### Staff Senate Meeting Agenda

**Kaleidoscope Room, Newcomb Hall**

February 18, 2016  
11:00 AM – 1 PM

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter(s)</th>
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| 11:00 | Welcome & Announcements                | Amy Muldoon, Co-Chair  
Maggie Stein, Co-Chair                                                  |
| 11:05 | Education Benefits                     | Greg Freshour  
Education Benefit Specialist, UHR                                        |
| 11:50 | Title IX Training & Resources          | Kelley B. Hodge, Title IX Coordinator  
Akia Haynes, Deputy Title IX Coordinator                                |
| 12:30 | Updates                                | Monica Petrich (UHR)  
Co-Chairs                                                                |
| 12:40 | Mid-Year Check                         | Staff Senate Discussion                                                      |

Next Meeting:
March 17, 2016 at 11 AM in the Kaleidoscope Room, Newcomb Hall
ANNOUNCEMENTS

• March Meeting: 1 Guest Speaker and then 1 hour for committee work

• Pancake Breakfast: March 8 from 7 AM – 9AM at the Fresh Food Company, 2nd floor of Newcomb Hall

• Sharon Hostler Child Development Center
  • Open house: Feb. 23 and 24 from 9 AM-5:30 PM
  • Preschool Preview: Feb. 25 from 4-6 PM
  • Ages served: Infants, toddlers, preschool, kindergarten prep, school age
THE BEAUTIFUL THING ABOUT LEARNING IS THAT NO ONE CAN TAKE IT AWAY FROM YOU.

BB KING
Education Benefits

Used for academic degrees or courses at accredited institutions, certificates, professional certifications and licenses, as well as personal enrichment courses at approved organizations.

**Central funding** - Designed to provide employees with financial support for education, vocational and professional development.

**Departmental funding** – Designed to provide employees with additional educational funding, but determined by department.

Primary purpose is to support full-time employees who are part-time students, although part-time salaried employees are eligible as well.
Education Benefits

- Each calendar year from January 1 - December 31, eligible benefitted employees will have access up to $2,000 from a central University fund for central education benefits.

- In addition, Schools and Departments may provide additional departmental funds to eligible employees.

- The total number of credits per standard semester whether departmentally or centrally funded may not exceed 7 undergraduate or 6 graduate credits. Exceptions can be requested through the relevant VP and Human Resources.
Education Benefits

• Academic courses in a college or university setting must be taken for credit. No auditing is permitted.

• All education benefits (central and departmental) received in a calendar year that exceed $5,250 are taxable. Taxes will be withheld from employee’s pay in the appropriate tax year.

• Full-time classified, university staff, faculty, and post-doctoral fellows must seek supervisor approval to attend a class during work hours.

• Adjunct faculty and part-time employees must take classes during non-work hours.
Employee Eligibility

Centrally Funded Education Benefits:

- Full and part-time benefitted employees who have had at least 1 year of benefits-eligible service. Part-time benefitted employees must work at least 20 hours a week or 50% effort.
- Benefits-eligible service is measured from date of hire to first day of course.

Departmentally Funded Education Benefits:

- Full and part-time benefitted employees after 90 days of benefit-eligible service.
  Part-time benefitted employees must work at least 20 hours a week or 50% effort.
- Adjunct faculty, post-doctoral fellows and temporary employees are also eligible after 90 days of service.
Course Requirements

Courses or degree programs must meet at least one of the criteria:

• Relate to current job duties

• Support the Employee “Learning and Career Development Plan” section of the employee’s EWP

• Is required for a job-related degree program (all undergraduate degree programs are considered job-related)

• Is required for career development preparation, job-related professional certification or license

• Provide new knowledge and skills to enhance job performance, career development and or support UVA’s mission

• Enhance UVA’s ability to respond to current and future needs
Course Eligibility

What is covered:

• Academic courses to pursue degree, certification, CEU’s or credits.
• Tuition, registration, exams, and laboratory fees

Examples of “Approved” education benefits

❖ Language courses – UVA, PVCC, Speak, Alliance Francaise, and other universities
❖ Academic and personal enrichment courses – UVA, School of Continuing and Professional Studies, PVCC, McGuffey Art Center, other universities
❖ ESL and GED, literacy and related classes - Albemarle County, Charlottesville City, other regions
❖ Vocational studies, trades, technical, and technology courses – PVCC, Albemarle County, variety of online courses.
❖ Professional certification, CEU’s, etc.
What is not covered:

- Not intended to cover workshops or professional conferences, which are more appropriately funded at the Department level. However, if CEU’s or certification can be obtained, these events will be given consideration.

