



Volunteer Checklist

Complete the following:

- Online Application
- Employee Data Sheet & Emergency Contact Information
- Voluntary Activity Agreement Form
- Memo of Approval
- Background Check Authorization
- Review Non-Discrimination and Anti-Harassment Procedure



VOLUNTEER PROGRAM POLICY

It shall be the policy of Horry-Georgetown Technical College to allow Volunteers to serve the College. A Volunteer shall be defined as any person who, of his/her own free will, provides goods or services without any financial gain. All Volunteers must complete the Volunteer Package prior to beginning volunteer services.

VOLUNTEER PROGRAM PROCEDURE

PURPOSE

This procedure outlines steps for consistent use of volunteers at the College.

PROCEDURE

Horry Georgetown Technical College will select, assign and train volunteers without discrimination of race, color, creed, religion, sex, national origin, age, disability, or veteran's status.

Volunteers will not replace a full time equivalent position; rather they will supplement and compliment faculty/staff to assist in the accomplishment of the goals of the department/College.

Volunteers will not be covered under the State Worker's Compensation Act. As a result, if injured while serving as a volunteer, an individual cannot be compensated or reimbursed for medical expenses through the State Worker's Compensation Fund. The volunteer's personal medical and accident insurance will be the coverage used for all treatment necessitated by any injury or sickness incurred when performing any assigned duty for the College.

Volunteers will not be issued any type of employment agreement. Volunteers must sign a Waiver and Release Statement, Background Check Authorization, and provide emergency contact information. All signed forms must be completed and submitted to Human Resources prior to beginning volunteer services.

The Position Supervisor must notify Human Resources if the College OR the volunteer terminates their services.

It is essential that volunteers portray a favorable image of HGTC. Volunteers are expected to adhere the policies and procedures of the College at all times.



Employee Data Sheet (PLEASE PRINT)

Employee's Legal Name _____
AS IT IS STATED ON SOCIAL SECURITY CARD FIRST MIDDLE LAST

Preferred First Name if Different than Legal Name _____ Social Security Number _____

Hispanic/Latino (Y/N) _____ Race _____ (Please refer to back for clarifying definitions)

Sex _____ Citizenship (Y/N) _____ Marital Status _____ Date of Birth _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Home/Cell Phone Number _____ Supervisor Name _____ Hire Date _____

If you need special accommodations for a disabling condition, please notify the Human Resources Department as quickly as possible



Emergency Contact Information

Contact Person, Priority #1 _____ Relationship _____

Address _____

Home/Cell Phone Number _____ Work Number _____

Contact Person, Priority #2 _____ Relationship _____

Address _____

Home/Cell Phone Number _____ Work Number _____



Voluntary Activity Agreement

I agree that I will serve as a Volunteer with Horry-Georgetown Technical College without monetary compensation. In addition, I agree to now and forever waive, release, hold harmless, defend, indemnify, and discharge Horry-Georgetown Technical College, its volunteers, employees, servants, agents, officers, board members, and affiliated members from any and all claims, injuries, causes, actions, liability, demands, losses, legal or equitable, of any kind whatsoever. This includes any loss or damage to property, injury, illness, disease, loss of services, medical bills, charges, or otherwise, including death, which may arise out of or in any way be related to me or my child's participation in this voluntary role occurring inside, on, outside, or off of College property, during transportation to or from participation in this voluntary role, or related activities and for the duration of said activities and transportation, and whether known or unknown, foreseen or unforeseen, including all legal, attorney's, court costs and fees.

As a volunteer with Horry-Georgetown Technical College, you are not covered under the State Workers Compensation Act. As a result, if you are injured while serving as a volunteer, you cannot be compensated or reimbursed for medical expenses incurred through this voluntary role. You may wish to consider securing adequate health and accident insurance to cover yourself while performing your duties as a volunteer with the College.

I recognize that at any time I may be made aware of private information. I understand that any and all information that I obtain, see, observe, hear or become aware of by any means is considered confidential. I further understand that the unauthorized release of such information, whether to parties internal or external to the College, is strictly prohibited.

In signing this assumption of risks, waiver and full release of liability, I acknowledge and warrant that I am the participant or am the parent or legal guardian of the identified minor participant; that I have carefully read this document; that I understand its terms, and that I sign it freely and voluntarily.

I have read and understand this important legal document.

Printed Name of Participant

Supervisor

Signature of Participant (or Parent/Legal Guardian if Minor)

Date

Emergency Contact Name

Emergency Contact Number

Emergency Contact Name

Emergency Contact Number



Applicant Disclosure Statement

In connection with your application with **Horry Georgetown Technical College** and any subsidiary, you may have information requested about you from a consumer reporting agency for “employment purposes” as such term is used within The Fair Credit Reporting Act 15 U.S.C. § 1681. This information may be obtained in the form of consumer reports and/or investigative consumer reports.

