How to Respond to Bullying, Mobbing, Harassment, or Other Forms of Work Interference: Resources and Guidelines for Responding to Behaviors That Interfere with Your Educational or Work Performance at SCSU or That Create an Intimidating, Hostile, or Offensive Education, Work, or Living Environment

Revised April 2010

St. Cloud State University Mediation Program
INTRODUCTION

These Guidelines describe resources that are available for St. Cloud State University employees, students, or visitors who find themselves the target of behaviors that may be broadly described as work interference at SCSU. These behaviors include bullying, mobbing, harassment, or other behaviors that have the effect of unreasonably interfering with an individual or group’s educational or work performance at SCSU or that create an intimidating, hostile, or offensive educational, work, or living environment.

St. Cloud State University does not tolerate work interference.
Bullying, mobbing, harassment, or interference of any kind is not acceptable behavior at SCSU. Some forms of harassment/bullying may also violate federal or state law, or SCSU policies on conflict of interest and nondiscrimination. (Links to SCSU and MnSCU harassment policies and other relevant policies as well as excerpts from relevant laws are found later in this document)

SCSU expects prompt recognition and resolution of interference concerns, with particular responsibility on supervisors.
Everyone at SCSU is expected to abide by SCSU and MnSCU rules and policies. Any concern about bullying or harassment should be addressed and resolved as promptly as possible. Ignoring behavior is not an effective way of changing that behavior. Supervisors have a particular responsibility to be aware of bullying or harassment or any other form of interference and to take action to stop it when it may occur.

SCSU provides a range of resources, from informal to formal, to help resolve work interference concerns.
SCSU recognizes that all people who have a harassment or other interference complaint are entitled to fair grievance procedures. The University provides individuals with several options for addressing an interference or harassment or bullying concern so that they can choose one that is most suitable for them. Some options are more formal in nature, while others rely on less formal, problem-solving approaches. These Guidelines describe those various options.
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INITIAL RESPONSE

**Note:** As you think about your situation, consider the level of urgency. If you have been the victim of an actual physical assault (including sexual assault) or feel such a threat, then you should act immediately to get help from medical, law-enforcement, and counseling services. These resources, both on campus and off campus are listed here. And if this is an emergency, call 911!

**Talk About It**
If you find that you are the target of bullying, harassment, or other inappropriate behavior that creates a hostile environment or otherwise interferes with your work or study at SCSU, you may want to talk to someone not connected to the situation about the circumstances and your feelings. Within the University, you can talk through your concerns with people listed in the section SCSU RESOURCES.

**Write About It**
Often, writing can be a helpful tool to clarify relevant information and organize your thoughts. Writing your account of the incident (or incidents), how you feel about it, and what you think should happen next can also help you decide how you want to address the situation. To begin, just write notes about what you remember that happened and then separate these notes into three sections:

1. **Facts.** Write down an objective list or chronology of the facts. If you are not sure whether a statement is factual, you can say, “I believe that this happened,” or “I think this was the case.”

2. **Opinions and Feelings.** Write how the facts as you perceive them make you feel. You may want to describe any consequences that might have occurred. For example: “I feel I can no longer work with this person,” or “I was not able to work effectively for the following two weeks.” (Note: These are your own private working notes. If you decide to make a formal report of the bullying or harassment, foregrounding your opinions and feelings, at least initially, may not be your most effective presentation of the problem.)

3. **Expectations.** Think this through clearly and write down what you would like to see as a remedy. For example: “I want my relationship with this person to be on a purely professional basis from now on,” or “I want this person to speak to me directly and respectfully if there is a problem, rather than attacking me publicly in department meetings or in emails broadcast to the department,” or “If the harassment charge is proved, I want the person moved out of my work area.”
OPTIONS FOR ADDRESSING THE PROBLEM

There are many ways to address the problem. The best option for you may depend on the seriousness of the offense, the type of resolution you prefer, and the behavior itself. You can choose an informal problem-solving approach or ask for a formal review and decision. Many issues can be resolved informally, and you should probably consider an informal option first if you think it might be suitable in your circumstances. Speaking with someone in an office listed under SCSU RESOURCES can help you make the decision about which option to pursue.