- Drop fees, application fees, special course fees and expenditures for books or study materials.

- Courses at unaccredited institutions

- Food, lodging, and travel are excluded.
How do I apply for Education Benefits?

• Discuss the course with supervisor if course is during work hours.

• Log onto Benefits@ at www.hr.virginia.edu and select “Education Benefit” and complete entire form and submit.
Education Completion Documentation

In order to request educational funding you must be able to provide documentation of successful completion.

I will be able to provide documentation: Yes

Education Information

Will the course or degree program meet at least one of the following criteria? (check all that apply)

- Related to Current Job Duties
- Support the “Employee Learning and Career Development Plan” section of the Lead@UVA
- Are required for a job-related degree program (all undergraduate degree programs and courses are considered job-related)
- Are required for career development preparation, job-related professional certification or license
- Provide new knowledge and skills to enhance job performance, career development and/or support UVA’s mission
- Enhance UVA’s ability to respond to current and future needs

Course

Course Number:

Course Title:

Credit Type:

Course Credits:

Tuition Cost: $
Education

Course/Tuition Details

Are courses part of a degree program?:

Are courses part of a certification?

Semester:

Course Start Date:

Course End Date:

Are you taking classes at UVa?:

Payment

Central Funding Amount:

$ [Amount]

If you are using department funding or taking a course during normal business hours your supervisor will be notified

Department Funding:

$ [Amount]

Hours away from work:

PTAO:

Supervisor's computing ID:

Acknowledgement

☐ I acknowledge that my submission of this online form using the combination of my UVA computing ID and Netbadge password is my electronic signature for purposes of signing this online form.

Submit changes Cancel
Once you have submitted your education benefit request:

1) Your request will be reviewed by central Human Resources Department. It will either be approved, denied or returned for more information. You will be emailed with the result.

2) You will receive the Education Benefit funds in the following paycheck (based on payroll processing end dates). Please allow up to 2 pay cycles for processing.

3) Use the education benefit payment to enroll and pay for the course.

4) You will be required to provide proof of payment and proof of successful completion within 30 days after you complete the course.
Education benefit deadlines

- Submitted at least one week before payroll deadline in order to be considered for a particular pay period.

- At end of a calendar year, education benefits must be submitted no later than December 15 to be considered for the current year’s education benefit limits.

- If a class is beginning the following month of January and education benefit is submitted no later than December 15, an employee may be allowed to use their current year’s remaining education balance for the January course.

**Example:** Employee used $1800 of their education benefit during the current year and submits a request for $400 for a class starting in January. We would approve $200 to complete their $2000 allotment and apply on their next paycheck. We would approve the additional $200 for their first paycheck in new year (and toward their new allotment for the new year).
Compliance

• Employees are expected to register, attend, and satisfactorily complete the education.

• Employees who take a class for a grade, must receive a C- or better, pass or credit. For all other educational opportunities, an employee must be able to provide satisfactory successful completion.

• The central Human Resources Department will routinely conduct audits to ensure eligibility and program compliance. An employee will be required to repay the Education Benefit for the cost and/or lose eligibility for further assistance until repayment is made if the employee:
  
  o Does not satisfactorily complete the course with a C- or better
  o Does not satisfactorily finish - an Incomplete
  o Fails to successfully complete a course, certificate or license
  o Course was cancelled and employee unable to take course

• Since payment of education benefit is paid through direct deposit, if an employee has to repay the education benefit, it should be done through direct deposit deduction on the appropriate pay period. Employees should notify Human Resources when this occurs.
How to upload proof documents

1. Select the Education Plan.
2. Click on the 'Upload Proof' button for the Cost Document and Completion Document.
3. Follow the instructions to upload the required documents.
Inquiries about education benefits or questions on why education benefits were denied should be submitted to askhr@virginia.edu

Previous “approvals” of education benefits do not guarantee future approvals for the same or similar education benefit requests.
University of Virginia Training: Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence

February 18, 2016
Three key laws govern institutional response to sexual and gender-based harassment and violence

1. **Title IX of the Education Amendments of 1972**
   - Prohibits sex discrimination in educational institutions that receive federal funds

2. **The Jeanne Clery Act (1990)**
   - Requires reporting of crimes, timely warnings, education/prevention programs, and policies and procedures for sexual assault

3. **The Violence Against Women Reauthorization Act of 2013**
   - Amends Clery to expand sexual assault requirements and include dating violence, domestic violence, and stalking; applies to all students and employees
The laws are many, complex, and require thoughtful coordination.

