

Key Senior Leadership Team Policies

STANDARDS OF CONDUCT POLICY FOR EMPLOYEES

SLT 3.3

Date of Last Update:

April 30, 2024

Approved By:

- Senior Leadership Team

Responsible Office:

Human Resources

POLICY STATEMENT

1. Policy Statements

1. As members of an academic community, faculty and staff have a responsibility to abide by ethical principles regarding academic freedom, intellectual integrity, and the fair and respectful treatment of others. The standards contained in this Standards of Conduct for Employees Policy reflect these principles.
2. A violation of this policy occurs when an individual negatively impacts colleagues in the workplace environment by failing to uphold these standards. When an individual's behaviors are out of sync with these standards, the University may address and remediate this behavior through alternative resolution practices and/or other appropriate disciplinary measures up to and including termination of employment.
3. No part of this policy is intended to supersede other university policies or federal, state, or local laws and regulations. Violations of this policy may be addressed in parallel with violations of other policies or laws as applicable.

4. Fundamental Ideas for Standards of Conduct.

1. *Knowledge*: Members of the University community value truth, the pursuit of truth, intellectual curiosity, and academic freedom. Our faculty and staff seek to create new knowledge and are committed to sharing ideas, research findings and the products of intellectual and creative pursuits with the broader community.
2. *Honesty*: Members of the University community are truthful and sincere in their

words and actions and do not intentionally mislead others or provide inaccurate information.

3. *Integrity:* Members of the University community treat everyone with dignity and respect and take responsibility for their own mistakes. We are driven to be accountable to ourselves and others as a core competency of all employees. This includes following through on words with actions.
 4. *Respect:* Members of the University community seek to foster a spirit of civility and collegiality through open and honest communication. The University honors and respects individuality and demonstrates tolerance for the personal beliefs and cultural differences of all individuals. We strive to protect the health, safety, and well-being of all persons. We protect private and confidential information that is related to our faculty, staff, students, and others. We value an environment that is free from incivility, disrespect, harassment, intimidation, bullying, and violence.
 5. *Professionalism:* Members of the University community expect that the professional standards and requirements that are applicable to academic and other professions comprising our community will be followed. We are responsible and accountable for our actions and are expected to make reasonable efforts to comply with all applicable federal, state, and local government laws and regulations. As individuals and as an institution, we also strive to follow ethical business practices and to act as good stewards of the resources made available to us.
5. This policy requires a good faith commitment to accuracy and integrity in information shared within our community, particularly when it forms the basis of formal inquiries or actions. Maintaining these standards is essential for the integrity of this policy and procedures and ensuring a cohesive and productive academic and work environment.

PROCEDURES

1. Procedures

1. **Consultation.** Employees experiencing a possible conduct issue should consult this and other relevant University policies and procedures. While informal resolution is encouraged, formal processes may be necessary. Employees should attempt to address concerns directly with colleagues or supervisors before initiating formal processes. The Standards of Conduct for Employees Policy exists to support colleagues in formally raising, responding to, and resolving grievances when appropriate. Consultation with a

supervisor, other colleagues, the Ombuds Office, and the Human Resources Office is appropriate and valued and may be helpful in framing the concern and identifying the facts of the situation. Resolving a formal complaint about a possible Standards of Conduct for Employees Policy violation can be difficult for all those involved, and the University is committed to supporting all participants, including by keeping them informed of progress as appropriate.

2. Reporting. Potential violations of the Standards of Conduct for Employees Policy can be reported online at <https://cm.maxient.com/reporting.php?GrandValley> or by contacting the Human Resources Office via email at complaints@gvsu.edu.

1. Reports should include a brief description of the matter and a timeline that includes steps taken toward independent and/or informal resolution. Reports may also include identifying information about the involved parties, supporting documentation, and a desired resolution.
2. Allegations of student misconduct should be reported to the [Office of Student Conduct and Conflict Resolution](#).
3. Allegations of discriminatory harassment, including sexual misconduct, should be reported to the [Office of Civil Rights and Title IX](#).

3. Intake. Upon receiving a report, a Human Resources Office designee will schedule an intake meeting within five (5) business days to discuss resolution options. The reporting party may decline attendance, understanding that it may limit the University's ability to address the reported behavior. Efforts will be made to hold the meeting within ten (10) business days of receiving the report.

4. Options for Resolution.

1. Discussion without further action.
2. Utilizing alternative dispute practices. If this occurs, the responding party will be notified of the report and offered the opportunity to begin an alternative dispute resolution process. All parties must enter this process willingly.
3. Formal resolution through investigation or appropriate policy mechanisms.
4. In rare cases of significant disruption or danger to the university community at the determination of the Associate Vice President for Human Resources, or designee, formal processes may be initiated without the reporting party's request. If this occurs, the reporting party will be notified that the matter is being pursued before the responding party is notified.

5. Fact-Finding. Additional information may be gathered to determine appropriate intervention. In such instances, the Human Resources Office designee will notify the reporting party and responding party that fact-finding is being initiated. The Division of Inclusion and Equity, which coordinates centralized investigations, will appoint a trained

investigator to conduct fact-finding. While each investigation is unique, the goal is to resolve this fact-finding within 20 business days. Delays will be communicated to both parties.

6. **Draft Report.** Following fact-finding, a Draft Report summarizing relevant information will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office. Both parties have five (5) business days to submit a response to the Draft Report, which will then become part of the Final Report.
7. **Decision.** The investigator(s) will create a Final Report and determine, based on a preponderance of evidence standard, whether a violation of the Standards of Conduct for Employees Policy occurred. The Final Report will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office.
8. **Action.** If a violation is found, appropriate action will be determined by the responding party's Appointing Officer, in consultation with their Executive Officer and a Human Resources representative. The Appointing Officer will communicate their decision to the responding party within five (5) business days of issuance of the Final Report. At the same time, the Human Resources Office will communicate to the reporting party if action is being taken without disclosing the nature of the action.
9. **Appeals.** Either party may appeal the decision, in writing, within ten (10) business days, citing reasons for appeal.
 1. An appeal can only be based on one of the following reasons which must be identified in the initial appeal notice:
 1. Whether appropriate procedures were followed.
 2. Whether the decision was supported by evidence.
 3. Whether all relevant information was available at the time of the original investigation.
 2. Appeals will be considered by the Associate Vice President for Human Resources, or designee, with the decision being final.
 3. If the Associate Vice President for Human Resources is involved in decision-making at any stage of this process, the Vice President & Chief of Staff to the President, or designee, will handle the appeal.
 4. Filing an appeal does not preclude an employee from utilizing the grievance process under a collective bargaining agreement.
 5. Written appeals must be sent to complaints@gvsu.edu.
10. **Retaliation.** Retaliation against anyone who reports ethical misconduct, assists someone filing a report, and/or who serves as a witness during fact-finding is prohibited by the University's Non-Retaliation Policy for Faculty and Staff. Individuals who may have

experienced retaliation may contact the Human Resources Office. For more information, see the university's Non-Retaliation Policy for Faculty and Staff.

NON-RETALIATION POLICY FOR FACULTY AND STAFF

SLT 4.8

Date of Last Update:

April 30, 2024

Approved By:

- Senior Leadership Team

Responsible Office:

Human Resources

POLICY

This policy applies to all employees of Grand Valley State University.

POLICY STATEMENT

A. Policy Statement

Grand Valley State University is dedicated to cultivating a workplace characterized by integrity, respect, and safety, free from harassment and discrimination. Upholding these principles is central to our mission, ensuring that all employees feel empowered to report violations or potential violations without fear of reprisal. Recognizing the importance of promptly and thoroughly addressing such reports, we aim to foster trust and accountability within our community.

The University's **Non-Retaliation Policy for Faculty and Staff** strictly prohibits any form of retaliation against individuals who make good faith reports of violations of laws, regulations, or University policies. This protection extends to those who participate in investigations, proceedings, or hearings, as well as individuals requesting accommodations, assistance, or leave under university policy or state/federal law.

PROCEDURES

Procedures

1. **Consultation.** Employees experiencing retaliation should consult this Non-Retaliation Policy and other relevant University policies and procedures. While informal resolution is encouraged, formal processes may be necessary. Employees should attempt to address concerns directly with colleagues or supervisors before initiating formal processes.
2. **Reporting.** Potential violations of the Non-Retaliation Policy can be reported online at <https://cm.maxient.com/reporting.php?GrandValley> or by contacting the Human Resources Office via email at complaints@gvsu.edu.
3. **Intake.** Upon receiving a report, a Human Resources Office designee will schedule an intake meeting within five (5) business days to discuss resolution options. The reporting party may decline attendance, understanding that it may limit the University's ability to address the reported behavior. Efforts will be made to hold the meeting within ten (10) business days of receiving the report.
4. **Options for Resolution.**
 - a. Discussion without further action.
 - b. Utilizing alternative dispute practices. If this occurs, the responding party will be notified of the report and offered the opportunity to begin an alternative dispute resolution process. All parties must enter this process willingly.
 - c. Formal resolution through investigation or appropriate policy mechanisms.
 - d. In rare cases of significant disruption or danger to the university community at the determination of the Associate Vice President for Human Resources, or designee, formal processes may be initiated without the reporting party's request. If this occurs, the reporting party will be notified that the matter is being pursued before the responding party is notified.
5. **Fact-Finding.** Additional information may be gathered to determine appropriate intervention. In such instances, Human Resources Office designee will notify the reporting party and responding party that fact-finding is being initiated. The Division of Inclusion and Equity, which coordinates centralized investigations, will appoint a trained investigator to conduct fact-finding. While each investigation is unique, the goal is to resolve this fact-finding within 20 business days. Delays will be communicated to both parties.
6. **Draft Report.** Following fact-finding, a Draft Report summarizing relevant information will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office. Both parties have five (5) business days to submit a response to the Draft Report, which will then become part of the Final Report.
7. **Decision.** The investigator(s) will create a Final Report and determine, based on a

preponderance of evidence standard, whether a violation of the Non-Retaliation Policy occurred. The Final Report will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office.

