



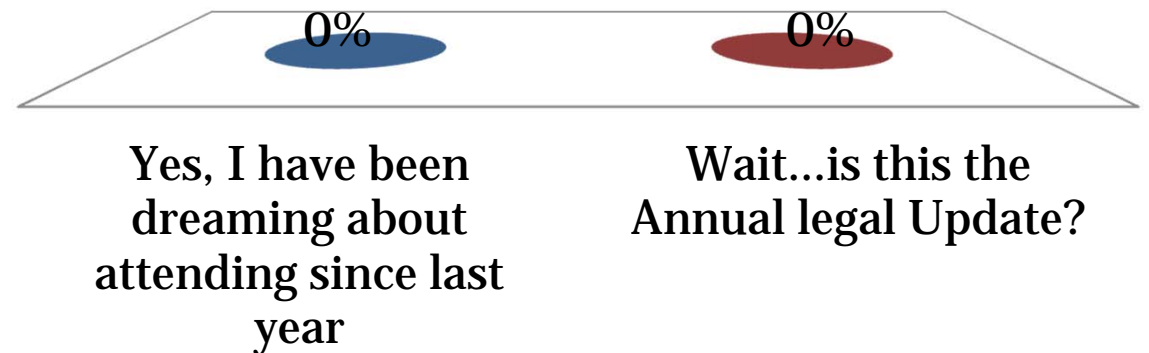
# **Welcome!**

## **2017 Annual Legal and Trends Update**

# Were you too excited to sleep last night due to our training?

A. Yes, I have been dreaming about attending since last year

B. Wait...is this the Annual legal Update?



# Agenda

---

- Executive Orders and Legal Updates
  - Paul Chan
- Difficult Conversations
  - People Development Team
- Title IX and Equal Opportunity
  - Eric Butler and Rufina Hernández
- Political & Social Movements
  - Laura Maresca
- Campus Safety
  - Don Enloe
- Employee Relations
  - Molly Rossi
- Americans with Disabilities Act
  - Lloyd Moore
- Ombuds
  - Jenna Brown
- Q & A/Closing



# Executive Orders and Legal Updates

**Paul Chan**  
**Vice Chancellor, Legal Affairs and General Counsel**

# Recent Government Directives

---

- 1/27/2017 - Executive Orders on Immigration
  - Travel restrictions
  - Executive Order on hold pending re-issue
- 1/27 Executive Orders and 2/21 DHS Memoranda
  - New policies to streamline deportation and ICE resources
  - DACA is NOT rescinded
  - Sensitive Locations directive remains in effect
- Guidelines and directives are subject to change

# DU Principles of Protection and Support

---

- DU committed to protecting and supporting all members of our community, as set forth in Chancellor Chopp's 1/12/2017 statement.
  - DU does not voluntarily share student or employee information
  - DU will not voluntarily grant access to/assist immigration and similar officials
  - DU (including Campus Safety) does not inquire or keep record of community members' immigration status or religious affiliation
  - DU is committed to abiding by and enforcing our nondiscrimination policy
  - DU will continue to advocate for continuation of DACA
  - DU will continue to offer support to all students, staff, and community members, including undocumented and Muslim students and staff
- Directory of resources available: [www.du.edu/diversity/resources](http://www.du.edu/diversity/resources)

