

Union County College Non-Discrimination and Anti-Harassment Policy

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Table of Contents	page 1
Non-Discrimination and Anti-Harassment Policy	page 7
Scope of Policy	page 7
Reporting Discrimination and Harassment	page 8
Purpose	page 8
Scope of Application	page 8
Examples of Prohibited Conduct	page 9
Discriminatory Harassment Prohibited	page 9
Sexual Harassment Prohibited	page 9
Quid Pro Quo Sexual Harassment	page 9
Sexual Misconduct	page 10
To File a Complaint	page 13
Investigation Procedures	page 14
Interim Measures	page 15
Timeframes	page 15
Enforcement and Disciplinary Sanctions	page 16
Malicious or Frivolous Allegations Prohibited	page 16

Reporting Criminal Behavior to Police	page 16
Sample Non-Discrimination Syllabus Language	page 16
Training	page 17
Retaliation and Interference Prohibited	page 17
Filing Complaints Externally	page 17
Union County College Resources	page 17
Complaint Investigation	page 19
File a Complaint	page 20
Discrimination, Sexual Harassment, Sexual Misconduct Incident Report/Complaint Form	page 21
Contact Us	page 23
Director of Human Resources' Procedural Guidelines	
For Investigations	page 24
Accommodations/Disabilities	page 30
Background	page 30
ADA Coordinator	page 30
Complaints	page 30
Student Accommodation Requests	page 31
Employee, Guest, And Visitor Accommodation Requests	page 31
Reasonable Accommodations	page 31
Complaint	page 31
Title IX of the Education Amendments of 1972	page 32
Title IX Coordinators	page 32
Complaints	page 32
Sex and Gender Based Violence	page 34
Resources and Services	page 34
Reporting Sex and Gender Based Violence	page 35

Reporting to a Supervisor, Administrator, Faculty or Any Employee	page 35
Reporting to the Equal Employment Opportunity/Affirmative Action Officer	page 35
Reporting to Law Enforcement	page 35
Sex or Gender Based Violence Was Reported to You	page 36
Union County College Employees	page 36
Students	page 36
Reporting to Police	page 36
Other Reporting	page 36
Secondary Trauma	page 37
Safety Options	page 38
Campus Safety Options	page 38
Restraining or Protection Orders	page 38
Shelters	page 38
Education and Training	page 39
Employee Training	page 39
Student Training	page 39
New Student Orientation	page 39
Training Request Form	page 40
Resources	page 41
Union County College Title IX Coordinators	page 41
Union County College Public Safety Department	page 41
Medical Services	page 41
Medical Facilities in Union County With 24-Hour Emergency Assistance	page 41
Counseling Services	page 42
Sex and Gender Based Violence, Victim Advocates	page 43
24-Hour Victim Advocate Hotlines	page 43
Legal Advocates/Legal Services	page 44
Shelters	page 45
Federal Information	page 46

Sexual Assault	page 46
Overseas Crime	page 46
ADA Resources	page 46
Sexual Assault and Sex and Gender Based Violence Survivor Links and Resources	page 47
Restraining Orders	page 48
External Offices	page 48

Union County College Non-Discrimination and Anti-Harassment Policy

Policy

Union County College is committed to environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Union County College does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs:

1. Race;
2. Creed;
3. Color;
4. Sex;
5. Gender;
6. Pregnancy;
7. Gender Identity or Expression;
8. National Origin;
9. Nationality;
10. Age;
11. Ancestry;
12. Marital Status, Domestic Partnership, or Civil Union Status;
13. Religion;
14. Affectional or Sexual Orientation;
15. Atypical hereditary Cellular or Blood Trait;
16. Genetic Information;
17. Liability for Military Service;
18. Protected Veteran Status;
19. Mental or Physical Disability (including perceived disability, AIDS and HIV related illnesses);
20. Harassment (related to any of the forgoing categories);
21. Retaliation for filing a complaint of, or participating in an investigation of discrimination; and
22. Any other category protected by law.

Scope of Policy

This Policy applies to all areas of the College operations and programs, including the conduct of all College employees and as well as to the conduct of all interns, volunteers, vendors, contractors, subcontractors and others who do business with or utilize College facilities;

- This Policy also prohibits sexual harassment, a form of discrimination based on sex and/or gender;

- This Policy also prohibits sexual misconduct, a form of sexual harassment, which includes sexual assault, rape, stalking, and domestic and dating violence;
- Every supervisor shall act to prevent and report all acts prohibited by this policy.

Reporting Discrimination and Harassment

- Any member of the College community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to a supervisor or designated employee at (908)709-7179;
- The College is committed to responding to reports and complaints of discrimination and harassment promptly, fairly and with sensitivity. To that end, Union County College maintains a Discrimination and Harassment Complaint Process which can be provided by the College's Director of Human Resources.
- Under New Jersey law (N.J.S.A. 9:6-8.10), all persons must immediately report suspected cases of child abuse or neglect to Child Protection Registry of the Department of Children and Families.

Purpose

Discrimination destroys mutual respect and a trusting environment, can bring substantial personal harm to individuals, and violates individual rights. The College prohibits such behaviors because it is committed to maintaining an environment free of all forms of discrimination.

Union County College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the life of the College. This policy is not intended to stifle teaching methods or freedom of expression. Discrimination, as prohibited in this policy, is conduct that is neither legally protected as an expression of free speech, nor the proper exercise of academic freedom. Discrimination compromises the integrity of the College, its tradition of intellectual freedom, the trust and respect expected in the College community, and the rights of individuals.

Scope of Application

This policy applies to all students, faculty, staff, volunteers, and others having an association with, and/or a presence at all campuses of Union County College. This policy applies whether conduct occurs on campus or off campus, if the continuing effects of the conduct have the potential to unreasonably interfere with or limit an individual's work, academic performance, personal security, or participation in any College activity. Union County College's Director of Human Resources (Director of Human Resources) is the College's central intake officer for matters involving discrimination, sexual harassment, and sexual misconduct; however, the EEO/AA may share investigative responsibilities with the Dean of Students and the Director of Human Resources, or their designated agents, depending on the status of

the parties involved in any matter. All College employees and units must coordinate with the Director of Human Resources on matters that implicate this policy.

Definitions of terms follow below. In some cases, certain definitions from the Union County College Student Code of Conduct found in the Student Handbook are incorporated into this policy and apply to all persons subject to this policy, not just students.

Examples of Prohibited Conduct

Behaviors that may constitute discrimination include, but are not limited to:

1. Denying someone an employment or educational opportunity or benefit because of their gender, race, or disability;
2. Treating individuals differently because of their national origin or age (for example, giving them less advantageous working conditions);
3. Following a practice or policy that disproportionately impacts women or members of another protected class; or
4. Engaging in severe, persistent, or pervasive name calling, jokes, or other verbal or physical behavior towards a person based on their sexual orientation or perceived sexual orientation.

Discriminatory Harassment Prohibited

This policy prohibits discriminatory harassment, also known as bias intimidation, a form of discrimination. Discriminatory harassment is improper conduct toward a particular individual, individuals, or groups on the basis of one or more of the protected classes indicated above, which is sufficiently severe, persistent, or pervasive that it has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive environment; or
2. Unreasonably interfering with work, academic performance, personal security, or participation in any College activity.

Sexual Harassment Prohibited

This policy prohibits sexual harassment, a form of discrimination based on sex and/or gender. Sexual harassment encompasses unwelcome verbal or physical conduct of a sexual nature.

