

What You Should Know About Reporting Sexual Harassment at UC Davis

UC Davis has two main ways of handling sexual harassment complaints: Early Resolution and Formal Investigation. Your complaint will be reviewed first by the Sexual Harassment Officer and the Title IX Officer who will decide how your complaint will be handled. They may also consult with a small group called the Sexual Harassment Case Management Team to decide which process is more appropriate for your complaint.

Early Resolution

Most situations are resolved this way. Early Resolution can take many forms, including:

- Helping you communicate directly with the other person.
- Arranging for a UCD official to talk with the other person (a “no-fault” or “notice” conversation.)
- Helping you and the other person agree to certain changes in how you interact.
- Separating you and the other person.
- Negotiating a disciplinary agreement with the other person.
- Conducting training on sexual harassment for your or the other person’s department or group.
- Using Counseling and Psychological Services (CAPS) or the Academic and Staff Assistance Program (ASAP) for emotional support.
- Other strategies you and the University agree to try.

Formal Investigation

Most complaints are resolved through Early Resolution, but some cases may need to be investigated before they can be resolved. A case is usually referred for Formal Investigation when the allegation is serious and there is a significant difference between your account of the situation and the other person’s account; or when the allegations include criminal behavior.

If the University decides a formal investigation is necessary, the Title IX Officer appoints an official investigator. You and the accused will be notified of the investigation. The investigator will interview you, the accused and other potential witnesses. The investigator may recommend that certain steps (*interim protections*) be taken to protect you or witnesses at any time during the investigation. The investigator will prepare and submit a report addressing whether or not University policy was violated. If there is a finding of a policy violation, the University will consider disciplinary action against the accused and/or other remedies that may be appropriate for you.

Confidentiality

The University will protect the privacy of everyone involved in a report of sexual harassment to the greatest degree possible under law and University policy. Certain University officials – supervisors, faculty, coaches and other authorities -- have an obligation to respond to reports of sexual harassment, even if the person making the report requests that no action be taken. If you prefer to stay anonymous, consider talking with one of the UCD Confidential Resources before making an official complaint. The list of Confidential Resources is at <http://shep.ucdavis.edu>. In all cases, the University will take steps to prevent and respond to complaints of retaliation against anyone who reports sexual harassment.

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Possible Outcomes

Depending on the process used in your complaint, possible outcomes include but are not limited to: interim protections, remedies for the complainant (you), and disciplinary action against the accused.

Other Complaint Resolution Procedures

All reports of sexual harassment are addressed through either Early Resolution or Formal Investigation under the sexual harassment policy, PPM 380-12. In addition, complaints may be filed under other policies and collective bargaining agreements (union contracts). If you file a complaint of sexual harassment under a different policy or contract, the University will hold that complaint *in abeyance*. This means that the other procedure will not begin until the Early Resolution or Formal Investigation process required by PPM 380-12 is finished. You should be aware that the time limit to file a complaint under these other procedures is usually 30 days from the date the sexually harassing conduct occurred. However, the dates vary by policy. Please see **PPM 380-12, Exhibit C** for more information.

For More Information

If you'd like more information about reporting sexual harassment at UC Davis, the following resources can help you:

- The UCD sexual harassment policy, especially Section V.
<http://manuals.ucdavis.edu/ppm/380/380-12.htm>.
- Sexual Harassment Education Program, (530) 752-9255, <http://shep.ucdavis.edu>
- Wendi Delmendo, Title IX Officer, (530) 752-9466, widelmendo@ucdavis.edu