Informal Options

1. **Anonymous Reporting**
   If you have been the target of a sexual assault, contact the Central Minnesota Sexual Assault Center for 24-hour crisis services, including hospital advocacy, support, and reporting options. The phone number is 320-251-4347. For campus services, contact the Women’s Center’s Gender Violence Prevention Program at 320-308-3995 or 308-4958 for assistance during regular business hours. For more information, see [http://www.stcloudstate.edu/womenscenter/gvro/info.asp](http://www.stcloudstate.edu/womenscenter/gvro/info.asp).
   Please note that reporting to campus Public Safety sets in motion a series of administrative reporting requirements and is not confidential.

2. **Conflict Consultation/Coaching**
   The SCSU Mediation Program schedules a drop-in consultation service where a trained mediator is available to discuss your concern, serving as a sounding board and reality check for you and exploring with you the options that may be available. A representative from the Program may also serve a limited ombudsman function, helping you connect with other resources and assisting you as you go forward through the process you choose. This consultative support may also extend to having a consultant/coach continue to advise you and accompany you in formal meetings and procedures. See **Bringing Someone with You**, below.
   If you haven’t seen an announcement of the schedule, or if the schedule doesn’t match your schedule, phone the Mediation Program’s office at 320-308-5289.

3. **The Direct Approach**
   This option means you directly approach the individual whose behavior is problematic for you to try to resolve the problem – either in person or in writing.
   If you would like to consult with someone for ideas or assistance in using this approach, the SCSU Mediation Program can put you in touch with a coach.
   a. If you choose to write a note or letter, state the facts as you see them, your feelings about these facts, and what you think should happen next.
   b. If you choose to talk directly with the person who has offended you, you can do this one-on-one or bring a colleague with you for support. A private discussion may be a good approach for offenses that might be due to a cultural misunderstanding or if you are particularly concerned about preserving your relationship with the other person.
   If the direct approach does not work and you later choose to ask for a formal
investigation, having written a letter or having had someone accompany you to a meeting about your concern with the person who offended you may be helpful in the formal investigation. If a supervisor knows that you have chosen a direct approach, he or she should follow up with you to be sure that the problem has ended and that there has been no apparent retaliation.

4. **Third-Party Facilitation (Shuttle)**
   With this option, a third party goes back and forth between you and the person who offended you, or brings you and that person together informally to attempt to resolve the problem. The third party can be, for example, a member of the SCSU Mediation Program, a colleague in your bargaining unit or in your department, an administrative officer, a human resources officer, an SCSU police officer, a dean, a department chair, or a student trained by SCSU as a mediator. This type of intervention may result in changes in the way work is done, an agreement by the person to stay away from you, or simply a clear understanding of what is appropriate behavior and a commitment to end inappropriate behavior. The third party should arrange to follow up with you to be sure that the problem has stopped and no perceived retaliation has occurred. Again, remember the SCSU Mediation Program is available as a coaching resource for faculty and staff, and the Student Conflict Resolution Team (SCRT) is available as a coaching resource for students.

5. **Third-Party Facilitation (Direct)**
   Third-party direct facilitation may take several forms, including Mediation, the next option described below. Someone you trust (for example one of our campus mediators, a colleague, perhaps a supervisor, might act as an informal facilitator of a discussion between you and the person (or persons) whose behavior is problematic. This facilitation might include facilitating a larger group meeting (your work group or department, for example), and it might include particular methods like a talking circle, which is a specific group facilitation method sometimes used by mediators in the SCSU Mediation Program.