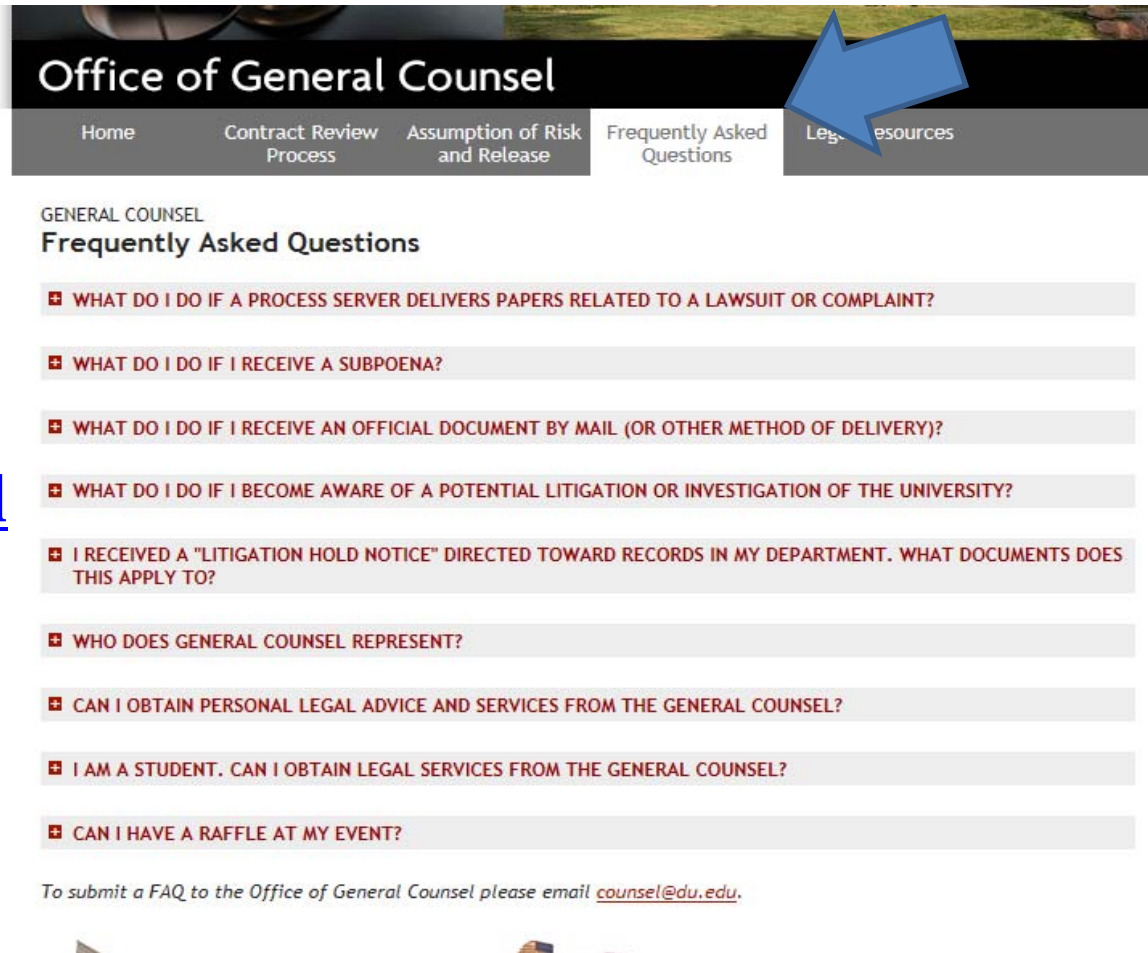
# Official Contacts, Subpoenas, and Information Requests

---

- Contact Campus Safety or General Counsel's Office
  - Any contact by Immigration and Customs Enforcement, FBI, Denver Police, or similar official.
  - Includes in-person requests to contact students/staff, requests for records, warrants, etc.
- For requests for records, information, documents, or similar inquiries, contact General Counsel's Office.
- Similarly, for service of process, including complaints, subpoenas, or if you are unclear, contact General Counsel.

# Frequently Asked Questions

Refer to FAQ's at  
[www.du.edu/counsel](http://www.du.edu/counsel)



Office of General Counsel

Home Contract Review Process Assumption of Risk and Release **Frequently Asked Questions** Legal Resources

GENERAL COUNSEL  
**Frequently Asked Questions**

- WHAT DO I DO IF A PROCESS SERVER DELIVERS PAPERS RELATED TO A LAWSUIT OR COMPLAINT?
- WHAT DO I DO IF I RECEIVE A SUBPOENA?
- WHAT DO I DO IF I RECEIVE AN OFFICIAL DOCUMENT BY MAIL (OR OTHER METHOD OF DELIVERY)?
- WHAT DO I DO IF I BECOME AWARE OF A POTENTIAL LITIGATION OR INVESTIGATION OF THE UNIVERSITY?
- I RECEIVED A "LITIGATION HOLD NOTICE" DIRECTED TOWARD RECORDS IN MY DEPARTMENT. WHAT DOCUMENTS DOES THIS APPLY TO?
- WHO DOES GENERAL COUNSEL REPRESENT?
- CAN I OBTAIN PERSONAL LEGAL ADVICE AND SERVICES FROM THE GENERAL COUNSEL?
- I AM A STUDENT. CAN I OBTAIN LEGAL SERVICES FROM THE GENERAL COUNSEL?
- CAN I HAVE A RAFFLE AT MY EVENT?

To submit a FAQ to the Office of General Counsel please email [counsel@du.edu](mailto:counsel@du.edu).



# Employee Relations Reminder

---

Call Human Resources or the Office of the General Counsel before implementing any disciplinary or serious corrective action.

**This includes benefited and non-benefited employees.**

# You are NOT alone!

---

Offices on campus available to assist you in these matters:

- Human Resources
  - Office of Equal Opportunity
    - Office of Title IX
- Office of the General Counsel

Please CALL if you have questions.  
We will get you to the correct person.

