

Understanding

TITLE IX

EMPLOYEE TRAINING

At NWTC,

we strive to maintain an environment free from discrimination and harassment so that all students and employees can be successful – and we all play a role in this – including you.

In higher education, as in other industries, we must abide by several federal and state laws tied to protected classes. Title IX is one such law.

This mandatory employee training will help you understand:

- *Your obligations to address sexual harassment as an employee of NWTC.*
- *The scope of conduct constituting sexual harassment, including harassment based on sex stereotypes, pregnancy or related conditions, and other sex-based conduct.*
- *Your notification and information sharing requirements.*

Please note that this training covers difficult topics and situations, including sexual assault and discrimination.

Specific examples may contain explicit content and language. Supportive resources can be found at nwtc.edu/TitleIX.

The Purpose of Title IX

NWTC is committed to providing a workplace and educational environment, including the many benefits, programs, and activities it offers its students and employees, free from harassment or discrimination in any form. To ensure compliance with applicable federal and state laws and regulations, including, without limitation, Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX"), and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise, NWTC has developed and enacted the policy linked below to make clear that discrimination on the basis of sex, sexual harassment and retaliatory conduct related to sex-based harassment, alleged or proven, will not be tolerated.

NWTC's Policy

NWTC Title IX – Sexual Harassment Policy applies to our:

- College community
- Students and employees
- Non-college community
- Vendors, visitors, guest speakers, etc.

And covers:

- All NWTC campuses, centers, and associated locations (e.g., a clinical site).
- Any College-sponsored events, programs, or activities, even if off-campus.



Policy Statement

Sexual harassment including harassment based on sex stereotypes, pregnancy or related condition, and other sexbased conduct, in any form, is prohibited in all NWTC programs and activities or as otherwise prohibited by this policy. Sexual harassment in violation of this policy includes, without limitation, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Individuals who engage in such acts have violated this policy and are subject to disciplinary action. This policy also prohibits retaliation against any individuals who report sexual harassment, who assist others in reporting sexual harassment, or who participate in NWTC proceedings relating to any report of sexual harassment. Individuals who engage in such retaliation are subject to disciplinary action.

Title IX impacts students, employees, contractors, and visitors at educational institutions.



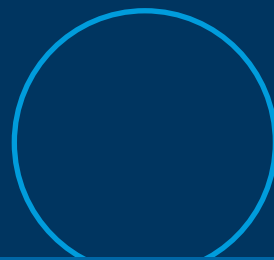
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX of the Education Amendments of 1972 Implementing Regulations at: 20 U.S.C. § 1681 & 34 C.F.R. Part 106

Sexual Harassment

is a form of sex discrimination. Sexual harassment includes:

- **Quid pro quo**
- **Hostile environment**
- **Sexual assault**
- **Dating violence**
- **Domestic violence**
- **Stalking**



Sex Discrimination

is discrimination on the basis of:

- **Sex stereotypes**
- **Pregnancy or related conditions**



Quid pro quo harassment (“this for that”)

When an employee, agent, or other person authorized by NWTC provides an aid, benefit, or service under NWTC’s education program or activity, that explicitly or impliedly conditions the provision of that aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

Example: *A supervisor asks an employee out for a drink and says, “If you come out with me, I’ll give you the hours you want to work.”*

Hostile environment harassment

Unwelcome conduct determined by a reasonable person to be so severe, persuasive, and objectively offensive that it limits or denies a person’s ability to participate in or benefit from NWTC’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

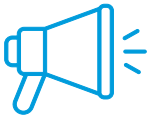
- A. The degree to which the conduct affected the complainant’s ability to access NWTC’s education program or activity.
- B. The type, frequency, and duration of the conduct.
- C. The parties’ ages, roles within NWTC’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct.
- D. The location of the conduct and the context in which the conduct occurred.
- E. Other sex-based harassment in the recipient’s education program or activity.

Specific offenses

- A. **Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- B. **Dating violence** meaning violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship.
- C. **Domestic violence** meaning felony or misdemeanor crimes committed by a person who:
 - a. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim.
 - b. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner.
 - c. Shares a child in common with the victim.
 - d. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- D. **Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for the person's safety or the safety of others.or
 - b. Suffer substantial emotional distress.

Mandatory Reporting –

Explaining your duty to report



Employee Reporting Requirements

Employees are mandated to report instances of sexual harassment to the Title IX team, unless designated as a confidential resource by the College.



Confidential Resources

The College designates Healthcare professionals within Campus Care and NWTC licensed professional counselors as confidential resources, providing individuals with options for confidential support and guidance.



Turn it into a conversation and be prepared to ask questions.

You may be inclined to rattle off your mandatory reporter language all at once, but that can be overwhelming for the other person.

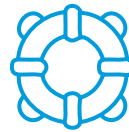
Explain your duty to report in manageable chunks and ask if they have questions as you go along.



Encourage them to tell you what happened.