6. **Mediation**
   Formal mediation is a voluntary, confidential process in which both you and the other person or persons are helped by a trained mediator to find your own resolution. Mediators do not take sides in a mediation. Agreements reached often are put into writing. They are not enforced by the mediator, nor are they monitored or enforced by SCSU unless specifically stated in a written agreement. Formal mediation can be especially useful where there are differences in perception or values, or when you want to guard your privacy. This is a voluntary process for everyone. For more information, call the Mediation Program at 320-308-5289 or go to the Mediation Program’s Website at [http://www.stcloudstate.edu/mediation/](http://www.stcloudstate.edu/mediation/)

7. **Generic (Indirect) Approaches**
   A generic approach is intended to alert a person who offended you to inappropriate behavior in such a way that the offense against you stops without your having to talk to anyone other than a confidential intermediary. For example, a department chair could be asked by an intermediary – without using anyone’s
name
a. to distribute and discuss copies of SCSU’s harassment/bullying policy,
b. to request harassment training, or
c. to raise the subject in a staff meeting in such a way as to discourage the behavior that is offending you.

Generic approaches offer maximum protection of privacy concerns. They can also prevent similar problems from occurring, especially if the offending behavior is being done without malicious intent. On the other hand, they are not completely risk-free: the person or persons whose behavior you hope to change may not recognize that a generic announcement applies to them, or they may easily choose to ignore it; and others, to whom it does not apply, may take offense, feeling that they have been implicitly accused. Finally, they may not offer the degree of protection you would assume in terms of your own privacy or anonymity. If a harasser or bully senses this strategy, they may confront you publicly, accusing you of being the instigator of the intervention. In any case, if you decide to try this generic or indirect approach, please follow up with your intermediary if the offensive behavior does not stop—or seek out another person listed in SCSU Resources.
Formal Complaint

1. **To pursue a formal grievance**, you should consult the leadership of your local bargaining unit. The president and/or grievance officer will analyze the situation with you and determine whether a grievance is an appropriate avenue to pursue. If a formal grievance process goes forward, you will be advised and represented by a union representative. The SCSU president designates administrators who hear grievances and seek to resolve them at the local level.

2. **To pursue a formal 1B.1 complaint** in which you claim a violation of your civil rights as a member of a protected class, you should consult the SCSU lead investigator in the SCSU Office of Equity and Affirmative Action. Investigations are done by an impartial investigator, giving notice to the person who allegedly offended and providing a reasonable opportunity for that person to respond to the major elements of the complaint and information presented. An investigation and decision on a complaint can lead to serious disciplinary action, which for employees may include termination.

3. **If your formal complaint is against an undergraduate or graduate student**, see the Student Life and Development Web site, specifically the page titled “Discipline Responsibility and Procedures” outlined at:

   [http://www.stcloudstate.edu/studenthandbook/policies/default.asp](http://www.stcloudstate.edu/studenthandbook/policies/default.asp)

   Either you or the person(s) you have complained about can appeal a decision on the complaint up the line of supervision. Such appeal must be in writing, must be filed promptly, and must state why you believe the decision is improper (that it violated a policy of SCSU or MnSCU) or was unfair (that it was an arbitrary application of a policy).

   SCSU may choose to investigate any complaint, even if it is not in writing or signed, and if the alleged conduct is serious or egregious, SCSU will normally decide to conduct a formal investigation.
CONFIDENTIALITY

St. Cloud State University will strive to maintain confidentiality to the extent legally possible regardless of the option chosen by the person making a complaint. However, complete confidentiality cannot be guaranteed, though SCSU tries to limit disclosure to those with a need to know about the matter. In general, the more formal the complaint, the less likely complete confidentiality can be maintained. Specifically, reporting a sexual assault to Public Safety on campus necessitates that a written report be sent to Student Life and Development, which, in turn, is required to investigate any violation they receive. Hence, a report to Public Safety is not confidential.

If you are especially concerned about privacy and confidentiality, you may prefer to consider the more informal options. The Mediation Program is particularly appropriate as a resource in this regard.

BRINGING SOMEONE WITH YOU

In pursuing any internal option, all parties in a dispute or complaint can be accompanied by a member of the SCSU community:

1. These individuals may not be family members or attorneys, though of course, parties may consult with an attorney on their own before or after any meeting at SCSU.
2. If an individual does accompany the party to the dispute, that individual is not a primary participant, and rather is there to provide support and guidance.
3. Advisors to students are not permitted to speak during any disciplinary proceeding.