8. **Action.** If a violation is found, appropriate action will be determined by the responding party's Appointing Officer, in consultation with their Executive Officer and a Human Resources representative. The Appointing Officer will communicate their decision to the responding party within five (5) business days of issuance of the Final Report. At the same time, the Human Resources Office will communicate to the reporting party if action is being taken without disclosing the nature of the action.
9. **Appeals.** Either party may appeal the decision, in writing, within ten (10) business days, citing reasons for appeal.

a. An appeal can only be based on one of the following reasons which must be identified in the initial appeal notice:

i. Whether all relevant information was available at the time of the original investigation.

ii. Whether the decision was supported by evidence.

iii. Whether appropriate procedures were followed.

b. Appeals will be considered by the Associate Vice President for Human Resources, or designee, with the decision being final.

c. If the Associate Vice President for Human Resources is involved in decision-making at any stage of this process, the Vice President & Chief of Staff to the President, or designee, will handle the appeal.

d. Filing an appeal does not preclude an employee from utilizing the grievance process under a collective bargaining agreement.

e. Written appeals must be sent complaints@gvsu.edu.

DEFINITIONS

1. **Retaliation** encompasses any action, statement, or behavior intended to punish an individual for engaging in a protected action, including but not limited to:

- Filing a report of employee misconduct.
- Cooperating with an investigation of employee misconduct.
- Seeking assistance or guidance regarding avenues to address misconduct.
- Providing assistance or guidance to address misconduct.
- Requesting accommodations or a leave of absence.

- Providing accommodations, assistance, leave of absence, or guidance regarding misconduct.
- Other actions as determined by applicable university policy or state/federal law.

2. Retaliation includes, but is not limited to punishment, victimization, intimidation, adverse action against an employee regarding the terms and conditions of employment, such as termination, demotion, or suspension, as well as related threats of such actions or adverse action and attempts to deter or coerce individuals from seeking a protected action.

3. **Good faith** refers to the honest belief that the information provided in support of a compliance concern is truthful based on existing information.

PARKING ORDINANCE

SLT 6.28

Date of Last Update:

February 04, 2022

Approved By:

- Senior Leadership Team

Responsible Office:

Public Safety

POLICY STATEMENT

STATEMENT OF AUTHORITY

This ordinance is enacted through the Grand Valley State University Board of Trustees pursuant to and in accordance with the authority and responsibility of said Board as provided in the Constitution of the State of Michigan, and Act 291 of the Michigan Public Acts of 1967, as amended. This ordinance and the Michigan Vehicle Code (MCL 257.1 et seq., MSA 9.1801 et seq.), as amended, are hereby adopted by reference.

Section 1: Definitions

1.1. Campus: Unless otherwise noted in this Ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU or University) on the Allendale Campus

and Grand Rapids Campuses (Robert C. Pew Grand Rapids Campus and the Health Campus) and includes the Standale Plaza in the City of Walker.

1.2. Parking Services: Parking Services is responsible for parking on all University owned or controlled properties and is comprised of customer service and compliance operations in Allendale and Grand Rapids.

1.3. Department of Public Safety : Department of Public Safety shall mean the Grand Valley State University Department of Public Safety which is comprised of Police, Security, and Emergency Management.

1.4. Hours of Compliance: Parking requires compliance 24/7, unless otherwise noted.

1.5. Overnight Parking: Overnight parking on campus is considered between the hours of 3:00 a.m. - 6:00 a.m., unless otherwise noted.

1.6. Color-Coded Parking: All parking signage is color coded. The sign decal designation and color authorizes parking in specific lots and areas.

PROCEDURES

Section 2. Parking on Campus

2.1. Vehicles on Campus

2.1.1. State Requirements: All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered and be legally operable under the laws set forth by Michigan Legislation.

2.1.1.1. Disabled Vehicle: A vehicle that is not legally operable under Michigan law is deemed a disabled vehicle. A disabled vehicle on property owned or controlled by the University must be reported to Parking Services. The disabled vehicle must be removed from the campus within 24 hours or is subject to parking violations.

2.1.2. Parking Space: A vehicle must be fully and completely contained within the lines of a single designated space as delineated by service markings and must not obstruct traffic flow.

2.1.2.1. Double Parking: Occupying or preventing the use of more than one parking space constitutes double-parking and is prohibited.

2.1.3. Prohibited Parking Areas: If an area is not posted for parking, parking is prohibited except under the direction of Parking Services. Prohibited parking areas include, but are not limited to:

2.1.3.1. Hashed-lines: Parking in diagonal hashed-lines is prohibited (see Section 2.9

regarding motorcycle parking).

2.1.3.2. Fire Lanes: Parking in areas signed as a fire lane is prohibited.

2.1.3.3. Yellow Curbs: Yellow curbs indicate a no parking zone. Parking along yellow curbs is prohibited.

2.1.3.4. Coned Areas: Parking in coned spaces or in closed parking lots is prohibited.

2.1.3.5. Sidewalk Restriction: Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from Parking Services.

2.1.3.6. Landscape Restriction: Landscaped areas are restricted to pedestrian traffic only.

2.1.3.7. Loading Zones: Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zone regulations require compliance 24/7. Loading from prohibited parking areas is strictly prohibited.

2.1.4. Parking by Permit Only: Parking on campus is by permit only and payment is required in Pay-to-Park areas year-round. By parking on campus, the vehicle operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to a parking violation and other penalties as outlined in Section 3. Information about parking lot locations and permit types is available on the Parking Services [website](#).

2.2. Parking Options

2.2.1. Permit Parking: Parking permits are required on the Allendale Campus and Grand Rapids Campuses with the exception of Pay-to-Park areas. Permits are required Monday-Thursday 3:00 a.m. – 6:30 p.m. and Friday 3:00 a.m. – 5:00 p.m., unless otherwise noted.

2.2.1.1. Regional Centers: Parking permits are not required at the Standale Plaza in the City of Walker, Meijer Campus in Holland, Muskegon locations, or the Traverse City Regional Center. There is no University parking lot at the Detroit Center. Campus maps are published [online](#). (See Section 2.3 for detailed permit information.)

2.2.1.2. Spring and Summer Allendale Campus: During the spring and summer semesters, parking permits are not required in student commuter areas or in resident parking areas. Parking permits are required in Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.1.3. Spring and Summer Robert C. Pew Campus: During the spring and summer semesters, parking permits are not required in student commuter areas. Parking permits are required in Pew Resident areas, Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.1.4. Spring and Summer Health Campus: During the spring and summer semesters, parking permits are required in student commuter, Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.2. Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Those choosing to park on campus without a permit must utilize Pay-to-Park areas. Permits do not replace payment. Over-payments will not be refunded.

2.2.2.1. Pay-by-Phone: Pay-by-Phone areas near academic buildings require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round unless otherwise noted. Pay-by-Phone areas located in and near residential buildings require payment 24/7 year-round. Our current Pay-by-Phone contractor is ParkMobile.

2.2.2.2. Pay Stations: Pay station areas require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round, including Motorcycle and ADA spaces. Pay stations accept coins, bills, credit cards, and ParkMobile as payment. Pay stations that are offline or malfunctioning should be reported to Parking Services.

2.3. Permits

2.3.1. Virtual Permits: Virtual permits are available to currently enrolled GVSU students, Faculty/Staff with active appointments, and tenants, as appropriate.

2.3.1.1. Permit Charges: Students who choose to purchase a permit will be required to register per semester. The cost of a permit is charged directly to the student's account (fall and winter semesters). The refund schedule may be found on the Parking Services website.

2.3.1.2. Permit Eligibility: Students who are no longer enrolled at GVSU or Faculty/Staff who are no longer employed by the University are not eligible to use a University-issued parking permit.

2.3.1.3. Authorized Permit Use: Virtual parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized for one permit only.

2.3.1.4. Alternate Vehicle Use: Virtual parking permits may be transferred between vehicles on the parking portal. Faculty/Staff and students are responsible for ensuring the correct vehicle is associated with the current permit.

2.3.2. Temporary Permits: Daily permits are available to GVSU students. The daily rate will be set each July 1st by the Business and Finance Office. Faculty/Staff and daytime visitors who need a temporary permit may obtain one from Parking Services. Temporary permits may be printed or paperless/digital.

2.4. Student Parking

2.4.1. Student Commuter: Students who are currently enrolled at GVSU and do not reside in University owned housing facilities on campus are considered commuter students.

2.4.1.1. Student Commuter: Student Commuter permits are only valid in Student Commuter parking areas marked by a red “S” on signs throughout campus. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.1.2. Lot J Remote Commuter: Lot J permits are offered as a reduced cost, remote parking option for commuter students. This permit is valid on the Allendale Campus or Robert C. Pew Grand Rapids Campus on a first-come, first-serve basis for Lot J only. A daily permit must be purchased to be eligible to park in other student commuter areas. Individuals needing ADA parking accommodations should refer to Section 2.8. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2. Student Resident: Students who are currently enrolled at GVSU and reside in University owned housing facilities on campus are considered residents. There are four types of Student Residents:

2.4.2.1. Allendale Resident: Students who live on the Allendale Campus are considered Allendale Residents. Allendale Resident parking permits are valid in Allendale Resident areas marked by a yellow “R” on the Allendale Campus and in Student Commuter areas marked by a red “S” on the Grand Rapids Campuses. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2.2. Pew Resident: Students who live on the Robert C. Pew Grand Rapids Campus are considered Pew Residents. Pew Resident parking permits are valid in Pew Resident areas marked by a brown “P” on the Robert C. Pew Grand Rapids Campus and in Student Commuter areas marked by a red “S” on the Allendale Campus and Health Campus. Parking permits are required in Pew Resident spaces on the Robert C. Pew Grand Rapids Campus year-round. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2.3. Calder Resident: Students who live on the Allendale Campus in the Calder Residence are considered Calder Residents. Calder Resident parking permits are valid in signed Calder Residents Only areas marked by an orange “C”, as well as in Allendale

Resident areas marked by a yellow “R” on the Allendale Campus and in Student Commuter spaces marked by a red “S” on the Grand Rapids Campuses. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2.4. Seward Remote Resident: Seward Remote Resident permits are offered as a reduced cost, remote parking option for student residents. The Seward Ramp is located on the Robert C. Pew Grand Rapids Campus. This permit is valid in the Seward Ramp on the level leading to and including the top level only. Permits are available on a first-come, first-serve basis only. A daily permit must be purchased to be eligible to park in other student resident areas. Individuals needing ADA parking accommodations should refer to Section 2.8. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.5. Faculty and Staff Parking

2.5.1. Active Appointments: Only GVSU Faculty/Staff with active appointments are issued parking permits. Parking permits are only valid for adjunct Faculty/Staff if they have an active appointment and are either working for or teaching at GVSU during the semester in which the permit is being used. Faculty/Staff permits are for the exclusive use of the employee only.

