

## Your Responsibilities as a Responsible Employee

A **Responsible Employee** includes any employee who:

- ❖ Has the authority to take action to redress the harassment,
- ❖ Has the duty to report harassment or other types of misconduct to appropriate officials, **OR**
- ❖ Is someone a student could reasonably believe has this authority or responsibility.<sup>1</sup>

A **Responsible Employee** is a University employee who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or an employee whom an individual could reasonably believe has this duty. Responsible employees include all administrators, faculty, supervisory staff, resident life directors and advisors, and graduate teaching assistants, except any employee with confidentiality obligations.<sup>2</sup>

| Scripted Language for Responsible Employees   | Taking Action as a Responsible Employee  |
|---|--|
| <p>“It is necessary for me to inform you that I have been designated as a Responsible Employee at UTRGV. This means that I will have to share some of this information with the Title IX Coordinator. It is essential for the university to provide the support you need to be safe from harm. Please know that this information will be shared only on a need to know basis and that I am here to help.”</p> | <p>Once you have been made aware that an incident has occurred, it is <i>NECESSARY</i> to take the following actions:</p> <ol style="list-style-type: none"> <li><input type="checkbox"/> 1. Inquire if the individual needs immediate assistance and contact (Campus police and/or medical services) depending upon the situation.</li> <li><input type="checkbox"/> 2. Inform them that if they disclose to you certain information, you as a Responsible Employee, <u>cannot keep that information confidential</u> but will only share it on a need to know basis.</li> <li><input type="checkbox"/> 3. Provide the individual the contact information for the following support services that are <b>CONFIDENTIAL</b>:               <ol style="list-style-type: none"> <li>a. <u>Office for Victim Advocacy &amp; Violence Prevention</u><br/><b>(956) 665-8287</b> <a href="mailto:OVAVP@utrgv.edu">OVAVP@utrgv.edu</a> <ul style="list-style-type: none"> <li>- Located in the Edinburg Campus, Learning Assistance Center 156; Monday-Friday, 9 a.m. - 6 p.m.</li> <li>- Provides confidential assistance to victims and survivors of sexual assault, dating violence, domestic violence, and stalking. Advocates explain rights, assist with locating medical, psychological, and legal resources on campus and off campus, and help victims and survivors with appropriate accommodations for their unique situations.</li> </ul> </li> <li>b. <u>Counseling Center</u> <a href="mailto:Counseling@utrgv.edu">Counseling@utrgv.edu</a><br/>Monday – Friday, 8 a.m. - 5 p.m.               <ul style="list-style-type: none"> <li>- Edinburg Campus: University Center 109; <b>(956) 665-2574</b></li> <li>- Brownsville Campus: Cortez Hall 237; <b>(956) 882-7641</b></li> <li>- Helps students with their personal concerns and is staffed by licensed mental health professionals.</li> </ul> </li> <li>c. <u>UT Employee Assistance Program</u><br/><b>(800) 346-3549 24/7/365 via telephone</b> <ul style="list-style-type: none"> <li>- Provides employees confidential counseling, resources and referral services such as but not limited to Finance, Family counseling, and Legal advice.</li> </ul> </li> </ol> </li> <li><input type="checkbox"/> 4. Provide the Title IX Coordinators’ contact information so the individual can report the sexual harassment, sexual misconduct, sexual/dating/domestic violence and/or stalking.</li> <li><input type="checkbox"/> 5. Inform the Title IX Coordinator or a Deputy Coordinator promptly [within <u>twenty-four (24) hours</u>].</li> </ol> |

<sup>1</sup> U.S. Department of Education *Dear Colleague Letter*, April 4, 2011.

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>

<sup>2</sup> In accordance with the University of Texas System model policy and UTRGV ADM 03-300.