These reports may contain information about your character, general reputation, personal characteristics and/or mode of living. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources.

If adverse action is taken from information obtained, in whole or in part, from a consumer report and/or investigative consumer report from a consumer reporting agency, you have the right to receive a copy of the report(s) from the consumer reporting agency. The consumer reporting agency which prepared the consumer report and/or investigative consumer report was S2Verify, LLC. S2Verify, LLC can be contacted at P.O. Box 2597, Roswell, GA 30077 or by phone at (770)649-8282 or by email at compliance@s2verify.com.



Authorization of Background Investigation

I have carefully read, and understand, this Authorization form and further acknowledge receipt of the separate document entitled "A Summary of Your Rights under the Fair Credit Reporting Act" (available at <http://www.S2Verify.com/resources.html> or as a hard copy provided by the HGTC) and the "Applicant Disclosure Statement" and certify that I have read and understand both documents. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports ("Background Reports") prepared by a consumer reporting agency, such as S2Verify, LLC., to HGTC and its designated representatives and agents for the purpose of determining my eligibility for employment, continuing employment, employment retention, promotion, reassignment, volunteering, as an independent contractor for services with the HGTC, or other lawful purposes.

I understand that if HGTC engages in a relationship with me, my consent will apply, and HGTC may obtain Background Reports throughout my relationship with them, if such obtainment is permissible under applicable State law and HGTC policy. I also understand that information contained in my application, or otherwise disclosed by me may be used when ordering the Background Reports and that nothing herein shall be construed as an offer of employment or a guarantee of a relationship with HGTC.

I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, consumer reporting agencies, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by the consumer reporting agency.

California Applicants Only: I acknowledge receipt of a copy of California Civil Code 1786.22. Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by S2Verify during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at S2Verify's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. S2Verify has trained personnel available to explain your file to you, including any coded information. By signing below, you acknowledge receipt of California Civil Code 1786.22, available at <http://www.S2Verify.com/resources.html>.

New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law, available at <http://www.S2Verify.com/resources.html>.

California, Minnesota or Oklahoma applicants only:

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

I wish to receive a free copy of the report.

By my signature below, I certify the information I provided on, and in connection with, this form is true, accurate, and complete. I agree that this Authorization form in original, facsimile, photocopy, or electronic (including electronically signed) formats, will be valid for any reports that may be requested by, or on behalf of, Horry Georgetown Technical College.

First Name: _____ Middle Initial _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth: _____

Drivers License Number _____ State of Issue _____

Email Address: _____

Signature: _____ Date: _____

Additional State Law Notices

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization of Background Investigation form.

Massachusetts and New Jersey: If we request an investigative background report, you have the right, upon written request, to a copy of the report.

Minnesota and Washington State: If COMPANY requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from COMPANY a complete and accurate disclosure of the nature and scope of the investigation requested by COMPANY. The COMPANY will provide the disclosure of the nature and scope of the investigation either five days after receiving your request or after requesting the investigative consumer report, whichever is later.

New York Applicants Only: You have the right to request whether the COMPANY requested an investigative consumer report and, if so, the COMPANY will give you the name and address of the report's provider if other than the consumer reporting agency identified above. You have the right to inspect and receive a copy of any investigative consumer report requested by the COMPANY by contacting the consumer reporting agency identified above (or another organization identified by the COMPANY as the provider of an investigative consumer report) directly.

Washington State: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

*Please Note:

a) *S2Verify does not provide legal advice. The disclosure and authorization form is provided solely as an example or illustration, and it should be modified and used in accordance with your established business and compliance requirements. Finally, please ensure your legal counsel or compliance officer reviews whatever forms you decide to utilize and or deploy.*

b) *The Federal Trade Commission has opined that "employment purposes" includes volunteer and independent contractor relationships between companies and individuals.*

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 1 of 10

TITLE: NON-DISCRIMINATION, ANTI-HARASSMENT
AND SEXUAL MISCONDUCT

POLICY
REFERENCE NUMBER: 8-5-101

DIVISION OF
RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: February 15, 2024

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE AND COMMITMENT

Consistent with the State Board for Technical and Comprehensive Education Policy 8-5-101, the South Carolina Technical College System (SCTCS) is committed to maintaining a work and educational environment that is free from all forms of discrimination, harassment, and sexual misconduct. To this end, the System Office/College prohibits all forms of discrimination, harassment, including sexual harassment, misconduct, and abuse, with respect to employment or access to any educational benefit.