2.5.1.1. Faculty/Staff: Faculty/Staff parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S”. Faculty/Staff permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.5.1.2. Fall Faculty/Staff: Fall Faculty/Staff parking permits may be issued to employees with a 6-month contract for the fall semester only and are valid in the same locations as associated with a Faculty/Staff permit. The Fall Faculty/Staff parking permit is only valid for the fall semester and expires on December 31 of the academic year in which the permit is issued. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.5.1.3. Faculty/Staff Reserved: Faculty/Staff Reserved parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S”. Additionally, individuals who qualify for a Faculty/Staff Reserved parking permit are afforded additional parking on campus as marked by “Reserved” signs. Faculty/Staff Reserved permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.5.1.4. Lot L/Administration: Lot L/Administration permits are issued as applicable. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.5.2. Retired Faculty and Staff: Faculty/Staff who have officially retired from GVSU are eligible for a GVRP parking permit. This permit is valid for four years. It is the responsibility of the retiree to renew their permit with Parking Services.

2.5.2.1. GVRP: GVRP parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S”. GVRP permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.6. Specially Signed Spaces and Designated Permits

2.6.1. Permits required 24/7: Specially signed parking spaces require parking permits designated for a particular type of space and require compliance 24/7. These spaces include, but are not limited to: Biology Department, Communications Department, Disability Support Resources, Food Service, Housing Staff, Information Technology, Reserved, Service Vehicle, University Bookstore, Admissions Visitor, Visitor, Prospective Student, Motor Pool, and numbered spaces for Tenants.

2.6.2. Service Vehicles: Service Vehicle spaces and permits are intended for use by persons or companies providing one of the following services: installation, repair, or improvement of University-owned structures and infrastructures (exterior and interior). Employees of vendor companies that perform regular services for GVSU may qualify for this permit. Service Vehicle permits are not intended for loading or unloading. Service Vehicle parking permits are valid in Service Vehicle areas, Faculty/Staff areas marked by a blue “F,” in Student Commuter areas marked by a red “S”, and in Pay-to-Park areas without payment.

2.6.3. Tenants: Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. Please refer to your lease or parking agreement as to where these permits are valid. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.6.4. Alternative Fuel/Hybrid Spaces: These spaces require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.

2.6.5. Electric Vehicle Charging Spaces: Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, and a parking or charging opportunity is not guaranteed. A valid GVSU permit is required.

2.6.5.1. Pew Campus Front Lot: Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

2.6.6. Small Car Only Spaces: Use of small car spaces marked with hashed end lines requires compliance 24/7. Vehicles parking in these spaces must be contained within all sides

of the space and not overhang any line.

2.6.7. Loading Zones: Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zones regulations require compliance 24/7. Loading from prohibited parking areas is strictly prohibited, (see section 2.1.3).

2.7. Visitor Parking

2.7.1. Daytime Visitors: Visitors parking during the day may choose to obtain a parking permit directly from Parking Services; from the Faculty/Staff member they are visiting; or utilize Pay-to-Park areas. Currently enrolled students, Faculty/Staff with active appointments, individuals with GVRP permits, and/or tenants are not eligible to use visitor permits.

2.7.2. Overnight Visitors: Visitors staying on campus overnight (see Section 2.10) must obtain a parking permit in person from the Parking Services office located on the campus where they are visiting. Overnight visitors are limited to 20 overnight permits per year excluding weekends. During the spring and summer semesters, overnight visitors to the Robert C. Pew Grand Rapids Campus are limited to 10 overnight permits. The University reserves the right to restrict overnight parking.

2.7.3. Short Term Parking Allendale: Short-term parking without a permit is available on the Allendale Campus for those who are conducting business at the Service Building, Alumni House, and The Meadows Golf Course. Parking is available near the building entrances and these parking locations are not intended to be used for academic purposes. These parking locations may not be used for any purpose other than conducting university business.

2.7.4. Fieldhouse/Recreation Center Visitors with Membership: Alumni and outside members can obtain a Recreation Center parking permit by providing their current Athletic and Recreation Facilities membership card and driver's license to Parking Services in Allendale. These parking permits will be valid for the duration of the membership and are required to be renewed along with the membership. This permit is for non-academic recreational facilities use only and may not be used for any other purpose, including events or academic classes. GVSU Faculty/Staff and students are not eligible for Fieldhouse permits.

2.7.5. Campus Recreation Class Visitors: Community members taking campus recreation classes at the Athletic and Recreation Facilities may obtain a temporary day permit or utilize Pay-to-Park areas. Other types of parking permits are not available. GVSU Faculty/Staff and students are not eligible for Campus Recreation permits.

2.8. ADA-Compliant Parking

2.8.1. ADA Compliant Parking Spaces: ADA-compliant parking requires a valid ADA

placard or plate designation and requires compliance 24/7.

2.8.2. ADA Permit Compliance: During permit compliance hours (see Section 2.2.1.), a valid GVSU permit must always accompany the ADA placard or plate designation. If ADA-compliant parking spaces are not available, the ADA permit holder may, with a valid GVSU permit and a valid ADA placard or plate displayed, park in a Faculty/Staff or student space.

2.8.2.1. ADA Pay-to-Park Compliance: Parking in ADA-compliant spaces in Pay-to-Park areas requires payment.

2.8.2.2. ADA Lot J Remote and Seward Remote Resident Compliance: Lot J Remote Commuter permits are only valid in Lot J and are not permitted in other areas even when accompanied by an ADA placard or plate designation. Seward Remote Resident permits are only valid on the level leading to and including the top level of the Seward Ramp on the Robert C. Pew Grand Rapids Campus and are not permitted in other areas even when accompanied by an ADA placard or plate designation.

2.8.2.3. Other ADA Restrictions: ADA parking is prohibited in specially signed spaces without the required designated parking permit (see Section 2.6.).

2.8.3. University-Issued ADA Permits: Mobility-impaired persons shall be issued, without charge, a temporary permit for a period not to exceed three days. University-issued ADA permits must be accompanied by a valid GVSU Faculty/Staff or Student parking permit. Persons requiring accommodations for a period of 4-30 days will be directed to Disability Support Resources for assistance. Individuals needing ADA-compliant parking privileges beyond 30 days must obtain a permit from the Michigan Secretary of State.

2.8.4. Illegal Use of an ADA Parking Placard or License Plate: Under Michigan law, it is illegal: 1) to use an ADA placard or license plate when the ADA permit holder is not being transported; 2) to use an ADA placard or license plate when the placard or plate is altered; 3) to lend/use a placard/plate from another person; and 4) to use a copy of a placard/plate. Illegally used ADA designations are subject to confiscation by Police and will be returned to the Michigan Secretary of State with an explanation of the misuse. Fraudulent use of an ADA parking placard or plate is punishable by up to 30 days in jail and/or up to a \$500 fine. Parking Services will immediately notify Police of potential violations.

2.9. Motorcycle/Moped Parking

2.9.1. Applicability: This section is applicable to all two-wheeled motorized vehicles. Motorcycles and mopeds parking on campus do not require a parking permit. Overnight parking is only allowed in designated motorcycle parking areas in residential lots. Parking in any blue hashed area is strictly prohibited.

2.9.2. Allendale Campus: Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows in Faculty/Staff and student parking areas, unless otherwise signed.

2.9.3. Robert C. Pew Grand Rapids Campus: Motorcycles and mopeds must be parked in designated motorcycle parking areas indicated by signage in the Eberhard Center loading dock, DeVos Lot, Seward Parking Ramp, and Watson Lot. Parking in yellow hashed areas of the Seward Parking Ramp is permitted. Residents may park in the yellow hash marks at the end of parking rows in the Secchia Lot only. Parking in all other areas is restricted.

2.9.4. Health Campus: Motorcycles and mopeds must be parked in designated signed motorcycle parking areas only.

2.9.5. Pay-to-Park: Payment is required for motorcycle parking in all Pay-to-Park areas.

2.10. Overnight Parking

2.10.1. Locations: Overnight parking (3:00 a.m. - 6:00 a.m.) is permitted in residential lots only. Overnight parking is prohibited in Faculty/Staff, student commuter, specially signed areas, and Pay-to-Park areas, unless otherwise noted.

2.10.2. Overnight Employees: Designated locations for GVSU employees whose duties require overnight parking are determined by Parking Services. This information is shared with University departments requiring this accommodation.

2.11. Trailers

2.11.1. Trailers: GVSU does not provide accommodations for parking of vehicles pulling trailers during the regular academic year except for those attached to contractor and service vehicles operated by individuals actively working on campus. Trailers must not be left unattended without the permission of Parking Services.

2.12. Buses and Other Oversized Vehicles

2.12.1. Buses and Oversized Vehicles: Oversized vehicles are defined as vehicles larger than one standard parking space. Refer to the Parking Services website for a list of parking areas currently designated for this purpose. Parking of buses and other oversized vehicles is strictly prohibited in Pay-to-Park areas. Parking rules applicable to buses and other oversized vehicles require compliance year-round.

2.12.1.1. Allendale Campus: Buses bringing athletes and/or other groups to the Allendale Campus are limited to 15 minutes for picking up and dropping off and must not obstruct the flow of traffic. Picking up and dropping off is strictly prohibited in Pay-to-Park areas.

2.12.1.2. Grand Rapids Campuses: Buses and other oversized vehicles are prohibited on the Grand Rapids Campuses.

2.13. Vehicles Prohibited

2.13.1. Vehicles Prohibited: The following vehicles are not permitted on campus unless permission is obtained from the Associate Vice President for Facilities Services Grand Rapids and Regional Centers:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. non-University affiliated golf carts, dune buggies, go-carts, etc.)

2.14. University's Rights and Responsibilities

2.14.1. Restrictions: The University reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all areas at any time to any vehicle on University owned or controlled property.

2.14.2. Removal: The University also reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle from University owned or controlled property. Police are responsible for the removal of vehicles.

2.14.3. Loss or damage: The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

Section 3. Parking Violation Fines, Appeals, and Penalties

3.1. Parking Violation Fines

3.1.1. Payment Options:

3.1.1.1. Online: On the Parking Services website via credit card.

3.1.1.2. Payment Box: At the payment drop box found in front of the Service Building on the Allendale Campus via check only.

3.1.1.3. Telephone: Over the phone at (616) 331-2209 via credit card.

3.1.1.4. In Person Cashier's Windows: Over the counter at a Cashier's Window on the Allendale Campus or Robert C. Pew Grand Rapids Campus via check or credit card.