Quid pro quo sexual harassment occurs when:

1. Submission to unwelcome verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of any individual's employment or education; or

2. Submission to or rejection of unwelcome verbal or physical conduct of a sexual nature by an individual is used as the basis for employment or educational decisions affecting the individual.

Sexual misconduct, which includes sexual assault, rape, stalking, and domestic and dating violence is a form of sexual harassment and is prohibited by this policy (see below for details).

Sexual harassment also encompasses "**gender-based harassment**," which means harassment of a non-sexual nature that occurs because of a person's sex and/or gender. It includes harassment based on a person's nonconformity with sex and/or gender stereotypes.

Sexual harassment creates a hostile environment when behavior is sufficiently severe, persistent, or pervasive to interfere with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment. Examples include, but are not limited to, the following:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, work references, or letters of recommendation;
3. Sexual behavior that is unwelcome. Such behavior may include, but is not limited to, the following:
 - a. Comments of a sexual nature;
 - b. Sexually explicit statements, questions, jokes, or anecdotes;
 - c. Unnecessary or undesirable physical contact;
 - d. Unwanted, offensive, and/or uninvited comments about another's physical appearance;
 - e. Display of pictures with sexual content;
 - f. Persistent, unwanted attempts to change a professional relationship to an amorous relationship;
 - g. Subtle propositions for sexual activity or direct propositions of a sexual nature;
 - h. Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities;

and/or

- i. Any of the above carried out via the Internet or social media ("cyber harassment").

Other offenses that may constitute sexual harassment when based on sex and/or gender include, but are not limited to:

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct that threatens or endangers the health or safety of any person.
2. Intimidation, which is defined as implied threats or acts that cause a reasonable fear of harm in another.
3. Hazing, as defined in the Student Code of Conduct.
4. Bullying, as defined in the Student Code of Conduct.
5. Workplace violence, which is defined as any acts or threats of physical harm, including intimidation, harassment, and/or coercion, which involve or affect the College or any of its employees, which occur on College property or are related to the workplace and are prohibited.
6. Intimate partner violence, which includes violence or abusive behavior within an intimate partner relationship. Intimate partner violence may also be referred to as domestic violence or dating violence. It can be physical, sexual, emotional, verbal, economic, or psychological in nature and can include actions or threats of actions that influence or harm an intimate partner.
7. Stalking, which refers to purposeful conduct directed at a specific person that would cause a reasonable person to fear bodily injury or death to himself or family member and knowingly, recklessly, or negligently places such person in reasonable fear of bodily injury or death to himself or family member, and includes, but is not limited to, conduct occurring in person, electronically, or through a third party.

Sexual Misconduct Prohibited

1. Sexual misconduct is an egregious form of sex discrimination/sexual harassment. A number of acts may be regarded as sexual misconduct including, but not limited to, nonconsensual sexual contact (including sexual intercourse) and sexual exploitation. Sexual misconduct includes sexual assault and other sexual violence.

2. Consent. Consent to any sexual activity must be clear, knowing, and voluntary. Anything less is equivalent to a "no." Clear, knowing, and voluntary consent to sexual activity requires that, at the time of the act, actual words or conduct demonstrate clear permission regarding willingness to engage in sexual activity and the conditions of such activity. Silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:
 - a. Force or coercion is threatened or used to procure compliance with the sexual activity.
 - i. Force is the use of physical violence, physical force, threat, or intimidation to overcome resistance or gain consent to sexual activity.
 - ii. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to obtain consent from another. When an individual makes it clear through words or actions that he or she does not want to engage in sexual contact, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive. Other examples of coercion may include using blackmail or extortion to overcome resistance or gain consent to sexual activity.
 - b. The person is asleep, unconscious, or physically unable to communicate his or her unwillingness to engage in sexual activity; or
 - c. The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause. When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if she or he cannot fully understand the details of the sexual interaction (i.e., who, what, when, where, why, and how), and/or he or she lacks the capacity to reasonably understand the situation and to make rational, reasonable decisions.
3. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by one person against another person's intimate parts (or clothing covering any of those areas), or by causing another person to touch his or her own or another person's intimate body parts without consent and/or by force. Sexual contact also can include any intentional bodily contact in a

sexual manner with another person's non-intimate body parts. It also includes nonconsensual sexual intercourse.

4. Sexual exploitation occurs when a person takes Non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses explained above. Examples of sexual exploitation may include, but are not limited to:
 - a. Causing or attempting to cause the incapacitation of another person to gain sexual advantage over such other person;
 - b. Invading another person's sexual privacy;
 - c. Prostituting another person;
 - d. Engaging in voyeurism. A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, records, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, recorded, or filmed is in a place where he or she has a reasonable expectation of privacy;
 - e. Knowingly or recklessly exposing another person to a significant risk of sexually transmitted disease or infection;
 - f. Exposing one's intimate parts in nonconsensual circumstances;
 - g. Sexually based stalking and/or bullying.
5. Use of alcohol or other drugs is not a valid defense to a violation of this policy.

To File a Complaint

Anyone who has experienced conduct implicated by this policy, or any third party who witnesses or becomes aware of conduct implicated by this policy, should contact the Director of Human Resources, who is the Title IX Coordinator, or a Title IX Deputy Coordinator. The list of such personnel appears below, and is available on the College website.

Individuals who file a complaint can expect to receive information regarding resources available at Union County College and in the community that provide counseling and support. The Director of Human Resources also will provide information regarding the investigation process and interim measures that may be available while the investigation is pending (see "Investigation Procedures--Interim Measures", below). The Director of Human Resources may work jointly with the Dean of Students, the Director of Human Resources, or their designees to investigate a case.

After an incident is reported to the Director of Human Resources, the College takes appropriate steps to stop the discriminatory behavior, prevent its recurrence, and remedy its effects.

These steps typically include a prompt, effective, and impartial investigation (see "Investigation Procedures", below).

Generally within one working day of receiving a complaint, the Director of Human Resources provides written materials to the complainant regarding the College's policies, procedures, and available resources.

Investigation Procedures

All investigations carried out of incidents of alleged discrimination, sexual harassment, and sexual misconduct will be prompt, fair, effective, and impartial. For complete information regarding investigative procedures, see Director of Human Resources' Procedural Guidelines for Investigations, at page 24, below.

Investigations under this policy are subject to the following:

- **Confidentiality.** Union County College takes confidentiality seriously. Investigative information is shared with others on a need-to-know basis only, including with investigators, witnesses, the accused individual, and relevant College officials, or as required or permitted by law. In some cases, the investigation file may be subject to requests for public records; the Director of Human Resources redacts identifying or other information when legally permissible.

When a complainant requests confidentiality or that the College not proceed with an investigation, the College respects that request to the extent possible. The College's legal obligation to provide a safe and nondiscriminatory environment may require that the Director of Human Resources proceed with an investigation and share limited identifying information about a complainant. The Director of Human Resources will inform a complainant if this occurs. In all cases, the Director of Human Resources works with the complainant to provide resources and support.

- **Conflict of Interest.** No College investigator will participate in an investigation in which he or she has a conflict of interest. A conflict of interest means the existence of an interest that could reasonably affect or appear to affect the impartiality of the investigator.
- **Criminal Complaints.** Under this policy, a complainant has the option to file a criminal complaint with the police. The criminal process can be pursued simultaneously. The College does not wait for the conclusion of a criminal case to investigate possible violations of this policy. In some cases, a temporary suspension of the College's investigation may be necessary when requested by law enforcement. However, the College's investigation resumes promptly once the College is notified by law

enforcement that it may proceed. An outcome reached in a criminal process does not necessarily determine the outcome of the College's process.

