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* Rescinded and replaced by [System Policies 562.06 and 562.07](#) on February 6, 2018.

316 Teaching by College Presidents

Date Approved: 12/15/2015

Date Effective: 1/1/2016

Date of last Amendment: N/A

Approved by:

316.1 Policy Statement

1. Recognizing the expertise and value that College Presidents can bring to classroom instruction and the benefits from Presidents having direct contact with students, this policy describes the guidelines for a College President who teaches at his/her home institution or at another institution within the Community College System of New Hampshire.

316.2 Guidelines

1. When a College President periodically assumes a part-time teaching appointment at his/her home institution or at another institution within CCSNH:
 - a. The appointment shall be made through a recommendation by the Vice President of Academic Affairs at which the course is being taught with final approval/appointment by the Chancellor.
 - b. If the appointment is made outside of the President's home institution, it is his/her responsibility to notify the President of the College at which the course is being taught.
 - c. The Vice President of Academic Affairs from the College the course is being taught, in consultation with the Chancellor, will evaluate teaching.
2. Teaching by a College President is limited to up to four (4) credits per semester. This means a maximum of four (4) credits in the fall semester, four (4) credits in the spring semester, and for purposes of this policy, four (4) credits throughout all summer sessions.
 - a. All credit hours will be combined as a single count for appointments at multiple CCSNH institutions.
3. An exception to the teaching credit hour limitation set forth in 316.2 above may only be granted by the Chancellor in exigent circumstances, and never beyond eight credits in a semester.

317 Teaching by Full-Time Non-Covered Employees (Other Than College Presidents)

Date Approved: 12/15/2015

Date Effective: 1/1/2016

Date of last Amendment: N/A

Approved by:

317.1 Policy Statement

1. Recognizing the expertise and value that incumbents in certain specialized functional areas within CCSNH can bring to classroom instruction, this policy provides guidelines for a non-covered employee other than college presidents ("non-covered employee") who teaches at his/her home institution or at another institution within the Community College System of New Hampshire outside of the normal responsibilities of his/her full-time position.

317.2 Guidelines

1. When a non-covered employee assumes a part-time teaching appointment at his/her home institution or at another institution within CCSNH:
 - a. The appointment shall be made through a recommendation by the Vice President of Academic Affairs at the College the course is being taught with final approval/appointment by the President. If the Vice President of Academic Affairs is the instructor, the appropriate Department Chair shall make the recommendation with final approval/appointment by the President.
 - b. If the appointment is made outside of the non-covered employee's home institution, it is the responsibility of the non-covered employee to notify his/her President.
 - c. The Vice President of Academic Affairs or appropriate Department Chair, in consultation with the President, will evaluate teaching.
2. Teaching by a non-covered employee is limited to up to four (4) credits per semester. This means a maximum of four (4) credits in the fall semester, four (4) credits in the spring semester, and for purposes of this policy, four (4) credits throughout all summer sessions.
 - a. All credit hours will be combined as a single count for appointments at multiple CCSNH institutions.
3. An exception to the teaching credit hour limitation set forth in 317.2 above may only be granted by the Chancellor in exigent circumstances, and never beyond eight credits in a semester.

318. Adjunct Faculty Workloads

Date Approved: 12/16/2014

Date of last Amendment: 08/22/2023

Date Effective: 1/1/2015

Approved by: Mark Rubinstein, Chancellor

318.1 Policy Statement

1. This policy describes the workload and work hours requirements for adjunct faculty including clinical adjuncts. All work hours will be combined as a single count for adjunct faculty who hold multiple part-time appointments and/or work at multiple CCSNH institutions.

318.2 Adjunct Faculty and Clinical Adjunct Workloads

1. The maximum allowable hours that an adjunct faculty including a clinical adjunct may work is twenty-seven (27) hours per week within/across CCSNH. Such work hours will be calculated as follows:
 - a. Adjunct faculty, who hold only an adjunct faculty appointment, may teach up to a maximum of twelve (12) contact hours per semester within/across the CCSNH.
 1. One contact hour shall be calculated to include one hour of class contact time and 1 ¼ hours (1.25 hours) for course preparation and grading each week of the semester. Accordingly, a four (4) contact hour course consists of four (4) hours of class contact time and five (5) hours of preparation time per week that totals nine (9) work hours per week.

- b. For clinical adjunct a clinical contact hour shall be calculated at straight time only for each hour worked.
 - c. A Directed Study course shall be calculated at one (1) hour for student contact and course preparation for each week of the designated time period of the directed study.
 - d. Adjunct faculty including clinical adjunct, who are hired to perform other work assignments, including but not limited to, professional tutoring, program coordination, advising or any other assignments may not exceed twenty-seven (27) hours per week for all combined work within/across CCSNH. All work hours will be combined as a single count for adjunct faculty and clinical adjunct, who hold multiple part-time appointments and/or work at multiple CCSNH institutions.
2. It is the responsibility of adjunct faculty and clinical adjuncts to disclose all appointments and work hours within/across all CCSNH institutions prior to accepting additional work assignments.
 3. It is the responsibility of the Vice-Presidents of Academic Affairs engaging the adjunct's services to ensure that the adjunct is not exceeding the established work load limits through teaching assignments or other duties across CCSNH.
 4. An exception to the contact hour limit set forth in 318.2.1(a) above may be granted by the institutional Vice-President(s) of Academic Affairs, in consultation with the College President, when it is in the best interest of the College. Exception considerations will require a full review of the adjunct's appointment(s) and workload(s) within/across CCSNH for the designated semester. A teaching load exception may only be approved for one semester within a period of two academic years to include Fall, Spring, and Summer semesters/terms and may not exceed a total of fifteen (15) contact hours for the designated semester within/across CCSNH.

319 Part-time Staff Workloads

Date Approved:

Date Effective:

Date of last Amendment:

Approved by:

319.1 Policy Statement

1. This policy describes the work schedule requirements for part-time staff. All work hours will be combined as a single count for part-time staff who hold multiple part-time appointments and/or work at multiple CCSNH institutions.

319.2 Part-time Staff Appointments and Workloads

1. The maximum allowable hours that a part-time staff employee may work is twenty-five (25) hours per week within/across CCSNH. The work hour limit shall be inclusive of all compensated time including work hours, paid holidays, and other forms of paid absences.
2. It is the responsibility of the part-time employee to disclose all appointments and work hours within/across all CCSNH institutions prior to accepting additional work assignments. Part-time employees, who are hired to perform any other work assignments including, but not limited to, adjunct faculty, professional tutoring,

program coordination, advising or any other assignments may not exceed twenty-five (25) hours per week for all combined work within/across CCSNH.

3. It is the responsibility of the employee's supervisor/manager to ensure that a part-time employee is not exceeding the twenty-five (25) work hour limit within/across CCSNH.
4. Due to peak work periods or extenuating circumstance an exception to the work hour limit set forth in 318.3.1 above may be approved at the discretion of the institutional Human Resources Officer, in consultation with the institutional authority and departmental supervisor/manager, when it is in the best interest of the College. Exception considerations will require a full review of the employee's work hours within/across CCSNH. A temporary increase in work hours may be granted on an intermittent or continuous basis of up to a full-time basic work week [37.5 or 40.0 hours per week as determined by the position classification] for up to a period of twelve weeks within a twelve (12) month period. An extension of the three-month work period may only be granted with the approval of the College President or CCSNH administrator, in consultation with CCSNH Human Resources.

320.6.11 Appointment of Student Hourly Workers

Date Approved: 12/4/2025

Date of last Amendment: 12/3/2025

Date Effective: 1/1/2026

Approved by: Mark Rubinstein, Chancellor

I Purpose

To establish a policy for the appointment and compensation of student hourly workers.

II Appointments

- A. Student hourly workers are appointed on an as-needed basis, with hours accommodating the student's academic class schedule. Student hourly employees are students first and foremost and in recognition of this student workers shall be limited to no more than sixteen (16) hours of work per week. Exceptions to the sixteen (16) hour per week work limit may be granted for federal work study students subject to federal financial aid funding.
- B. Student appointments are part-time, paid by the hour, and considered non-exempt under the Fair Labor Standards Act. Student appointments are limited to a designated appointment period associated with the work assignment and are considered temporary and at-will. All College Federal Work Study appointments must be approved by the CCSNH financial aid department.