3.1.1.5. Mail: Through postal mail via check only.

3.1.2. Returned Checks: A fee will be imposed for any returned checks.

3.1.3. Cash Payments: Cash payments are no longer accepted.

3.1.4. Transfer of Fines :

3.1.4.1. Faculty/Staff and Student Fines: After ten days, fines will be transferred to the respective GVSU account.

3.1.4.2. Non-GVSU Fines: Non-GVSU fines will be referred to collections after forty days.

3.1.4.3. Outstanding Fines: Outstanding fines may be sent to the appropriate District Court for collection.

3.1.5. Excessive Parking Violations: The accumulation of six or more unpaid parking violations issued to a single vehicle may be deemed excessive. Any vehicle accumulating excessive parking violations may be considered a nuisance, and the vehicle is subject to impoundment or immobilization by Police, and/or District Court action.

3.2. Appeals

3.2.1. Appeal Options: Appeals must be submitted within seven business days of the parking violation issue date.

3.2.1.1. Online: On the Parking Services website.

3.2.1.2. In Person: In person appeals may be granted at the discretion of the judiciary.

3.2.1.3. Handwritten: Appeals may be handwritten and filed in person at a Parking Services office by visitors and vendors of the University only, or by students and Faculty/Staff under extenuating circumstances.

3.2.1.4. By Phone: Appeals submitted by phone will not be accepted.

3.2.2. Parking Judiciary Decision: The Parking Judiciary's decision and any penalty imposed will be sent to the e-mail or mailing address submitted with the appeal. The decision of the Parking Judiciary is the final step within the University Parking Judiciary system.

3.3. Penalties

3.3.1. Parking Violations: All parking violations as specified in the Parking Ordinance constitute civil infractions. Any person who is found to have committed a civil infraction under this ordinance may be ordered to pay a civil fine and costs. The schedule of fines for parking violations is approved by the University president and published on the Parking Services website. Violations of the Michigan Vehicle Code shall be under the jurisdiction of the 58th

and/or 61st District Court.

3.3.2. Misappropriated Permit Use: Unauthorized or improper use of any permit may result in criminal charges and/or University sanctions. Potential violations will be immediately reported to the Police. Fraudulently obtaining goods or services is a crime punishable by up to one year in jail and a fine up to \$2,000.

3.3.3. Revocation of Parking Privileges: GVSU reserves the right to restrict the parking of any vehicle by any individual at any time on property owned or controlled by the University.

3.3.4. Impoundment and Immobilization: Vehicles parked on property owned or controlled by the University in violation of these regulations or any local, state, or federal ordinances, laws or statutes may be subject to impoundment or immobilization by the Police at the vehicle owner's expense. Impounded vehicles will be towed. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

3.3.5. Violations Subject to Impoundment: GVSU Police are responsible for impoundment of vehicles. Violations subjecting a vehicle to immediate impoundment on property owned or controlled by the University include:

1. Interfering with or impeding:
 - a. The flow of vehicular or pedestrian traffic
 - b. The use of facilities, buildings, loading docks, or dumpsters
 - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency
2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle
3. Parking in or blocking the use of an ADA reserved space or access aisle without displayed authorization
4. Vehicles parked in violation of any section of the Parking Ordinance

3.3.6. Parking Violations – Contact Not Required: If a parking infraction is observed by Parking Services staff and immediate contact is not possible or may jeopardize the safety of staff, a parking violation may be issued to the registered owner of the vehicle without contact at the time of the violation.

3.3.7. Owner Responsibility: Parking violations and fines will be issued to the holder of the University parking permit displayed on the vehicle or to the registered owner of a

non-permitted vehicle.

DISORDERLY CONDUCT POLICY

SLT 6.31

Date of Last Update:

February 23, 2021

Approved By:

- Senior Leadership Team

Responsible Office:

Public Safety

POLICY STATEMENT

The University has adopted this policy in furtherance of the University's mission, for the protection of individuals and the University and to mitigate improper interferences with University activities.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

1. Unlawful Individual Activities. No person shall engage in any activity, individually or in concert with others, which causes or constitutes a disruption of University operations or activities, including obstruction of teaching, research, administration, or other activities, either outdoors or inside a classroom, office, or other place on which University operations or activities are conducted or held (hereafter "Campus"), nor shall any person in any way intimidate, harass, threaten, or assault any person engaged in lawful activities on the campus. This includes, but is not limited to, violations of the [Grounds and Facility Use Policy](#).
2. Conduct at Performances. No person shall disrupt or interfere with any authorized performance before an audience on the Campus, including concerts, plays, lectures, scientific demonstrations, athletic contests, and similar activities, by making of noise, blocking the view of others at the performance with signs or other items, engaging in disruptive behavior, throwing or dropping projectiles, entering upon the stage, playing field, or other performance area, or by any other means.
3. Public Events. No person shall enter or attempt to enter into any concert, theatrical

performance, lecture, dance, athletic contest or other event contrary to the rules or qualification for eligibility for entry as established by the sponsors, or without a ticket, where required.

4. Loitering. No person shall loiter in an area of Campus that is not open to the public without prior authorization, or meddle with, tamper with, interfere with, move, damage or disconnect any property not their own.

If anyone believes someone's behavior violates this policy, they should contact the Department of Public Safety immediately.

TRAFFIC ORDINANCE

SLT 6.33

Date of Last Update:

February 03, 2022

Approved By:

- Senior Leadership Team

Responsible Office:

Public Safety

POLICY STATEMENT

Section 1.0. Definitions

As used in this ordinance:

a. Authorized Service Vehicles: Shall mean those vehicles owned, leased, or operated by the University, or in use by vendors or contractors with proper authorization by the University.

b. Campus: Unless otherwise noted in this ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU or the University).

c. Crosswalk: 1) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or in the absence of curbs from the edges of the traversable highway, and 2) Any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface

d. Department of Public Safety: Shall mean the GVSU Department of Public Safety, which is a full-service law enforcement agency charged with responsibility for enforcing University ordinances, rules, and regulations, and state and local law. The Department includes Police, Security, and Emergency Management units.

e. Pedestrian: Shall mean any person afoot. Pedestrian includes an individual with a mobility disability who is using a power or non-power driven mobility device.

f. Police Chief: Refers to the GVSU Police Chief/Director of Public Safety.

g. Police Officer/Police: Shall mean the sworn law enforcement officer(s) employed by the GVSU Department of Public Safety or any other sworn law enforcement agent(s).

h. Private Road: Shall mean a privately owned and maintained road, allowing access to more than 1 residence or place of business, which is normally open to the public and upon which persons other than the owners located thereon may also travel. All roads owned and/or controlled by the University are private roads.

i. Traffic Control Signal: Means any device whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and to proceed.

j. Vehicle: Shall mean every device in, upon, or by which any person or property is or may be transported or drawn upon a roadway, except mobility devices or those devices moved by human power.

If any word or phrase used is not defined above, but is defined in the Michigan Vehicle Code, PA 300, MCL 257.1 to 257.923, or the Michigan Uniform Traffic Code for Cities, Townships, and Villages, then the definition in the Vehicle Code or Traffic Code shall apply.

Section 02. Traffic - Administration and Authority

a. Enforcement: It shall be the duty of the Police Chief and Police Officers to enforce the provisions of this ordinance and the State vehicle laws applicable to traffic, to make arrests when authorized by law, to assist in the prosecution of persons charged with violations, to investigate accidents, to cooperate with other law enforcement and University officials in the administration of the traffic regulations, and to develop ways to improve traffic and pedestrian conditions on University property, and to carry out those duties especially imposed by this ordinance and any future amendments.

b. Traffic Engineer: It is the general duty of the Police Chief to collaborate with other

University officials to determine the installation, proper timing, and maintenance of traffic control devices; to plan and direct the operation of traffic on roadways on the Campus, to establish parking areas, designating limitation and use; and to certify the installation, removal, and/or authorization of traffic control devices and signs. The Police Chief is responsible for establishment, development and maintenance of University Traffic Control Orders.

c. Restriction Upon Access or Use: It shall be the duty of the Police Chief to establish restrictions upon access to or use of the University owned or controlled roadways, sidewalks, parking lots, or other property of the University or portions thereof as may be deemed necessary or desirable for the safe, lawful, and effective conduct of the affairs of the University; provided that the Police Chief or the Police Chief's authorized representatives shall make restrictions known by use of signs, barricades, posting of Police or other authorized persons possessing official identification, or establishing lines beyond which unauthorized persons are not permitted to pass

d. Authority of Police Directing Traffic: Police Officers and/or such Officers as are assigned by the Police Chief are hereby authorized to direct all traffic by voice, hand, or signal in conformance with traffic laws, provided that, in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, Officers may direct traffic as conditions may require notwithstanding the provisions of the traffic laws.

e. Authority to Appoint Designated Employees: The Police Chief is hereby empowered to authorize the employment of students or other designated employees to be assigned to the control and direction of traffic in/out of parking lots and at crosswalks. While engaged in directing traffic and while wearing reflective safety apparel, devices, and emblems distinctively identifying them as authorized employees of the University, no motorist or pedestrian shall disregard the directions of such employees while they are directing or controlling traffic.

Section 03. Drivers' Rights and Responsibilities

a. Any motor vehicle driven, parked or possessed upon the premises of Grand Valley State University shall have affixed to said motor vehicle a current registration plate or plates as issued by the State of residence of the registered owner. Any motor vehicle parked or possessed upon the premises of Grand Valley State University which does not have a current registration plate attached to the said motor vehicle shall be presumed to be abandoned, and the Police Chief/Director of the Department of Public Safety is authorized to arrange to have the said motor vehicle removed from the premises of

Grand Valley State University at the owner's expense.

b. The driver of any vehicle shall obey the instructions of any official traffic-control device that is placed in accordance with a traffic control order or a traffic ordinance of the University unless otherwise directed by a Police Officer.

c. No person shall operate a motor vehicle over or upon property owned by the University unless the property has been designated as a roadway, or parking area. Authorized Service Vehicles, police vehicles, and emergency vehicles are exempt.

d. Except as provided in Section 03.c), no vehicle shall be driven on a sidewalk, unless the driver has been directed to do so by a Police Officer or Designated Employee (Section 02.e)). Authorized Service Vehicles, police vehicles, and emergency vehicles are exempt.

e. When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

f. When traffic-control signals are not in place or are not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is on the half of the roadway on which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

g. Any driver of a vehicle who approaches within 10 feet of a person who is wholly or partially blind, who is carrying a cane or walking stick that is white or white tipped with red, or who is being led by a guide dog wearing a harness and walking on either side, or slightly in front, of the blind person shall immediately come to a full stop and shall take precautions before proceeding as may be necessary to avoid accident or injury to the wholly or partially blind person. A person who violates this rule is guilty of a misdemeanor.

h. Notwithstanding the foregoing provisions, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian on any roadway, shall give warning by sounding the horn when necessary, and shall exercise proper precaution upon observing any child or any confused or incapacitated person on a roadway.

