

Key Senior Leadership Team Policies

COLLEGIALITY POLICY

SLT 3.3

Date of Last Update:

June 06, 2014

Approved By:

- Senior Leadership Team

Responsible Office:

Provost Office

POLICY STATEMENT

Grand Valley State University has a tradition of collegiality and shared governance and strives to maintain these standards as a mainstay of its institutional culture. As a value stated in the Board of Trustees' policies as adopted by the Board of Trustees BOT 1.3:

A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a multiplicity of opinions and backgrounds and seek ways to incorporate the voices and experiences of all into our University. We value our local community and embrace the participation of individuals and groups from Michigan, the nation and the world. We also encourage participation in educational opportunities abroad.

In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions. This University is a community whose varied functions, responsibilities, and contributions are supportive of the instructional, research, and service mission of the institution. Collegial interactions as referenced throughout this policy are those interactions that occur among and between colleagues, subordinates, supervisors, administrators and students. Collegial interactions are essential to support that mission in an effective, efficient, and ethical manner.

PROCEDURES

FACULTY AND STAFF MEMBER

If a faculty or staff member believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person and/or the appropriate unit head or supervisor. If circumstances make this too difficult or if this does not resolve the matter, the faculty or staff member may seek assistance from the Work Life Consultant in Human Resources. In addition to providing help in resolving the matter, the Work Life Consultant can suggest other available resources. If using this process does not resolve the matter or the faculty or staff member so chooses, she or he may file a complaint using the appropriate Complaint Process identified for each staff group as listed below.

Complaint Process:

Faculty members – [Chapter 4. Section 2.18 of the Faculty Handbook](#)

Executive, Administrative and Professional Staff – [Board of Trustees' Policies 4.4.7](#)

Professional Support Staff – Section 3.2.4 of the Agreement

Confidential Professional Support Staff – Section 9 of the Confidential PSS Handbook

Maintenance, Grounds and Service Staff – Section 5.2 of the Agreement

Department of Public Safety Staff – Section 5.2 of the Agreement

Security Staff – Personnel Policies in the Security Staff Handbook

STUDENT

If a student believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person. If circumstances make this too difficult or if this does not resolve the matter, the student may seek assistance from the Dean of Students Office. In addition to providing help in resolving the matter, the Dean of Students Office representative can suggest other available resources. If using this process does not resolve the matter or the student so chooses, she or he may file a complaint using the appropriate process in the Student Code.

NOTE: The GVSU Collegiality Policy was modeled after policy from Northern Illinois University (www.niu.edu)

DEFINITIONS

“Collegiality” defined:

Collegiality represents an expectation of a professional relationship among and between faculty, staff, and students with a commitment to sustaining a positive and productive environment as critical for the progress and success of the University community. It consists of collaboration and a shared decision-making process that incorporates mutual respect for similarities and for differences - in background, expertise, judgments, and points of views, in addition to mutual trust. Central to collegiality is the expectation that members of the University community will be individually accountable to conduct themselves in a manner that contributes to the University's academic mission and high reputation. Collegiality among faculty, staff, and students involves a similar professional expectation concerning constructive cooperation, civility in discourse, and engagement in academic and administrative tasks within the respective units and in relation to the institutional life of the University as a whole. Collegiality is not necessarily congeniality nor is it conformity nor excessive deference to the judgments of faculty, staff, and students; these are flatly oppositional to the free and open development of ideas. Evidence of collegiality is demonstrated by the protection of academic freedom, the capacity of faculty, staff, and students to carry out their professional and learning functions without obstruction, and the ability of a community of scholars to thrive in a vigorous and collaborative intellectual climate.

Non-collegial Behavior(s):

Allegations or complaints of repeated and unreasonable activity, or a severe non-collegial act, that clearly interferes with the professional working, learning, or other University environment, if verified, will constitute a violation of this policy. Such allegations will be examined in a reasonable, objective, and expedient manner, and in accordance with applicable federal and state laws and university due process procedures. It is crucial for the University to ensure the right of all faculty, staff, and students to perform their individual and collaborative roles in a workplace, learning or other University environment that is free from incivility, misuse of authority, intimidation, humiliation, retaliation, and infringement upon personal and academic freedoms. Non-collegial behaviors constitute bullying.