III Types of Student Appointments

- A. Student Hourly. Student employees whose compensation is not funded from federal financial aid funding sources. To be eligible for a student hourly appointment, the student must be enrolled for a minimum of six credit hours. Exceptions may be granted to allow students to work one additional semester after graduation.
- B. College Federal Work Study. Federal Work Study provides part-time jobs for students with financial need. Title IV Federal Work Study is available to students who request college federal work student funds and who are enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements. College

federal work study compensation is funded partially or fully from federal funding sources administered by the CCSNH financial aid department.

- C. Peer Tutor. Peer tutors provide content and skill-development tutoring focused on clarifying and/or reinforcing course content, assignments, and material. To be eligible for a peer tutoring appointment, the student must have demonstrated competency in the subject area, maintain an active enrollment status, receive a positive instructor referral/recommendation for the course(s) to be tutored, and be of good academic and student conduct standing.

IV Recruitment and Hiring Process

- A. To support inclusive hiring practices and make opportunities available to all interested and potentially qualified students, the college will post open positions on student bulletin boards, through student information systems or other means of communication accessible to all students.
- B. Job descriptions are required for all student worker positions. Job descriptions shall include the name of the position, department or office in which the position is assigned, supervisor, assigned duties and responsibilities, qualifications (education, experience, certifications, etc.), work hours, length of appointment (beginning and ending dates) and rate of pay.
- C. The following documents may be required for appointment. Documents are to be completed prior to or on the date of hire and directed to the Human Resources Office for review and processing.
 - i. CCSNH – Application for Employment (Required)
 - ii. Resume or curriculum vitae
 - iii. Employee Personal Data Form
 - iv. Federal Form I-9 Form (Required)
 - v. Federal Form W-4 (Employee’s Withholding Allowance Certificate) (Required)

V Compensation

- A. Compensation shall be established in accordance with the CCSNH Temporary Appointment Pay Chart.
- B. Student employees are not eligible for employee benefits, except for workers’ compensation insurance coverage.

VI Time and Attendance Records and Wage Payments

- A. Student hourly employees are paid for actual time worked. Student employees must complete a time and attendance record that documents the hours worked including the start time and end time for each day worked, which is submitted to their supervisor for approval. Completed and authorized time and attendance records will be processed in accordance with CCSNH procedures.
- B. College Federal Work Study students are paid for actual time worked. A time and attendance record that documents the hours worked including the start time and end

time for each workday must be completed by the student worker. The completed time and attendance record must be submitted to the student worker's assigned supervisor for approval. Completed and authorized time and attendance records will be processed in accordance with CCSNH procedures.

- C. Peer Tutors are paid for actual time worked and must complete a time and attendance record that documents the time worked including the start time and end time for each day worked. The time and attendance record shall be submitted to the student's supervisor for approval. Completed and authorized time and attendance records will be processed in accordance with CCSNH procedures.
- D. Wage payments will be processed on a bi-weekly basis in accordance with the CCSNH payroll schedules. All payments shall be subject to federal withholding taxes and mandatory deductions, as applicable.

321.05 Guiding Principles of Institutional Research in the Ethical Use of the Data Warehouse

Date Approved: 3/15/2011

Date Effective: 3/15/2011

Date of last Amendment:

Approved by: Richard A. Gustafson, Chancellor

The Community College System of New Hampshire (CCSNH) has established one data warehouse repository holding the academic and financial data of all seven colleges in the system. Colleges have been issued licenses for Cognos, a data extraction and reporting tool, to interface with the data warehouse. These licenses permit shared access to reports and data contained across all seven colleges in the system.

The Association for Institutional Research (AIR) in its Code of Ethics suggests that each institution develop a local code of ethics:

*'IV (b) **Development of Local Codes of Ethics.** The institutional researcher should develop and promulgate a code of ethics specific to the mission and tasks of the institutional research office and should strive to cooperate with fellow practitioners in the institution in developing an institution-wide code of ethics governing activities in common. The institutional researcher should take reasonable steps to ensure that his/her employers are aware of ethical obligations as set forth in the AIR Code of Ethics and of the implications of those obligations for work practice.'*

As an overarching principle, these data and extraction tools will only be used by CCSNH employees with a legitimate educational interest. In addition to the Information Security Policy (562.06) and Information Technology Acceptable Use Policy (562.07), the following guiding principles shall govern the ethical use of the data warehouse and the Cognos data extraction and reporting tools:

- All efforts will seek to create a culture of evidence-based best practices through the establishment of common definitions, language, policies, and procedures related to the design of research projects and the collection and distribution of data.

- In accordance with FERPA, when creating reports for public dissemination, the end user will determine appropriate cell size so as to safeguard the confidentiality of any individually identifiable information.
- Access to other CCSNH colleges' data may be utilized for CCSNH aggregate comparison reporting, such as for establishing benchmarks for program assessment or when expressly requested by another institution, with the results shared with the institutional researcher of the college with the originating data.
- Any reporting template residing in a public folder may be shared access, with the responsibility for the accuracy and efficacy of the report on the end user, not the report creator.
- In the interest of professionalism and to improve the system for all CCSNH end users, effective and reliable reports, tools, perceived errors or anomalies in data or in data extraction methods and reports will be shared, and source data and methodologies will be documented.

Any violation of these guiding principles will be subject to the provisions of CCSNH Information Security Policy (562.06) and Information Technology Acceptable Use Policy (562.07) enforcement.

321.06 Shared File Space Guidelines

Date Approved: 7/19/2011

Date Effective: 7/19/2011

Date of last Amendment:

Approved by: Richard A. Gustafson, Chancellor

Shared file space is a convenient way for users to securely share files within a department, across departments, within a workgroup or across colleges. Shared file space eliminates the need to email or otherwise distribute files for others to view or edit.

When shared file space is established, it generally means a directory is created on a fileserver within the CCSNH network where the files to be shared are stored. Authorized users can then access the network fileserver and the shared directory using the secure CCSNH network. This allows users to work with (view or edit) one copy of the same file which can reduce the confusion of multiple edited versions.

Purpose of Guidelines

1. Since shared file space has become a popular method for multiple users to work with electronic documents, guidelines need to be established to set standards for creation, tracking, maintenance and security of shared file space at the CCSNH.

Scope of these Guidelines

1. These guidelines apply to all CCSNH file sharing services hosted on Chancellor's Office

central or on distributed College file servers. In addition, a best practice is to avoid putting files which contain Personally Identifiable Information (PII) in the shared file space. However, if there is a business need to do so, please be aware there are CCSNH policies (Information Security and Access Program) as well as State and Federal laws that will apply to the handling and storage of PII.

2. Sharing of CCSNH files through other methods such as creating shared file space on your computer for others to use or using hosted web sites to share CCSNH files is strongly discouraged as these services are not maintained or secured by Chancellor's Office IT staff or College IT staff. Accordingly, these methods are not part of the scope of these Guidelines.

Shared File Space Guidelines

1. Ownership and Responsibilities

As noted above, shared file space consists of a network folder that can be used for storing files which are viewed or maintained by multiple authorized users.

Generally, sharing of folders is among users in a department but can be extended across departments or can include individuals within a CCSNH workgroup. The Chancellor's Office IT staff maintains file servers at the Chancellor's Office and there are also file servers maintained by College IT staff so for the purpose of these guidelines IT could mean either group. If you have any questions or concerns, the best place to start would be with your local IT staff. The guidelines are:

- Access and use of shared file space is governed by applicable CCSNH policies which include, but are not limited to the IT Acceptable Use Policy and the Information Security and Access Program.
- Shared file space is to be used for CCSNH administrative or academic work only. Personal files (e.g., personal photos, video, resume's etc.) that are not related to the work of the CCSNH should not be placed in shared file space.
- Shared file space is intended for files you want to share with others, not for storing software applications or a backup of your computer. Note: Exceptions to this guideline can be made for departments such as IT which may keep work related master backups of system configuration files and application installations in shared file space for ease of distribution.
- At least one user must be designated as the "Administrative Contact" for the shared file space. The Administrative Contact has the following responsibilities:
 - i. Notify IT who will be authorized to gain access to the shared file space.
 - ii. Notify IT when a user is no longer authorized to have access to the shared file space Note: Users who have a change of employment status which affects file share access will not have their access automatically updated. It is the Administrative Contact's responsibility to notify IT in a timely manner of any changes in a user's access.
 - iii. Notify IT how long shared files need to be kept for archival purposes.