See links below for more information.

FOLLOWING UP

If you file a formal complaint, it is important for you to follow up with the person addressing your concern. For example, follow up to confirm that the matter is resolved. Or, if the complaint is resolved but the offense recurs or you think that you are being retaliated against, immediately report this to the person who was addressing your concern or to a supervisor. This following up is your responsibility.
COMPLAINTS MADE IN BAD FAITH

A false or unfounded complaint determined by SCSU to have been made in bad faith is treated as a serious offense. However, simply not prevailing in a complaint does not mean that a complaint is unfounded.

Dishonesty in the context of an inquiry or investigation is also a serious offense. Such offenses may lead to serious disciplinary action, which, for employees, may include termination of employment.

Students may be subject to discipline for filing a false or unfounded complaint.

RETAIATION

Retaliation against anyone for using or participating in good faith as a witness or otherwise in SCSU’s complaint resolution procedure is unacceptable:

1. Retaliation may also violate federal or state law, as well as SCSU policy.
2. Proven retaliation may lead to separate, serious disciplinary action for employees, which could include termination of employment.
3. For students, a charge of retaliation may lead to referral to the University Conduct Board and could lead to possible expulsion from the university.

It is also the university’s policy to recognize and respect the rights of any individual against whom a complaint has been brought. If any employee or student has concerns about retaliation, he or she should contact one of the appropriate SCSU Resources listed below.
IS THIS BEHAVIOR WORK INTERFERENCE?

EXAMPLES OF BEHAVIORS THAT MOST LIKELY ARE VIOLATIONS OF SCSU’S POLICY ON WORK INTERFERENCE

1. A threatened or actual physical attack, an unwanted touching or striking, or other kinds of assault and battery, including sexual assault. Note that these actions are criminal, and should be brought to the attention of the Police.
2. Overt threats, serious intimidation, stalking behavior, repeated refusal to take no for an answer, unwanted touching or kissing, especially if it was made clear that the behavior was unwelcome, physically restraining someone against his or her will, forcing a person into a shower, obscene messages on voice mail or computer, taking advantage of someone who is intoxicated or on drugs, serious threats of retaliation or actual retaliation, and sexual bribes and blackmail are examples of possible harassment. Some of these may also be criminal behavior.
3. Physical intrusion into someone’s living space; repeated, unnecessary, unwanted intrusion into someone’s work space; degrading, public, and personal tirades; and deliberate, repeated humiliation, including, but not limited to, deliberate humiliation on the basis of sexual orientation, religion, nationality, age, disability, gender, or race.
4. Deliberate interference with the life or work of a person; deliberate desecration of religious articles/places, repeated unwanted proselytizing, and interference with the reasonable pursuit of religious life; repeated insults about personal and professional competence or about a person’s character or integrity.

EXAMPLES OF BEHAVIORS THAT MOST LIKELY ARE NOT VIOLATIONS OF SCSU’S POLICY ON WORK INTERFERENCE

The following behaviors most likely do not constitute work interference, bullying, or harassment:

1. **Everyday Administrative Action**
   In order to get work done, supervisors often make difficult decisions about how work will be done. Examples include moving people’s work areas or changing work assignments. These decisions may or may not please others, but they do not usually constitute harassment.

2. **Performance Evaluation**
   A negative performance evaluation as such is not harassment. Supervisors have a responsibility to give appropriate criticism and to take appropriate corrective action when the work of a student or employee is not satisfactory. Such criticism should, however, be made in a reasonable and constructive manner, and may not be used in a retaliatory manner.

3. **Conflicts of Interest**
   There is a potential for conflict of interest from intimate personal relationships
between a supervisor and supervisee. Such relationships do not in and of themselves constitute harassment, but anyone who believes that his or her behavior may be in conflict with the interests of SCSU is responsible for seeking advice about the situation, and for taking responsible action to avoid or end any such conflict. (See both SCSU Policies and Procedures and MnSCU Policies and Procedures, listed below.) However, even in the absence of a conflict of interest, intimate relationships between supervisor and supervisee can lead to harassment complaints by third parties, due to, for example, perceived favoritism. There may also be a complaint by one of the participants if the relationship ends.