Section 04. Mobility Devices

No person shall operate a skateboard, bicycle, roller skates, or roller blades in University parking structures or buildings. In addition, no person shall operate roller skates, roller blades, a Segway, an electric scooter, a hoverboard, a self-balancing scooter, bicycle, or an electric bicycle in any manner that poses a threat of harm to pedestrians or damage to University property and buildings, including, but not limited to, failing to yield the right-of-way to any pedestrian, maintaining a safe distance from pedestrians or other road or sidewalk users, operating such vehicles at an unsafe speed, and performing tricks or stunts.

Section 05. Parking

The department of Facilities Services – Grand Rapids and Regional Centers serves as the University parking administrator.

Section 06. Impound and Abandoned Vehicles and Other Items

- a. The Police Chief and Officers of the Department of Public Safety are hereby authorized to remove vehicles from property owned or controlled by the University, in accordance with the Michigan Vehicle Code.
- b. The reasonable cost of removal and storage shall be borne by the owner.
- c. In addition to vehicles, items deemed abandoned by the Department of Public Safety, such as bicycles, skateboards, and scooters, are subject to impound by the University.
- d. It shall be unlawful for any person to remove, without the special authorization of the Police Chief/Director of Public Safety or the Police Chief's designee, any vehicle, trailer or other object that has been placed in an impound lot, storage facility, or bicycle pen that has been designated and posted, until the prescribed fees have been paid.

Section 07. Enforcement and Penalties

A violation shall constitute a civil infraction unless noted otherwise and be enforced through the Michigan Vehicle Code, Michigan Uniform Traffic Code, and/or adjudicated through University policies and procedures.

Section 08. Other Applicable Laws

Nothing contained in this ordinance is intended to limit the power of any governmental unit or law enforcement agency to enforce on Grand Valley State University property any laws, ordinances, or regulations which otherwise would be enforceable on such property

Section 09. Severability

If any part or parts of this ordinance are for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance.

POLICY PROHIBITING TITLE IX SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND DISCRIMINATORY HARASSMENT

SLT 9.1

Date of Last Update:

August 19, 2022

Approved By:

- Senior Leadership Team

Responsible Office:

Office for Title IX and Institutional Equity

POLICY STATEMENT

I. Policy Statement

Grand Valley State University (GVSU or “University”) strives to maintain a university community characterized by respect for each other. This includes, but is not limited to, a commitment to providing an educational environment, workplace, programs, and activities that are free from all forms of harassment. Harassment includes sexual harassment prohibited by Title IX of the Education Amendments Act of 1972 and implementing regulations (“Title IX Sexual Harassment”), Sexual Misconduct, and Discriminatory Harassment (collectively “Harassment”), as defined below. The University recognizes that Harassment may have serious effects on the well-being of all members of the university community and therefore does not tolerate such behavior.

Upon receiving a report of an alleged violation of this Policy, the University will take prompt and appropriate action in response, including a review of the allegations and, if appropriate, an investigation and other appropriate action to put an end to the alleged misconduct. The University will take all steps necessary to enforce its Non-Retaliation Policy (See V.5. of this Policy) to protect those who report Harassment and/or are involved in an investigation of conduct prohibited by this Policy.

II. Jurisdiction

This Policy applies to Harassment by or against any member of the University community including faculty, staff, and students that occurs:

1. In the context of any GVSU education program or activity;
2. On campus or on property owned or controlled by GVSU;
3. At GVSU-sponsored events;
4. In buildings owned or controlled by GVSU's recognized student organizations; and/or
5. Off-campus where:
 - A. The effects of the Harassment effectively deprive someone of equal access to GVSU's educational programs or activities;
 - B. The Harassment has continuing effects on campus or in an off-campus GVSU-sponsored program or activity; and/or
 - C. The alleged harasser poses an immediate threat to the physical health or safety of any individual.

Nothing in this Policy prohibits GVSU's right to address and take appropriate action with respect to conduct that, while not prohibited by this Policy, is nevertheless inconsistent with GVSU's values, including respect for others.

III. Freedom of Expression and Academic Freedom

Because freedom of expression and academic freedom are fundamental to GVSU's academic mission and must be protected even when the views expressed are unpopular or controversial, GVSU will take both into account when determining whether Harassment has occurred and what type of remedy, if any, is appropriate. This Policy is not intended to proscribe or inhibit any form of speech that is protected by federal or state law, including the First Amendment, or any conduct which arises for legitimate academic and pedagogical purposes, including intellectual inquiry, debate, and dialogue.

More information about freedom of expression at the University is available at <https://www.gvsu.edu/dso/expressive-activity-at-gvsu-32.htm> and about Academic Freedom at [BOT 4.2.2](#).

IV. Responsible Party

GVSU's Director and Title IX Coordinator ("Title IX Coordinator"), Office for Institutional Equity and Title IX, is responsible for implementing and monitoring compliance with this Policy on behalf of GVSU. This includes monitoring compliance with federal and state laws and regulations, ensuring appropriate education and training, and administration of the reporting and response procedures concerning suspected or alleged violations of this Policy. The Vice President for Inclusion and Equity maintains the authority to designate an alternate

responsible party.

Any questions regarding this Policy or conduct prohibited by it may be directed to the Title IX Coordinator:

Kevin Carmody
4015 James H. Zumberge Hall
(616) 331-9530
carmodke@gvsu.edu

Some types of Harassment may be criminal in nature and may be reported to GVSU's Police Department, at (616) 331-3255. In the case of an emergency, the matter should be reported to 911.

V. Definitions

1. Complainant

Any person who is alleged to be the victim of conduct that constitutes Harassment under this Policy.

2. Consent

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during a sexual act. Consent is active, not passive. Silence, or lack of resistance, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

B. Consent may be withdrawn at any time as long as the withdrawal is reasonably and clearly communicated by word or action. If consent is withdrawn, that sexual activity should stop.

C. Previous relationships or prior consent cannot imply consent to future sexual acts.

D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – incapacitated.

i. A person is incapacitated when they cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to

understand the “who, what, when, where, why, or how” of their sexual interaction).

ii. Incapacitation may result from the consumption of alcohol or other drugs, sleep or unconsciousness, a physical or mental health condition, or involuntary physical restraint.

E. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a Supervisory or disciplinary authority.

G. Consent may not be given by a person who has not reached the legal age of consent under applicable law.

H. Being impaired by alcohol or drugs will never function as a defense for any behavior that violates this Policy.

3. Discriminatory Harassment

Discriminatory Harassment may include unwelcome conduct based on an individual's or group's, race, color, national origin, age, disability, familial status, height, weight, marital status, political affiliation, veteran status, military status, genetic information, or any other legally protected characteristic that interferes with performance, limits participation in University activities, or creates an intimidating, hostile, or objectively offensive environment when viewed from the perspective of both the individual and a reasonable person in the same situation.

A. Discriminatory harassment includes, but is not limited to, the following types of conduct when such conduct is based on an individual's or group's protected characteristic:

- i. Verbal abuse, slurs, derogatory comments or insults about, directed at or made in the presence of an individual or group.
- ii. Display or circulation of documents or pictures that are objectively offensive or degrading.
- iii. Physical contact or threatening language or behavior.
- iv. Damage to, trespass on, or theft of property.

4. Respondent

An individual who is alleged to have violated this Policy.

5. Retaliation

Any adverse action taken against a person because of their participation in a protected activity. That includes, without limitation, intimidating, threatening, coercing, or discriminating against any individual for the purpose of interference because that person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this policy.

6. Sexual Misconduct

Sexual Misconduct is unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy that does not fall within the purview of Title IX Sexual Harassment because it does not meet the definition of Title IX Sexual Harassment and/or because the reported behavior falls outside the jurisdiction under Title IX.

Examples of Sexual Misconduct include, but are not limited to, the following:

- A. Unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy based on the circumstances and evaluated subjectively and objectively, that is determined by a reasonable person to be so severe, or pervasive that it effectively denies or limits a person equal access to participate in or benefit from the University's education program or activity.
- B. Conduct that meets the definition of Title IX Sexual Harassment but occurs off campus.
- C. Conduct that meets the definition of Title IX Sexual Harassment but occurs in a GVSU educational program or activity outside the United States such as in a GVSU study abroad program.

7. Title IX Sexual Harassment

Title IX Sexual Harassment is unwelcome conduct on the basis of sex, sexual orientation, gender identity and/or pregnancy that satisfies one or more of the following:

- A. *Quid Pro Quo Harassment*: An employee or agent of GVSU conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.
- C. Sexual assault: Any forcible or non-forcible sex act proscribed by law. "Forcible

sexual assault” includes sexual intercourse and fondling without consent.

“Non-forcible sexual assault” includes incest and statutory rape.

i. “Sexual intercourse” includes oral, anal, and vaginal intercourse or penetration, to any degree, with any part of the body or other object.

ii. “Fondling” is defined as touching of the genitals, buttocks, and/or breasts of another person for the purpose of sexual gratification, without consent.

iii. “Incest” is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

iv. “Statutory rape” is nonforcible sexual intercourse with a person who is under the statutory age of consent according to Michigan law.

D. *Dating violence*: Physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual, and the existence of such a relationship shall be determined based on factors such as the length and type of relationship, and frequency of interaction between the persons involved.

E. *Domestic violence*: Physical violence or the threat of physical violence committed by a current or former spouse or intimate partner of an individual, by a person with whom the individual shares a child in common, by a person who is cohabitating with or has cohabitated with the individual as a spouse or intimate party, by a person similarly situated to a spouse of the individual under applicable domestic or family violence laws.

F. *Stalking*: Knowingly or intentionally engaging in a course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

G. Only conduct that meets the definition of Title IX Sexual Harassment, that occurs in a University education program or activity, and that occurs against a person in the United States constitutes Title IX Sexual Harassment. An “education program or activity” includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the alleged sexual harassment occurs, including on campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by a student organization that is officially recognized by the University.

VI. Reporting and Response Procedures

Any person may report Sexual Harassment/Sexual Misconduct to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Individuals who have experienced Sexual Harassment/Sexual Misconduct have the option to report the matter to law enforcement, to the University, to both, or to neither, as the individual may choose. Individuals who do not wish to report or file a Formal Complaint and pursue an investigation under these procedures may contact confidential counseling or medical resources.