PARKING ORDINANCE

SLT 6.28

Date of Last Update:

June 03, 2020

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. 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, Emergency Management, and Parking Services. The Department of Public Safety is responsible for parking on all University owned or controlled properties.

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

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

1.5 Color-Coded Parking: All cling parking permits are color-coded. The color of a permit authorizes parking in specific lots/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 (during business hours) or Police (after hours). The disabled vehicle must be removed from the campus within 24 hours or is subject to a parking violation and/or citation by Police (within 48 hours).

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. 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 the Department of Public Safety. 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, in closed parking lots, and at bagged meters 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 the Department of Public Safety.

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.

2.1.4. Parking by Permit Only: Parking on campus is by permit only except for areas designated in visitor Pay-to-Park locations. 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 types of permits 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 spaces. 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 Semesters: During the spring and summer semesters, parking permits are not required in student commuter spaces on the Allendale Campus and Pew Grand Rapids Campus nor in resident parking spaces on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round. Parking permits are required in Faculty/Staff and specially signed spaces on the Allendale Campus and Grand Rapids Campuses year-round.

2.2.1.3 Lot B Allendale: Parking permits are not required from 5:00 a.m. to 7:30 a.m. Monday through Friday in Lot B on the Allendale Campus.

2.2.2. Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Permits are not valid in Pay-to-Park areas unless specifically designated. Those choosing to park on campus without a permit must utilize Pay-to-Park areas. Over-payments will not be refunded. Pay-to-Park areas include metered spaces and pay station spaces.

2.2.2.1. Meters: Meters in areas by academic buildings require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round unless otherwise noted. Housing meters located in and near residential areas require payment 24/7 year-round. Spaces with jammed, broken, failed, or otherwise malfunctioning meters are considered to be no parking zones and should be reported to Parking Services. Meters accept U.S. coins (quarters, nickels, and dimes only) and ParkMobile (a third-party mobile app) as payment.

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 otherwise malfunctioning are considered no parking zones and should be reported to Parking

Services.

2.3. Cling and Temporary Permits

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

2.3.1.1. Permit Placement: A valid permit must be completely affixed to the lower left corner (driver's side) of the windshield, with the barcode and permit number fully visible from outside the vehicle. Expired permits must be removed from the windshield.

2.3.1.2. Permit Restrictions: Permits are the property of GVSU. Permits may not be sold, altered, copied, or modified in any way.

2.3.1.3. Permit Charges: Students who choose to purchase a permit are charged per semester (fall and winter semesters). The cost of a permit is charged directly to the student's account. Permits that have not been paid for will be deactivated. The parking permit must be returned to Parking Services to be eligible for a refund. Refund amounts follow the tuition refund schedule.

2.3.1.4. 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 and must return it to Parking Services.

2.3.1.5. Authorized Permit Use: Parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized for one cling permit only. If more than one permit is received, contact Parking Services immediately to arrange for its return..

2.3.1.6. Lost or Stolen Permits: Lost permits must be reported to Parking Services immediately. Stolen permits must be reported to Police and Parking Services. A claim of a stolen permit must include a police report from the appropriate jurisdiction.

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 at no cost. Temporary permits may be printed or paperless/digital.

2.3.2.1. Temporary Daily Permits: If a student cling parking permit has been purchased, the student may be eligible for temporary daily permits at no cost. Temporary daily permits are valid only in the same parking areas which are associated with the cling.

2.3.2.2. Temporary Permit Placement: In the event a paperless permit is unavailable, a temporary parking permit must be displayed with the effective date(s) in full view on the dashboard to the left of the steering wheel from the driver's seat.

2.4. Student Parking

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

2.4.1.1. Student Commuter: Student Commuter permits are valid in Student Commuter parking lots marked by a red "S" on signs throughout 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 Pew Grand Rapids Campus on a first-come, first-serve basis for Lot J only. A Student Commuter permit must be purchased to be eligible to park in other parking areas. Individuals needing ADA parking accommodations should refer to Section 2.8.

2.4.2. Student Resident: Students who are currently enrolled at GVSU and reside in University housing facilities on campus are considered residents. There are three 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 Pew Grand Rapids Campus.

