

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS**

## TITLE IX PROCEDURE: EMPLOYEE TRAINING SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

*Employee training is required under both Title IX Regulations and the Violence Against Women Act. Content of the trainings depend upon the role of the employee, and trainings can be provided via different formats, internally or externally. The Title IX Coordinator is responsible for ensuring that employees complete training and may provide training directly or in partnership with Human Resources and/or third-party vendors. Employees do not receive compensation for training.*

### ALL EMPLOYEES

All employees must be trained on the following topics:

- ✓ the College's obligation to address sexual harassment and sex discrimination
- ✓ what constitutes sexual harassment and sex discrimination
- ✓ notification (ie., reporting) requirements
- ✓ notification requirements and information related to students who are pregnant or experiencing pregnancy-related conditions protected by Title IX

### TITLE IX TEAM MEMBERS

In addition to the requirements for all employees, any employee who has a role in a formal resolution process (ie., investigators, advisors, process appeal officials, hearing officer(s), and appeal officer) must also be trained on the following topics:

- ✓ the College's response to reports of sexual harassment and sex discrimination
- ✓ formal resolution / grievance procedures
- ✓ conditions of serving: impartiality, conflicts of interest, and bias;
- ✓ the meaning and application of "relevant" evidence and impermissible evidence, and
- ✓ the particulars of their role.

### INFORMAL RESOLUTION FACILITATOR(S)

In addition to the requirements for all employees, any person who facilitates an informal resolution (internal or external) must also be training on the following topics:

- ✓ rules and practices of the College's informal resolution process and
- ✓ conditions of serving: impartiality, conflicts of interest, and bias.

### TITLE IX COORDINATOR

In addition to the requirements for all employees, Team Members, and Informal Resolution Facilitators, the Title IX Coordinator must be trained on how to perform their responsibilities to oversee and manage all components of compliance.

## TRAINING PLAN AT ALLEGANY COLLEGE OF MARYLAND

**All Employees:** In addition to training presentations by the Title IX Coordinator across campus, Human Resources contracts with Vector Solutions to provide both required and voluntary training/education modules. Title IX training is required of all current employees annually; Human Resources will make the module available to employees with a deadline for all current employees to complete the training. New employees will be required to complete the training within ninety (90) days of hire.

**Title IX Team and Informal Resolution Facilitator(s):** In addition to training sessions provided to the Team (as a group, small groups, and/or individually), the Title IX Coordinator will renew the College's contract with ATIXA and make covered trainings available to Team Members as well as advance any other training resources offered free by qualified experts or purchased by the Title IX Coordinator.

**Title IX Coordinator** will participate in trainings offered by ATIXA, NACUA, and other qualified experts and post updated policy/procedures online at <https://www.allegany.edu/title-ix/index.html>.