

## RESPONSIBLE EMPLOYEES: QUESTIONS & ANSWERS

QUESTIONS	ANSWERS
<b>Who is a Responsible Employee?</b>	Employees with administrative or supervisory responsibilities on campus or who have been designated as Campus Security Authorities.
<b>How do I know whether I'm a Responsible Employee?</b>	You will receive an email notifying you that you are classified as a Responsible Employee. If you are not sure about your status, contact Jenn Scott, Title IX program coordinator, at <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a> .
<b>How do I report an incident as a Responsible Employee?</b>	You can report the incident using the report form on the Equal Opportunity and Compliance Office's (EOC) website. You can also report an incident by calling any staff member in the EOC Office.
<b>What happens when I make the report?</b>	A staff member from EOC will reach out to the affected person by email to let them know about their rights and options for support and resolution. The affected individual can choose whether to respond, meet with an EOC staff member, or decline to do so.
<b>How do I explain my reporting obligations to someone?</b>	<p>Be upfront with the individual about the information you will be required to share, with whom, and why. The following text provides you with an example of language you can use to have this conversation.</p> <p style="padding-left: 40px;">“As part of my position here at UNC, I am required to report situations of discrimination or harassment, including sexual assault. I will not be able to keep what you tell me confidential. The information you provide will be shared with (for students – the Student Complaint/Deputy Title IX Coordinator) (for employees – the Equal Opportunity and Compliance Office). They'll reach out to you about your options for support and formal reporting. You can choose whether to talk with them. They will not share anything you tell me beyond those who need to know.”</p>
<b>Why must I report?</b>	Reporting ensures that the affected individual receives timely information about their rights and how to access support and care following an incident. Also, these are reporting obligations under University policies and Title IX.
<b>What kind of incidents must I report?</b>	Discrimination or harassment based on any protected status, sexual and interpersonal violence, and stalking. You must report all incidents regardless of where they take place (on and off campus).
<b>What are the training requirements?</b>	Responsible Employees must complete an online module. Departments or units can request in-person training by contacting Jenn Scott at <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a> .
<b>What else can I do for someone who discloses an incident to me?</b>	Listen without judgment, share information about resources on campus and in the community (visit <a href="http://safe.unc.edu">safe.unc.edu</a> ), and respect the choices they make about how to respond to an incident.
<b>Who do I call if I still have questions?</b>	Jenn Scott, Title IX program coordinator, <a href="mailto:jennscott@unc.edu">jennscott@unc.edu</a> .
<b>How is this different from the Campus Security Authority (CSA) training?</b>	The CSA training pertains to the Clery Act. The Responsible Employee training pertains to compliance with Title IX and the University's Policy on Prohibited Discrimination, Harassment and Related Misconduct. However, all CSAs are also Responsible Employees. If you are confused about the law under which you should report an incident, please contact staff from the Equal Opportunity and Compliance Office or the Department of Public Safety and they will ensure that the report is directed to the appropriate office.