# Difficult Conversations



**People Development**

# Have you ever had a difficult conversation?

A. Yes

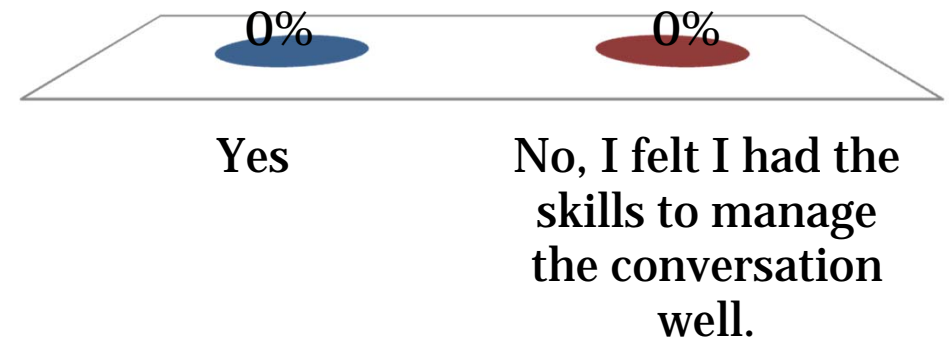
B. No



**If you responded “yes”, do you think  
with skills training it could have gone  
better?**

A. Yes

B. No, I felt I had the  
skills to manage  
the conversation  
well.



# Step 1: Prepare Your Mindset

---

- Reflect on your purpose
- Manage You
- Be calm and centered
- Frame the conversation on the positive
- Don't place blame
- Envision a successful outcome

## Step 2: Inquire and Acknowledge

---

- Ask open-ended questions
- Don't interrupt
- Practice active listening
- Show understanding
- Acknowledge emotional energy

# Step 3: Self-Advocate

---

- Add your perspective
- Use “I” statements
- Clarify your position
- Don’t assume



# Step 4: Problem Solving

---

- Identify common ground
- Continue to ask questions
- Suggest solutions or alternatives
- Collaborate

# Practice, Practice, Practice

[www.du.edu/peopledevelopment](http://www.du.edu/peopledevelopment)

# Office of Equal Opportunity

Laura Maresca  
Interim Vice Chancellor  
Human Resources

Rufina Hernández  
Interim Director  
Equal Opportunity (EO)

Eric Butler  
Interim Title IX Coordinator

# The Office of Equal Opportunity (EO)

---

The Office of Equal Opportunity is responsible for ensuring compliance with the University's anti-discrimination policies, as well as state, local, and federal anti-discrimination laws related to:

- **race**
- **color**
- **national origin**
- **age**
- **religion**
- **disability**
- **genetic information**
- **veteran status**
- **marital status**
- **sex**
- **gender**
- **sexual orientation**
- **gender identity**
- **gender expression**
- **pregnancy**

# Services from Equal Opportunity

---

- **Consultation:**
  - Issues of possible discrimination, harassment or retaliation
  - Search committees: inclusive excellence practices
  - Religious/disability accommodations
- **Investigation:**
  - Complaints of discrimination, harassment and/or retaliation
- **Education:**
  - Customized for your department with the goal of prevention and/or remediation

# Discrimination

---

“It is a violation of these Procedures to-

- discriminate in the provision of educational or employment opportunities, benefits or privileges;
- to create discriminatory work or academic conditions; or
- to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, or veteran status.”

# Harassment

---

“Prohibited harassment occurs if ***an environment has been created that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with a person's work, academic performance or participation in University programming/activities.***”

“Prohibited harassment may take the form of (but is not limited to) offensive slurs, jokes, and other offensive oral, written, computer-generated, visual or physical conduct.”



# Have you ever witnessed sexually harassing behavior in a workplace?

A. Yes

B. No



# Sexual Harassment

---

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute "sexual harassment" when:

- Submission to such conduct is-
  - either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or University-sponsored activity; or
  - Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile or offensive environment for working or learning under both an objective (a reasonable person's view) and subjective (the Complainant's view) standard.

# Sexual Harassment (cont.)

---

Sexual harassment also includes harassment based on **gender, sexual orientation, gender identity, or gender expression**, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

# Sexual Harassment (cont.)

---

“A single, isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe.”

“The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is "hostile" must be based on all the circumstances.”