Interim Measures

Union County College takes appropriate interim steps before a final resolution to support and protect the complainant, as needed. Such steps may be taken regardless of whether complainant wishes to pursue the complaint. In general, the College will seek to keep the parties apart. When taking such steps, the College seeks to minimize unnecessary or unreasonable burdens on either party; however, every reasonable effort is made to allow the complainant to continue in his or her academic and/or employment arrangements. Violations of such protective measures may lead to disciplinary action. In some cases, Union County College employees with supervisory responsibility must take immediate action to end offending conduct and protect the well-being of the complainant. Supervisors must take such interim measures in consultation with the Director of Human Resources.

- **Participation of Parties.** When appropriate, Union County College seeks the consent of the complainant to proceed with an investigation but informs each complainant that alleged violations of this policy may be investigated regardless of consent. If any party or witness declines to participate in an investigation, the College continues the investigation to the extent possible. The College, as an employer, expects all employees to participate and cooperate with all investigations.
- **Investigation Process.** The complainant and the respondent are given the opportunity to provide information and evidence to the investigator, including names of witnesses. The parties are also given the opportunity to provide oral and written statements. Except in extraordinary circumstances, both parties are given written notice of the outcome of the investigation, an opportunity to respond, and an opportunity to appeal.
- **Appeals.** For cases in which the respondent is a student, the opportunity to appeal is provided through the student conduct process. For other cases, the opportunity to appeal is provided through the EEO/AA's procedural guidelines:
- **Standard of Proof.** Union County College uses a "preponderance of the evidence" legal standard to evaluate allegations of violations of this policy, which means it is "more likely than not" that the behavior or incident in the complaint occurred.

Timeframes

The Director of Human Resources seeks to complete all investigations promptly after receipt of a complaint. An investigation of sexual assault, sexual misconduct, or domestic violence

is typically completed within 60 calendar days unless there is good cause to extend that time frame.

Enforcement and Disciplinary Sanctions

Union County College vigorously enforces this policy. Persons determined to have violated this policy are subject to sanctions imposed using the procedures set forth in applicable College agreements and handbooks (e.g., collective bargaining agreements, or the Union County College Student Code of Conduct), including any appeal procedures therein. The chosen sanction is to be adequately and appropriately severe to prevent future offenses. The sanctions that are imposed, or other actions taken, must be reported to the Director of Human Resources by the administrator or supervisor who imposes the sanctions.

In addition, inappropriate and unprofessional behavior by College personnel that does not rise to the level of a policy violation (e.g., unwelcome sexual comments that are not sufficiently severe, persistent, or pervasive to constitute sexual harassment), may nonetheless be subject to corrective or disciplinary action in some cases.

Malicious or Frivolous Allegations Prohibited

The College disciplines members of the College community who knowingly make false or frivolous allegations of discrimination, sexual harassment, or sexual misconduct. No complaint is considered malicious or frivolous solely because it cannot be corroborated.

Reporting Criminal Behavior to Police

Anyone who has experienced sexual assault, rape, stalking, domestic or dating violence, or another crime may choose to report the incident to the police. The College's process under this policy is separate from the criminal process and can be pursued simultaneously (see "Investigation Procedures", below). In most cases, the Director of Human Resources defers to the complainant's wishes regarding whether to contact police and/or file a criminal complaint; however, situations may occur in which the safety of the College community or other considerations will require the College to report an incident to police. The Director of Human Resources will attempt to inform the complainant of such decision when this occurs.

Sample Non-Discrimination Syllabus Language

Faculty are encouraged to include the following language in Union County College class syllabi:

Discrimination, including discriminatory harassment or bias intimidation, sexual harassment, and sexual misconduct (including stalking, domestic and dating violence) is prohibited at Union County College (See <http://www.ucc.edu/about/PublicAnnualNotificationND.aspx>).

If you feel you have experienced or have witnessed discriminatory conduct, please contact the College's Director of Human Resources who is the Title IX Coordinator, at (908) 709-7179 or vincent.lotano@ucc.edu, to discuss resources, as well as reporting and investigative options.

All College employees with information regarding any form of discrimination, including sexual harassment and sexual misconduct should contact a supervisor or the Director of Human Resources.

Training

Union County College employees are required to complete Discrimination, Sexual Harassment, and Sexual Misconduct Awareness, Prevention, and Response Training. To learn more about this training requirement, contact Human Resources. Individual units may require employees to complete additional training and may submit requests to the Director of Human Resources for specific training needs. Union County College students will be provided the opportunity to complete such training soon.

Retaliation and Interference Prohibited

This policy prohibits retaliation. Retaliation includes any act that would dissuade a reasonable person from making or supporting a complaint, or participating in an investigation, under this policy. It includes action or threat of action that could negatively affect another's employment, education, reputation, or other interest. **Retaliation is a separate and distinct violation of this policy.** Retaliatory acts should be reported immediately to the Director of Human Resources and are handled promptly, effectively, and equitably.

Interference with the complaint or investigation process is also prohibited and constitutes a violation of this policy. Interference includes, but is not limited to, actions that dissuade or attempt to dissuade complainants or witnesses from reporting or participating in an investigation, or actions that delay or disrupt, or attempt to delay or disrupt, an investigation.

Filing Complaints Externally

For information about filing a complaint with state or federal agencies, contact the Director of Human Resources or see page 17, below.

Union County College Resources

The resources listed below represent only a selection of campus resources that are available. For off-campus resources, including medical and counseling services, victim advocate hotlines, and state and federal compliance offices, see page 17, below.

Title IX Coordinators:

Vincent Lotano

Director of HR
Title IX Coordinator
MacDonald Hall (A-219)
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7179
vincent.lotano@ucc.edu

Mensah Peterson

Dean of Students
Deputy Title IX Coordinator
Chaney Center (SD121)
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7516
mensah.peterson@ucc.edu

Ms. Tammy Smith

Dean of College Life
Deputy Title IX Coordinator
Student Activities Office
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7093
tmith@ucc.edu

Public Safety Department

The Union County College Public Safety Department can be contacted, as follows:

Cranford Campus: 908-709-7152

Scotch Plains Campus: 908-709-0268

Plainfield Campus: 908-412-3595

Elizabeth Campus: 908-965-6070

Complaint Investigation

The Director of Human Resources is Union County College's central intake and referral officer for discrimination, discriminatory harassment (or bias intimidation), sexual harassment, and sexual misconduct complaints from students, employees, visitors, and guests. The Director of Human Resources collaborates with other College personnel who receive and address complaints and problems in educational environments and workplaces throughout the College, including but not limited to supervisors, Dean of Students, Student Conduct Officer, and Director of Human Resources. The Director of Human Resources will investigate, jointly with other College personnel when appropriate, all reported incidents of discrimination, bias intimidation, sexual harassment, and sexual misconduct, or refer them, as appropriate, for a response.

The Director of Human Resources investigates complaints that implicate the Union County College Non-Discrimination and Anti-Harassment Policy, see page 7, above.

The Director of Human Resources follows the following guidelines when investigating a complaint: Procedural Guidelines for Investigations, see page 24, below.

To file a complaint with the Director of Human Resources, see File a Complaint, at pages 20, below.

For information on Student conduct procedures, see: Student Conduct Code, on the College website:

<http://admissions.ucc.edu/Media/Website%20Resources/documents/CurrentStudents/Student%20Handbook.pdf>.

Information on Employee Handbook procedures, see the Employee Handbook via the Owl's Nest through the College website.

Interpretative services are available on request.