- iv. Maintain folder/file level access for each authorized user. IT can help you establish read (view) only or read/write access for your authorized users. If there are problems or questions, please contact your IT department.
 - v. Conserving disk space by deleting old or unused files.
 - vi. Notify IT if more disk space is required for the shared file space. Requests for more disk space may prompt an inventory of what files are currently in the shared file space. Since disk space is a limited resource alternatives to additional disk space may be recommended.
- IT provides secure back-up for shared file space for the purpose of restoring deleted or lost CCSNH files.
 - CCSNH shared file space is only available when accessed through the secured CCSNH network or remotely by using CCSNH's VPN software.
 - Although shared file space provides a secure location to share files with other CCSNH employees it is a best practice to avoid storing files in shared file space which contain Personally Identifiable Information (PII). However, if there is a business need to do so please be aware there are CCSNH policies (Information Security and Access Program) as well as State and Federal laws that will apply to the handling and storage of PII.

2. Establishing Shared File Space

To request shared file space please provide the following information in writing (email is good) to your local IT department (If you have any questions about the information requested, please contact your local IT department):

- Provide a statement of need and purpose for shared file space.
- Provide the Administrative Contact name and names of others who will be authorized to access the shared file space.
- Provide initial access levels to folders and/or files by the authorized users. For example: The Administrative Contact will normally have full view and edit access (read/write access in IT lingo). Then based on the business need of the additional authorized users they could be assigned read (view) only or full access so they can edit files. IT will setup the initial access levels and then the Administrative Contact will maintain or change user access levels as business needs change. If there are questions or problems with access your IT department can help.
- Provide an estimate for the initial size of the shared file space - how many files, how large is each file, what is the anticipated growth?
- For legal or compliance purposes how long does an archival copy of the files in the shared file space need to be kept for?

3. User Access

Requests to add or remove users from the access list of a shared file space will need to be initiated by the Administrative Contact via their local IT department.

Note: Since there is not a way to automatically update user access across systems if there is a change in employment status which affects a user's file share access it the responsibility of the Administrative Contact's to notify IT in a timely manner of this change in user access.

4. Compliance

Audits will be managed by the CCSNH Internal Audit Department with the assistance of Chancellor's Office IT staff and/or College IT staff, in accordance with CCSNH Audit Policy.

5. Shared File Space Not Maintained by CCSNH

Sharing of CCSNH files through other methods such as creating shared file space on your computer for others to use or using hosted services on the Internet to share CCSNH files is strongly discouraged as these services are not maintained or secured by your IT staff.

321.07 Conflicts of Interest and Outside Commitments

Date Approved: 11/12/2012

Date Effective: 11/12/2013

Date of last Amendment:

Approved by: Ross Gittell, Chancellor

1 Purpose

Conflicts of interest, or the appearance of such conflicts, have the potential to result in serious harm and direct losses to the Community College System of New Hampshire (CCSNH). These losses may include not only direct monetary losses and loss of confidence in the CCSNH but also negative publicity and erosion of employee morale. Employees of the CCSNH shall at all times act in a manner consistent with their public responsibilities and shall exercise care to ensure that no real or perceived conflicts exist between their personal interests and those of the CCSNH.

2 Definition

A conflict of interest arises when personal interests of an employee or employees conflict with the institutional interests of the CCSNH or any of its component colleges. There are two types of conflicts: actual conflicts (those that actually exist) and apparent conflicts (those that may reasonably appear to exist whether or not they actually do). Employees are required by CCSNH policy to avoid both actual and apparent conflicts. Conflicts of interest may be economic, where an employee stands to receive a unique private or personal economic benefit or value as a result of his or her employment or may be one in which the employee benefits in influence or other non-economic manner.

Economic conflicts in which an employee stands to receive a unique private or personal economic benefit or value as a result of his or her employment must be avoided. Employees must not accept anything of greater than minimal benefit or value and should be cautious about accepting anything that provides any benefit or value on their own behalf. Both State law and CCSNH policy distinguishes between those minor and inconsequential benefits which are minimal (less than \$25), customary (such as a courtesy

copy of a textbook or a holiday fruit basket) or incidental (a company mouse pad or pen with logo) to threaten the integrity of CCSNH business and those benefits which are substantial or material enough to affect or appear to affect CCSNH business and integrity and are prohibited.

3 Examples of conflicts that must be avoided

CCSNH employees must not:

- a. Use or attempt to use his or her position or CCSNH property or services in a manner contrary to the interests of CCSNH to gain or attempt to gain anything for the private benefit of the employee or an employee's family member;
- b. Solicit or receive gifts or entertainment of significant monetary value from suppliers of goods or services or from persons seeking an association with CCSNH;
- c. Solicit or receive gifts or entertainment of significant monetary value (greater than \$25) from suppliers of goods and/or services or from persons already associated with CCSNH;
- d. Use confidential information acquired in connection with CCSNH related activities for personal gain or for other unauthorized purposes;
- e. Enter into any contract or lease with the CCSNH if the employee is in a position to approve or influence in his/her official capacity the CCSNH decision to enter into the contract or lease, unless such contract is deemed in the best interest of the CCSNH by approval of the college president or the CCSNH Chancellor;
- f. Contract with CCSNH to provide a service which is the same as or similar to the service that the employee provides as a CCSNH employee;
- g. Use the official title of CCSNH or any of its parts, in whatever form that title may appear, except in connection with legitimate or approved purposes;
- h. Make unauthorized use of any CCSNH resources, including the services of the CCSNH employees, the CCSNH name, facilities, equipment, or other resources for the personal benefit of the employee;
- i. Have a romantic or sexual relationship with another employee when the employee supervises or otherwise has authority over the other employee;
- j. Have a romantic or sexual relationship with a student when the employee instructs, advises or otherwise has authority or power over that student;
- k. Supervise or participate in employment, grievance, retention, promotion, salary, leave or other personnel decisions concerning members of the employee's immediate family;
- l. Participate in institutional academic decisions involving a direct benefit to a close relative;
- m. Accept any outside position that would impair the employee's ability to fulfill the employee's obligations to CCSNH;
- n. Engage in outside activities that could impair the employee's judgment in the performance of his/her CCSNH duties and responsibilities;
- o. Other actual or potential conflicts not specifically included above.

4 Avoiding a Conflict

In general, there are three ways to avoid a conflict of interest. First, an employee should disclose any potential conflicts to the college president or designee or for the Chancellor's office to the Chancellor or designee as described below in paragraph E. Second, an employee should not accept anything of value from someone affected by an employee's participation in a decision or action. Third, employees should refrain from either official or informal participation in any employment function or decision in which the employee has a personal interest. In all events, employees should not decide alone whether a conflict of interest may exist but should comply with paragraph E below.

5 Handling a Conflict

- a. Deciding Whether There is a Conflict: Whether an employee has an actual or apparent conflict of interest often turns on the specific facts of each case and requires disclosure and discussion. If an employee believes or is unsure whether a conflict of interest may exist, the employee must promptly and fully disclose the issue to his or her college president or president's designee or if within the Chancellor's Office to the Chancellor or the Chancellor's designee for discussion. Until a determination is made regarding the existence of a conflict the employee must not participate officially or informally in the employment function or decision involving the potential conflict.
- b. Err on the side of caution and disclosure: Whether a conflict of interest as prohibited by this policy exists is often determined by the specific facts of each case. Therefore, if an employee is not sure whether a conflict of interest may arise from his/her participation the employee has the duty to promptly and full disclose the circumstances to the college president or the Chancellor and refrain from participating until a determination is made that there is no actual or perceived conflict of interest that will arise from participation.

6 Outside Commitments

- a. Employees may engage in outside consulting activities and other employment activities, provided the employee meets his/her obligation to CCSNH and complies with any applicable provisions of a Collective Bargaining Agreement regarding outside employment.
- b. An employee shall not accept any outside position that would impair the employee's ability to fulfill the employee's obligations to the CCSNH; and
- c. An employee shall not engage in outside employment or activities that could be viewed as impairing the employee's judgment in the performance of CCSNH duties and responsibilities.

