REVIEW the resources listed at sexualrespect.usu.edu. Share that the website provides information about university designated confidential resources, supportive measures, and how to report sexual misconduct to community and campus law enforcement and to the USU Title IX Coordinator.

REPORT all the information related to the disclosure at equity.usu.edu/report within 24 hours.

If you have questions, please refer to the FAQs on page 2 or contact the USU Title IX Coordinator by calling 435-797-1266, visiting Old Main 161 in Logan, or by emailing titleix@usu.edu.
FREQUENTLY ASKED QUESTIONS

WHO - Who is considered a Reporting Employee?

In general, employees who have the authority to institute corrective action related to sexual misconduct behaviors, Campus Security Authorities, and supervisors have been designated as reporting employees.

The following individuals and departments are NOT reporting employees:

• **Designated Confidential Resources** - Counseling and Psychological Services (CAPS), Sexual Assault and Anti-Violence Information (SAAVI) office, Student Health and Wellness Center, and USU Eastern Student Counseling office

• **Resource Connection Employees** - employees who are not designated confidential resources or reporting employees

The list of reporting employee and resource connection employee job titles is available at equity.usu.edu/sexual-misconduct/employee.

WHEN - When are Reporting Employees Required to Report?

Reporting employees must report information about sexual misconduct to the USU Title IX Coordinator when the following criteria are met:

• Information is shared or learned about sexual misconduct (sexual harassment, sexual assault, relationship violence, and sex-based stalking), even if the information is not directly disclosed by the individual who had the experience, and

• The sexual misconduct occurred in an employment or education program or activity, or on USU property.

Reporting employees are NOT required to report to the USU Title IX Coordinator when information is received through:

• A spouse, domestic partner, or immediate family member by their spouse, domestic partner, or immediate family member;

• Job applications and interviews;

• Applications to the university or a specific program offered by the university;

• IRB-approved research;

• Office of Equity resolution meetings;

• Participants in university led focus groups related to sexual misconduct;

• Sexual misconduct prevention trainings provided by designated prevention specialists;

• Privileged requests for legal advice;

• Public awareness events;

• A pastoral counselor who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor;

• A process advisor serving in that role in an Office of Equity formal investigation or informal resolution process; or

• Work submitted in course assignments and discussions related to course materials.

WHAT - What are Reporting Employees Required to Report?

Reporting employees must report the following, if known, via the online reporting form at equity.usu.edu/report:

• The reporting employee's name

• The name of the person(s) who experienced the sexual misconduct

• The name of the person(s) who reported the sexual misconduct to the reporting employee, if different than the person(s) who experienced it

• The name of the person(s) alleged to have engaged in sexual misconduct

• The name of any witnesses or individuals who have information about the incident(s)

• The date, time, and location of the alleged incident(s)

• The nature of the incident(s)

• All documentation the reporting employee has received related to the incident

• The date the incident was reported to the reporting employee

• All other relevant information known to the reporting employee

WHY - Why are Reporting Employees Required to Report?

USU recognizes that individuals who have experienced sexual misconduct are more likely to tell people who they trust first before seeking support from other resources, including before making a report to the USU Title IX Coordinator. The reporting employee reporting obligation allows USU to both meet its legal obligations and to ensure that members of the USU community who have experienced sexual misconduct are connected to reporting and support resources quickly.

Reporting employees who do not report may be subject to disciplinary action, up to and including termination.