2.4.2.2. Pew Resident: Students who live on the Grand Rapids Pew Campus are considered Pew Residents. Pew Resident parking permits are valid in Pew Resident areas marked by a brown "P" on the Pew Grand Rapids Campus and in Student Commuter areas marked by a red "S" on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round.

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 spaces, 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 Pew Grand Rapids Campus.

2.4.2.4. Seward Ramp Remote: Seward Ramp Remote permits are offered as a reduced cost, remote parking option for resident students. This permit is valid on the

ramp leading to the top floor and the top floor of the Seward Ramp on the Grand Rapids Campus on a first-come, first-serve basis only. A daily permit must be purchased to be eligible to park in other parking areas. Individuals needing ADA parking accommodations should refer to Section 2.8.

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” with the exception of Winter Lot on the Pew Grand Rapids Campus. Faculty/Staff parking permits are not valid in Pay-to-Park spaces or visitor spaces on any 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.

2.5.1.3. Faculty/Staff Reserved: Faculty/Staff Reserved parking permits are valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. Additionally, individuals who qualify for a Faculty/Staff Reserved parking permit are afforded additional parking on campus as marked by “Reserved” signs.

2.5.1.4. Lot L/Administration: Lot L parking permits are valid on the Allendale Campus only. This permit is not valid in Pay-to-Park or other visitor spaces on campus.

2.5.2. Retired Faculty and Staff: Faculty/Staff who have officially retired from GVSU are eligible for a GVRP parking permit.

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”, with the exception of Winter Lot on the Pew Grand Rapids Campus. GVRP parking permits are not valid in Pay-to-Park spaces or visitor spaces on any 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). Service Vehicle permits are not intended for loading or unloading. Service Vehicle parking permits are valid in Faculty/Staff areas marked by a blue “F,” in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Campus, in Service Vehicle spaces, and at metered and Pay-to-Park spaces without payment.

2.6.3. Tenants: Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. This permit offers the same privileges as a Faculty/Staff permit except on the Health Campus and is only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. On the Health Campus tenant parking permits are only valid in areas specially signed as tenant spaces. Tenant parking permits are not valid in any Pay-to-Park spaces or other visitor spaces.

2.6.4. Vendors: Employees of vendor companies that provide services to GVSU on a regular basis may qualify for a special permit. A request must be made to Parking Services by a GVSU department head on behalf of the vendor company.

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

2.6.6. 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.

2.6.6.1. 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.

2.6.7. 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.

2.6.8. 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.

2.7. Visitor Parking

2.7.1. Daytime Visitors: Visitors parking during the day may choose to obtain a parking permit directly from a Parking Services office at no cost; 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 for 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 Pew Grand Rapids Campus are limited to 10 overnight permits.

2.7.3. Short Term Parking Allendale: Short term parking without 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 Fieldhouse 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 at no cost, 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 Lot J Remote and Seward Ramp Remote 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 Ramp Remote permits are only valid on the ramp leading to the top floor and the top floor of the Seward Ramp on the Grand Rapids Campus and are not permitted in other areas even when accompanied by an ADA placard or plate designation.

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

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 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. Pew Grand Rapids Campus: Motorcycles and mopeds must be parked in designated motorcycle parking areas designated 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, 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 the Department of Public Safety.

2.12. Buses and Other Oversized Vehicles

2.12.1. 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.

2.12.2. Allendale Campus: Buses bringing athletes and/or other group to the Allendale Campus are limited to 15 minutes for picking up and dropping off. Picking up and dropping off is strictly prohibited in Pay-to-Park areas.

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

2.13. Bicycles

2.13.1. Registration and Storage: Bicycles must be stored in the provided bicycle racks. Bicycles improperly stored and locked will be removed by Department of Public Safety at the owner's expense. Free bicycle registration is available on the Public Safety website.

2.14. Vehicles Prohibited

2.14.1. Vehicles Prohibited: The following vehicles are not permitted on campus unless permission is obtained from the Director of Public Safety:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. golf carts outside of The Meadows facilities, dune buggies, go-carts, etc.)

2.15. University's Rights and Responsibilities

2.15.1. 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, whether properly permitted or not.

2.15.2 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.

2.15.3 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 Fine, 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 located in front of the Service Building on the Allendale Campus via check only.