7 Use of CCSNH Name and Resources

- a. An employee shall not use the official title of the CCSNH or any of its parts in whatever form that title may appear, except in connection with legitimate CCSNH purposes and to the extent and within the scope the employee is authorized to act.
- b. The CCSNH name, facilities, equipment, personnel and other resources are to be used only to further the CCSNH mission. An employee shall not make

- unauthorized use of any CCSNH resources, including the services of CCSNH employees for the personal benefit of the employee.
8. Failure to abide by this CCSNH Policy on conflicts of interest may lead to disciplinary action up to and including dismissal.

323.01 Workplace Conduct

Date Approved: 2/27/2018

Date of last Amendment: 6/18/2021

Date Effective: 6/22/2021

Approved by: Susan Huard, Interim Chancellor

I Policy Statement

The Community College System of New Hampshire (CCSNH) is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, CCSNH prohibits: 1) all manner of discrimination in the administration of its education and employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law; and 2) will not in any instance tolerate harassment, intimidation or bullying behavior of any kind.

Also see Policy CCS 323.02, Title IX/RSA 188-H Sexual Misconduct and Grievance Procedure (Employees).

II Policy Purpose

The purpose of this policy is to establish and communicate to all employees:

- The type of conduct that is prohibited by this policy;
- The responsibility of supervisors, managers, and executives to establish a learning and work environment that is free from harassment and discrimination and to encourage reporting of discriminatory conduct, harassment, intimidation and bullying;
- The responsibility of executives to treat complaints and incidents of discrimination, harassment, intimidation and bullying seriously, and to respond quickly, impartially, and appropriately to such complaints and incidents;
- The responsibility of all employees to support a learning and work environment that is free from discrimination, harassment, intimidation, and bullying, to report incidents of discrimination, harassment, intimidation, and bullying, to cooperate with investigations of such complaints and incidents, and to respect confidentiality; and
- The responsibility of all employees to refrain from retaliatory conduct against individuals raising claims of discrimination, harassment, intimidation, and bullying, or against individuals participating in investigations of such claims.

III Scope of Policy

This policy applies to all CCSNH and College employees, students (when acting in the course of employment with CCSNH), contractors, and any other person whose conduct affects the learning and work environment, at the place of work and/or in the course of employment.

IV Definitions

Bullying and harassment are both defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment that unreasonably interferes with an employee's work performance, a student's educational program or activity, or creates an intimidating, hostile, or otherwise offensive environment.

1. Verbal bullying and harassment: Slandering, ridiculing, or maligning a person or their family or associates; persistent name calling that is hurtful, insulting or humiliating; using a person as the target of jokes; obscene, abusive, and offensive remarks or nicknames; shouting or raising voice at an individual in public or private; constant criticism on matter(s) unrelated or minimally related to the person's job performance or job description; public reprimands.
2. Physical bullying and harassment: Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, damage to a person's work area or property; unwanted physical contact, physical abuse, or threats of physical abuse to an individual or an individual's property (*i.e.*, defacing or marking up property).
3. Gesture bullying and harassment: Nonverbal threatening or obscene gestures; glances that can convey threatening messages.
4. Other bullying and harassment: Socially or physically excluding or disregarding a person in educational and/or work-related activities; not allowing the person to speak or express themselves (*i.e.*, ignoring or interrupting); public humiliation in any form; deliberately interfering with mail or other communications; spreading rumors or gossip regarding individuals; encouraging others to disregard a supervisor's instructions.

Intimidation is defined as intentional inappropriate behavior that would cause a person of ordinary sensibilities to fear injury or harm (physical or mental), or material and detrimental loss to the person.

Sexual Misconduct (including Sexual Harassment):

Sexual misconduct is defined in CCS Policy 323.02 - Title IX/RSA 188-H Sexual Misconduct Policy and Grievance Procedure (Employees). Sexual misconduct which is determined to fall within the definitions of Title IX sexual harassment shall

be addressed by the grievance procedure in that Policy. Any sexual misconduct which does not meet the definitions of Title IX sexual harassment shall be addressed by the procedure in this policy.

Discriminatory conduct is defined as treating or proposing to treat someone unfavorably or subjecting someone to unwelcome conduct because of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status. Unwelcome conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

V Prohibited Conduct

CCSNH prohibits bullying, harassment, intimidation, and discriminatory conduct including sexual misconduct, sexual harassment, and all manner of discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, which affects the learning or work environment.

VI Retaliation Prohibited

Retaliation of any kind against anyone who is involved in making/reporting a complaint or the investigation of a suspected violation of this policy is prohibited.

VII Responsibility of Supervisors, Managers and Executives

Supervisors, managers, and executives are responsible for promoting a learning and work environment that is free from harassment and discrimination by exercising reasonable care to prevent and correct any behavior which may violate this policy, and encouraging reporting of discriminatory conduct, harassment, intimidation, and bullying.

Supervisors, managers, and executives (Responsible Officials) who observe, are informed of, or reasonably suspect incidents of possible discrimination, harassment, intimidation and bullying, or retaliation are required to report such incidents as soon as possible to the College Human Resource Officer or CCSNH Director of Human Resources (or the appropriate Title IX Coordinator if sexual misconduct is involved). Failure to report such incidents will be considered a violation of this policy and may result in disciplinary action. Responsible Officials must take effective measures to prevent further discriminatory conduct, harassment, intimidation, bullying, or retaliation pending completion of an investigation.

VIII Reporting of Complaints or Incidents

If possible, employees are encouraged to try to resolve issues among themselves, but if that is not appropriate or is not successful, employees are encouraged to make complaints or reports of incidents of discrimination, harassment, intimidation and bullying, or retaliation related to such complaints or reports either in writing or

verbally, to an employee's supervisor, department manager, College Human Resource Officer or CCSNH Director of Human Resources. Complaints or reports involving possible sexual misconduct must be reported to the appropriate Title IX Coordinator for assessment as to which policy applies. Any complaints or reports of sexual misconduct that are not made directly to a Title IX Coordinator, must be reported by the person receiving the complaint or report to the appropriate Title IX Coordinator.

All complaints and reports received at the College level shall be reported to the CCSNH Director of Human Resources.

IX Investigations of Complaints and Reports of Incidents

All complaints and reports of incidents will be investigated as expeditiously as possible (and in accordance with the applicable procedure), with reasonable thoroughness and particular care to preserve the confidentiality of all persons involved. All employees who are contacted by an investigator are expected to be truthful, forthcoming, and cooperative in connection with the investigation.

Allegations of sexual misconduct that meet the definition of Title IX sexual harassment under CCS Policy 323.02 shall be addressed by following the grievance procedures in CCS Policy 323.02.

All other allegations of misconduct in the workplace as defined in this policy, including discriminatory conduct, harassment (including non-Title IX/NH RSA 188-H sexual misconduct/harassment), intimidation, bullying, or retaliation shall be addressed through this Policy.

A. Preliminary Review Process

For reports or complaints covered by this Policy, the College Human Resources Officer, with the assistance of the CCSNH Director of Human Resources, will evaluate the facts reported to determine the nature, extent and period covered in the report. Based upon the evaluation and consultation as appropriate, the College Human Resources Officer, in consultation with the CCSNH Director of Human Resources, may propose an informal resolution to the employee and/or supervisor.

If the issue cannot be resolved or is not appropriate for informal resolution, the matter will be referred to the President of the College or the Chancellor as appropriate to commence a formal investigation.

Investigation Process

1. Appointment of Investigator

Upon determination by the President or Chancellor that a formal investigation is appropriate, the President or Chancellor will appoint an impartial investigator to determine whether the alleged acts occurred and if so, whether the conduct

violates CCSNH policy.

2. Notice of Investigation

Upon appointment of the investigator, the President or Chancellor shall notify the complainant and respondent (the person who is alleged to have engaged in the prohibited conduct) in writing. The written notification shall provide an overview of the alleged prohibited conduct, the policy implicated, the name of the investigator, and the anticipated duration of the investigation.

3. Representation at an Investigative Interview/Meetings

An employee shall be entitled to representation at an investigative interview or meeting. Such representation shall be handled in accordance with CCSNH policies and the provisions of collective bargaining agreements, as applicable. The representative's role at an investigative interview or meeting is solely to support the employee, not to speak for the employee, who shall provide their own account of the matter(s) under investigation.