It's important for the other person to know that you care and, in addition to your duty to report, you want to help them however you can.

Encourage them to share but avoid pushing them to provide the entire story.



Frame your duty to report as one designed to help them get the support they need.

Your duty to report stems from your institution's commitment to getting its community members the information and resources they need to make an informed decision about next steps, if they want to take any.



Be clear about the difference between private and confidential.

It's important not to promise confidentiality if you are not a confidential resource.



Be able to answer questions about the next steps.

Although you don't need to know all the details, sharing general information and resources is helpful.



Be calm.

The other person might be caught off guard by your duty to report, so it's important that you remain calm.

You may find it helpful to practice having this conversation, either by yourself or with a coworker, to find the language that works for you.

How you explain your duty to report may vary on the situation, your relationship (or lack thereof) with the individual, and your communication style.

“

Example Script

“I really appreciate you sharing this with me, and I want to help you. I need to let you know, though, that as an instructor at NWTC, I have an obligation to report any incidents involving things like sexual harassment and violence when I become aware of them. So, I’ll need to let the Title IX Coordinator know what you’ve told me.”

(pause)

“I want you to know that, although I cannot keep what you’ve told me confidential, I can keep it private. I’m only sharing with the people I need to tell, and they only share the information with other people who need to know. Only a very limited group of people will know. Does that make sense?”

(pause)

“We have this policy so we can support you who are going through some challenges, so we can help you figure out your options. I want to help you, and I appreciate you sharing this information with me, but I wanted to be transparent with you.”

”

Filing an incident report ensures compliance with various state and federal laws and, more importantly, facilitates an equitable and unbiased process.

Supportive resources and informed options for appropriate and reasonable measures are provided to help the complainant determine how they wish to proceed.

Obligation to Respond



Support Resources

Individuals who experience sexual harassment can access confidential resources to discuss their options, rights, and experiences in a safe and supportive environment.



Filing Incident Reports

Report a concern

ONLINE 24/7 or contact the Title IX coordinator or deputy coordinator(s) to file an incident report, ensuring that appropriate steps are taken to address the situation.



Zero Tolerance Policy

The College upholds a zero-tolerance policy against unlawful discrimination, harassment, and retaliation, emphasizing the potential disciplinary actions for such behaviors, including termination or expulsion.

File a Title IX-related complaint with, or give verbal notice to:

DAWN RENTMEESTER

Talent Acquisition Manager/Title IX Deputy Coordinator
920-498-6932
dawn.rentmeester@nwtc.edu

JOHN GRANT

Associate Vice President of Student Affairs/Title IX Coordinator
920-498-6984
john.grant@nwtc.edu

KELLY SCHUMACHER

CARE and Conduct Case Manager/Title IX Deputy Coordinator
920-498-6390
kelly.schumacher@nwtc.edu

Report online using the reporting form posted at [Online Incident Reporting Form](#).

Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, by mail to the Green Bay campus main office addressed to a Title IX Coordinator, or online.

Pregnancy and Related Conditions

Title IX protections and modifications are available for pregnancy and related conditions. However, under the law and our policy, these terms have very specific meanings. It does not include parental bonding, childcare issues, or caring for a sick child.

Under Title IX, a pregnancy or related conditions means:

- Pregnancy, childbirth, termination of pregnancy, or lactation.
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation.
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Pregnant students and those with related conditions have the right to:

- Remain in college.
- Receive appropriate modifications based on medical need.
- Have access to equal educational opportunities.
- Be free from any negative comments or harassment.

61% *who have children after enrolling in community college fail to finish their degree, which is 65% higher than the rate for those who don't have children.*

OF WOMEN

Reasonable Modifications for Pregnant and Parenting Students

Pregnant or parenting students who register with NWTC Title IX Team may be eligible for a variety of reasonable modifications. Alleged and presumed partners are also eligible for some reasonable modifications under our policy. Reasonable modifications must be made and approved by Title IX Team and reasonable modifications are not retroactive.



Referring students with pregnancy and related conditions

It's easy to refer students with pregnancy and related conditions. Simply create a Starfish referral. The Starfish Title IX referral will be automatically raised and a team member will work closely with the student to navigate their enrollment successfully.

[Pregnancy Resources](#)



*Employees **MUST** provide Title IX coordinator contact information and inform the student (or legal representative) that the Title IX coordinator works to prevent sex discrimination and ensure equal access.*



*After sharing Title IX coordinator contact information, you will also want to create a **[STARFISH referral](#)**.*

*Let's work together to keep NWTC a safe,
inclusive place for all people to learn and work.*

Thank you!

Title IX Team

To further your understanding of NWTC's Title IX (sexual harassment) policies as well as Nondiscrimination and Anti-Harassment guidelines, click the link to continue your professional development by completing the [Understanding Title IX and Civil Rights - NWTC Employee Training - Workday \(myworkday.com\)](#) course.