# Emerging Issues

---

## Title IX

- Colorado Pregnancy Discrimination Act (amending CADA)
  - Broader accommodations, subject to an interactive process with employee/applicant
  - Anti-retaliation provision
- Inclusive practices for transgender, or gender non-conforming (non-binary) community members
  - Pronoun usage, chosen names, facilities

❖ 2017 Dear Colleague letter

# Equal Opportunity

## Department of Education Guidance

---

- “Sex” is expansive – including gender stereotyping, gender identity and sexual orientation
- “Intersectional” harassment is getting a lot of attention
- “Harassment based on the perception that an individual has a particular protected characteristic ... is covered by federal EEO law even if the perception is incorrect.”

# Equal Opportunity

## Department of Education guidance (cont.)

---

- The EEOC will look at the “totality of the circumstances” to determine whether the conduct was “sufficiently severe or pervasive” to create an actionable “hostile work environment.”

Some points emphasized which are worth noting:

- There is no “crude environment” exception
- The conduct does not need to be directed at the complainant
- Employers can be liable for harassment “conveyed using work related communications systems, i.e., an employer’s email system or even electronic communications using private social media accounts.

# Reporting

---

- With the exception of employees serving as confidential resources (HCC, Chaplain, CAPE), all employees are expected to report known instances of harassment, discrimination, and gender-based violence
  - Employees may not promise students confidentiality
- Reports may be submitted by:
  - Contacting EO staff members directly (phone, e-mail)
  - Online reporting form



# Obligations of Managers

---

**“Managers and supervisors must deal expeditiously and fairly with allegations of harassment or discrimination. Managers need to:**

- “Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved;**
- “Ensure that harassment, discrimination or inappropriate sexually oriented conduct is immediately reported to Equal Opportunity or Title IX so that a prompt investigation can occur; and**
- “In consultation with Human Resources, take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigation, or while a complaint is reviewed.”**

# Reporting Online

The screenshot shows the website for the University of Denver's Office of Equal Opportunity & Title IX. At the top, the University of Denver logo is on the left, and navigation links for Prospective Students, Current Students, Faculty & Staff, Alumni, and Parents & Families are in the center. A search bar with 'Search DU' and a 'GO' button is on the right, along with links for 'Give to DU', 'Directory', 'A-Z', and 'Site Map'. Below the navigation is a large banner image of the university campus. Overlaid on the bottom right of the banner is a large red arrow pointing towards the 'Submit a Report' button. Below the banner is a navigation menu with links: Home, Policy Statements, Procedures, Office of Equal Opportunity, Office of Title IX, Meet the Staff, and Bias Response. The main content area starts with the heading 'THE OFFICE OF EQUAL OPPORTUNITY AND THE OFFICE OF TITLE IX Welcome'. Below this is a paragraph stating the office's mission. A blue bar highlights the 'BIAS INCIDENTS' section, which contains a paragraph defining bias incidents. To the right of the text is a box for the 'CENTER FOR ADVOCACY, PREVENTION & EMPOWERMENT (CAPE)' with a 'Learn More' link and a group photo of staff.

UNIVERSITY of DENVER

PROSPECTIVE STUDENTS | CURRENT STUDENTS | FACULTY & STAFF | ALUMNI | PARENTS & FAMILIES

Search DU GO

Give to DU | Directory | A-Z | Site Map

Office of Equal Opportunity & Office of Title IX

Home | Policy Statements | Procedures | Office of Equal Opportunity | Office of Title IX | Meet the Staff | Bias Response

THE OFFICE OF EQUAL OPPORTUNITY AND THE OFFICE OF TITLE IX  
**Welcome**

The Office of Equal Opportunity and the Office of Title IX, in collaboration with University partners, foster an environment of equal opportunity and equity for students, faculty, and staff in all aspects of educational programming and employment.

**BIAS INCIDENTS**

The University defines bias incidents as any behaviors, including speech and gestures, that target individuals or groups based on their actual or perceived group identities, such as race, ethnicity, gender, sexual orientation, socioeconomic background, age, disability, national origin, religion and others. Examples may include, but are not limited to, graffiti, harassment, jokes, direct insults, etc. The specific forms, content, motivation/intention and impact of bias incidents vary; but all detract from the inclusive community to which DU is committed. Therefore bias incidents are problematic for everyone within the University and for the University as a whole.

**Submit a Report**

CENTER FOR ADVOCACY, PREVENTION & EMPOWERMENT (CAPE)  
Learn More →

# EEOC Taskforce on Workplace Harassment

---

What do employees do when they experience harassment in the workplace?

- ❖ Avoid the harasser (33% to 75%)
- ❖ Deny or downplay the gravity of the situation (54% to 73%)
- ❖ Attempt to ignore, forget or endure the behavior (44% to 70%).”