3.1.1.3. Telephone: Over the phone at (616) 331-7275 via credit card.

3.1.1.4. In Person Parking Services Allendale: Over-the-counter at Parking Services in Allendale via credit card, cash, or check.

3.1.1.5. In Person Cashier's Windows: Over-the-counter at a Cashier's Window on the Allendale Campus or Pew Grand Rapids Campus via cash or check.

3.1.1.6. Mail: Through postal mail via check.

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

3.1.3. Cash Payments: Cash payments will only be accepted in person. Coins must be rolled.

3.1.4.: Transfer of Fines:

3.1.4.1. Student Fines: After ten days, student fines will be transferred to the respective student account.

3.1.4.2. Non-Student Fines: Non-student 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. Faculty/Staff and students may submit appeals online or exercise the option to appeal in person.

3.2.1.2. In Person: Appeals must be submitted on the campus where the parking violation was issued. Parking Judiciaries are available for in-person appeals at pre-scheduled times, and are first-come, first-serve. The appeal schedule is published on the Parking Services website.

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 and Counterfeit Permit Use: Unauthorized or improper use of any permit, and/or forging, copying, or altering a permit may result in confiscation, criminal charges and/or University sanctions. Permits remain the property of the University after purchase. 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 by a wrecker service. 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.

3.3.4.1. 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:

1. The flow of vehicular or pedestrian traffic;
2. The use of facilities, buildings, loading docks, or dumpsters;

3. 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. Displaying a counterfeit, altered, stolen, transferred, deactivated, or otherwise misappropriated permit;
5. Vehicles parked in violation of any section of the Parking Ordinance.

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

3.3.6. 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.

INTERIM POLICY PROHIBITING HARASSMENT, DISCRIMINATION, RETALIATION, & SEXUAL MISCONDUCT (INCLUDING SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE, STALKING, & SEXUAL EXPLOITATION)

SLT 9.1

Date of Last Update:

August 14, 2020

Approved By:

- Senior Leadership Team

Responsible Office:

Office for Title IX and Institutional Equity

POLICY STATEMENT

GVSU is committed to providing an educational environment, a workplace, programs, and activities that are free from all forms of harassment, discrimination, retaliation, and sexual misconduct. This policy prohibits all forms of harassment and discrimination under Title IX of the Education Amendments of 1972, 2020 Title IX Regulations (34 CFR § 106), Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII of the Civil Rights Act of 1964, and other applicable statutes, including the Elliott-Larsen Civil Rights Act, Michigan PA 453 of 1976. This policy prohibits a broad continuum of behaviors, some of which are not legally prohibited but which reflect GVSU's standards and expectations for a positive working and learning environment.

GVSU values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. When an alleged violation of this policy is reported, the allegations are subject to resolution using GVSU's "Process A: Grievance Process Under 2020 Title IX Regulations," "Process B: Grievance Process for University Sexual Misconduct," or "Process C: Resolution Process for Discrimination & Harassment," as determined by the Title IX Coordinator, and as detailed in accompanying procedures.

Jurisdiction of this Policy

This policy applies to the education programs and activities of GVSU, to conduct that takes place on the campus or on property owned or controlled by GVSU, at GVSU-sponsored events, or in buildings owned or controlled by GVSU's recognized student organizations.

This policy is also applicable to off-campus conduct where the effects of off-campus misconduct effectively deprive someone of equal access to GVSU's educational programs or activities; and/or has continuing effects on campus or in an off-campus sponsored program or activity; and/or the Respondent poses an immediate threat to the physical health or safety of any student or other individual.

Prohibited Conduct Under this Policy

1. **Sexual Assault:** having or attempting to have *sexual intercourse* or *sexual contact* with another individual by force or threat of force, without *consent*, or where the person is *incapacitated*, as defined below:
 - a. **Sexual Contact:** any intentional sexual touching, however slight, with any object

or body part, performed by a person upon another person, and includes;

- i. Intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts;
 - ii. Making another touch you or themselves with or on any of these body parts;
 - iii. Causing another to touch one's intimate parts, disrobing or exposure of another without permission.
- b. **Sexual Intercourse:** vaginal or anal penetration, however slight, with any object or body part, performed by a person upon another person; and/or oral penetration involving mouth to genital contact, and includes:
- i. Vaginal penetration by a penis, object, tongue, or finger;
 - ii. Anal penetration by a penis, object, tongue, or finger;
 - iii. Any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