File a Complaint

For Director of Human Resources' Procedural Guidelines for Investigations, see page, 24, below. For the Student Conduct Code, see <http://admissions.ucc.edu/Media/Website%20Resources/documents/CurrentStudents/Student%20Handbook.pdf>. Access the Employee Handbook through the Owl's Nest on the College website.

You may submit a complaint or file and incident report by phone, fax, email, mail, or in person to:

Vincent Lotano
Director of Human Resources
Title IX Coordinator
MacDonald Hall, A-219
Union County College
Cranford, NJ
908-709-7179 – phone
908-709-0527 -- fax

Union County College Discrimination, Sexual Harassment, Sexual Misconduct Incident Report/Complaint Form

Use this form to report incidents of discrimination, sexual harassment, or sexual misconduct. You are encouraged to include as much information as possible. If you want to enter only your name and phone number, the Director of Human Resources will contact you. Based on the information you provide, an investigation may be initiated. You may submit a report anonymously, but please be aware that an anonymous report limits the College's ability to investigate. If you need advice or consultation, see the Director of Human Resources (908-709-7179) or the Dean of Students (908-709-7516). See also Resources information, at page 41, below.

Background Information

Your full name: _____

Are you a student? ___ Faculty? ___ Staff? ___ Other? Check one.

If Other, please indicate connection to the College:

Your phone number: _____

Your email address: _____

Name of the person or persons who engaged in the misconduct?:

Date of incident: _____

Time of incident: _____

Location of incident:

Involved Persons

Name all persons who were involved:

Details

Please provide details about the incident(s) you wish to report.

Supporting Documentation

To submit photos, video, email, and other supporting documents, please contact the Director of Human Resources at 908-709-7046 or vincent.lotano@ucc.edu

Contact Us

For information and consultations, and to submit a complaint by phone, fax, email, mail, or in person, contact:

Vincent Lotano
Director of Human Resources
MacDonald Hall, A-219
Union County College
vincent.lotano@ucc.edu
908-709-7046 -- phone
908-709-7683 -- fax

Director of Human Resources' Procedural Guidelines for Investigations

I. Purpose

The Director of Human Resources, who also is designated as the Title IX Coordinator, investigates allegations arising under the Union County College Non-Discrimination and Anti-Harassment Policy (the Policy), see page 7, above. These procedural guidelines are flexible and may be adapted on a case-by-case basis to promote a prompt, impartial, thorough and effective process.

II. Complaints

A. A complaint is an allegation of conduct that implicates the Policy, which may include allegations of discrimination, bias intimidation, sexual harassment, and/or sexual misconduct.

B. Complaints alleging discrimination, bias intimidation, sexual harassment, or sexual misconduct may be made orally or in writing, to the Director of Human Resources, a supervisor/manager, or an officer of the College.

C. Complaints received by a supervisor/manager and all other College employees or agents must be reported to the Director of Human Resources, who will either process the complaint or assist the relevant College unit in its response. When appropriate, the College may take interim measures to ensure safety and mitigate the effects of the alleged conduct.

D. The Director of Human Resources promotes prompt and effective resolution of complaints. When appropriate, the Director of Human Resources will work with the College unit to respond to and resolve a complaint at the unit level. The Director of Human Resources may facilitate a resolution process in lieu of, or simultaneously with, an investigation.

E. The Director of Human Resources' jurisdiction is usually limited to matters concerning the College's Policy. If a complaint extends beyond the Director of Human Resources' jurisdiction under the Policy, the complaint may be referred to another College office. If the complaint does not involve College community members or have sufficient nexus to the College's operation, activities and mission, the Director of Human Resources may refer the matter to an outside entity or agency, as appropriate. The College community members may include, but are not limited to, employees, students, volunteers, vendors, contractors, affiliates and any other person connected to the College.

III. Complaint Processing

A. *Intake*: Upon receipt of a complaint, the Director of Human Resources conducts an initial intake with the complainant, which generally includes the following:

1. Obtain identification and contact information from the complainant.

2. Explain the role of the Director of Human Resources as a neutral fact-finder and/or facilitator for a resolution process. When the Director of Human Resources conducts an investigation, the Director of Human Resources seeks to determine the facts surrounding the allegation and whether those facts constitute a violation of the Policy.
3. Explain the process the Director of Human Resources may use for responding to the allegation.
4. Explain that the Director of Human Resources takes the complainant's confidentiality seriously, but limitations exist on confidentiality. Those limitations include providing the respondent with notice of the allegation and that the investigation file is a public record and may be subject to requests for public records. The Director of Human Resources also will provide information concerning the Policy, including the complainant's right to report alleged discrimination to the Director of Human Resources without retaliation. Retaliation includes any action or threat of action that negatively affects another's employment, education, reputation or other interest or that could dissuade a reasonable person from making a complaint. Retaliation is a separate and distinct policy violation.
5. Obtain as much initial information as possible from the complainant, which may include other possible sources of information, including individuals from whom the Director of Human Resources may obtain additional information.
6. Confirm basis of complaint in writing (which may be an email message) to complainant, within a reasonable time after receipt of the complaint, usually five business days.

B. Safety Assessment: After the initial intake and as necessary throughout an investigation, the Director of Human Resources will assess whether immediate action must be taken for the safety or security of any person involved. The Director of Human Resources will immediately contact the appropriate office at the College or in the community, which may include but is not limited to law enforcement, the Public Safety Department, Dean of Students, Human Resources Department, and relevant academic offices.

C. Conflict Review: The Director of Human Resources will not participate in an investigation if a conflict of interest exist. If the Director of Human Resources determines that he or she has a conflict of interest, the allegation will be referred to Human Resources or other appropriate office for the investigation. A conflict of interest means the existence of an interest which may reasonably be determined to affect or appear to affect the impartiality of the Director of Human Resources.

D. Determination to Proceed: After the initial intake, and as needed thereafter based on additional information, the Director of Human Resources will assess whether the complaint, if true, would constitute a violation of the Policies and warrants further inquiry.

If at any time the Director of Human Resources determines that no basis for a policy violation exists, he or she may decline to proceed further. If the complaint presents other potential issues, it may be referred to the appropriate office.

After informing the complainant of the investigation procedures, the Director of Human Resources will seek the complainant's consent to proceed with an investigation. However, the Director of Human Resources also will inform all complainants if a case implicates the College's legal obligation to investigate a complaint, whether the complainant grants consent or not.

E. Notice: The Director of Human Resources will generally provide notice and information to the following persons, subject to a compelling basis for confidentiality. Others may be notified on an as-needed basis.

1. Relevant supervisor(s): Will be notified of the complaint, and requested to inform the respondent and others involved, if any, that they are expected to cooperate with the Director of Human Resources' investigation and conduct themselves in a professional manner during the Director of Human Resources' process, to be truthful and refrain from retaliating against anyone involved in the process.
2. Respondent: Unless a compelling reason exists not to do so, the respondent will be notified of the complaint with sufficient detail to enable the respondent to fully respond to the allegation(s). A respondent cannot be held in violation of the policy without notice and an opportunity to respond to the allegations.

IV. Early Resolution

The goal of the Policy is to maintain an environment free from discrimination. Therefore, the Director of Human Resources' process is focused on providing an opportunity to identify and resolve discriminating or potentially discriminating conduct at the earliest possible opportunity and in the most effective manner. At any time after receipt of a complaint, and when appropriate, the Director of Human Resources may initiate an informal resolution process, through which the Director of Human Resources will determine whether the investigation should be stayed or continued simultaneously with the resolution process.