1. Employees

A. In the interest of ensuring that anyone experiencing potential Sexual Harassment are provided with support, resources, and options, unless identified as a confidential resource, **all university employees** are obligated to promptly report to the Title IX Coordinator or Deputy Coordinator incidents of sexual harassment, sexual violence, sexual misconduct, stalking, and relationship violence that:

- i. Are observed or learned about in their professional capacity
- ii. Involve a member of the university community or
- iii. Occurred at a university-sponsored event or on university property

B. Employees are only required to report Sexual Harassment/Sexual Misconduct of which they become aware in their capacity as a university employee, not in a personal capacity.

C. While student employees and third-party contractors are not included in this list, **Graduate Assistants and Resident Assistants** are obligated to report.

2. Confidential Resources

A. Certain University employees and volunteers provide important counseling, health, advocacy, and other support services to members of the University community. These employees must be able to assist individuals in receiving medical care, counseling, and support services without the requirement to report conduct to the University.

Therefore, employees and volunteers who work in the programs and roles designated

below are exempt from this Reporting Protocol with regard to incidents disclosed to them during provision of services.

Exempt Programs and Roles

- University Counseling Center
- GVSU Campus Health Center
- GVSU Family Health Center
- Gayle R. Davis Center for Women and Gender Equity
- Employee Ombuds
- Student Ombuds

B. Employees and volunteers in exempt service programs and roles are not otherwise exempt from reporting incidents they witness or learn of in the workplace. For example, if an employee of an exempt service program witnesses sexual harassment or assault of a co-worker by another University employee or in the context of a University program or activity, the employee must report the incident.

C. Reporting Options and Resources: Exempt service programs are required to provide individuals with information regarding reporting options and available resources whenever possible, including (i) the right to file a complaint with Title IX and Institutional Equity and/or law enforcement; (ii) the University's prohibition of retaliation; and (iii) supportive resources, including counseling, medical, and academic.

D. Victim/Survivors of sexual offenses, including sexual assault, stalking, and dating/domestic violence, may also seek help from off-campus organizations that have trained professionals able to provide assistance to victims of sexual violence. These organizations are not associated with the University and therefore disclosure will not trigger a University response. Victim/Survivors may contact the following organizations for assistance:

- YWCA of West Central Michigan: 616-454-9922
- Resilience: Advocates for Ending Violence: 1-800-848-5991
- Safe Haven Ministries (Christian-affiliated): 616-452-1168
- Michigan Sexual Assault Help Line: 1-855-VOICES4

3. Third-Party & Anonymous Reporting

Any individual may make a report of an act of Sexual Harassment. The report may be made without disclosing the identities of the parties involved. However, the University's ability to respond to the third-party report of Sexual Harassment may be limited by the amount of information provided.

4.Procedures

GVSU's Procedures for Reporting and Resolving Allegations of Title IX Sexual Harassment, Sexual Misconduct and Discriminatory Harassment describe the necessary steps for resolving concerns of violations of this Policy. Anyone wishing to report a violation of this Policy should refer to those Procedures.

CONSENSUAL RELATIONSHIP POLICY

SLT 9.2

Date of Last Update:

November 19, 2012

Approved By:

- Senior Leadership Team

Responsible Office:

Inclusion and Equity/Office of Affirmative Action

POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

Article I. Purpose

The University's goals are to maintain a positive work environment and a climate conducive to learning for students. The unequal institutional power inherent in academic and work relationships may heighten the vulnerability of those in subordinate positions. Accordingly, individuals holding positions of authority at the University must be aware of and sensitive to the potential conflict of interest, ethical concerns, and issues of sexual harassment that may occur in consensual relationships. Specifically, the parties to a consensual relationship must be aware that such relationships can create in co-workers and students perceived and real conflicts of interest. These relationships also create an environment of fear of unfair treatment

in terms of promotions, grades, professional and/or educational opportunities, etc. This Policy outlines expectations for institutional and individual conduct that apply to all University faculty and staff members and students.

Article II. Consensual Relationships

Consensual romantic and sexual relationships between faculty and their students or between supervisors and their subordinates are inappropriate. Individuals should be aware that these relationships may create a perception of favoritism while the relationships continue. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and the conduct that was previously welcome may become unwelcome. If a sexual harassment complaint is subsequently filed, the argument that the relationship was consensual will be evaluated in light of the power differential in determining whether the University's Anti-Harassment Policy has been violated. Under these circumstances, it will be extremely difficult to use mutual consent as a defense.

Consensual Romantic or Sexual Relationships between Faculty/Staff and Students.

A faculty or staff member who has educational, supervisory, evaluation, advising, coaching, or counseling responsibilities for students shall not assume or maintain those responsibilities for a student with whom the faculty or staff member has engaged in romantic or sexual relations, even if such relations were consensual. Whether such romantic or sexual relationships predate the assumption of educational, supervisory, evaluation, advising, coaching, or counseling responsibility for the student, or arise out of the educational relationship, the faculty or staff member shall immediately disclose the romantic or sexual relationship to his or her Unit Head or supervisor, who shall promptly arrange alternate oversight of the student.

Consensual Romantic or Sexual Relationships between Supervisors and

Subordinates. If a romantic or sexual relationship exists or develops between a supervisor, manager, or administrator and an employee for whom they have professional responsibility, the individuals involved in the relationship must promptly consult the next highest level of supervision (e.g., a supervisor, department head, Vice President, Dean) to determine whether arrangements can be made to eliminate all conflicts of interest. If such arrangements can be made that do not disadvantage the subordinate and are acceptable to the supervisor, manager, or administrator, they must be documented, and ensure that the supervisor does not hire, supervise, advise, evaluate, or otherwise directly influence the subordinate's employment. Relationships between supervisors, managers, or administrators and their subordinates are prohibited when the working relationship is such that it is not possible to

eliminate the conflicts of interest. Students employed by the University who supervise other student employees are covered by this section.

Consensual romantic or sexual relationships between students. Complaints concerning relationships between students are governed by the GVSU Student Code.

Article III. Disciplinary Actions

Disciplinary action will be taken against faculty or staff members who violate this Policy, either by entering into or engaging in a sexual relationship with a student or subordinate for whom they have educational, supervisory, evaluation, advisory, coaching, or counseling responsibilities or by failing to report such relationship or failing to cooperate in making alternative arrangements.

Article IV. Confidentiality

Confidentiality of the disclosure of consensual romantic or sexual relationships will be observed to the extent permitted by law and that is consistent with protecting the welfare of faculty, staff, and students and the interests of the University.

DISABILITY ACCOMMODATION POLICY FOR FACULTY AND STAFF

SLT 9.5

Date of Last Update:

September 16, 2013

Approved By:

- Senior Leadership Team

Responsible Office:

Inclusion and Equity

POLICY STATEMENT

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all faculty, staff and students with access to the University's programs, services, events and activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers. University faculty or staff members who are persons with a disability are not required to

identify themselves as persons with a disability or to request an accommodation. However, the University cannot accommodate an individual who does not inform the University about his/her disability and his/her need for an accommodation. A faculty or staff member seeking an accommodation must request it by submitting their request to the Disability Support Resources Office following its procedures.

PROCEDURES

The Disability Support Resources Accommodation Process

To request an accommodation, a University faculty or staff member must:

- A. Self-identify as a person with a disability by application to the Disability Support Resources office (DSR). It should be noted that The University conducts a survey of faculty and staff for statistical purposes and this does not constitute a method of self identification consistent with this policy. If a faculty or staff member requests an accommodation, the supervisor/unit administrator should refer the faculty or staff member to the DSR or its web site at <http://www.gvsu.edu/dsr/>
- B. Provide documentation of the disability; and
- C. Indicate in the application to the Disability Support Resources office, his/her need for accommodation and provide supporting medical documentation from an appropriate professional, if requested by the Disability Support Resources office. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional and cognitive demands of the disability.

Once an application has been submitted to the DSR, a DSR advisor will review the application and may contact the faculty or staff member who submitted the application. The advisor will contact the supervisor/unit administrator and discuss whether an accommodation is warranted, explore possible accommodations, and assess the effectiveness each would have in enabling the faculty or staff member to perform his/her job including the following:

- A. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue. To be qualified for a position, an individual must be able to perform the essential functions of the job, with or without a reasonable accommodation.
- B. The faculty or staff member's ability to perform essential job functions with or without a reasonable accommodation; and,
- C. Possible types of reasonable accommodations, if any are needed.

Reasonable accommodations vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the individual are considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the University. Nothing in this document shall be construed to waive the University's right to contest whether a faculty or staff member is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained at DSR. Such documentation is kept confidential, except as necessary to administer the accommodation process or otherwise permitted by law. Such documentation may be shared only with those individuals involved in the accommodation process on an as needed basis.

During the accommodation request process, DSR may:

- A. Request additional documentation;
- B. Consult with Human Resource Office;
- C. Evaluate whether any accommodation is needed and, if it is, whether an accommodation is reasonable and should be made (this evaluation may include preparing cost estimates);
- D. Assess various accommodations;
- E. Identify alternative accommodations or solutions;
- F. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;
- G. Determine a reasonable accommodation, if appropriate;
- H. Provide a written determination to the department/unit and faculty or staff member;
- I. Explain the department/unit's responsibility to fund an accepted accommodation or seek alternative funding, if needed;

DSR makes a determination regarding implementation of accommodations. DSR will consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship.

Appeals

If a faculty or staff member or supervisor/unit administrator disagrees with the DSR determination, the decision may be appealed to the Vice President of Inclusion and Equity, in writing to:

Vice President of Inclusion and Equity
4035 James H. Zumberge Hall
Allendale, MI 49401
Office number: (616) 331-3296

Retaliation

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may contact the [Division of Inclusion and Equity](#)

Refer Questions to:

Disability Support Resources
4015 James H. Zumberge Hall
Allendale, MI 49401
616/331-2490
616/355-3270 (TDD)
616/331-3880 (Fax)
[Website: www.gvsu.edu/dsr](http://www.gvsu.edu/dsr)

RELIGIOUS INCLUSION POLICY

SLT 9.6

Date of Last Update:

November 19, 2012

Approved By:

- Senior Leadership Team

Responsible Office:

Inclusion and Equity/Office of Affirmative Action

POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and

experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

Purpose

Many University students, staff, and faculty observe religious traditions from a variety of religions. This Religious Inclusion Policy ("Policy") acknowledges the right of students, staff, and faculty to engage in religious observances. The University is committed to accommodate the exercise of that right.

The University acknowledges that conflicts in scheduling mandatory academic requirements and employment obligations with religious observances are inevitable. Although the University does not observe religious holidays, it recognizes that there are a number of religious holidays that affect significant numbers of our students, staff, and faculty. This Policy is intended to provide clarity to students, staff, and faculty who seek accommodation to practice their faith.