4. **Social Situations**
   If a person is repeatedly turned down for a date, it is not harassment for the unwilling person to stop talking socially with the person turned down.

5. **Legitimate Harassment Complaints**
   It is not work interference or harassment to complain of harassment, unless the complaint is malicious or made in bad faith. Additionally, it is not harassment for a supervisor or other appropriate person to investigate a complaint of harassment, including talking with witnesses on both sides.

6. **Professional Disagreement**
   It is not work interference, harassment, or bullying to disagree or to express disagreement about policy or practice in a department or unit or to argue vigorously for one's own view or practice. But when professional disagreement about a policy or practice of either a department or individual member of the university is expressed in repeated attacks on the integrity or competence of the person or people involved, including harassing, bullying verbal confrontation, email or other written communication; or by physical intrusion into an individual's work space that interferes with the person's ability to work; or by interfering with an individual's work product or with communication between that individual and others, then that behavior shifts in the direction of work interference.

**BEHAVIOR THAT MAY BE INAPPROPRIATE WHETHER OR NOT IT IS HARASSMENT OR VIOLATES SCSU POLICY**

There is a very wide range of ambiguous behavior or behaviors that might offend some people but not necessarily others. Examples might include:

- a second polite request for a date from a peer;
- comments on clothing;
- compliments about improved appearance;
- non-destructive practical jokes;
- or teasing that most people of the same gender or race find reasonable.

There is a whole class of behavior that might be offensive but that also raise an issue of free speech: for example, a classroom discussion of views that could be considered racist, posters seen as sexist, and the like. In such cases, whether or not the behavior is formally
constitutes harassment, the offending person might stop the behavior if asked.

**FREEDOM OF EXPRESSION**

Freedom of expression is essential to the mission of a university. So is freedom from unreasonable and disruptive offense. Members of the SCSU community are encouraged to avoid putting these essential elements of our university to a balancing test. People who are offended by matters of speech or expression should consider speaking up promptly and in a civil fashion, and should be able to ask others to help them to express concern in a professional manner. People who learn they have offended others by their manner of expression should consider immediately stopping the offense and apologizing.

With respect to materials posted on bulletin boards, it is not appropriate to remove or deface signed posters, for example, announcements of social events in a certain religious community or the gay community, even if some people find such material offensive. If you are offended by a poster signed by a person or group in the SCSU community, it is appropriate to convey your sense of offense to those who created the poster.

It is usually easier to deal with issues of free expression and harassment if you think in terms of interests rather than rights. It may be “legal” to do many things that are not in your interests or in the interests of others in a diverse community. Most people intuitively recognize that there may be some difference between their rights and their interests. For example, most people do not insist on offending others once they have learned that their behavior is offensive, even in circumstances where they may have, or think that they have, a legal right to do so. Thus, anyone dealing with harassment concerns may find it useful to think about the interests on all sides as well as the rights.

**STANDARDS FOR SUPERVISORS**

All supervisors, including faculty, have a responsibility to avoid potentially unacceptable behavior, such as telling off-color stories, making inappropriate personal remarks, or losing one’s temper, that might intimidate or offend their peers and supervisees. Supervisors have a particular responsibility to be aware of harassment or bullying and to take action to stop it when it occurs. The actions of supervisors are often perceived as representing not just their own views of what constitutes acceptable behavior, but what the University considers acceptable behavior as well. Both SCSU and its supervisors can be held accountable for unacceptable behavior.
SCSU RESOURCES

PEOPLE TO CONTACT

There are several individuals and offices at SCSU available to advise and assist anyone in dealing with harassment. This assistance is available to a party in a dispute, to supervisors or other people who receive complaints, and to colleagues and bystanders of those involved in a dispute. Some of these entities may conduct investigations and others may advise on options. SCSU urges you to consider the following list of resources (and their websites) and see which resource might be most helpful. If you have particular concerns about confidentiality and privacy, you should raise those concerns during your initial contact. In general anyone in the line of supervision may be an appropriate and helpful initial point of contact if someone is behaving toward you in ways that are unacceptable. Department chairs, for those in academic departments, are another first-line resource that you may want to consider approaching.