The Officer may participate in the resolution process or may ask others to guide that process, as he or she deems best under the circumstance. At any time during an informal resolution process, a complainant may request to end the process and proceed with the formal investigation. Mediation is never appropriate for complaints of sexual assault or sexual misconduct.

V. Investigation Process

A. Investigation Plan: If an investigation is warranted, the Director of Human Resources will develop an investigation plan, which will include a statement of the allegation(s) and a preliminary statement of evidence that will be needed to determine whether the allegation is supported. The plan may include a preliminary list of witnesses to interview, relevant documents, and other evidence.

The Director of Human Resources seeks to complete investigations promptly after receipt of a complaint. An investigation of sexual misconduct, sexual assault or domestic violence will be completed within 60 calendar days, unless there is good cause to extend that time limit. Cases involving a student respondent will usually be referred to the Dean of Students for investigation.

B. Investigation Steps: Usually, the Director of Human Resources will take the following steps in the investigation:

1. Interview witnesses and the respondent. Interviews should be in person when practicable. Audio recording of interviews will generally not be allowed. Interview notes should include the date, time and place of the interview, the name of the interviewer, and a list of all those present at the interview.
2. Request written statements when they may be helpful to the investigation.
3. Obtain all available relevant documentation, which may include but is not limited to relevant College documents, email and text messages, correspondence, computer files, and notes.
4. When appropriate, provide the complainant, the respondent, and supervisors with updates regarding the status of the investigation.

C. Completion of Investigation:

1. Generally, an investigation will result in an investigation memorandum if the respondent is a student and an investigation report where the respondent is a member of the College community who is not a student. If a respondent is a student and an employee, the Director of Human Resources will make a case-by-case determination whether a memorandum or report is appropriate. An investigation that is terminated prior to issuance of an investigation report will be acknowledged with a closing letter.
2. Findings in an investigation memorandum or investigation report are entered based upon the Director of Human Resources' determination that a fact is true, more probable than not (i.e. by a preponderance of the evidence).

3. The complainant and respondent will receive a copy of the proposed investigation memorandum, investigation report, or closing letter, unless a compelling reason exists to withhold the document, in whole or in part, from one or both persons. Student names will be redacted where appropriate.
4. On a need-to-know basis, relevant supervisors, administrators and other appropriate members of the College community will receive a copy of the closing document. In cases involving student respondents, a copy will be provided to the Dean of Students for further action, if appropriate, pursuant to the Student Code of Conduct.
5. In matters that do not involve the Student Code of Conduct, usually when the respondent is not a student, the complainant and respondent may submit a response to a proposed investigation report or closing letter to the Director of Human Resources. The response must be received within the time specified by the Director of Human Resources. The Director of Human Resources will consider the response(s) and then issue the final investigation report or closing letter within 15 calendar days of the end of the response period. The Director of Human Resources may amend or edit the report or closing letter based on a response, or reopen the investigation. If major revisions are made to a document, or if the investigation is reopened, the Director of Human Resources may issue a second proposed report or letter and allow additional response prior to issuing the final document.
6. In matters where the respondent is a student, the complainant and the respondent may present any response to the Director of Human Resources' investigation memorandum to the Student Conduct Officer or the Dean of Students.

VI. Appeal of a Final Investigation Report

In those matters that do not involve the Student Code of Conduct, a limited appeal is available. A complainant or respondent may appeal the final investigation report on the grounds of substantial procedural irregularity or insufficient investigation. A substantial procedural irregularity is defined as an irregularity in these procedures that, more likely than not, could have resulted in a different conclusion in the Director of Human Resources' investigation report regarding a violation of the Policy. Insufficient investigation is defined as a lack of investigation into facts or issues that, more likely than not, could have resulted in a different conclusion in the Director of Human Resources' investigation report regarding a violation of the Policy. Within 15 calendar days of the issuance of the final investigation report, the appeal must be received by the Director of Human Resources.

In reviewing the appeal, the Director of Human Resources does not engage in a de novo review. He or she shall give substantial weight to the Director of Human Resources' report and defer to the credibility findings in the report. If he or she finds either substantial procedural irregularity or insufficient investigation, additional investigation may be required. Ordinarily, the Director of Human Resources shall complete his or her respective review within 30 calendar days of receipt of the appeal. His or her decision is final with respect to the investigation.

VII. Other Available Processes

Any student or employee aggrieved by the Director of Human Resources report may be entitled to file a complaint outside of the College. See page 48, below, for agency names and contact information.

Before discipline may be imposed based on an investigation memorandum or investigation report, a student or employee may be entitled to further internal process depending upon the employment agreement, Student Code of Conduct, or other College policy.

Accommodations/Disabilities

Background

- **Americans with Disabilities Act (ADA)**
- **Section 504 of the Rehabilitation Act of 1974**

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1974 (Section 504) prohibit discrimination on the basis of disability and allow for accommodations that may be requested. The American with Disabilities Acts includes mental and physical medical conditions; it applies to Union County College and includes regulations covering access to all College programs and services.

ADA Coordinator

The ADA Coordinator is responsible for coordinating Union County College's efforts to comply with Title II of the ADA and other federal and state laws and regulations pertaining to persons with disabilities, including Section 504. The ADA Coordinator works closely with the Director of Human Resources and will refer discrimination complaints for investigation.

Responsibilities of the ADA Coordinator

- Providing referrals, resources, advice, services, and compliance information to College offices, students, and employees.
- Maintaining up-to-date resources and policy materials that are readily available relating to persons with disabilities.
- Assuring the College's compliance with the ADA, and other federal and state laws and regulations pertaining to persons with disabilities.
- Collaborating with other College offices, government agencies, and external advocacy groups to develop College policies and procedures to accommodate persons with disabilities and to prevent and respond to discrimination on the basis of disability.
- Developing and maintaining investigative procedures and processes to resolve complaints and inquiries from College offices, students, and employees.
- Making determinations about allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

The following individuals have been designated to address inquiries regarding Section 504, the ADA, and Title IX, as indicated:

Complaints

Vincent Lotano
Director of Human Resources
Title IX Coordinator
MacDonald Hall, room A-219
908-709-7046
vincent.lotano@ucc.edu

All Title IX matters should be directed to Vincent Lotano, Union County College's Title IX Coordinator. All complaints of discrimination and sexual harassment, including those concerning Title IX, Section 504, or the ADA also, should be directed to Vincent Lotano.

Student Accommodation Requests

Ms. Karen Cimorelli

Coordinator of Services for Students with Disabilities

Nomahegan Hall, room N-3

Phone: 908-709-7164

karen.cimorelli@ucc.edu

All requests for accommodations from Union County College students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

Employee, Guest, and Visitor Accommodation Requests

Mr. Vincent Lotano

Director of Human Resources

Section 504 Administrator and ADA Coordinator

MacDonald Hall, room A-219

908-709-7046 (phone)

vincent.lotano@ucc.edu

All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also should be directed to Mr. Lotano.

Reasonable Accommodations

Union County College provides access, equal opportunity and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. To request a disability accommodation, contact one of the employees, above, as appropriate.

Complaint

If you believe that you have been subject to discrimination on the basis of a disability or denied a reasonable accommodation, and you would like to file a complaint, please contact the Director of Human Resources, or see page 20, above.

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It provides that no person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Sex discrimination includes sexual harassment and sexual violence. Title IX was long thought of as a law that applied only to athletics programs. The interpretation and application of Title IX by the federal government is now much broader, and applies to educational programs and employment at all institutions of higher education, including Union County College.

