

## OBLIGATIONS OF RESPONSIBLE EMPLOYEE CHECKLIST – Employee Complainants

Before an employee reveals information that he or she may wish to keep confidential, the Responsible Employee should make every effort to ensure the employee understands:	Date Discussed with Student	NOTES
Your obligation to report the information being given, including the names of those involved		
His/her right to file a Title IX complaint with the District to report a crime to campus or local law enforcement		
The Title IX Coordinator will <i>consider his/her</i> request (optional) that the District maintain confidentiality		
He/She has the ability to share information confidentially with counseling, advocacy, health, mental health or sexual-assault related services		
Provide the employee with a list of available support services on and off campus including EAP 1-800-227-1060		
A Responsible Employee must complete the District’s Title IX Incident Report Form and provide it to the Title IX Coordinator immediately, but in no case more than 48 hours from knowledge <i>EVEN IF THE STUDENT DOES NOT MAKE A FORMAL COMPLAINT</i>	DATE SUBMITTED	EVC – Mark Gonzales 408.223.6749 <a href="mailto:mark.gonzales@evc.edu">mark.gonzales@evc.edu</a> SJCC – Elaine Burns 408.288.3729 <a href="mailto:elaine.burns@sjcc.edu">elaine.burns@sjcc.edu</a> DO – Kim Garcia 408.223.6704 <a href="mailto:kim.garcia@sjcccd.edu">kim.garcia@sjcccd.edu</a>

**WHEN IN DOUBT, REPORT TO THE TITLE IX COORDINATOR**