4. Time to Complete Investigation

All investigations shall be completed within sixty (60) calendar days unless exceptional circumstances justify an extension of time. Notice of an extension shall be provided in writing by the President or Chancellor, as applicable, to the complainant and respondent before the expiration of the sixty (60) day period and shall set forth the reasons for the extension and the date of anticipated completion.

5. Confidentiality of Investigation

Investigations shall be conducted with particular care to preserve the confidentiality of all persons involved, to the extent possible for a thorough investigation.

6. Suspension Pending Completion of Investigation

CCSNH may suspend an employee, with or without pay, for a limited period of time (typically up to 30 calendar days) when 1) allegations of misconduct made against the employee are related to the employee's duties and responsibilities and require an internal investigation; and 2) the nature of the allegations warrant the removal of the employee from the work site. In such cases, the employee shall be available at a location acceptable and accessible to CCSNH and investigators for the duration of the investigation. An extension of a suspension for one or more additional periods not exceeding 30 calendar days each may be granted with the approval of the CCSNH Director of Human Resources, provided that at the end of the initial period of suspension with pay, 1) the conditions set forth above continue to exist; and 2) the investigation has not been completed.

If, at the conclusion of the investigation, it is determined that no disciplinary action

is warranted, an employee who was suspended without pay shall be returned to paid status and shall be entitled to any lost compensation for their regular appointment during the period of suspension.

7. Notice of Investigative Findings

Upon completion of the investigation, the investigator shall prepare a report of findings and conclusions for submission to the College President or Chancellor. The findings of fact shall be determined by a preponderance of the evidence. Upon receiving the report, the College President or Chancellor shall provide written notice of the investigative findings to both the complainant and respondent.

X Administrative/Disciplinary Actions

Violation of this policy will result in appropriate administrative and/or disciplinary action consistent with the rules and regulations governing employees of CCSNH and its Colleges, which may include discharge of employees.

323.02 Sex Discrimination, Sex-Based Harassment, Sexual Misconduct, and Retaliation Policy (Formerly: Title IX/RSA 188-H Sexual Misconduct and Grievance Procedure (Employees))

Date Approved: 6/22/2021

Date Effective: 8/1/2024

Date of last Amendment: 7/23/2024

Approved by: Mark Rubinstein, Chancellor

Policy Applicability, Scope, & Jurisdiction

This policy applies to all faculty, staff, other employees, students, & organizations receiving Community College System of New Hampshire (CCSNH) funding or use of the CCSNH school names.

An individual who believes they have experienced conduct that violates this policy is encouraged to file a complaint with the Title IX office. Title IX complaints will operate independently from any additional criminal proceedings. College procedures and sanctions can be implemented regardless of criminal charges that are initiated or substantiated.

This policy applies to all CCSNH education programs and activities (including locations, events, or circumstances in which CCSNH exercises substantial control over the respondent and the context of the conduct). A complainant does not have to be a member of the CCSNH community to file a complaint at the discretion of the Title IX Coordinator.

This policy may also be applicable to off campus misconduct that deprives someone of access to CCSNH educational programs or activities. CCSNH may also extend jurisdiction to off campus and/or online conduct if the Title IX Coordinator determines the conduct affects a substantial College interest. Regardless of where the conduct occurred, the College will review complaints to determine if it occurred in the context of its programs and if there are continuing effects on/off campus during sponsored programs/activities.

Substantial College interest includes:

- a. Any action that constitutes a criminal offense as defined by law, including but not limited to, single or repeat violations of local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly infringes on the rights, property, or achievements of oneself/others, breaches the peace, or causes social disorder;
- d. Any situation that is detrimental to the educational interests or mission of CCSNH.

If the Respondent is unknown or not a member of the CCSNH community, the Title IX Coordinator will assist the Complainant in connecting with campus and local resources as well as discuss support options. All vendors serving CCSNH through third party contracts are subject to the policies and procedures of their employers. When a party is participating in dual enrollment or an early college program, the College will coordinate with the party's home institution to determine jurisdiction and coordinate supportive measures.

This policy is only applicable to alleged incidents that occur after August 1st, 2024. For alleged incidents prior to August 1st, 2024, the policy and procedures in place at the time of the alleged incident will apply. Applicable versions of those policies and procedures can be requested from the Title IX Coordinator.

Policy Statement and Purpose

STATEMENT OF INSTITUTIONAL PHILOSOPHY

CCSNH and its Colleges are committed to creating and maintaining a positive and productive work environment free of sex discrimination, sex-based harassment, sexual misconduct, and retaliation. CCSNH prohibits sex discrimination, sex-based harassment, sexual misconduct, and retaliation as defined in this policy. It is the intention of CCSNH to take prompt action to prevent the reoccurrence of behaviors that violate this policy.

NOTICE OF NON-DISCRIMINATION

CCSNH and its Colleges, in compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, religion, color, national origin, age, sex, or physical handicap in any policies, practices, and procedures.

IMPARTIALITY AND CONFLICT OF INTEREST

The Title IX Staff shall act with impartiality and be free from bias/conflicts of interest. The members of the Title IX team are vetted and trained to ensure they are unbiased towards all parties.

To raise any concern regarding perceived bias or conflict of interest by the College Title IX Coordinator, contact the CCSNH Title IX Coordinator or the CCSNH Director of Internal Audit.

Complaints may also be made to:
Office for Civil Rights (OCR)
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Definitions

Complainant is an individual who believes they have been subjected to sex discrimination, sex-based harassment, sexual misconduct or retaliation or who is believed by another to have been subjected to such conduct, who was participating or attempting to participate in the Colleges education program or activity at the time of the alleged misconduct. This term will be used throughout the policy whether or not an individual chooses to file a complaint or participate in an investigation/resolution process.

Days are considered college business days for the purpose of this policy. Weekends and college holidays are not considered business days. College holidays can be found on the academic calendar.

Formal Complaint is a document filed orally, physically, or electronically by a Complainant or signed by the Title IX Coordinator alleging that a Respondent has violated this policy and/or engaged in retaliation for engaging in a protected activity, and requests the College to investigate the allegations.

Hearing Facilitator is a member of the Title IX Team who facilitates hearings under the formal resolutions process. This includes reviewing hearing procedures with parties and their advisors at the beginning of the hearing, managing online meeting rooms, and otherwise assisting with the logistics/coordination of the hearing.

Mandatory Reporter is an employee of CCSNH who is obligated by policy to share knowledge, notice, and/or reports of sex discrimination, sex-based harassment, sexual misconduct, and retaliation with the Title IX Coordinator.¹

Parties include the complainant(s) and respondent(s), collectively.

Pregnancy or Related Conditions includes pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.

Programs and Activities include a location, event, or circumstances where the College exercises substantial control over both the Respondent and the context in which the conduct occurs or in a building owned or controlled by a student organization recognized by the

¹ Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory reporter responsibility under this policy.

College.

Reporter is an individual who notifies the Title IX office of potential sex discrimination, sex-based harassment, sexual misconduct, or retaliation. The reporter does not have to be the affected party or be involved in the incident to file a report.

Respondent is an individual alleged to have violated this policy.

Third Party Report is when someone who is not a mandatory reporter but who has information regarding someone else who may have experienced sex discrimination, sex-based harassment, sexual misconduct, or retaliation reports that information. To make a third-party report, the individual should contact a member of the Title IX office or submit a Title IX reporting form. Upon receipt of that information, Title IX staff will make a preliminary inquiry, which may include contacting the alleged victim, to determine whether further action is warranted.

Title IX Coordinator is the administrator who is identified and authorized as the College employee with the primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator and/or deputy are available to meet with students and employees regarding these issues as needed. The Title IX Coordinator may delegate duties as necessary or appropriate. Therefore, any reference regarding duties to be performed under this policy should be read to also include the Title IX Coordinators "designee" as appropriate.

Holley Dupre, CCSNH Title IX Coordinator
hdupre@ccsnh.edu
603-230-3595

Title IX Team is comprised of decision makers, appellate decision makers, deputy Title IX Coordinators, and investigators. These members are selected by the Title IX Coordinator in consultation with the CCSNH Title IX Coordinator. The Title IX team is trained annually and the training materials are available upon request.