PROCEDURES

Accommodations

Grand Valley State University will make a reasonable effort to allow its students, staff, or faculty to be away from work or a class to observe their religious beliefs, except where accommodating the request would result in undue hardship on the University in its mission, operation or in meeting its academic standards. The University provides quiet areas for student, staff, and faculty reflection, meditation, and prayer. A list of these quiet areas may be found on the Inclusion and Equity webpage.

Faculty should be sensitive to the observance of religious holidays so that students who miss classes to practice their faith are not disadvantaged. A list of religious holidays is found on the Inclusion and Equity website. Please note that this list is meant to be inclusive of most major religious traditions (although certainly not comprehensive), and that religious holidays have no official status at the University.

Faculty should make every effort to avoid scheduling examinations or assigning work that is due on religious holidays. Some religious holidays begin at sundown on the evening before the published date of the holiday. Consequently, faculty should avoid scheduling late afternoon exams on these days.

Faculty shall not penalize any student who has properly notified the faculty member by complying with the Request Accommodation Procedure for his/her absence in classes, examination, or assignments. Faculty should accept a student's claim of a scheduling conflict on religious grounds at face value. If class attendance is required by the faculty member,

classes missed to observe a religious holiday may not be counted as an absence.

Faculty must provide a reasonable opportunity for such a student to make up missed assignments and examinations within a reasonable time period before or after the student's absence, provided the student has properly notified the faculty member by submitting a Request Accommodation Form. Faculty must give the student the opportunity to do appropriate make-up work that is no more difficult or time-consuming than the original exam or assignment.

Nothing in this Policy, however, exempts a student from meeting course requirements or completing assignments. The faculty member may respond appropriately if the student fails to satisfactorily complete the make-up assignment or examination.

Further, when scheduling university events and activities, such as Family Weekend, Commencement, Convocation, and University sponsored conferences, planners should consult the list of religious holidays on the Inclusion and Equity website before selecting the date and time to ensure inclusiveness.

Religious Accommodation Procedure

All requests for accommodation for religious observance should be made in the following manner:

Students: Faculty should inform students of all examination dates and assignment deadlines at the start of each semester in the class syllabus. If a conflict with a religious observance exists, students must request a religious accommodation from their faculty within the first two weeks of each semester or as soon as reasonably possible after the instructor announces a particular mandatory class, examination, or assignment so that alternative arrangements can be made for any class, examinations, or assignments missed. If an accommodation is needed within the first two weeks of the semester, the student must provide the faculty member with reasonable advance notice of the need for accommodation. Requests for accommodation must be made through a Religious Accommodation Form, which may be found at the Dean of Students Office, the Office of Affirmative Action or under "Forms" at www.gvsu.edu/inclusion. It is the student's responsibility to provide faculty with reasonable notice of the need for accommodation and the timing of the notice may be taken into account in determining whether granting the request would create an undue hardship.

The faculty member and the student should discuss and agree upon what would constitute a reasonable accommodation in each given case. If the student and faculty member agree upon an accommodation, the accommodation must be carried out and disclosed on the Religious Accommodation Form. The completed Religious Accommodation Form shall be filed by the

faculty member in the Dean of Students Office.

If the student and faculty member cannot agree on an accommodation, either party may bring the matter to the Unit Head to determine the accommodation. Either party may appeal the Unit Head's decision to the Dean, who will make a final binding decision.

Where a student has obligations to a placement site (e.g. internships), that student must also work out arrangements with the placement site to make up for missed responsibilities or duties.

Staff: The use of vacation and personal leave is governed by the staff member's respective Board of Trustees' Policies, Staff Handbook, or Collective Bargaining Agreement. Vacation days requested for the express purpose of religious observance will not be unreasonably denied by the staff member's supervisor if the staff member has accrued vacation leave or is eligible for personal leave and the granting of leave or vacation time will not result in undue hardship for GVSU.

Faculty: The use of vacation and personal leave is governed by the Faculty Handbook. Requests by a faculty member for leave for religious accommodation, however, shall be considered under this Policy if the faculty member has made arrangements for any missed classes and the granting of the leave will not result in undue hardship for GVSU. Faculty that miss class time due to a religious observance must make alternate arrangements for that time with his or her Unit Head. If the Unit Head denies the request, the faculty member may appeal to the Dean, who will have final decision authority over the request.

Nothing in this Policy exempts a GVSU faculty or staff member from fulfilling their job responsibilities.

Confidentiality

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made because the determination of a reasonable religious accommodation will involve discussions with other parties. Information about the request for religious accommodation will be revealed only as the deliberation process requires. Discretion will be observed to the extent permitted by law and that is consistent with protecting the welfare of the students, staff, and faculty and the interests of the University.

Retaliation

Any attempt to retaliate against an individual who files a religious accommodation request or otherwise utilizes this Policy is prohibited.

MINORS ON CAMPUS POLICY

SLT 9.8

Date of Last Update:

August 20, 2018

Approved By:

- Senior Leadership Team

Responsible Office:

Human Resources

POLICY

“Grand Valley is committed to strengthening our living, learning, and working environment by recognizing and removing the barriers to full participation and providing a safe, inclusive, vibrant community for all.” -- *Inclusiveness* core value section of [the University’s Strategic Plan](#).

Grand Valley State University is committed to being a safe and healthy environment for all. This includes students, faculty, staff, and campus visitors, especially those who are minors. As a public university open to everyone, the University welcomes children and teenagers on our campuses for a variety of programs and activities planned by the University or by outside organizations. In all situations, adults are expected to be positive role models for minors, acting in a respectful and responsible manner consistent with the mission and values of the University. To promote this vision, the University publishes and enforces policies, procedures, and guidelines that have the goal of promoting health, safety, and security for [minors on our campuses](#).

“Minors” are persons under the age of eighteen (18), and the term “Minor,” “Minors,” “Child,” and “Children” are used interchangeably in this policy. Further definitions may be found below. This policy addresses the following situations:

- A Minor will be physically present and participating in a University-sponsored program or activity, either taking place on University property or under the authority and/or direction of the University at other locations (this includes academic and sports camps);
- A Minor child will be physically present and participating in a program or activity at the University that is sponsored by a third party (this includes programs for K-12 students sponsored by a school system);
- A Minor is enrolled in one or more courses on campus, either as a matriculated student,

a guest student from another institution of higher education, or a dual-enrolled student;
or,

- Other events where Minors are physically present at the University, such as situations when parents/legal guardians are expected to accompany and provide supervision to Minors in their care (this includes Admissions activities and events and performances open to the public).

POLICY STATEMENT

I. Requirements of Programs that Involve Minors

Programs are typically workshops, sports camps, academic camps, conferences, and similar activities. Some activities that are exempt from Section I can be found in Sections III-V.

A Sponsoring Unit offering or approving a [Program](#) that involves Minors or provides University housing for Minors participating in a Program, whether utilizing University housing or not, shall abide by the following:

1. Waiver or release forms: participation, medical treatment, use of photographs and other media: All Minors participating in a University Program must provide a waiver or release form for participation in the program, medical treatment authorization, and use of photographs and other media by the University. This can be one form or several, and all forms must be signed by a [Parent, Legal Guardian, or Foster Parent](#) prior to their participation in a Program.
2. Behavior of Minors on Campus. Minors are to be held to the same standards of behavior expected of enrolled students, as described in [University policies](#).
3. Information maintained by Programs. All Programs shall maintain an up-to-date list of all Program times and dates, locations, attendance information (names, ages and emergency contacts for Program Participants); list of all Authorized Adults, documentation of their training (item #5 below) and background check (item #6 below) for the Program; and a Program contact, so that in the event of an emergency, appropriate measures may be taken. All Programs must establish a procedure for the notification of a Program Participant's Parent/Legal Guardian/Foster Parent in the case of an emergency, which might include medical or behavioral issues involving the Minor, or changes in the Program due to unforeseen and significant disruptions. Parents/Legal Guardians/Foster Parents must also be given contact information in a manner in which the Program Participant can be contacted while the Program is in session. All information, including release forms, shall be retained by the Sponsoring Unit for five years after the Program ends.
4. Supervision of Minors. All Programs must provide adequate supervision of Minors while

they are on Campus. One-on-One Contact with Minors is discouraged, unless in public spaces. In general, it is required that two or more Authorized Adult will be involved in activities where Minors are present. Parents/Legal Guardians/Foster Parents may sign a waiver giving consent for their Child to be alone with an Authorized Adult. (For example, if music lessons are being provided by an adult instructor.) Exceptions in rare circumstances may also be granted (see below).

5. Training of Authorized Adults. Each [Authorized Adult](#), who is not the Minor's Parent, Legal Guardian, Foster Parent or an adult designated by the Parent or Legal Guardian, who will be participating with Minors in a Program, shall complete training in the conduct and reporting requirements of this policy. This training is given to maximize the protection of Minors from abuse of any kind. The appropriate vice president, dean, unit head, or area director may enhance and/or supplement the required training Program to meet specific needs of the particular Program involved. Documentation that the Authorized Adults have been trained should be maintained by a designated and identified member of the Program's Sponsoring Unit for five years.
6. Background checks of Authorized Adults. All Authorized Adults in the Program must complete and submit the Authorization for Release of Information for Background Check form to Human Resources. Background checks must be completed every five years. (See also [PC 10.7 Volunteers Policy](#), for Authorized Adults who are not University employees.)
7. Procedures for release of Minors. All Programs must establish a procedure for the pick-up and drop-off of Program Participants, specifying times and locations. The Authorized Adult(s) overseeing the pick-up and drop-off of Program Participants shall remain at the specified location until all Minors have been released. If a minor is not picked up, the Authorized Adult(s) will contact the parent or guardian, the program director and finally, Grand Valley Department of Public Safety if needed.

In rare circumstances, strict adherence to this policy's requirements may not always be feasible or be the best practice for managing risk. If a Program can justify an exception in consultation with and with approval from Human Resources, or, when appropriate, obtain written consent by the Parent/Legal Guardian/Foster Parent for the parameters applicable to the Program, certain requirements under this policy may be waived. Such waivers will be considered on a case-by-case basis.