- Title IX can be found in the Education Amendments of 1972, 20 U.S.C. §1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX). See: <http://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq>.
- A Q and A about Title IX by the Office of Civil Rights of the U.S. Department of Education can be found at: <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>
- Union County College Non-Discrimination and Anti-Harassment Policy prohibits discrimination, sexual harassment, and sexual misconduct (including sexual assault, stalking, and domestic and dating violence). See pages ___ - ___, above.

Title IX Coordinators

Compliance with Title IX is everyone's responsibility at the Union County College; however, the following individuals are responsible for coordinating the College's Title IX compliance. If you have a Title IX-related concern or a complaint, please contact a supervisor or one of the following Title IX Coordinators:

For Complaints Against Faculty, Staff, or Individuals Who Do Business with the College:

Vincent Lotano
 Director of Human Resources
 Title IX Coordinator
 MacDonald Hall (A-219)
 Union County College
 1033 Springfield Avenue
 Cranford, NJ 07016
 908-709-7046
vincent.lotano@ucc.edu

Complaints under this Policy will be addressed as outlined in the EEO/AA Procedural Guidelines for Investigations. See page 24, above.

As the lead Coordinator, Vincent Lotano has responsibility for coordinating the College's efforts to comply with, and carry out its responsibilities under Title IX and its implementing regulations, including training, education, communication, and investigation of complaints. He is primarily responsible for coordinating the investigation of all complaints of discrimination on the basis of sex, and complaints involving faculty and staff.

For Complaints Against Students:

Mensah Peterson

Dean of Students
Deputy Title IX Coordinator
Chaney Student Services Center (SD121)
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7516
mensah.peterson@ucc.edu

Complaints under this Policy will be addressed as outlined in the Student Code of Conduct. See <http://admissions.ucc.edu/Media/Website%20Resources/documents/CurrentStudents/Student%20Handbook.pdf> As the Deputy Coordinator for Student Affairs, Mensah Peterson is responsible for Title IX compliance in matters involving student conduct, including training, education, communication, and investigation of complaints.

For Gender Equity and Other Complaints in Athletics:

Ms. Tammy Smith

Dean of College Life
Deputy Title IX Coordinator
Student Activities Office
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7093
tmith@ucc.edu

As the Deputy Coordinator for Athletics, Ms. Smith is responsible for Title IX compliance in matters involving Athletics, including training, education, communication, and investigation of complaints. In complaints about students, Ms. Smith will collaborate with the Dean of Students and procedures outlined in the Student Code of Conduct will be followed. See: <http://admissions.ucc.edu/Media/Website%20Resources/documents/CurrentStudents/Student%20Handbook.pdf> In complaints about faculty or staff, Ms. Smith will collaborate with the Director of Human Resources and Lead Coordinator and procedures outlined in the Director of Human Resources' Procedural Guidelines for Investigations will be followed. See page 24, above.

Sex and Gender Based Violence

Sex and gender based violence includes, but is not limited to, non-consensual sexual contact, sexual exploitation, stalking, and domestic and dating violence. Union County College prohibits sexual misconduct, including sexual assault and other sexual violence. See. If you have experienced sex and gender based violence, the Director of Human Resources can help you find resources, make a report, and assist with implementing personal safety measures.

I have experienced sex or gender based violence. What resources and services are available to me?

Resources are available to those who have experienced sex and gender based violence. Follow the below links to access resource information:

- Reporting Options, see page 35, below.
- Finding an Advocate, see page 43, below.
- Healing and Recovery, see page 41, below.
- Legal Advocates/Legal Services, see page 44, below.
- Safety Options, see page 38, below.

Sex or gender based violence was reported to me. What should I do?

- Union County College Employees, see page 36, below.
- Students, see page 36, below.
- Reporting to Police, see page 36, below.
- Other Reporting, see page 36, below.

Reporting Sex and Gender Based Violence

Union County College encourages all members of the College community to report sex and gender violence and all violations of its Non-Discrimination Policy. The College prohibits retaliation against anyone who reports or participates in an investigative or disciplinary process.

There are several ways to report sex and gender based violence. Please review the list below and select the option that best meets your preference.

Reporting to a Supervisor, Administrator, Faculty or Any Employee

All College employees are required to report all information about sex and gender violence and any violation of the College's Non-Discrimination Policy to a supervisor or directly to the Director of Human Resources. Such conduct cannot be kept secret or confidential.

Information will be shared among College employees only on a need-to-know basis, but federal law may require that the College open an investigation.

Reporting to the Director of Human Resources

Sex and gender based violence can be reported to the Director of Human Resources, who is the College's Title IX Coordinator, and works closely with Human Resources and the Dean of Students. The Director of Human Resources can start an investigation, assist the survivor with campus safety options, and connect the survivor to local support, medical, and counseling resources. The Director of Human Resources' investigation is separate from any criminal process and can be pursued simultaneously. The Director of Human Resources can determine whether College policies have been violated and then make recommendations to either the Dean of Students, if the respondent is a student, or to the relevant supervisor or Director of Human Resources, if the respondent is an employee. The Director of Human Resources shares information about cases only on a need-to-know basis, but cannot guarantee confidentiality. Click on the links below for Director of Human Resources contact information or to file a complaint.

- Director of Human Resources contact information, see page 23, above.
- File a complaint, see page 20, above.

Reporting to Law Enforcement

Sex and gender based violence can be reported to law enforcement. Reporters are urged to preserve any evidence and to also seek medical and counseling services. Law enforcement can assist with filing criminal charges and related matters. Call 911 for immediate emergency assistance. For related public safety issues on campus, contact the Public Safety Department:

Cranford Campus, 908-709-7152;
 Elizabeth Campus, 908-965-6070;
 Plainfield Campus, 908-412-3595;
 Scotch Plains Campus, 908-709-7152.

Sex or Gender Based Violence Was Reported to You

If you are told about sex or gender based violence, please review the below sections to determine your reporting requirements or to learn about resources available to you. Regardless of your reporting requirements, Union County College encourages reporting of all forms of sexual harassment and sexual misconduct and takes these reports very seriously. Please view the below sections to determine your responsibilities.

Union County College Employees

All College supervisors who have information regarding an incident or situation involving sexual harassment or sexual misconduct are required to promptly report the incident to the Director of Human Resources, who also is the institution's Title IX Coordinator, or to one of the Deputy Title IX Coordinators, or a supervisor. Supervisors must take immediate action to end offending conduct and protect the well-being of the complainant. Supervisors must take such interim measures in consultation with the Director of Human Resources and Human Resources. All other employees are strongly encouraged to report any incident or situation of which they have knowledge.

Students

Union County College strongly encourages students and others to report incidents of sexual harassment, sexual misconduct, sexual assault, and other forms of sex and gender based violence, to the Director of Human Resources, who is the College's Title IX Coordinator, or one of the Deputy Title IX Coordinators.

Reporting to Police

Anyone who has experienced or witnessed sexual misconduct, sexual assault, stalking, domestic or dating violence, or another crime may choose to report the incident to the police. The College's process is separate from the criminal process and can be pursued simultaneously. In most cases, the Director of Human Resources will defer to the complainant's wishes regarding whether to contact police and/or file a complaint; however, some situations in which the safety of the College community or other considerations may require the Director of Human Resources to report an incident to police. The Director of Human Resources will attempt to inform the complainant of its decision when this occurs.

Other Reporting

Under New Jersey state law, **any person** having reasonable cause to believe that a child has been subjected to abuse or acts of abuse shall immediately report this information to the State Central Registry of the Department of Children and Families:

Child Abuse/ Neglect Hotline (State Central Registry Hotline) 1-877-
NJ ABUSE
(1-877-652-2873)

If the child is in immediate danger, call 911 as well as the hotline, above.