Prohibited Conduct under the purview of this policy includes the following²:

- A. Sex Discrimination:** Different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

² The definitions of dating violence, domestic violence, sexual assault, and stalking used in this policy are consistent with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act (Clery Act). On June 10, 2024, the Department of Education Office for Civil Rights Program Legal Group responded to an inquiry about the inconsistencies between the 2024 Title IX regulatory definitions and the Clery Act regulatory definitions for sexual assault, dating violence, domestic violence, and stalking. The response stated in part "OCR...advises that to prevent unnecessary confusion and for ease of use, recipients that must comply with Title IX and the Clery Act can use the definitions in the Clery Act regulations for these purposes." The College makes decisions regarding responsibility for policy violations through its own procedures and standards of proof (preponderance of evidence standard), not through the definitions, procedures, or standards of proof used by the criminal justice system.

- a. **Disparate Treatment Discrimination:** Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
 - i. Excludes a person from participation in;
 - ii. Denies a person benefits of; or
 - iii. Otherwise adversely affects a term of condition of a person's participation in a College program or activity.
 - b. **Disparate Impact Discrimination:** Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in disproportionate impact on the basis of sex that:
 - i. Excluded a person from participation in;
 - ii. Denies a person benefits of; or
 - iii. Otherwise adversely affects a term of condition of a person's participation in a College program or activity.
- B. Sex-Based Harassment:** A form of sex discrimination and sexual harassment and other harassment on the basis of sex³, including sex stereotypes, sex characteristics, pregnancy, or related conditions, sexual orientation, and gender identity, sexual assault, dating violence, domestic violence, and stalking.
- 1. **Quid Pro Quo:** An employee agent or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct
 - 2. **Hostile Environment Harassment:** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.⁴
 - 3. **Sexual Assault:** Conduct defined as follows by the FBI NIBRS program definitions:
 - a. **Rape**⁵
 - i. The carnal knowledge of a person (i.e. penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that females or males could be Complainants under this definition);
 - ii. Oral or anal sexual intercourse (i.e. penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

³ "On the basis of sex" means conduct that is sexual in nature or directed at the complainant because of their actual or perceived sex or gender identity.

⁴ The College reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment or that is of a generic nature and not prohibited by law. Addressing such conduct will not result in the imposition of discipline under this policy, but may be addressed through educational conversations, remedial actions, education, and/or informal resolution mechanisms.

⁵ Both completed rape and attempted rape are prohibited by this policy.

- iii. To use an object or instrument (i.e. an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - b. **Fondling:** The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for the purpose of this definition, “private body parts” include breasts, buttocks, or genitals whether clothed or unclothed).
 - c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by New Hampshire law.
 - d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent (In NH, the age is 16, refer to applicable statutes for further details).
4. **Dating Violence:** Violence⁶ on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length/type of relationship and the frequency of interaction between the persons involved in the relationship.
 1. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
 2. Dating violence does not include acts covered under the definition of domestic violence.
5. **Domestic Violence**⁷: Felony or misdemeanor crimes committed on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is or has been cohabitating with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse under the domestic or family violence laws of the state of New Hampshire, or by any other person against an adult or youth Complainant who is protected from that person’s acts under domestic or family violence laws of the state of New Hampshire.

⁶ For the purposes of this policy, violence is defined as intentionally or recklessly causing physical, emotional, or psychological harm. Legitimate use of violence in self-defense is not chargeable under this policy if the purpose is safety, not harm. Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

⁷ To categorize an incident as domestic violence, the relationship between the Respondent and Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. **Stalking:** Engaging in a course of conduct⁸ on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts including but not limited to acts in which the Respondent directly, indirectly, or through third parties by any action, method, device, or other means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Misconduct is defined under NH RSA 188-H as all forms of sexual harassment under Title IX, Title VII or State law and any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.

- A. **Sexual Exploitation** is an individual 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 that does not constitute sex-based harassment as defined above. Examples of behavior that could constitute sexual exploitation include but are not limited to the following:
 - a. Recording or capturing through any means images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's knowledge and consent;
 - b. Distributing or sharing images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent;
 - c. Viewing or allowing others to view another person's sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy without that person's consent;
 - d. Engaging in sex trafficking and/or prostituting another person;
 - e. Knowingly making an unwelcome disclosure or threatening to disclose an individual's sexual orientation, gender identity, or gender expression;
 - f. Engaging in sexual behavior with knowledge of an illness or disease (HIV or STI) that could be transmitted by the behavior without disclosing that to the other person prior to sexual relations;
 - g. Causing or attempting to cause the incapacitation of another person through alcohol, drugs or other means for the purpose of compromising that person's ability to give consent to sexual activity or to make that person vulnerable to non-sexual activity;

⁸ For the purposes of this definition, a 'course of conduct' requires more than one incident and conduct directed at a specific person. Merely annoying conduct, even if repeated, may be a nuisance but is not typically chargeable as stalking.

- h. Misappropriation of another person's identity online or in-person situations designed for dating and/or sexual connections;
 - i. Creating and/or disseminating synthetic images (i.e. video, photography) or audio of an individual's sexual activity, intimate body parts, or nudity without that person's consent.
- B. **Retaliation** is intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, informal resolution, proceeding, or hearing regarding prohibited conduct. Retaliation is strictly prohibited.

Intimidation, threats, coercion, or discrimination including charges against an individual for code of conduct violations that do not involve sex discrimination, sex-based harassment, or sexual misconduct but arise out of the same facts/circumstances as a sex discrimination, sex-based harassment, or sexual misconduct report or formal complaint for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any adverse action taken against a person because they made a good faith report of prohibited conduct or participated in any proceeding under this policy.

Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activities protected under this policy. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance process under this policy does not constitute prohibited retaliation, provided however, that a determination regarding responsibility is not alone sufficient to establish that any party made a materially false statement in bad faith. The College will not engage in and will investigate/address reports of retaliatory conduct. The exercise of rights protected under the First Amendment does not constitute retaliation.

Any person who believes they have been subjected to retaliation should report their concerns to the Title IX Coordinator. Such reports will be handled under the process outlined below. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

- C. **Unauthorized Disclosure**⁹ is distributing or otherwise publicizing materials created or produced during an investigation or resolution process except as required by law or as expressly permitted by the College or publicly disclosing a party's personally identifiable information without authorization or consent.

Consent¹⁰

Consent for sexual activity is a clear indication, either through verbal or physical actions, that parties are willing and active participants in said sexual activity. Such authorization must be made free of force, threat, intimidation or coercion and must be given actively and knowingly in a state of mind that is conscious, rational, and not compromised by alcohol or drug incapacitation. Only a person of legal age can consent.

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to sexual activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Going beyond boundaries of consent is prohibited. Engaging in activities such as slapping, hitting, hair pulling, strangulations, or other physical roughness without obtaining consent may constitute dating violence or sexual assault¹¹.

Incapacitation due to alcohol or drugs is where an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (understanding the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if they're asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person, but warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

In evaluating whether a lack of consent due to incapacitation is present, the College will use the objective standard of whether the respondent knew or whether a sober, reasonable person in the respondent's position should have known based on the reasonably apparent indications of incapacitation that the other person was incapacitated.

Coercion is unreasonable pressure for sexual activity when someone makes it clear they do

⁹ This does not restrict either party from obtaining and presenting evidence or restrict them from speaking to witnesses (as long as it does not constitute retaliation under this policy), consult with their family members, confidential resources or advisors, or otherwise prepare for or participate in the resolution process.

¹⁰ As included for Clery/VAWA Sec. 304 compliance purposes, the NH state definition of consent, which is applicable to criminal prosecutions for sex offenses, may differ from the definition used by the College to address policy violations.

¹¹ Consent in the context of the relationship is considered. When parties consent to certain forms of kink, non-consent may be shown using a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and may be consensual. The totality of the circumstances will be evaluated.

not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction and the continued pressure is sufficiently severe. Coercion is evaluated based on frequency, intensity, isolation, and duration of the pressure involved.

Consent must still be attained even if:

- i. The Respondent is someone known by the Complainant.
- ii. The individuals have engaged in consensual sexual activity with each other previously.
- iii. Either or both individuals are under the influence of alcohol or drugs.
- iv. There was no weapon involved.
- v. There was no evidence of a struggle or resistance.
- vi. There are no other witnesses.