# EEOC Taskforce on Workplace Harassment

---

- “The least common response of either men or women to harassment is to take some formal action – either to report the harassment internally or file a formal legal complaint.”

# EEOC Taskforce on Workplace Harassment

---

- Findings recommend the following:
  - Workplace civility training
  - Bystander intervention

# Bystander Intervention

To be a DU B.O.S.S. is to:

- Be aware,
- Observe your situation,
- Size up your options,
- Speak up and act



# Bystander Intervention

---

The “three D’s” of intervention from the Green Dot™:

- Direct Intervention
- Distract
- Delegate to a person of authority

Supporting the targeted party:

- Empathy
- Support
- Connecting to Resources

# Pop Quiz!

---

Laura, Rufina, and Eric work together daily. While everyone knows Eric to be a hard worker, he struggles with technology. He knows the basics, but sometimes struggles with more complex software features needed to complete projects. Because Laura and Rufina have decades of experience with using computers in the workplace, Eric frequently relies on them for help in learning the software. Laura and Rufina always provide the assistance that Eric needs, but often crack jokes about Eric's age in the process.

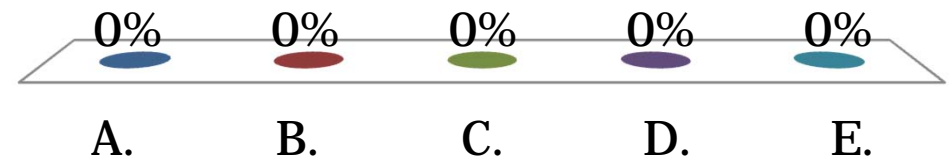
One day, after helping Eric set up his own TweetBook account, Laura and Rufina start talking about the year that they started using social media. They ask Eric what size diaper he was in that year. Employee, Bye Stander overhears this remark.

What should Mr. Stander do? What can he do?



# What should Mr. Stander do?

- A. Tell Laura and Rufina why the joke could be hurtful
- B. Join the conversation, and change the subject
- C. Stay out of it, but inform his supervisor
- D. Just let Eric resolve it
- E. Speak to Eric privately to see how he is feeling



# Political & Social Movements



**Laura Maresca**  
**Interim Vice Chancellor, Human Resources**

# Calls to Action

---

Protests, rallies and days off in support

- General Strikes
- Day without Immigrants
- International Women's Day
- Etc.

Time off request procedures

# Social Media Use

---

<http://www.du.edu/human-resources/employee-support/employee-handbook.html>

- ...While you may respectfully disagree with the University actions, policies or leadership decisions, you may not attack personally or post material that is obscene, defamatory, discriminatory, harassing, libelous or threatening with regard to the University, employees of the University or any affiliates of the University.

# On-line or Electronic Conduct

---

## EO & TITLE IX PROCEDURES

“...may also apply to conduct that occurs off campus, including online or electronic conduct, if the University finds that the conduct: occurred in the context of an employment or education program or activity of the University; had continuing adverse effects on campus; or had continuing adverse effects in an off-campus employment or education program or activity.”

# Workplace into Cyberspace

---

- Public or Private On-line Persona
  - Consider your role
- Who to friend?
- Use caution

# Guiding Political Conversations

---

- Respect
- Know your audience
- Department leader



# Campus Safety

Don Enloe

Director Campus Safety



# Principles of Protection & Support

---

- DU will not grant access to University property to immigration officials for enforcement or investigations.

*If you are contacted directly call Campus Safety and/or University Counsel immediately.*

- DU Campus Safety never has and will not assist ICE, CBP, USCIS or Denver Police Department in efforts to identify and deport undocumented community members or Muslim students.
- DU Campus Safety never has and will not ask or otherwise ascertain the immigration status or religious affiliation of our students.

# Alcohol Policy

September 2015

---

## Event Registration for University Events with Alcohol

Every event with an expected attendance of **50 or more guests** is required to submit an online Event Registration Form. This form is routed through Campus Safety.

- The organization or unit sponsoring the event must submit an Event Registration form no fewer than 10 business days prior to the event date.
- The processed Event Registration form must be displayed during the event.
- As a part of the event registration process, each event with **50 or more guests** must identify an individual who is the point of contact for the event and who will liaison with Campus Safety should issues arise.

*The Newman Center, the Knoebel School of Hospitality Management, the Ritchie Center, Conference and Events Services, and the Highlands Ranch Golf Course will share a list of scheduled events with Campus Safety on a regular basis and will not complete individual event forms.*

Register your event online via the Campus Safety website at [www.du.edu/campussafety](http://www.du.edu/campussafety)

# Alcohol Policy

September 2015

## Event Registration for University Events with Alcohol

Every event with an expected attendance of **50 or more guests** is required to submit an online Event Registration Form. This form is routed through Campus Safety.