Secondary Trauma

If you learn of sex or gender based violence, you may experience something referred to as “secondary trauma.” If you need to speak with somebody about your concerns, you can reach out to one of the College Title IX Coordinators for a counseling referral, see page 32. You may also contact an off-campus advocate hotline, see page 43, below.

Safety Options

If you have experienced sex or gender based violence, there may be campus safety options available to you, as well as protection orders and safety shelters.

Campus Safety Options

After receipt of a complaint of sexual misconduct, the Director of Human Resources will assess whether immediate actions must be taken for the safety and security of any person involved. The Director of Human Resources works with the Dean of Students, Director of Human Resources, Public Safety, and others, as needed, to assist complainants with potential interim safety measures during an investigation. See page 15, above.

Restraining or Protection Orders

A protection or restraining order is issued by a state or municipal court, and requires another person to remain a certain distance away from you at all times and prohibits any contact or communication. More information can be found at the links below. If you are in immediate danger, dial 911. For information on obtaining a restraining order in New Jersey, see page 48, below; see also, Legal Advocate/Legal Services, at page 44, below.

Shelters

Domestic violence victims and their children can temporarily access safe and secure shelters in the Union County area. For Shelters, see page 45.

Education and Training

The Director of Human Resources seeks to raise awareness surrounding civil rights and Equal Employment Opportunity issues through educational endeavors, and, thereby, improve campus climate, improve best practices, and contribute to recruiting and retaining a diverse workforce that will meet the needs of Union County College.

The Director of Human Resources will work with departments and units to design a class or educational offering that is responsive to the needs of the participants in the following areas:

- Discrimination Awareness and Prevention
- Sexual Harassment Awareness and Prevention
- Sexual Misconduct Awareness and Prevention
- Equal Employment Opportunity Issues for Supervisors

Employee Training

Human Resource provides a mandatory online Discrimination and Sexual Harassment Prevention course which is required for all current faculty, administrative professionals, civil service, and bargaining unit employees. New employees must complete the course within 6 months of date of hire. This course is designed specifically for employees and supervisors.

Student Training

This training serves as an introduction to students about the College's policies on non-discrimination, and it provides information about the College's process to respond to complaints of discrimination, harassment, and sexual misconduct.

New Student Orientation

This training serves as an introduction to new students about safety on campus, resources, definitions, and bystander prevention.

Training Request Form

Training Request

College units can request specific presentations to fit the needs of their area. You may submit a request to the Director of Human Resources, MacDonald Hall, (908) 709-7179, or by completing this form and sending it by interoffice mail.

- Name
- Unit or Office
- Phone
- Email
- Date Requested - From:
- Date Requested - To:
- Brief Description of specific presentation needs:

Resources

Union County College Title IX Coordinators

Vincent Lotano

Director of HR
Title IX Coordinator
MacDonald Hall (A-219)
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7046
vincent.lotano@ucc.edu

Mensah Peterson

Dean of Students
Deputy Title IX Coordinator
Chaney I (N1-3) 1033
Springfield Avenue
Cranford, NJ 07016
908-709-7516
mensah.peterson@ucc.edu

Ms. Tammy Smith

Dean of College Life
Deputy Title IX Coordinator
Student Activities Office
1033 Springfield Avenue
Cranford, NJ 07016
908-709-7093
tsmith@ucc.edu

Union County College Public Safety Department

The Public Safety Department can be contacted, as follows:

Cranford Campus: 908-709-7152
Elizabeth Campus: 908-965-6070
Plainfield Campus: 908-412-3595
Scotch Plains Campus: 908-709-7152

Medical Services

In most instances, medical care providers can talk with you confidentially about your concerns. If you receive hospital care after a sexual assault, you may receive a medical evaluation from a trained Sexual Assault Nurse Examiner (SANE), who conducts a medical-legal examination and collects forensic evidence. You can also be tested for date-rape drugs and sexually transmitted diseases. They may also provide you counseling services or refer you to a relevant provider. For information on emergency contraception, the morning after pill or Plan B, talk to your doctor, pharmacy, or clinic. More information can be found here: not.2.late.com

If you have experienced sex or gender based violence or know somebody who has, you might consider accessing the below medical, or counseling resources.

Medical Facilities in Union County With 24-Hour Emergency Assistance:

Overlook Medical Center Emergency Department

99 Beauvoir Avenue
Summit, NJ 07901
908-522-2232

<http://www.atlantichealth.org/overlook/our+services/emergency+services/>

Overlook Emergency Services – Union Campus

1000 Galloping Hill Road

Union, NJ 07083

908-522-6300

<http://www.atlantichealth.org/overlook/our+services/emergency+services/>

Trinitas Regional Medical Center

Emergency Medicine

225 Williamson Street

Elizabeth, NJ 07202

908-994-5422

http://www.trinitashospital.org/emergency_medicine.htm

Trinitas Regional Medical Center

Psychiatric Emergency Department

New Point Campus

655 East Jersey Street

Elizabeth, NJ 07206-1259

908-994-7131

http://www.trinitashospital.org/emergency_medicine.htm

Robert Wood Johnson University Hospital Rahway

Emergency Department

865 Stone Street

Rahway, NJ 07065

732-499-6100

<http://www.rwjuhr.com/emergencyDepartment.htm>

JFK Medical Center

JFK-Muhlenberg Campus Satellite Emergency Department

65 James Street

Edison, NJ 08820

(732) 321-7000

<https://www.jfkmc.org/jfk-affiliates/jfk-muhlenberg-campus/satellite-emergency-department>

Counseling Services

Trinitas Regional Medical Center

Counseling Referrals/Outpatient Clinic

New Point Campus

655 East Jersey Street

Elizabeth, NJ 07206-1259

908-994-7278

http://www.trinitashospital.org/emergency_medicine.htm

**Rachel Coalition
Domestic Violence Services**

256 Columbia Turnpike
Suite 105
Florham Park, NJ 07932
(973) 765-9050
info@jfsmetrowest.org

**Rachel Coalition
Domestic Violence Services**

570 W. Mt. Pleasant Ave.
Suite 106
Livingston, NJ 07039
(973) 740-1233
info@jfsmetrowest.org

See also Victim Advocates, below.

Sex and Gender Based Violence, Victim Advocates

If you have experienced sex and gender based violence or know somebody who has, you may consider contacting a Victim Advocate. A Victim Advocate is a person who has been trained to support victims of crimes, by providing emotional support and help navigating resources and the criminal justice system. Advocacy agencies often provide counseling, 24-hour crisis lines, housing resources, and legal support for free or reduced costs. In most instances, these care providers can speak to you confidentially about your concerns.

24-Hour Victim Advocate Hotlines:

Rape Crisis Center, Union County

<http://www.ywcaunioncounty.org/our-services/>
24-hour HOTLINE: 908-233-RAPE (7273)

YWCA, Union County

<http://www.ywcaunioncounty.org/our-services/>
24-Hour Domestic Violence Hotline: 908-355-4357 (HELP)

**Rachel Coalition
Domestic Violence Services**

info@jfsmetrowest.org
24-hour crisis response line: 973-740-1233

New Jersey Coalition Against Sexual Assault (NJCASA)

<http://njcasa.org/>
24-hour State Hotline: 800-601-7200

Statewide:**New Jersey Coalition for Battered Women**

New Jersey Coalition for Battered Women is a statewide association that provides leadership, support and resources on the prevention of violence against women in New Jersey through advocacy, training, public awareness and research.

