handling Charges of Rape and Sexual Assault set forth at http://laverne.edu/safety-parking/safety/sexual-assault/

XIII. DISSEMINATION OF THIS POLICY

The Provost, AVP of Human Resources, and Dean of Students are charged with the responsibility for distributing copies of this policy to the faculty, staff, and students, respectively. A copy of this policy shall be included in all employee and student orientation materials. In addition, copies of this policy shall be made continuously available at appropriate campus locations. The names of persons who are designated to receive complaints under this policy shall also be posted in one or more prominent and accessible locations. Such persons shall also receive training concerning this policy and procedures for handling complaints under this policy. The University’s officers shall also take such other steps as are appropriate to develop educational and training programs designed to promote a work, educational and living environment that is free of sexual or other unlawful harassment.

XIV. SOURCES OF POLICY

California Education Code Section 200 et seq.; The California Sex Equity in Education Act, California Education Code Section 66250 et seq.; The California Fair Employment and Housing Act; California Government Code Section 12900 et seq.; The Age Discrimination in Employment Act of 1967, 29 United States Code, Section 621; Title VI of the Civil Rights Act of 1964, Title 42, United States Code, 2000d; Title VII of the Civil Rights Act of 1964, Title 42, United States Code, Section 2000e, et seq.; Section 504 of the Rehabilitation Act of
1973, 29 United States Code, Section 794; The Americans with Disabilities Act of 1990, Title 42, United States Code, Section 12101 et seq.; and Title IX of the Education Amendments of 1972, Title 20, United States Code, Section 1681 et seq.

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