- The organization or unit sponsoring the event must submit an Event Registration form no fewer than 10 business days prior to the event date.
- The processed Event Registration form must be displayed during the event.
- As a part of the event registration process, each event with **50 or more guests must identify an individual who is the point of contact for the event** and who will liaison with Campus Safety should issues arise.

*The Newman Center, the Knoebel School of Hospitality Management, the Ritchie Center, Conference and Events Services, and the Highlands Ranch Golf Course will share a list of scheduled events with Campus Safety on a regular basis and will not complete individual event forms.*

Register your event online via the Campus Safety website at [www.du.edu/campussafety](http://www.du.edu/campussafety)

UNIVERSITY of DENVER

PROSPECTIVE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES

Search DU

Give to DU | Directory | A-Z | Site Map

Campus Safety

Home Reports Safety Education Crime Prevention C-Care Card Access Policies Resources Contact Us

CAMPUS SAFETY Overview

The Department of Campus Safety is staffed 24 hours a day year-round by trained professionals employed to serve the University community.

In life-threatening emergencies, or when you need immediate police, fire or medical assistance, make the following TWO calls: 911 and 303-871-3000. In the event of an emergency, TTY users should call 911 directly.

DU Campus Safety logs over 62,000 computer aided dispatch events (approximately 170 per day) and over 13,000 calls for service. Additionally, approximately 1,000 reports are written annually by Campus Safety Officers.

MISSION STATEMENT

To advance the quality of life on campus using community-focused safety and access solutions.

TO REPORT A CRIME

You can report a crime or *Minor Code* violation to Campus Safety at any time by calling 303-871-2334. An officer will be sent to your location to take your report.

CAMPUS SAFETY ALERTS & NOTICES

Theft From Motor Vehicles: Issued 10.26.15

Motor Vehicle Thefts and Thefts From Motor Vehicles: Issued 10.29.15

POPULAR LINKS

2015/2016 Campus Safety Brochure

Self Defense Training

Campus Safety Physical Security Report Form (C-Care)

Alcohol Event Registration Form

CONTACT INFO

Emergencies:  
911 then 303-871-3000  
1-3000 if on campus abuse

# Protection of Minors on Campus

---

Board Policy 2.50.060 *released October 2015*

- Any *University-Related Individual* who knows, suspects, or receives information that a minor on campus has been *Abused or Neglected*, or who has other concerns about the safety of a minor on campus (including a missing minor), must report their concern.
- Report immediately to Campus Safety ANY suspected or actual instances of *Abuse or Neglect*, of any minor on the University campus and any minor involved in a *Program*.

# Active Shooter Training

---

- Online Active Shooter video training is now available via Canvas in PioneerWeb
- Campus Safety offers instructor-led training on Active Shooter Training.
  - *Participants will learn concerning behaviors exhibited by potential shooters, what to do during an active shooter incident, and what the University and Police response will be. (90 minutes long)*
  - To find information or arrange a class for your unit/department visit [www.du.edu/campussafety](http://www.du.edu/campussafety)
- Sign up for DUAlert at [www.du.edu/emergency](http://www.du.edu/emergency)

# Clery Reporting

---

## Campus Security Authority (CSAs)

If you have significant responsibility for student and campus activities, you are considered a campus security authority. (Deans, student housing staff, coaches, resident advisors, coordinator of Greek affairs, student organization/club sponsors, etc.)

### **What does this mean for you?**

CSA's are required to report to Campus Safety, any Clery Act crime allegations that the CSA believe were made in good faith. The crime does not need to be investigated, nor a finding of guilt in order to be reported.

# Clery Reportable Crimes

---

The Clery Act requires that we disclose crime statistics on the following criminal offenses:

1. Criminal homicide
  - a) Murder and Non-negligent manslaughter
  - b) Negligent manslaughter
2. Sexual Assault (mandated to be reported to Title IX)
  - a) Rape
  - b) Fondling
  - c) Sex Offenses
    - i. Incest
    - ii. Statutory Rape
3. Domestic Violence (mandated to be reported to Title IX)
4. Dating Violence (mandated to be reported to Title IX)
5. Stalking (mandated to be reported to Title IX)
6. Robbery
7. Aggravated Assault
8. Burglary
9. Motor Vehicle Thefts
10. Arson

# Hate Crimes

---

Hate crimes are the 2nd category of statistics DU must report. The following hate crimes must be reported under Clery:

1. Race
2. Gender
3. Religion
4. Sexual Orientation
5. Ethnicity
6. National Origin
7. Disability
8. Gender Identity

In addition to the 7 previously mentioned crimes, hate crimes also include:

1. Larceny-theft
2. Simple Assault
3. Intimidation
4. Destruction/damage/vandalism of property

*If you see or hear of graffiti that seems motivated by a hate crime you must notify Campus Safety.*



# How do you report?

---

- Call Campus Safety at **303-871-3000** for crimes in progress or **303-871-2334** for non-emergencies
- Or call the Division Assistant Director for Compliance at 303-871-2519 to discuss whether you need to report the incident for inclusion in our crime statistics
- You can report crime information confidentially under Clery, all we need is: (1) where the crime occurred, (2) the type of crime, (3) to whom the crime was reported and (4) when the crime was reported

*\*All Sexual Assaults & Gender Based crimes shall be reported to the Title IX Office*

# Campus Safety Services

---

- 90-min Self Defense Class - we can come to your department or you can arrange a class at the Campus Safety Center for your group. It is for men and women. It is a great class to arrange during your staff meetings.
- Rape Aggression Defense (R.A.D.)
- Student Led Safewalks along with Officer escorts
- CPR/AED Training
- Online & Instructor Led Active Shooter Training
- Follow us on Twitter and Facebook for Campus Safety updates & like us on Instagram @DUCampusSafety



# Employee Support and Policies

---

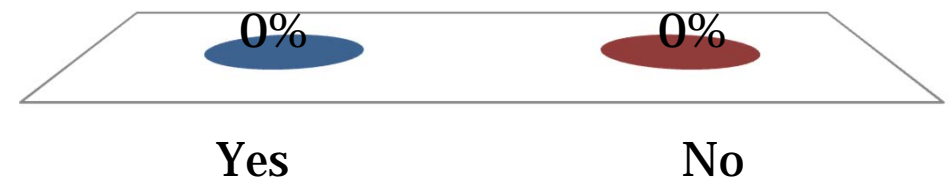


**Molly Rossi**  
**Employee Relations Consultant**  
**Human Resources**

Have you ever procrastinated addressing employee performance concerns or in having difficult conversations?

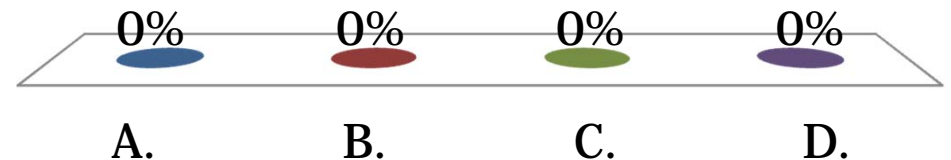
A. Yes

B. No



If you responded “yes”, please indicate why you didn’t address it more immediately.

- A. It was easier to let it go.
- B. I wanted to see if things improved.
- C. I wasn’t sure how to approach the situation.
- D. I was concerned with how they may react.



# Employee Relations

---

- Performance Management
- Guidance on difficult conversations related to performance, potential policy violations and conduct issues
- Connect to employee support resources

# Addressing performance concerns

---

- When?
- Why?
- How?

# Managing Concerning Behavior

---

- Concerns related to self harm
  - Employees are not mandated reporters
  - Employees are for students
  - Pioneers CARE for students/not employees
  
- In an emergency, call 9-1-1 and campus safety
- Contact Employee Relations
  - Plan of Action
  - Connect with Resources



# Employee Support Resources

Employee Support

## EMPLOYEE RESOURCES

Employee Relations

Employee Handbook

Policies & Procedures

Leaves of Absence

Separations

EMPLOYEE SUPPORT

## Employee Resources

The following are a wide variety of on-campus resources available to assist employees.

- + ADA
- + ANNUAL LEGAL AND TRENDS UPDATE (2016)
- + CAMPUS SAFETY
- + CENTER FOR MULTICULTURAL EXCELLENCE
- + CHILD CARE & FAMILY RESOURCES
- + COUNSELING/EMPLOYEE ASSISTANCE PROGRAM (EAP)
- + ADDITIONAL COUNSELING SERVICES (FEE FOR SERVICE)
- + FACULTY RESOURCES
- + INTERNAL AUDIT HOTLINE
- + OFFICE OF EQUAL OPPORTUNITY AND OFFICE OF TITLE IX
- + OFFICE OF PEOPLE DEVELOPMENT
- + OMBUDS
- + UNIVERSITY CHAPLAIN
- + WORKERS' COMPENSATION

# Required Training

---

The following *University-Related Individuals* must successfully complete the on-line training course before regularly interacting with minors as a part of their responsibilities:

- regularly spend time with minors as part of their responsibilities;
- directly supervise those who regularly spend time with minors; and
- supervise overnight stays by minors as part of their responsibilities.