<http://www.njcedv.org/>

New Jersey MentalHealthCares

New Jersey MentalHealthCares is the Mental Health Association in NJ's free, confidential statewide mental health information and referral helpline, available 24/7. Our staff of mental health professionals uses their experience and understanding of the state's mental health resources to connect you to the services you need.

<http://www.njmentalhealthcares.org/>

NJ Coalition Against Sexual Assault

NJCASA's mission is to promote the compassionate and just treatment of survivors and their loved ones; foster collaborative relationships between community systems; and affect attitudinal and behavioral changes in society as we work toward the elimination of sexual violence against all people.

<http://njcasa.org/>

Nationwide:

- [Rape, Abuse, & Incest National Network Hotline](#): 1-800-656-HOPE (4773)
- [National Domestic Violence Hotline](#): 1-800-799-SAFE (7233);
- [Gay, Lesbian, Bisexual and Transgender Hotline](#): 1-888-THE-GLNH (843-4564);
- [Love is Respect](#): 1-866-331-9474;
- [Not Alone: Together Against Sexual Assault](#): The federal government has also compiled helpful information for students and universities, including information on what to do if you have been sexually assaulted, how to help a friend who has been sexually assaulted, and information about your rights if you share information about a sexual assault with your academic institution. Locate a resource or service in your area to receive support if you are in a crisis situation or if you want to speak with an advocate. <https://www.notalone.gov/resources/>

Legal Advocates/Legal Services**Partners for Women and Justice**

Tel: 973-233-0111

60 South Fullerton Ave. #106

Montclair, NJ 07042

Fax: 973-233-0106

www.pfwg.org

Legal Services of New Jersey - Domestic Violence Representation Project

100 Metroplex Drive, Suite 402
PO Box 1357
Edison, NJ 08818
Phone: 732-572-9100
Fax: 732-572-0066
Website: <http://www.probononj.org>

Union County Rape Hotline

24-hour Hotline: 908-233-RAPE (7273)

TTY: 908-232-1435

Fax: 908-654-0260

Hours of Operation: Monday – Friday 8 a.m. – 4 p.m.

Blog: www.unioncountyrapecrisiscenter.blogspot.com

**For information on obtaining a restraining order in New Jersey, see
WomensLaw.org:**

http://www.womenslaw.org/laws_state_type.php?id=557&state_code=NJ&open_id=11187

Some local Domestic Violence Services and Rape Care Centers offer legal clinics.

Shelters

Domestic violence victims and their children can temporarily access safe and secure shelters in the Union County area. Contact:

Project Protect

c/o YWCA of Eastern Union County
1131 East Jersey Street
Elizabeth, NJ 07201

Emergency Shelter 24-Hr. Hotline: (908) 355-4357

TTY: (908) 355-1023

Fax: (908) 355-0534

Email: info@ywcamail.com

Web: www.ywca-euc.org

Outreach Phone: (908) 355-1995

**Rachel Coalition
Domestic Violence Services**

24-hour crisis response line: 973-740-1233

256 Columbia Turnpike

Suite 105

Florham Park, NJ 07932

(973) 765-9050

info@jfsmetrowest.org

570 W. Mt. Pleasant Ave.

Suite 106

Livingston, NJ 07039

(973) 740-1233

info@jfsmetrowest.org

Federal Information**Sexual Assault**

The federal government has compiled helpful information for students and institutions, including information on what to do if you have been sexually assaulted, how to help a friend who has been sexually assaulted, and information about your rights if you share information about a sexual assault with your academic institution:

- [Not Alone: Together Against Sexual Assault](#)

Overseas Crime

- **U.S. Department of State – Travel Information by Regions**

The State Department's Office of American Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

- **9-1-1 Emergency Contact Numbers Abroad**

U.S. consular officers are located at over 260 Foreign Service posts abroad. There are also consular officers in 46 foreign cities without U.S. embassies or consulates. They are ready to provide assistance if you need it. From the U.S. or Canada, call 1-888-407-4747, or from overseas call 202-501-4444.

- **U.S. Department of State – Help for U.S. Citizens of Crime Overseas**

Consular officers, agents, and staff work with crime victims and help them with the local police and medical systems. Overseas Citizens Services will stay in touch with family members in the United States and help provide U.S.-based resources for the victim when possible. From the U.S. or Canada, call 1-888-407-4747, or from overseas call 202-501-4444.

ADA Resources

- Information and Technical Assistance on the Americans with Disabilities Act, U.S. Department of Justice – Civil Rights Division, see <http://www.justice.gov/crt/disability-rights-section>.
- Division of Disability Services, Department of Human Services, State of New Jersey, see <http://www.state.nj.us/humanservices/dds/home/index.html>.

Sexual Assault and Sex and Gender Based Violence Survivor Links and Resources

- Surviving Campus Sexual Assault: An Overview of Your Rights as a Student <https://www.legalmomentum.org/resources/surviving-campus-sexual-assault-overview-your-rights-student>
- Transgender Sexual Violence Survivors: A Self-Help Guide to Healing and Understanding, Forge: Transgender Sexual Violence Project <http://forge-forward.org/wp-content/docs/self-help-guide-to-healing-2015-FINAL.pdf>
- Not Alone: Together Against Sexual Assault, information for students and schools on resources to respond to and prevent sexual assault. <https://www.notalone.gov/>
- Know Your IX, information for students to respond to and prevent sexual assault. <http://knowyourix.org/>
- Rape, Abuse & Incest National Network, national information for survivors and supporters of survivors. <https://rainn.org/>
- 1 is 2 Many, Whitehouse Public Service Announcement <https://www.whitehouse.gov/1is2Many>
- Consent: If you don't get it, you don't get it, Whitehouse Public Service Announcement on Facebook. <https://www.facebook.com/WhiteHouse/videos/10153741426384238/>

- 1 in 5, Whitehouse Public Service Announcement
<http://m.govexec.com/management/2015/11/white-house-psa-using-bears-make-point-about-sexual-assault/123487/?oref=ge-iphone-interstitial-continue>
- SAFER, a nonprofit organization providing resources and tools for student-led movements to combat sexual and interpersonal violence on campus communities. <http://www.safercampus.org/>
- Commission on Domestic & Sexual Violence, American Bar Association
http://www.americanbar.org/groups/domestic_violence.html

Restraining Orders

- **WomensLaw.org:**
http://www.womenslaw.org/laws_state_type.php?id=557&state_code=NJ&open_id=11187
- **New Jersey State Police:**
<http://www.njsp.org/division/operations/domestic-violence-info.shtml>
- **NJ Division on Women
Department of Community Affairs**
101 South Broad Street
PO Box 801
Trenton, NJ08625-0801
Phone: (609) 292-8840
Fax: (609) 633-6821
TTY: (609) 777-0799
Email: dow@dca.state.nj.us
Web: www.nj.gov/dca/dow

External Offices

Please see the following websites for more information on state and federal laws, and how to file a complaint external to Union County College.

- U.S. Department of Labor: <http://www.dol.gov/>
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov/>
- U.S. Department of Justice – Civil Rights Division: <http://www.justice.gov/crt>
- U.S. Department of Justice – Office On Violence Against Women:
<http://www.justice.gov/ovw>

- U.S. Department of Education – Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>
- Division on Civil Rights, Office of the Attorney General, State of New Jersey
<http://www.nj.gov/oag/dcr/index.html>
- Office of the State Auditor, New Jersey Office of Legislative Services
<http://www.njleg.state.nj.us/legislativepub/auditreports.asp>