2. Intimate Partner Violence: any act of *Domestic Violence* or *Dating Violence* as defined below:

- a. **Domestic Violence:** any act of violence committed by any of the following individuals: (1) a current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; and/or, (4) a resident or former resident of the victim's household in the event such household residents have a current or prior intimate relationship.
- i. An incident of domestic violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.
- b. **Dating Violence:** any act of violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of "domestic violence."
- i. Dating violence includes, but is not limited to, sexual or physical abuse or assault or the threat of such abuse or assault.
 - ii. For the purposes of determining Intimate Partner Violence, whether the relationship is of a romantic or intimate nature is determined by a variety of factors, including: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
 - iii. A relationship of a romantic or intimate nature means a relationship that is

characterized by the expectation of affection or sexual involvement between the parties.

- iv. An incident of dating violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.

3. Stalking: when a person engages in a *course of conduct* directed at a specific person under circumstances that would cause a *reasonable person* to fear bodily injury or to experience *substantial emotional distress*.

- a. *Course of conduct* means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.
- b. *Reasonable person* means a reasonable person under similar circumstances.
- c. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- d. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.

4. Sexual Exploitation: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited.

Examples include, but are not limited to:

- a. Causing the *incapacitation* of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give *consent* (as defined in this policy) to sexual activity;
- b. Allowing third parties to observe private sexual activity from a (a) hidden location (e.g., closet), or (b) through electronic means (e.g., Skype or live streaming of images);
- c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
- d. Recording or photographing private sexual activity and/or a person's intimate parts

- (including genitalia, groin, breasts or buttocks) without consent;
- e. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- f. Knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge;
- g. Arranging for others to have non-consensual sexual contact, as defined by this policy, with a non-consenting person.

5. **Sexual Harassment:** unwelcome or unwanted conduct of a sexual nature whether verbal or nonverbal, graphic, physical or otherwise, where *Quid Pro Quo* is present and/or rises to the level of creating a *Hostile Environment*.

6. **Gender-Based Harassment:** unwelcome or unwanted conduct based on gender, sexual orientation, transgender, gender non-conforming, transitioning, gender identity, or gender expression that may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, where *Quid Pro Quo* is present and/or rises to the level of creating a *Hostile Environment*.

- a. *Transgender* is an umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
- b. *Gender non-conforming* describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.
- c. *Transition/Transitioning* is the process of changing one's gender from the sex assigned at birth to one's gender identity.
- d. *Gender Identity* is a personal, internal sense of oneself as, for example, male, female, both, or neither.
- e. *Gender Expression* is the external appearance of one's gender identity, or how one represents one's gender through hair style, clothing, mannerisms, etc.

7. **Discriminatory Harassment:** conduct on the basis of that person's actual or perceived membership in one or more of the protected classes listed below, that could reasonably be understood as having the purpose or effect of creating an intimidating, hostile, or offensive environment; having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs; adversely affecting an individual's employment opportunities or access to educational activities and programs.

- a. *Protected Classes* are age, color, disability, familial status, gender, gender expression, gender identity, gender non-conforming, height, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, transgender, transitioning, veteran or active duty military status, or weight.

8. **Retaliation:** taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual: reported an incident of prohibited conduct under this policy, participated in a grievance process related to this policy, supported an impacted party, assisted in providing information relevant to an investigation, and/or acted in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. GVSU will take all appropriate and available steps to protect individuals who are concerned that they may be subjected to retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

- a. Retaliation under Title IX also includes:

Charges against an individual for conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Charging an individual with a conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

9. Title IX and Sexual Misconduct

- a. Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:
 - i. An employee of GVSU conditioning the provision of aid, benefit, or service of GVSU on an individual's participation in unwelcome sexual conduct;
 - ii. Unwelcome conduct determined by a reasonable person to be so severe,

pervasive, and objectively offensive that it effectively denies a person equal access to GVSU's education programs or activities; or