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<th>Deans of the Academic Colleges:</th>
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<tbody>
<tr>
<td>College of Education</td>
<td>Phone: 320.308.3023</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:coe@stcloudstate.edu">coe@stcloudstate.edu</a></td>
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<td></td>
<td>Web: <a href="http://www.stcloudstate.edu/coe">http://www.stcloudstate.edu/coe</a></td>
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<td>College of Fine Arts and Humanities</td>
<td>Phone: 320.308.3093</td>
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<td></td>
<td>Email: <a href="mailto:cfah@stcloudstate.edu">cfah@stcloudstate.edu</a></td>
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<td>Web: <a href="http://www.stcloudstate.edu/cfah">www.stcloudstate.edu/cfah</a></td>
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<tr>
<td>College of Science and Engineering</td>
<td>Phone: 320.308.2192</td>
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<td>Email: <a href="mailto:cose@stcloudstate.edu">cose@stcloudstate.edu</a></td>
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<td>Web: <a href="http://www.stcloudstate.edu/cose">http://www.stcloudstate.edu/cose</a></td>
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<tr>
<td>College of Social Sciences</td>
<td>Phone: 320.308.4790</td>
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<td></td>
<td>Email: <a href="mailto:coss@stcloudstate.edu">coss@stcloudstate.edu</a></td>
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<tr>
<td>Herberger College of Business</td>
<td>Phone: 320.308.3213</td>
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<td>Email: <a href="mailto:hcob@stcloudstate.edu">hcob@stcloudstate.edu</a></td>
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| Student Health Services       | Phone: 320.308.3191              |
|                               | Email: healthservices@stcloudstate.edu |
|                               | Web: http://www.stcloudstate.edu/healthservices/ |

| Counseling Services           | Phone: 320.308.3171              |
|                               | Crisis line: 320.253.555 or 1.800.635.8008 |
|                               | Email: counseling@stcloudstate.edu |
|                               | Web: http://www.stcloudstate.edu/counseling |