# Minors on Campus Procedures

<http://www.du.edu/human-resources/employee-support/policies-procedures.html>

Employee Support

Employee Resources

Employee Relations

Employee Handbook

**POLICIES &  
PROCEDURES**

Leaves of Absence

Separations

## EMPLOYEE RELATIONS

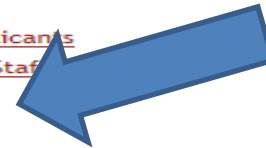
### Policies & Procedures

The University of Denver's official University Approved Policies. Contents include Institutional Affairs, Fiscal and Business Affairs, and Faculty Affairs.

[Legal notice for website policy usage](#)

#### HUMAN RESOURCES POLICIES & PROCEDURES

- [Employee Handbook](#)
- [Accommodations for Lactating Mothers](#)
- [Notice Regarding Rights of Pregnant Workers and Applicants](#)
- [Business Resumption Information for Supervisors and Staff](#)
- [Taxable Gifts](#)
- [Policy for the Protection of Minors on Campus](#)
- [Procedure for the Protection of Minors on Campus](#)



# Americans with Disabilities Act (ADA)

---



**Lloyd Moore**  
**Director of Benefits**  
**Human Resources**

# Americans with Disabilities Act (ADA)

---

The purpose of the ADA is to provide a clear and comprehensive national mandate to end discrimination against individuals with disabilities and to bring those individuals into the economic and social mainstream of American life.

# Disability Defined

---

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity

*(Major life activities include: walking, seeing, hearing, speaking, standing, sitting, learning, performing manual tasks, and more).*

This definition includes:

- People who have a record of such an impairment, even if they do not currently have a disability.
- Individuals who do not have a disability but are regarded as having a disability.

# Requests for Reasonable Accommodation

---

- Employees should contact Lloyd Moore or Elizabeth Cha to discuss their disability and how it impacts them and their ability to perform the duties of their job.
- Employee must provide medical documentation that substantiates the disability.
- After careful review of the medical documentation and a thorough interactive process, if approved - the appropriate accommodation will be determined and implemented.

# Reasonable Accommodations

---

Examples include but are not limited to:

- Physical accessibility (internal and external)
- Job restructuring; re-design of office procedures
- Flex time; shift adjustments
- Modifying equipment (hardware and software)
- Changing examination or training procedures
- Providing qualified readers, interpreters and attendants

A person with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodation.



# Ombuds

---

A confidential and informal resource to help navigate the University of Denver

[www.du.edu/ombuds](http://www.du.edu/ombuds)

Jenna Brown

[ombuds@du.edu](mailto:ombuds@du.edu)

303 871 4712

# Ombuds role

---

The Ombuds can help faculty, staff and students:

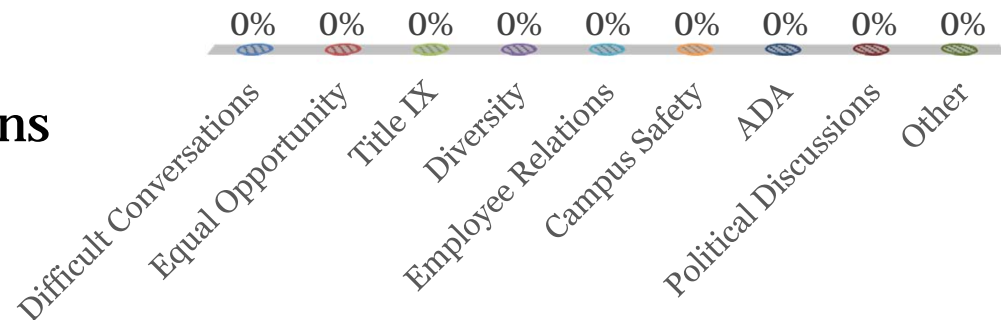
- ❖ Make sense of difficult situations
- ❖ Identify options and strategies to deal with problems
- ❖ Connect with resources
- ❖ Facilitate productive communication
- ❖ Surface questions regarding university policies and practices.

QUESTIONS

?

# Which of the following topic areas would you like to learn about in more detail at future sessions?

- A. Legal/Managers Responsibilities
- B. Difficult Conversations
- C. Equal Opportunity
- D. Title IX
- E. Diversity
- F. Employee Relations
- G. Campus Safety
- H. ADA
- I. Political conversations



Thank you for your participation  
in this year's Annual Legal and  
Trends Update!