Online Sexual Harassment and/or Retaliation

These policies are written and interpreted to include online manifestations of any of the prohibited behaviors listed above when those behaviors occur in or have an effect on the complainant's education program and activities or when they use the College's network, technology, or equipment. The College does not and cannot control websites, social media, or other venues through which harassing communication can occur but will respond to such reports and engage in a variety of means to address/mitigate the effects.

Any online posting or other electronic communication by students including cyber-bullying, cyber-stalking, or cyber harassment occurring completely outside of the College's control (not on College network, websites, or between school email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption. This policy is not intended to infringe upon or limit a person's right to free speech. Supportive measures for complainants can be provided, but legally protected speech cannot be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the College only when such speech is made in an employee's official or work-related capacity.

Inclusion Related to Gender Identity/Expression

CCSNH strives to ensure that all individuals are safe, included, and respected in their work and learning environments regardless of their gender identity or expression. This includes intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees. Discrimination and harassment on the basis of gender identity or expression is not tolerated by CCSNH. If a member of the community believes they have been subjected to discrimination under this policy, they should follow the reporting steps outlined below.

In upholding the principles of equity and inclusion, CCSNH supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender-diverse and seek to eliminate any stigma related to gender identity and expression. CCSNH is committed to fostering a climate where all identities are valued, which contributes to a more vibrant and diverse community. As our societies understanding of gender evolves, so do CCSNH processes and policies.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering can often be resolved with an apology if someone clarifies their pronouns. Intentional misgendering is inconsistent with the type of community CCSNH upholds and may constitute a policy violation if the effect is greater than *de minimis* harm.

Deadnaming can be harmful to a person who is transgender, transitioning, nonbinary, or gender-diverse. This is using someone's birth assigned name rather than the name they have chosen for themselves. Unintentional deadnaming can also often be resolved with an apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of harassment.

This policy should be interpreted to be consistent with the goals of maximizing inclusion of students and employees. This includes maintaining the privacy of all individuals consistent with the law and ensuring students and employees have equal access to all educational programs, activities, and facilities, including restrooms and locker rooms. When conflicts arise between the rights of those in our community to be free from gender identity discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes/compromises. When that is not possible, the College will offer solutions or enforce policy as needed.

Procedures

1. CONTACT INFORMATION

Anyone may seek advice, information, or guidance on sex discrimination, sex-based harassment, and sexual misconduct by contacting the Title IX Coordinator:

Holley Dupre, CCSNH Title IX Coordinator
hdupre@ccsnh.edu
603-230-3595

2. IMMEDIATE RESPONSES TO SEX DISCRIMINATION, SEX-BASED HARASSMENT, AND SEXUAL MISCONDUCT COVERED BY THIS POLICY

The College recognizes that complainants can choose whether or not they wish to make a report of misconduct covered by this policy. There may be circumstances where the College decides to proceed with an investigation or disciplinary action when deemed necessary, despite the wishes of the Complainant.

Once an incident or complaint of sex discrimination, sex-based harassment, or sexual misconduct retaliation is reported to the Title IX Coordinator, they will inform the complainant of the options of criminal prosecution, medical assistance, the use of this policy to file a complaint or report, and other information detailed below.

The Title IX Coordinator, public safety, and/or other College personnel will assist the complainant with these contacts if requested. In addition, confidential counseling, support services, academic assistance, and alternative housing (for students if applicable) can be coordinated as appropriate through the Title IX Coordinator.

The College recognizes that making the decision to report often takes time. Nevertheless, pending the decision to report, students are strongly encouraged to take immediate steps to preserve all evidence that might support a future report. Such steps may include:

- i. Obtaining a forensic sexual assault examination (before 120 hours or as soon as possible)
- ii. Preserving any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags)
- iii. Preserving any related electronic communications (text messages, emails, Facebook, Instagram, Snapchat, TikTok, or other social media posts to the extent that they can be captured/preserved)
- iv. Preserving any photographs (including stored on smartphones or other devices)
- v. Preserving any voicemail messages and other physical, documentary, and/or electronic data that might be helpful or relevant in an investigation

Contact information for immediate response resources include the following:

PUBLIC SAFETY CONTACT INFO:

Campus Safety
31 College Drive
Concord, NH 03301
NHTIcampussafety@ccsnh.edu
603-230-4042 (Daytime)
603-224-3287 (Nights/Weekends/Emergencies)

TITLE IX COORDINATOR CONTACT INFO:

Holley Dupre, CCSNH Title IX Coordinator
hdupre@ccsnh.edu
603-230-3595

LOCAL HOSPITAL CONTACT INFO:

Concord Hospital 250 Pleasant St. Concord, NH 603-225-2711

LOCAL DV/SV AGENCY CONTACT INFO:

Crisis Center of Central New Hampshire 603-225-7376 Non-Emergency Contact 1-866-841-6229 Emergency Contact info@cccnh.org <https://cccnh.org/>

LOCAL PD CONTACT INFO:

State of New Hampshire Police Headquarters
33 Hazen Drive
Concord, NH 03301
603-271-3636 or 603-273-4381

3. EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

A. Emergency Removal in Title IX Cases

The College can act to remove a respondent entirely or partially from its educational program or activities (including College employment) on an emergency basis when an individualized violence risk assessment has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. See violence risk assessment section of policy.

The CCSNH Director of Risk Management will review requests for an emergency removal from the Title IX Coordinator as well as review the completed violence risk assessment to make a determination under this policy to implement or stay an emergency removal and to determine the conditions/duration of said emergency removal. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

In all cases in which an emergency removal is imposed, the respondent will be given notice of the action and the option to request to meet (in person or virtually) with the CCSNH Director of Risk Management as soon thereafter as reasonably possible to show why the order of removal should be revoked/modified. This meeting is not a hearing on the merits of the reported allegations. If this meeting is not requested within 48 hours of issuance of a decision, objections to the emergency removal will be deemed waived. A respondent can later request a meeting to show why they are no longer an imminent and/or serious threat because conditions have changed. A complainant and their advisor may participate in this meeting if the Title IX Coordinator determines it may be equitable to do so. Either party may provide information, including expert reports, witness statements, or other communications for consideration. The CCSNH Director of Risk Management will communicate a final decision in writing within three (3) business days of either of these meetings.

A respondent may be accompanied by an advisor of their choice when meeting with the CCSNH Director of Risk Management. The respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

At the discretion of the Title IX Coordinator and when deemed appropriate, alternative coursework options may be pursued to promote a respondent's access to College academic programs.

The Title IX Coordinator may determine emergency actions outside of removal, including but not limited to, removing a student from a residence hall, restricting student access to or use of facilities or equipment, allowing a student to withdraw or take an incomplete without financial penalty, dismissing or suspending a student from extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

The Title IX Coordinator may also recommend actions such as temporarily re-assigning an employee and/or restricting employee access to or use of facilities/equipment to the CCSNH Director of Human Resource who will present to the College President and/or CCSNH Chancellor to decide on.

B. Suspension or Administrative Leave in Title IX Cases

The College always maintains the discretion to place an employee respondent on suspension

or administrative leave during the pendency of an investigation and resolution process as outlined below. The Title IX Coordinator may recommend this action to the CCSNH Director of Human Resources who will present to the College President and/or CCSNH Chancellor to decide on.

The College may place student-employee respondents on administrative leave from their employment during the pendency of an investigation and resolution process where deemed appropriate as a supportive measure and under circumstances where it would not unreasonably burden the student-employee respondent. Any such decision shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the NH Law Against Discrimination.

4. REPORTING OPTIONS

CCSNH encourages individuals to report incidents covered under this policy so that they can get the support they need and the College can respond appropriately while maintaining a safe and secure campus. Although strict confidentiality may not be guaranteed, in all cases the College will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sex discrimination, sex-based harassment, or sexual misconduct.

This section is intended to inform students, faculty, staff, and covered third parties of the confidential and non-confidential reporting avenues available so that they can make informed choices about where to go for assistance. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination/harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a complainant has requested the information be shared.

If a complainant expects formal action in response to their allegations, reporting to any non-confidential resource can connect them with the appropriate resources. These mandatory reporters will promptly pass reports to the Title IX Coordinator (and/or police if desired by complainant), who will take action as provided in this policy.