| Campus Security/Public Safety | Phone: 320.308.3333              |
|                              | TDD/TTY: 320.308.2010            |
|                              | Emergency: 911                   |
|                              | St. Cloud Police: 320.251.1200   |
| **Emergency: Call 911** | Email: [pubsafe@stcloudstate.edu](mailto:pubsafe@stcloudstate.edu)  
Web: [http://www.stcloudstate.edu/publicsafety](http://www.stcloudstate.edu/publicsafety) |
|------------------------|---------------------------------------------------|
| **Women’s Center**     | Phone: 320.308.4958  
Email: [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/womenscenter/](http://www.stcloudstate.edu/womenscenter/) |
| **Gender Violence Prevention Program, Women’s Center** | Phone: 320.308.3995 or 320.308.4958  
Email: [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/womenscenter/gvro/injo.asp](http://www.stcloudstate.edu/womenscenter/gvro/injo.asp) |
| **Student Life and Development** | Phone: 320.308.3111  
Email: [studentlife@stcloudstate.edu](mailto:studentlife@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/sld](http://www.stcloudstate.edu/sld) |
| **Student Disability Services** | Phone: 320.308.4080 or 4704  
Email: [sds@stcloudstate.edu](mailto:sds@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/sds](http://www.stcloudstate.edu/sds) |
| **Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center** | Phone: 320.308.5166  
Email: [lbgt@stcloudstate.edu](mailto:lbgt@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/lgbt](http://www.stcloudstate.edu/lgbt) |
| **Multicultural Student Services** | Phone: 320.308.3003  
Email: [mss@stcloudstate.edu](mailto:mss@stcloudstate.edu) |
| **Office of Graduate Studies** | Phone: 320.308.2113 or 1.800.369.4260  
Email: [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu)  
Web [http://www.stcloudstate.edu/graduatestudies](http://www.stcloudstate.edu/graduatestudies) |
| **Student Conflict Resolution Team** | Phone: 320.308.3009  
Email: [scrt@stcloudstate.edu](mailto:scrt@stcloudstate.edu) |
| **Mediation Program** | Phone: 320.308.5289  
Email: See list at [www.stcloudstate.edu/mediation/committee.asp](http://www.stcloudstate.edu/mediation/committee.asp)  
Web: [http://www.stcloudstate.edu/mediation](http://www.stcloudstate.edu/mediation) |
| **The presidents or grievance officers of the various bargaining units:** | |
| **AFSCME** | Kim Johnson  
Phone: 320.308.4932  
Email: [kljohnson@stcloudstate.edu](mailto:kljohnson@stcloudstate.edu) |
| **IFO/FA** | Phone: 320.308.3979  
Email: [facassoc@stcloudstate.edu](mailto:facassoc@stcloudstate.edu)  
Web: [http://www.scsufa.org/](http://www.scsufa.org/) |
| **MAPE** | Dennis Murphy  
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Email: [dpmurphy@stcloudstate.edu](mailto:dpmurphy@stcloudstate.edu) |
| **MMA** | Sara Grachek  
Phone: 320.308.4805  
Email: [gracheks@stcloudstate.edu](mailto:gracheks@stcloudstate.edu) |
| **MSUAASF**                  | Adam Klepetar                                        |
|                            | Phone: 320.308.1060                                    |
|                            | Email: asklepetar@stcloudstate.edu                      |
| **Office of Equity and Affirmative Action** | Phone: 320.308.5123                                    |
| **Contact for Civil Rights Investigator (MnSCU Policy 1B.1 Complaints)** | TTY: 1.800.627.3529                                   |
|                            | Email: affirmativeaction@stcloudstate.edu              |
|                            | Web: http://www.stcloudstate.edu/affirmativeaction/    |
| **Human Resources**         | Phone: 320.308.3203                                    |
|                            | Email: humanresources@stcloudstate.edu                 |
|                            | Web: http://www.stcloudstate.edu/humanresources       |
| **Provost’s Office: Assistant VP, Faculty Relations: Dr. John Palmer** | Phone: 320.308.3143                                    |
|                            | Email: jwpalmer@stcloudstate.edu                       |
| **The SCSU Lead Investigator for Civil Rights Complaints (1B.1)** | Phone: 320.308.3203                                    |
| (See also the Office of Equity and Affirmative Action) | Email: affirmativeaction@stcloudstate.edu              |
|                            | Web: http://www.stcloudstate.edu/affirmativeaction/    |

**POLICIES**

SCSU’s policies on standards of behavior and related issues and procedures are located at the following sites:

Employees: [http://www.stcloudstate.edu/humanresources/policies.asp#conduct](http://www.stcloudstate.edu/humanresources/policies.asp#conduct)

Students: [http://www.stcloudstate.edu/studenthandbook/code/](http://www.stcloudstate.edu/studenthandbook/code/)