II. Conduct Requirements of Authorized Adults

All Authorized Adults, participating in Programs and activities covered by this policy, should be positive role models and act in a caring, honest, respectful, and responsible manner. They are required to comply with all applicable laws and University policy. In addition, at all times,

they shall:

1. In general, avoid One-on-One Contact with Minors, unless in public spaces. Two or more Authorized Adults must be involved in Programs where Minors are present unless a waiver has been signed or an exception has been granted.
2. Have separate accommodations from the Minors. An Authorized Adult should not have One-on-One Contact by entering a Minor's room, bathroom facility, or similar area without another Authorized Adult in attendance.
3. Not take photographs or digital images of Minors other than specified in the waiver for photography (see Section I.1).
4. Not engage in private communication not pertaining to Program matters with a Minor by email, telephone, text message, social media, or any other method at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the University.
5. Not meet with Minors outside of established times for Program activities. Any exceptions require written Parent/Legal Guardian/Foster Parent authorization and must include more than one Authorized Adult from the Program.
6. In the presence of a Minor or during any University Program, not engage in any sexual activity or romantic conversations, or sexually explicit comments.
7. Not possess, have within reach and/or share sexually-oriented printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to Minors participating in Programs or activities covered by this policy or assist them in any way in gaining access to such materials. The one exception would be legitimate sexual education Programs in which the Minor's Parent/Legal Guardian/Foster Parent have given prior written consent.
8. Not engage in abusive conduct of any kind toward, or in the presence of, a Minor. For example, no Authorized Adult shall strike, hit, administer corporal punishment or touch in an abusive or illegal manner any Minor. If necessary, touching should only be in the open, in response to the Minor's immediate physical needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, development, safety, or health-related purpose (i.e., treatment of an injury).
9. Not possess fireworks, firearms, knives, or other weapons, unless being used for an officially sanctioned and approved instructional Program. (See also the Weapons policy [[PC 6.27](#)].)
10. Not transport Minors, except as specifically authorized in writing by the Minor's Parent/Legal Guardian/Foster Parent, or in the case of an emergency.
11. Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during such Programs or activities. (See also the Alcohol and Other Drugs

policy [[PC 5.1](#)].)

12. Respect and adhere to any resistance from the Minor unless it is a life- threatening emergency.
13. Not continue to participate in Programs or activities if an allegation of prohibited or illegal conduct has been made against an Authorized Adult covered by this Policy until such allegation has been satisfactorily resolved and future participation in Programs is permitted by the University.
14. Not engage in any activity that violates the policies of the University (www.gvsu.edu/policies). This includes the harassment policies [[PC 9.1](#)], the Sexual Misconduct policy [[PC 9.1](#)], and the Religious Inclusion policy [[PC 9.6](#)].

Those who do not meet the prescribed standards of behavior may be asked to leave the Campus and/or Program and may be subject to expulsion from the Program, suspension of attendance, being issued a “no-trespass” order by Public Safety, or disciplinary action up to and including termination of employment. (See also Section VII of this policy.)

The behavioral requirements in this policy are not meant to preclude enrolled University students from developing appropriate friendships with Minors who are close in age to the enrolled student; rather, the requirements are meant to protect Minors from abusive or illegal contact and inappropriate relationships.

III. Third Party Programs Held on University Property

Third Parties using University facilities for events that involve Minors shall operate within all policies and requirements to use University facilities. In addition, adults who interact with Minors in these activities shall conform to the conduct requirements in Section II of this policy.

IV. Minors Enrolled in Courses

Minors who are matriculated students of the University, guest students from other institutions, or dual-enrolled students are subject to all [university policies](#). Adults who interact with Minor students (e.g. faculty teaching courses, academic advisors) are also subject to all [university policies](#) and shall conform to the conduct requirements in Section II of this policy. The requirements of Section I of this policy do not apply.

V. Minors at the University Who Are Not Participating in a Program

1. Minors brought to Campus by an employee, student, or visitor, and who are not participating in a Program by a Sponsoring Unit, are the sole responsibility of the employee, student, or visitor. The person bringing the child to Campus is responsible for all aspects of the Minor’s behavior including the Minor’s safety and is financially responsible for any damages caused by the Minor.

2. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.
3. In the event a Minor is on Campus and 1) is unsupervised by an adult, 2) they are not a Participant in a University Program, and 3) they are not a Participant in a Third Party Program (Section III), they may be required to leave the Campus.

Activities for which this Section V of the policy is relevant include:

- Events or performances on Campus that are open to the general public (e.g., athletic competitions, plays, concerts);
- Pre-enrollment visits such as admission, recruiting, and orientation events;
- Services provided by the Campus Health Center or other similar On-Campus clinical services during which a Minor is under the supervision of a Parent/Guardian/Foster Parent or a clinical provider;
- Non-residential field trips to Campus supervised by a Minor's school or organization;
- Private, personal events (e.g., birthday parties, weddings) for which the user has a separate, signed agreement with the University to use space on Campus.

The following activities are exempt from this policy: Off-campus clinical, practicum, internships, student teaching, or similar experiences in which (1) University students (undergraduate or graduate) interact with Minors as part of the experience and (2) are supervised by a third party. This also includes Off-Campus events in which registered student organizations participate with third-party organizations.

VI. Reporting Requirements

Reporting requirements of suspected child abuse or other illegal conduct towards a Minor shall be in accordance with applicable federal, state and local laws. In particular, see:

- [State of Michigan Department of Health and Human Services rules on reporting abuse and neglect](#). (This page includes indicators of child abuse and/or neglect and the State of Michigan's definition of "Mandatory Reporters".)

Individuals who witness or suspect child abuse should not conduct an investigation or delay in notifying the appropriate authorities **via 911**. Such actions could taint any appropriate criminal or administrative investigation and render evidence inadmissible.

In addition, the University's Police Department/Public Safety site provides up-to-date definitions of unlawful behavior:

<https://www.gvsu.edu/gvpd/title-ix-and-campus-security-authority-report-141.htm>

VII. Additional Considerations

1. When an Authorized Adult or other person has been alleged to engage in inappropriate conduct with a Minor, that individual must discontinue any further participation in Programs covered by this policy until such allegation has been satisfactorily resolved and the individual has been given written permission by the University to participate again in Programs. Resolution of the allegation will involve appropriate investigatory steps, and any written permission to continue participation (or participate in the future) in a Program covered by this policy must be coordinated with Human Resources.
2. Any person that requires accommodations due to a disability, while visiting campus must inform the Sponsoring Unit of their needs.

VIII. Interaction with Other Standards, Practices, and Requirements

Nothing in this policy is meant to supersede or replace the standards of practice of other entities in responding to child abuse, suspected incidents of child abuse or threats of child abuse. Satisfying the requirements of this policy does not relieve a person from any obligation to follow the protocols of another entity that may apply to the particular incident. Individual University units maintain the discretion to impose safety measures beyond those required by this policy on University Programs they sponsor or oversee. Additionally, all state and federal requirements must be followed.

PROCEDURES

Human Resources may develop forms and [guidelines](#) to assist Programs that wish to work with Minors on Campus. In addition, Human Resources will conduct random audits annually to ensure compliance with this policy.

DEFINITIONS

Definitions

1. "Authorized Adult" is an individual, age 18 and older, paid or unpaid, who supervises, chaperones, or otherwise works with Minors in Program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, employees, student employees, staff, [volunteers](#), graduate and undergraduate students, interns, teachers, employees provided by temporary agencies, third-party hosts, and independent contractors/consultants. The role of Authorized Adult may include positions such as counselors, chaperones, coaches, instructors, and other similarly situated persons. Temporary guest speakers, presenters and other individuals who have no direct contact or only incidental contact with Program Participants, other than as short-term activities supervised by Program

staff, are not considered Authorized Adults but are still expected to conform to the conduct requirements in Section II of this policy.

2. "Campus" includes all domestic real property owned or leased by the University and can include any of its campuses.
 3. "Parent" is the natural Parent or adoptive Parent as recognized under the law, of a Minor child whose parental rights and responsibilities have not been terminated under applicable law. "Legal Guardian" is any person appointed under applicable law to have the care and management of the person, the estate, or both of a Minor. "Foster Parent" is a person appointed by the court to temporarily provide the care and management of the minor child.
 4. "One-on-One Contact" is personal, unsupervised interaction between any Authorized Adult and a single Program Participant Minor without at least one other Authorized Adult, Parent or Legal Guardian being present. Unless in public spaces, such contact is to be avoided by all adults on Campus, whether considered an Authorized Adult under this policy or not.
 5. "Program" or "Programs" are programs and activities offered by various academic or administrative units of the University, whether on University property or not, that potentially will include Minors as Program Participants. This includes but is not limited to workshops, sports camps, academic camps, conferences, and similar activities.
 6. "Program Participants" are Minors who are involved in University-sponsored Programs both on and off Campus.
 7. "Sponsoring Unit" is the academic or administrative unit of the University that offers a Program or gives approval for housing or other use of facilities.
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EMAIL SIGNATURE BLOCK POLICY

SLT 11.2.1

Date of Last Update:

August 08, 2020

Approved By:

- Senior Leadership Team

Responsible Office:

Office of General Counsel

POLICY STATEMENT

All faculty/staff communications from University email accounts should reflect the University's brand. To keep our brand identity strong and consistent, and to enhance credibility for our faculty and staff who communicate via email, all emails created by University employees and delivered via the University's email system should feature email signature blocks consistent with this policy.

An email signature block is text and other University information appended to the end of an email in order to identify the sender and facilitate further contact. Official University email signature blocks establish credibility for our faculty and staff by clearly identifying them and their roles at the University. The official signature block provides contact information for the employee and points email recipients to the University website, a key source of information about the University.

All emails using a University account should have signature blocks consistent with the University brand. The following items are permissible but not required:

- Employee's name
- Employee's official University title(s)
- Employee's department or office name
- Gender pronouns
- Grand Valley State University
- University's website address, www.gvsu.edu
- Department or Program website
- University or departmental trademarks or logos
- the University's general address or employee's University address
- Employee's department and/or office telephone number, and fax number
- Employee's mobile phone number
- Employee's campus email address
- Social media account addresses used solely for advancing scholarly or professional pursuits
- Other University related information may be added such as departmental mission statement, and a link to University created social media account(s)

- A confidentiality statement is permitted for use below the email signature on all outgoing emails, such as:

The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender.

Employees may not add to their official email signature block any personal information, including links to personal websites or social media accounts that are not used solely for scholarly or professional pursuits related to their position at the University. Except for messages of and concerning the University no mottos, symbols, quotations, taglines or other statements may be added to the email signature block, as these may be misunderstood as representing the University's official positions, values or views.

All faculty and staff shall comply with this policy by creating an approved email signature block and using it consistently when communicating via their University email accounts. Should there be noncompliance to this policy, the individual's supervisor and/or vice president will enforce compliance through appropriate means.