Date of Last Review: February 15, 2024

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 2 of 10

II. DISCRIMINATORY CONDUCT

- A. **Discrimination** is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. **Harassment** is conduct based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. Harassing conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

The following are three (3) types of harassment:

1. **Stalking** means a pattern of words, whether verbal, written, or electronic, or a course of conduct consisting of two or more acts directed at a specific person that serves no legitimate purpose and would cause a reasonable person to fear for her, his, or other's safety, to fear damage to their property or property belonging to a member of their family, or to suffer substantial emotional distress.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 3 of 10

2. ***Bullying and cyberbullying*** are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally [and are not protected by freedom of expression].
3. ***Sexual harassment*** is unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive, unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the System Office/College working or learning environment, educational program and/or activities, and is based on the creation of a hostile environment, power differentials (*quid pro quo*), or retaliation, including:
 - a. ***Hostile Environment*** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive that it alters the conditions of employment or limits, interferes with, or denies employment or educational benefits or opportunities, from both subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
 - b. ***Quid pro quo*** exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is an implicit or explicit term/condition of employment or educational program, or is used as a basis for a decision affecting an individual's participation in a complaint or investigation of discrimination, harassment, or sexual misconduct.
 - c. ***Retaliation*** is any adverse employment or educational action taken against an individual because of the individual's participation in a complaint or investigation of discrimination, harassment, or sexual misconduct.

Examples of sexual harassment include:

- a) Submission to prohibited conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or access to an employment or educational benefit; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual's employment, academic standing, or other decisions regarding educational benefits.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 4 of 10

C. **Sexual Misconduct** encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent or has the effect of threatening or intimidating the individual against whom such conduct is directed. Acts of sexual misconduct may be committed by any individual upon any individual, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Sexual misconduct includes, but is not limited to, the following prohibited forms:

1. ***Non-consensual Sexual Contact*** includes any intentional sexual touching, however slight, with any object, by one individual upon another individual that is without consent. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, mouth or other orifice.
2. ***Non-consensual Sexual Intercourse*** includes any sexual intercourse, however slight, or with any object, by one individual upon another individual that is without consent. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
3. ***Sexual Exploitation*** occurs when an individual takes non-consensual or abusive sexual advantage of another for their 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. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, prostituting another student or employee, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting an STD or HIV to another student or employee, exposing one's genitals in non-consensual circumstances, inducing another to expose their genitals, or sexually-based stalking and/or bullying.
4. ***Sexual Assault*** means an actual or attempted sexual contact with another individual without the individual's consent. Sexual assault includes, but is not limited to:

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 5 of 10

involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, coercing, forcing, or attempting to coerce or force another to touch an individual's intimate parts, or disrobing or exposure of another without consent; or sexual intercourse without consent, including acts commonly referred to as "rape." Intimate parts may include genitalia, groin, breast, or buttocks, or any other body part that is touched in a sexual manner.

5. ***Relationship Violence*** encompasses a broad range of behaviors, including sexual assault, physical abuse, and other acts, threats, or a pattern of abusive behavior of a physical or sexual nature by one individual intended to control, intimidate, manipulate, humiliate, frighten, coerce or injure the other. These acts may be directed toward a spouse, an ex-spouse (also referred to as "domestic violence"), or by a current or former intimate partner (also referred to as "dating violence").
 - a. ***Domestic violence*** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, persons who have a child in common, or anyone else protected under domestic or family violence law.
 - b. ***Dating violence*** means violence committed by an individual (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) The length of the relationship.
 - b) The type of the relationship.
 - c) The frequency of interaction between the persons involved in the relationship.
6. ***Stalking*** means a pattern of words, whether verbal, written, or electronic, or a course of conduct consisting of two or more acts directed at a specific person that serves no legitimate purpose and would cause a reasonable person to fear for her, his, or others' safety, to fear damage to his or her property or property belonging to a member of his or her family, or to suffer substantial emotional distress.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 6 of 10

7. *Bullying and cyber-bullying* are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally [and are not protected by freedom of expression].

Additional applicable definitions:

Consent is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent (i.e., “Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

III. RETALIATION

The System Office/College strictly prohibits retaliation against any victim or witness who has reported discrimination and/or harassment in good faith or otherwise participated in an investigation of discrimination and/or harassment.

No individual involved in the complaint process shall suffer retaliation because of their filing of, or participation in, the complaint process. The System Office/College employee disciplinary procedures will be used to address any case of alleged retaliation. (Reference Procedure 8-5-100.1 “Disciplinary Action” – employees; Procedure 3-2-106.1 “Student Code of Conduct” – students)

IV. OFF-CAMPUS INCIDENTS OR CONDUCT

Conduct that occurs off-campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy/procedure (i.e., if off-campus harassment has continuing effects that create a hostile environment on campus). Allegations of off-campus sexual misconduct are of particular concern and should be brought to the System Office/College attention.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 7 of 10

V. MANDATORY EMPLOYEE REPORTING OF DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

All employees are responsible for helping to eliminate discrimination, harassment, and sexual misconduct. If any employee believes that they received information, experienced, or possibly witnessed discrimination, harassment, and/or sexual misconduct, the employee should immediately notify their supervisor, a human resource representative, Title IX coordinator, or any other appropriate official.