Central process to uniformly vet all complaints of sexual and gender-based harassment and violence

University’s Response Policies/Procedures Informed by:

- University Counsel
- Criminal Law (Loc. Law Enforcement)
- Negligence (Civil Counsel)
- State Laws (AG)
- Clery Act (DOE)
- Title IX (OCR)
- NCAA
- VAWA (DOE)
- University Policy (Internal)
- Child Protective Services (CPS)
- FERPA (DOE)
- HIPAA (HHS/CMS/OCR)

Note: Lists of report recipients and relevant laws not exhaustive.
The legal responsibility must also be viewed through the lens of those we serve.
Successful responses require integration and coordination

- Regulatory framework (State and Federal Laws and Guidance)
- Dynamics of trauma, sexual misconduct, and intimate partner violence
- Institutional policy, culture, climate, history, resources, procedures, and personnel
Understanding Title IX

The Law:

“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.”

20 USCA Sec. 1681
Understanding Title IX

Who Must Follow:

• All recipients of federal financial assistance

Who it Protects:

• Protects students, employees, and third parties from sexual and gender-based harassment and violence by any school employee, another student, or a non-employee third party.

Who can file:

• A harassed student or employee
• The student’s parent or guardian
• A third party
• Anyone who requests action on the student or employee’s behalf
Understanding Title IX

What it Requires:

- Requires grievance procedures for “prompt and equitable” resolution of student and employee complaints;

- A school violates Title IX if it “has notice” of a sexually hostile environment and fails to take immediate and effective corrective action. A school has notice if a responsible employee knew or, in the exercise of reasonable care, should have known about the harassment.

- Once a school “knew or should have known,” the school must:
  - Eliminate the harassment,
  - Prevent its recurrence, and
  - Address its effects
Title IX: Responsible Employee Recap

- A school is on notice if a responsible employee knew or should have known about harassment that creates a hostile environment.
- Responsible Employee:
  - Has the authority to take action to redress harassment.
  - Has the duty to report sexual harassment or other misconduct.
  - Is someone an individual could reasonably believe has this authority or responsibility.
- Whether an employee is a responsible employee or whether it would be reasonable for a student to believe the employee is, even if the employee is not, will vary depending on factors such as the age and education level of the student, the type of position held by the employee, and school practices and procedures, both formal and informal.

2001 Revised Sexual Harassment Guidance
Title IX: Responsible Employee

- If an employee is required to report other misconduct that violates school policy, then the employee would be considered a **responsible employee** obligated to report incidents of sexual violence that violate school policy.

- A responsible employee **must** report incidents of sexual violence to the Title IX coordinator or other appropriate school designee.

- Title IX coordinator **must** be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office.

- A responsible employee **must** report all relevant details about the alleged sexual violence that the student or another person has shared and that the school will need to determine what occurred and to resolve the situation, including:
  - The names of the alleged perpetrator (if known)
  - The student who experienced the alleged sexual violence
  - Other students involved in the alleged sexual violence
  - Relevant facts, including the date, time, and location

Source: Questions and Answers on Title IX and Sexual Violence, Question D-1, D-3, D-5, p.14-18
Examples of Conduct Covered Under Title IX

• **Sexual discrimination and harassment**
  – Verbal
  – Physical
  – Electronic

• **Sexual violence**
  – Rape
  – Sexual assault
  – Exploitation

• **Stalking**
  – Cyberstalking

• **Interpersonal violence**
  – Intimate partner
  – Domestic
  – Dating
  – Relationship

• **Retaliation**

• **Gender-based discrimination and harassment**

• **Bullying/hazing**
Title IX and Law Enforcement: Two Distinct Systems

“A law enforcement investigation **does not relieve the school of its independent Title IX obligation** to investigate the conduct” and “resolve complaints promptly and equitably.”

“Police investigations may be useful for fact-gathering, but because the standards for criminal investigations are different, **police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX.**”

“Conduct **may constitute unlawful sexual harassment** under Title IX even if the police do not have sufficient evidence of a criminal violation.”

