NAU NORTHERN ARIZONA UNIVERSITY

Dear Colleagues:

We are sharing this important annual reminder with all NAU employees regarding the resources and services available to help with potential issues or conflicts that may arise during 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.

Human Resources

The Human Resources Office provides guidance and assistance to staff and supervisors on the following work environment and employment issues:

- Employee rights and responsibilities
- Procedures for exercising employee rights under law and policy
- Supervisory concerns
- Workplace conflicts
- Drug-Free and Alcohol-Free Workplace

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 or visit the HR Website for more information.

Office of Civil Rights Compliance

The Office of Civil Rights Compliance (OCRC) oversees NAU's compliance with federal, state, and local civil rights laws and related university policies. OCRC provides training, consultation, non-investigative resolution services, lactation services, and conducts investigations related to the following:

- Violations of the Nondiscrimination and Anti-Harassment Policy, including complaints of harassment and discrimination based on sex, race, color, national origin, age, religion, sexual orientation, gender identity, disability, veteran status, genetic information, or retaliation for reporting a possible violation of the policy or participating in the resolution process.
- Consensual amorous relationships that may violate the Consensual Romantic and Sexual Relationships Policy.

- The Nondiscrimination and Anti-Harassment Policy requires that individuals in a position of authority who become aware of a possible violation of this policy report it to OCRC for appropriate response. If you have a concern or complaint for OCRC, or want to discuss your reporting or complaint options, please contact the OCRC using the appropriate button on the OCRC website.

OCRC also receives, evaluates, and approves requests for religious accommodation and use of lactation spaces. You may request religious accommodation or lactation space using the appropriate button on the OCRC website.

Disability Resources

The Disability Resources Office (DR) provides disability accommodations under the Americans with Disabilities Act (ADA) and related laws. If you would like to request reasonable accommodation to perform your work duties, you may submit a request using the Employee Accommodation Request Form, contact DR at 928-523-8773, or visit the DR website.

Office of Title IX Compliance and Services

The Office of Title IX Compliance and Services (TIXCS) ensures the university's compliance with federal Title IX law and related state and local provisions. TIXCS provides consultation and other services relating to sex-based harassment or discrimination and supportive measures for employees and others. This office supports the NAU community in relation to the following:

- Pregnancy discrimination concerns
- Reasonable modifications related to pregnancy
- Sexual harassment
- Hostile environment based on sex
- Rape, statutory rape, prohibited sexual contact, incest
- Domestic violence and dating violence
- Sex-based stalking
- Other forms of sexual misconduct and sex or gender compliance matters

University policy requires all faculty, staff, student employees, and affiliates who are not confidential employees (e.g. medical and mental health providers) to report possible violations of the Sexual Misconduct Policy. To

submit a report or to seek assistance, please use the "File a Report" button on the TIXCS website. For more information about resources and policy, please review the Title IX Brochure.

Office of the Vice Provost for Faculty Affairs

The Office of the Vice Provost for Faculty Affairs can direct faculty and academic professionals to policies and resources regarding employment issues. These include, but are not limited to, questions related to annual review, promotion, tenure, and other matters related to the role of faculty and academic professionals. The Faculty Affairs team can be reached through the Provost's Office at 928-523-2230. Other information and policies are on the Vice Provost's website.

University Ombuds Program

The University Ombuds Program offers a variety of conflict resolution services to NAU faculty, staff, and graduate students. Our goal is to enhance an ethical, supportive, and responsible culture by providing confidential, independent, impartial, and informal problem-solving support to address concerns affecting work, life, or study at NAU. Specifically, we offer one-on-one consultations, group facilitation or mediation, conflict and communication training, and structured group facilitation sessions where a facilitator manages the process to help groups move forward and achieve their goals.

We provide individual consultation and group facilitation to:

- Explore options and develop strategies for addressing work-related issues
- Help visitors understand university policies and procedures
- Direct visitors and employees to available resources
- Empower individuals and communities to reach their full potential
- Promote a safe and equitable workplace
- Build personal skills through coaching

The University Ombuds Office can be reached at 928-523-8767 or on the University Ombuds Office website.

Please do not hesitate to contact any of the above offices with questions or concerns.

/s/

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Human Resources

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Associate Vice President and Chief Civil Rights Officer
Office of Civil Rights Compliance and Title IX

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