**Links to specific policies that may be relevant:**

<p>| <strong>Mandated Reporting:</strong> | <a href="http://www.stcloudstate.edu/humanresources/policies/reporting.asp">http://www.stcloudstate.edu/humanresources/policies/reporting.asp</a> |
| <strong>Public Expression:</strong> | <a href="http://www.stcloudstate.edu/humanresources/policies/expression.asp">http://www.stcloudstate.edu/humanresources/policies/expression.asp</a> |
| <strong>Zero Tolerance of Workplace Violence:</strong> | <a href="http://www.stcloudstate.edu/humanresources/policies/workplaceviolence.asp">http://www.stcloudstate.edu/humanresources/policies/workplaceviolence.asp</a> |
| <strong>Sexual Violence:</strong> | <a href="http://www.stcloudstate.edu/studenthandbook/policies/sexualviolence.asp">http://www.stcloudstate.edu/studenthandbook/policies/sexualviolence.asp</a> |
| <strong>MnSCU Employee Code of Conduct (Including Conflicts of Interest):</strong> | <a href="http://www.mnscu.edu/board/procedure/1c0p1.html">http://www.mnscu.edu/board/procedure/1c0p1.html</a> |
| <strong>SCSU disciplinary procedures relating to Student Conduct:</strong> | <a href="http://www.stcloudstate.edu/studenthandbook/code/discipline.asp">http://www.stcloudstate.edu/studenthandbook/code/discipline.asp</a> |</p>
<table>
<thead>
<tr>
<th>MnSCU Sexual Violence Policy</th>
<th><a href="http://www.mnscu.edu/board/policy/1b03.html">http://www.mnscu.edu/board/policy/1b03.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nondiscrimination (MnSCU Rule 1B.1):</td>
<td><a href="http://www.mnscu.edu/board/policy/1b01.html">http://www.mnscu.edu/board/policy/1b01.html</a></td>
</tr>
<tr>
<td>Report/Complaint Procedure for Discrimination or Harassment Based on Protected Class (MnSCU Rule 1B.1.1):</td>
<td><a href="http://www.mnscu.edu/board/procedure/1b01p1.html">http://www.mnscu.edu/board/procedure/1b01p1.html</a></td>
</tr>
</tbody>
</table>
RESOURCES OUTSIDE SCSU

There are also a number of state and federal agencies that provide assistance to individuals who believe that they have been harassed or discriminated against. Some of these are listed below. These resources may be helpful; however, if a complaint is filed with an external agency, SCSU may suspend its investigation while the external review takes place.

| Central Minnesota Sexual Assault Center | Phone 320-251-4357  
For victims of sexual assault, 24-hour crisis services, including hospital advocacy, support, and reporting options. |
|----------------------------------------|---------------------------------------------------------------|
| U.S. Equal Employment Opportunity Commission (Minneapolis office) | 1.800.669.4000  
TTY: 1.800.669.6820  
[http://www.eeoc.gov/field/minneapolis/index.cfm](http://www.eeoc.gov/field/minneapolis/index.cfm) |
| U.S. Dept of Education, Office of Civil Rights | 1.800.421.3481  
TDD: 877.521.2172  
OCR@ed.gov  
[http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt) |
| Minn. Office of Justice Programs, Crime Victim Services | Phone 1.800.543.7709  
TTY: 651.205.4827  
[http://www.ojp.state.mn.us/MCCVS/](http://www.ojp.state.mn.us/MCCVS/) |
| Minn. Dept of Human Rights (FEPA) | Phone 1.800.657.3704  
TTY: 651.296.9064  
[http://www.humanrights.state.mn.us](http://www.humanrights.state.mn.us) |
| Stearns County Crime Victim Services | Phone 320.656.3880 or 1.800.450.3880  
TTY/TDD: 320.253.1868  
[http://www.co.stearns.mn.us/LawPublicSafety/CrimeVictimServices](http://www.co.stearns.mn.us/LawPublicSafety/CrimeVictimServices) |
| Benton County Victim Assistance Program | Phone 320.968.5275  
email: rraupp@co.benton.mn.us  
[http://www.co.benton.mn.us/Attorney/victimassist.htm](http://www.co.benton.mn.us/Attorney/victimassist.htm) |
| Sherburne County Victim Services | Phone 763.241.2565 or 1.800.433.5244  
Email: attorney@co.sherburne.mn.us  
[http://www.co.sherburne.mn.us/attorney/services.php](http://www.co.sherburne.mn.us/attorney/services.php)  
see also:  
[http://www.co.sherburne.mn.us/socialservices/familychild/crisis_dir.htm](http://www.co.sherburne.mn.us/socialservices/familychild/crisis_dir.htm) |

Acknowledgment: As a template for this Web resource, we began with a similar Web page at MIT. We wish to acknowledge that valuable resource.