Employees who are statutorily prohibited from reporting such information, such as licensed-health care professionals or pastoral staff who provide health or counseling services to students and/or staff as a part of their job duties, are exempt from these reporting requirements unless they receive the report in a context outside of direct patient care, such as while acting in a teaching capacity. A responsible employee includes any employee who: has the authority to take action to redress discrimination, harassment, and sexual misconduct; who has the duty to report discrimination, harassment, and sexual misconduct or other types of misconduct to the Title IX coordinator or any other appropriate official; or whom an employee or student could reasonably believe has this authority or responsibility.

VI. INVESTIGATION PROCEDURE

Discrimination, harassment, and/or sexual misconduct complaints should be investigated as promptly and thoroughly as possible. An appropriate official will normally conduct the investigation, but in certain circumstances, another impartial investigator may be designated.

If the investigation reveals that the complaint is valid and that discrimination, harassment, and/or sexual misconduct has occurred, the System Office/College will take immediate, appropriate action to stop the discrimination, harassment, and/or sexual misconduct and make every effort to prevent it from occurring in the future. Persons found to be in violation of the Non-Discrimination, Anti-Harassment, and Sexual Misconduct policy/procedure will be subject to immediate and appropriate disciplinary action proportionate to the seriousness of the offense. (Reference Procedure 8-5-100.1 "Disciplinary Action" – employees; Procedure 3-2-106.1 "Student Code of Conduct" – students)

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 8 of 10

VII. CORRECTIVE ACTION

In accordance with SBTCE Disciplinary Action Procedure 8-5-100.1, a finding of discrimination, harassment, and/or sexual misconduct will be addressed on a case-by-case basis. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. The severity of the corrective action will depend on the frequency and/or severity of the offense and any history of past discriminatory, harassing and/or sexual misconduct. A finding of discrimination, harassment, and/or sexual harassment that creates a hostile environment or interferes with a tangible employment benefit or educational benefit, may be cause for disciplinary action, up to including termination of employment. (Reference Procedure 3-2-106.1 "Student Code of Conduct" – students)

VIII. CONFIDENTIALITY

The System Office/College wishes to create a safe environment in which individuals are unafraid to discuss concerns. Therefore, the System Office/College will always maintain confidentiality to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because the System Office/College must also consider fairness to the individual accused, as well as the safety and welfare of all members of the System Office/College community. These considerations may require the System Office/College to disclose the allegation and identity of the complainant to the accused and to other System Office/College officials.

IX. DISSEMINATION OF THE POLICY/PROCEDURE, EDUCATIONAL PROGRAMS, AND TRAINING

The System Office/College has the responsibility to conduct periodic training for employees and supervisors on all aspects of the non-discrimination, anti-harassment, and sexual misconduct policy/ procedure.

The System Office/College shall:

1. Offer non-discrimination, anti-harassment, and sexual misconduct prevention, training, and education to the System Office/College community; provide non-discrimination, anti-harassment, and sexual misconduct prevention training and education to each supervisory employee;

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 9 of 10

2. Offer prevention educational programs to incoming students and new employees to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, option for bystander intervention, and risk reduction awareness information;
3. Offer annual training on issues related to sexual violence, as defined in the policy/procedure, for individuals conducting formal investigations of reports and conducting hearings;
4. Provide all members of the System Office/College community with a process for reporting sexual harassment or sexual violence in accordance with the policy;
5. Identify on-and-off campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical and victim support services;
6. Provide prompt and effective responses to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy;
7. Provide written notification for reports of sexual violence to campus law enforcement for publication in the annual Campus Security Report;
8. Designate trained individuals to serve as resources for members of the System Office/College community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

X. SYSTEM OFFICE/COLLEGE TITLE IX COORDINATOR ROLES AND RESPONSIBILITIES

The System Office/College Title IX Coordinator is appointed by the System/College president and is charged with administering, monitoring, and oversight of the overall implementation of Title IX compliance at the System Office/College, including coordination of education programs and training regarding discrimination, harassment and sexual misconduct and/or of all complaints related to Title IX issues for all students, faculty, staff, and other members of the community.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-5-101.1

PAGE: 10 of 10

In accordance with Title IX regulations, it is the responsibility of the System Office/College to notify all students and employees of the name or title and contact information of the person designated to coordinate the System Office/College compliance with Title IX. Should the System Office/College designate more than one Title IX coordinator, the notice should describe each coordinator's responsibilities (i.e., who will handle complaints by students, faculty, and other employees).