- iii. "Sexual assault" as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\) \(forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation\)](#), "dating violence" as defined in [34 U.S.C. 12291\(a\)\(10\)](#), "domestic violence" as defined in [34 U.S.C. 12291\(a\)\(8\)](#), or "stalking" as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

1. When evaluating responsibility for alleged Prohibited Conduct, GVSU considers the presence or absence of the following:

- a. **Consent** is affirmative, informed (knowing), voluntary (freely given), and clearly communicated by word or action.
- i. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.
 - ii. When evaluating whether the Complainant has given consent, GVSU will also consider the presence of physical violence, threats, intimidation, and/or coercion.
 - iii. 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.
 - iv. Consent cannot be obtained by taking advantage of the *incapacitation* of another, where it was known, or reasonably should have been known, that the other was incapacitated.
 - a. *Incapacitation* is such that it renders the person incapable of self-care and protection and occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give informed (knowing) consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
 - I. Incapacitation could be the result of alcohol, other drugs, sleep or unconsciousness, a temporary or permanent physical or mental health condition, or involuntary physical restraint.
- b. **Quid Pro Quo** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a person having power or authority over another constitutes sexual harassment when submission to sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development or

performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

- c. **Hostile Environment** is sufficiently severe, or persistent or pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from GVSU's education or employment programs and/or activities.

Required Reporting

When a **Mandatory Reporter** (as defined below) is notified of sexual misconduct, including sexual assault, stalking, intimate partner violence (dating/domestic violence), sexual exploitation, sexual harassment, or gender-based harassment, they must immediately report the information to the Title IX Coordinator. Following the filing of the report with the Title IX Coordinator, the Mandatory Reporter will keep all information they receive private. Federal and state funding is premised on compliance with the laws and guidance referenced in this policy.

While all employees are encouraged to report, Mandatory Reporters at GVSU are:

- Members of the Board of Trustees, as required by state law;
- Executive Officers and Appointing Officers;
- Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
- Supervisors;
- GVSU faculty or staff providing oversight to, or traveling with, students on GVSU-related travel, including GVSU-sponsored study abroad, research, fieldwork, clinicals or internship programs;
- Faculty and staff, who serve as advisors to or coaches of GVSU-recognized student groups;
- Any individual, whether an employee or not, who serves as a coach of a club sports team;
- All employees, including student-employees (while working), working in the Division of Student Affairs (including Resident Assistants at all times), Division of Inclusion and Equity, Enrollment Development Division, Department of Public Safety, and Athletics, except those who serve in non-supervisory clerical capacities;
- Campus Security Authorities designated by GVSU under the Clery Act not otherwise specified;
- Individuals serving in any of the positions described above on an acting or interim basis.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of

which they become aware is a violation of this policy and can be subject to disciplinary action.

GVSU's Statement on Non-discrimination

Grand Valley State University does not discriminate against students, faculty or staff in any of its employment practices or in its educational programs or activities. Grand Valley State University is guided by values for inclusiveness and community which are integral to our mission to educate students to shape their lives, their professions, and their societies, and to enrich the community through excellent teaching, active scholarship, and public service.

The University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. Members of the University community, including candidates for employment or admissions, and visitors or guests, have the right to be free from acts of harassment and discrimination, which are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran or active duty military status or weight. In addition, Grand Valley is required by Title IX of the Education Amendments of 1972 to ensure that none of its education programs and activities discriminate on the basis of sex/gender. Sex includes sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

The Office for Title IX and Institutional Equity serves as a resource for the GVSU community and assists individuals who may have been impacted by discrimination or harassment in connecting with resources, imposes measures that protect or support access to programs and activities, and oversees the university's grievance process for allegations of discrimination and harassment. Inquiries regarding the application of Title IX may be referred to Theresa Rowland, Title IX Coordinator, 4015 Zumberge Hall, titleix@gvsu.edu, (616) 331-9530.

PROCEDURES

Procedures for responding to reports of Harassment, Discrimination, Retaliation, & Sexual Misconduct (including Sexual Assault, Intimate Partner violence, Stalking, & Sexual Exploitation) under this policy are published at gvsu.edu/titleix/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 he or she has 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 he or she has 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](#), [PC 9.3](#)], the Sexual Misconduct policy [[PC 9.4](#)], 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 he or she 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:

Legal, Compliance & Risk Management

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 employees'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.
