



September 27, 2018

Dear Colleagues,

We are writing to provide an important reminder to all NAU employees regarding the resources and services available to assist with potential issues or conflicts that may surface during one's course of employment. While we encourage employees to work with one another, their supervisors, and within management reporting lines to resolve issues, we recognize that sometimes employees may need additional assistance.

The Human Resources office provides guidance and assistance to staff, as well as supervisors, on the following work environment and employment issues:

- Employee rights and responsibilities
- Legal and policy questions and possible violations
- Procedures for exercising employee rights under laws or policies
- Supervisory concerns
- Workplace conflicts

If you have an employment related concern or complaint that you have been unable to resolve, please contact the Human Resources office at 928-523-2223, HR.Contact@nau.edu or visit the [HR website](#) for information and specific contact information.

The Equity and Access Office (EAO) provides guidance and assistance to the university community on issues that include:

- Affirmative action and search, hiring, and layoff issues involving potential violations of the Safe Working and Learning Environment Policy (SWALE)
- Complaints of harassment and discrimination based upon gender, race, ethnicity, national origin, age, religion, sexual orientation, gender identity, disability, or veteran status
- Sexual harassment, sexual assault, relationship violence, and Title IX
- Consensual amorous relationships that impact the work or classroom environment
- Access to programs and facilities for individuals with disabilities
- Through the Disability Resources Office (DR), EAO provides disability accommodations under the Americans with Disabilities Act and similar laws. Employees are invited to self-identify as an individual with a disability or change their status at any time through the self-service function in LOUIE: LOUIE>Self Service>Personal Information>Disability. The disclosure will be kept private and used for reporting purposes only in accordance with NAU's obligations as a federal contractor. The submission of this information is voluntary and refusal to provide it will not subject you to any

adverse treatment. The self-identification form is not a request for accommodation. If you would like to request a reasonable accommodation to perform your work duties, please contact the Disability Resources Office at 928-523-8773 or visit the [DR website](#).

- The SWALE policy and Title IX require that employees who become aware of a possible violation of these laws and policies report them to EAO for appropriate response. If you have a concern or complaint related to the above, or want to discuss your options, please contact the Equity and Access office at 928-523-2230 or visit the [EAO website](#).

The Vice Provost for Academic Personnel can direct faculty and academic professionals to policies and resources regarding employment issues and can be reached through the Provost's Office at 928-523-2230. Other information about faculty resources and policies can be found on the [Provost's website](#).

Northern Arizona University policies, including the Safe Working and Learning Environment Policy found on the [Policy Library website](#), afford protection for employees from retaliation. Generally speaking, NAU or anyone acting on behalf of NAU, such as your supervisor, cannot retaliate against you for reasonably exercising your employment rights under the law or Arizona Board of Regents' (ABOR) or NAU policy. In addition, depending on the particular situation, state laws, ABOR, and NAU policies may provide "whistleblower protection" for employees.

Our offices are committed to service and we are interested in receiving suggestions from employees about how to improve communication, including complaint management procedures for employment related disputes. Please do not hesitate to contact us with your suggestions.

Sincerely,



Josh Mackey
Chief Human Resources Officer, Human Resources



Priscilla Mills
Assistant Vice President, Equity and Access



Roger Bounds
Vice Provost, Academic Personnel
Office of the Provost