Source: OCR Dear Colleague Letter, April 4, 2011, pp. 4, 10
VAWA and Criminal Process

“Policies shall address procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:

Options regarding law enforcement and campus authorities, including notification of the victim's options:

- Notify proper law enforcement authorities, including on-campus and local police
- Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
- Decline to notify the authorities”

2013 Reauthorization of the Violence Against Women Act, March 2013
Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence
Prohibited Conduct under the University Policy

- Sexual Assault
- Sexual or Gender-Based Harassment
- Sexual Exploitation
- Stalking
- Intimate Partner Violence
- Complicity
- Retaliation
Training: Reporting Responsibilities

- First response
- Where to report
- What to report
- What happens when reporting
- Documentation?
Stop, Drop, and Roll

• **Stop**: Assess safety and need for emergency response
  – How long ago did the incident happen?
  – Is there an immediate safety threat?
  – Is there a need for immediate medical attention?

• **Drop**: Document the report
  – Take basic information as to who, what, when, where

• **Roll**: Roll it out to the Title IX team
  – Get the report to the centralized team
  – Triggers the University’s response
How to Report?

SEXUAL AND GENDER-BASED VIOLENCE
University of Virginia
JUST REPORT IT


My Name *

My Email Address *

Number at which I can best be reached *

Alternate Number at which I can best be reached

Name of person who reported this information to you *

If you are reporting information regarding an incident you personally observed or personally experienced, please write "self."

Affiliation of alleged perpetrator (if provided) *

- University Student
- University Employee
- Not-Affiliated with University
- Affiliation Not Known

Was the name of the alleged perpetrator disclosed *

- Yes
- No

Were the names of any witnesses disclosed *

- Yes
- No

Was the date/time of the alleged incident disclosed *

- Yes
- No

Was the location of the alleged incident disclosed *

- Yes
- No

Note: Incident Description

Please describe the incident as reported to you. Please include all relevant details reported to you, e.g., name of alleged perpetrator, names of any witnesses, date, time, and/or location of reported incident, and description of what occurred.
Infographic: What Students Need to Know
Responsibilities and Tools for Implementation

The University of Virginia takes gender-based violence seriously and provides support and information to survivors, friends and families of survivors, and the University community.

About this Website

This website will tell you: (1) What to do after an assault; (2) How to support a survivor; (3) What your reporting options are; (4) How to get involved; (5) and more. If you have any suggestions, questions, concerns, or can’t find what you’re looking for, email us. We’re here to help.

University Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence

The policy is available here.

About Us

Learn more about the Maxine Plitzer Lynn Women’s Center and the Office of the Dean of Students, the joint sponsors of this website. Read More.

Get Involved

Find more information about prevention initiatives, campaigns and groups around Grounds who educate peers about sexual violence and advocate on behalf of survivors. Read More.
Responsibilities and Tools for Implementation

Not on Our Grounds
A University of Virginia Initiative to End Sexual Violence

Not on Our Grounds is a University of Virginia initiative dedicated to ending sexual violence in our community through a series of awareness campaigns and prevention efforts. More →

Take the Pledge

Sexual and gender-based violence will not end until we, as members of the University of Virginia community, accept responsibility to become part of the solution. This responsibility encompasses words, actions, and beliefs that directly combat sexual violence and help to build a safer community.

Related Links
- Sexual Violence Education & Resources
- Just Report It: Sexual and Gender-Based Violence
- Student Sexual and Gender-Based Violence: Understanding Your Responsibility
- Request a Presentation
- Support the Cause

Across Grounds

Tweets

Melinda Baumann
@mbaumann
CO-CHAIRS UPDATES

• Training for Executive Committee members
  o Met with Center for Leadership Excellence
  o Will be 2 parts – training and retreat

• Results of the Alternate Survey
  o “Super” Alternate Option

• Executive VP & Chief HR Officer Search Committee

• First Staff Senate Advisory Board Meeting
MID-YEAR CHECK

We are half way through the year. How are we doing?

In groups of 3-4 people discuss:
1. What is the Staff Senate doing well? What should we continue to do?
2. What could the Staff Senate work on or improve or consider doing in the future?
3. Who would you recommend for secretary, committee chair and/or co-chair of the Senate?

Please jot down your responses, so that we can collect them.