TO: All Current and New Employees

FROM: Chancellor Dean Van Galen
       Assistant Chancellor for Student Affairs/Title IX Coordinator Gregg Heinselman

DATE: March 10, 2017

RE: Employee Obligations Concerning Sexual Violence and Harassment

At UW-River Falls we are committed to promoting a campus culture that reflects our values of safety and nondiscrimination, and where our community can work, live, and learn in a productive and supportive environment. This is the responsibility of all members of our community.

To this end, we are writing to remind you of your obligations in helping to prevent and respond to incidents of sexual violence and harassment.

**Reporting Responsibilities of Faculty and Staff**

In accordance with state law, all university employees who witness an act of sexual assault, or who receive a first-hand report of sexual assault from an enrolled student, must report that information to the Title IX Coordinator. Additionally, Responsible Employees are those who have the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence, sexual harassment, or any other misconduct covered by University policy to the Title IX Coordinator; or who a student could reasonably believe has this authority or duty. Reports are made via the online Mandated Reporting Form or directly to the Title IX Coordinator Gregg Heinselman, or one of the Deputy Coordinators: Michelle Drost, Cindy Holbrook and Thomas Pedersen. If you have questions about your reporting obligations, please email gregg.heinselman@uwrf.edu or michelle.drost@uwrf.edu.

Please note that because of the obligation to report, you cannot promise that you will maintain the confidentiality of the individual(s) who may be sharing information with you. If that individual is seeking confidential support, please refer that individual to the UWRF Campus Victim Advocate (Turningpoint) at 715-425-6751 or 1-800-345-5104 (24-Hour Crisis Line) and additionally, for students, to UWRF Counseling and Student Health Services at 715-425-3884.

More information about how and where to report can be found at [https://www.uwrf.edu/TitleIX/Reporting-Concerns.cfm](https://www.uwrf.edu/TitleIX/Reporting-Concerns.cfm)
In 2011, Gov. Scott Walker signed Executive Order #54 which states that all University of Wisconsin System employees must report incidents of child abuse and neglect they learn about or witness in the course of their employment. It is the employee’s individual responsibility to report immediately; the reporting must be to local law enforcement or a county social services agency. Additional information can be found at https://www.uwrf.edu/CampusSafety/ExecutiveOrder54RegardingChildAbuseAndNeglect.cfm.

**Education and Training**

To prepare you to fulfill these obligations, we are requiring you to complete two on-line courses. Most current faculty only need to complete one of the following two courses at this time, as their training regarding Executive Order #54 should already have been completed. An email will be received from Lawroom containing a link to your course. You can also access your courses from www.uwrf.edu, under Resources for Faculty/Staff (click the Lawroom button and log in with your Falcon ID/password).

**Intersections: Preventing Harassment & Sexual Violence (Title IX/Campus SaVE Act)**

(Approximately 90 minutes)

Part I of this course engages employees and raises their awareness about harassment and discrimination by explaining the law, as well as how to recognize harassment and discrimination, and report misconduct to the appropriate person. It provides practical tips on helping maintain a safe, inclusive environment for work, including safe and positive options for bystander intervention, advice on using inclusive language in the workplace, and information on microaggressions.

Part II trains employees how to identify and report sexual and interpersonal misconduct against students, covering awareness and prevention subjects required by Section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013 (known as the "Campus SaVE Act"), as well as Title IX of the Education Amendments Act of 1972. In addition, as required by the Campus SaVE Act, the course includes summaries of the legal definitions of consent, sexual assault, domestic violence, dating violence, and stalking, and provides copies of the relevant statutes for the applicable jurisdiction within all 50 states and the District of Columbia.

**Protect Children (EDU-WI) (Executive Order #54)**

(Approximately 60 minutes)

This online training course for Mandated Reporters is designed to raise awareness about child abuse and neglect, and to provide practical suggestions on identifying and reporting suspected child abuse. All current employees should have documented completion of EO54 training with their supervisor. If you are a new employee and you have not yet completed this training, please do so as soon as possible at https://el.lawroom.com/shib/uwrf.

Thank you for your attention to this important issue. Should you have any questions about these requirements, please email hr@uwrf.edu.