A. Confidential Resources and Confidentiality

If an individual would like to confidentially report an alleged violation of this policy, they should contact a confidential resource. A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them on the course of providing counsel and support, except under the circumstances noted below.

In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor, or trained sexual assault advocate. The medical, mental health, and religious professionals (individuals acting in their religious professional capacity through a College office) at the College respect and protect confidential communications from students faculty, and staff to the extent they are legally able to do so. These professionals may have to breach confidence when they perceive a serious risk of

danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (such as allegations of sexual and/or physical abuse of any person under 18).

An individual who speaks to a confidential resource must understand that if they want to maintain complete confidentiality, the College will be unable to investigate the particular incident or pursue disciplinary action against the alleged perpetrator. However, confidential resources may assist the individual in receiving supportive measures or other forms of protection and support such as victim advocacy, academic accommodations, disability, health, or mental health services, and changes to living, working, or transportation arrangements.

Crisis Center of Central New Hampshire 603-225-7376 Non-Emergency Contact 1-866-841-6229 Emergency Contact info@cccnh.org <https://cccnh.org/>

Campus Resource Advisors: New Hampshire State law §188-H:7 permits CCSNH to establish confidential resource advisors. These are privileged individuals designated by the College that are not required to notify the College Title IX Coordinator or a law enforcement agency when they learn about potential incidents of sexual misconduct. Confidential resource advisors receive training in the awareness and prevention of sexual misconduct and trauma-informed response. The designated confidential resource advisor for The Systems Office is:

Crisis Center of Central New Hampshire 603-225-7376 Non-Emergency Contact 1-866-841-6229 Emergency Contact info@cccnh.org <https://cccnh.org/>

April 2024 Title IX regulations contemplate that certain information will generally be treated as confidential except as qualified by statements in those regulations. For example, the regulations provide that colleges must maintain as confidential any supportive measure provided to complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the institutions to provide the supportive measures. The regulations also provide that colleges must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, sex-based harassment, or sexual misconduct including any individual who has made a report or filed a formal complaint, any individual who has reported to be the perpetrator, and any witness except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, or FERPA regulations 34 CFR part 99, or required by law, or to carry out the purposes of Title IX regulations including conducting any investigation, hearing or judicial proceeding arising under those regulations.

B. Reporting and Non-Confidential Resources

Individuals seeking to report incidents of sex discrimination, sex-based harassment, or sexual misconduct to the College may do so using any of the following options:

- 1.) **Utilizing the online reporting form** which can be found at https://cm.maxient.com/reportingform.php?CCSNewHampshire&layout_id=1
Reporting via this online form allows the College to reach out to the reporter and/or complainant to request further information, offer supportive measures, and provide information about resolution options. This does not oblige a complainant to participate in a resolution process. CCSNH strives to respect a complainant's wishes regarding the pursuit of formal resolution procedures unless there appears to be a compelling threat to their or the community's health and/or safety. The complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss the matter with them and provide supportive measures. If an online reporting form is completed anonymously with no identifying information for the complainant, the College's ability to offer supportive measures, appropriately investigate the incident, and/or pursue disciplinary action against the alleged may be limited.
- 2.) **Report, give verbal notice of formal complaint, or file a formal complaint with the Title IX Coordinator.** Such a report may be made at any time (including non-business hours) by using the telephone number, email address, or mailing address listed for the Title IX Coordinator or any other listed official. Directly contact the Title IX Coordinator at the following contact information:
Holley Dupre, CCSNH Title IX Coordinator
hdupre@ccsnh.edu
603-230-3595
- 3.) **Reporting to a mandatory reporter:** all CCSNH employees are deemed mandatory reporters for purposes of this policy. Mandatory reporters include any administrator, supervisor, and faculty member who does not have a statutory privilege of confidentiality by law or who has not otherwise been designated as a confidential resource advisor. Mandatory reporters who learn of an incident of sex discrimination, sex-based harassment, or sexual misconduct involving a student or employee are required to report that information to the Title IX Coordinator as soon as possible. Information reported to a mandatory reporter will be shared with others only to the extent necessary to respond to the situation and support the parties and in accordance with state/federal law. Mandatory reporters who themselves are a target misconduct under this policy are not required to report their own experience, though encouraged to do so. If a Mandatory reporter fails to comply/report an incident or interferes with an investigation, that employee may be subject to disciplinary action. General inquires to mandatory reporters about policies and procedures and conversations where the alleged perpetrator is not named or implied from the circumstances would not constitute reports for the purpose of this policy. These types of inquiries should nonetheless be referred to the Title IX Coordinator.

Time Limits on Reporting: There is no time limitation on reporting or providing notice/complaints to the College. However, if the respondent is no longer subject

to the College's jurisdiction or if significant time has passed, the ability to investigate, respond, and/or provide remedies may be limited.

C. When a Complainant Does Not Wish to Proceed and Requests Confidentiality

If an individual discloses an incident of sex discrimination, sex-based harassment, or sexual misconduct to a mandatory reporter but does not wish for their information to be shared, does not wish for an investigation, or does not wish for a formal complaint to be pursued, the Title IX Coordinator will make every effort to respect this request and will evaluate the request against the College's responsibility to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the complainant. The College designates its Title IX Coordinator as the individual responsible for evaluating confidentiality requests with the ability to consult as necessary with other College officials such as public safety or other threat assessment officials. As previously noted, there are times the College may not be able to honor this type of request.

If a confidentiality request is honored, the College's ability to appropriately investigate the incident and pursue disciplinary action against the alleged may be limited. The College's decision could, for example, be based on results of a violence risk assessment that indicates there appears to be a compelling risk to health and/or safety and requires the College to pursue formal action to protect the community. Factors that may be considered in determining whether confidentiality should be maintained may include but are not limited to:

- i. The increased risk that the alleged perpetrator will commit additional acts of prohibited conduct or other violence such as:
 1. Whether there have been other prohibited conduct complaints about the same alleged perpetrator;
 2. Whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
 3. Whether the alleged prohibited conduct was allegedly committed by multiple alleged perpetrators;
 4. Circumstances that suggest there is an increased risk of future acts of prohibited conduct.
 - ii. Whether the alleged prohibited conduct was allegedly perpetrated or facilitated with a weapon; and
 - iii. Whether the alleged victim is a minor.

The presence of one or more of these factors or other factors as deemed appropriate may prompt an investigation and adjudication under the College's policies and may result in disciplinary action. If none of these factors are present, the College will likely honor the individual's request for confidentiality. The College must also consider the effect that non-participation by the complainant may have on the availability of evidence and the College's ability to pursue a formal grievance process fairly and

effectively.

If the College determines that they cannot maintain an individual's request for confidentiality, they will inform the reported complainant prior to conducting an investigation (unless extenuating circumstances are present). When the Title IX Coordinator signs a formal complaint, they do not become the complainant. The complainant is the individual who is alleged to be the victim of the conduct that would constitute a violation of this policy. CCSNH will not require the reported complainant to participate in any investigation or disciplinary proceeding. The complainant may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy irrespective of their level of participation. The Title IX Coordinator will provide certain notices to the complainant regarding the status of the investigation as required by the 2024 Title IX regulations.

When responding to reports, if the College determines it is obligated to take any action that would involve disclosing a reporting individual and/or a complainant's identity to the respondent or take an action from which the reporting individual and/or complainant may be easily determined by the respondent, the individual and/or complainant will be informed before the action is taken unless extenuating circumstances are present. If the individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, the College will endeavor to honor this request and inform the respondent that the College made the decision to investigate this matter.

The College will offer supportive measures as described below when requested and reasonably available that are designed to prevent/address retaliation against individuals whose requests for confidentiality have not been honored and to respond to their needs for support, services, and accommodations. Note that the College's ability to remedy and respond to a report may be limited if the complainant does not want the College to proceed with an investigation and/or grievance process. The goal is to provide the complainant with as much control over the process as possible while balancing the College's obligation to protect its community.

If the College determines that it can respect the individual's request for confidentiality, the College will offer informal resolution options, supportive measures, and remedies to the complainant and the community to the extent possible where such measures are requested and reasonably available. If the complainant initially requests that the College take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, the complainant has the right and can expect to have allegations taken seriously by the College and to have incidents investigated and properly resolved through these procedures.

D. Disclosure During Internal Investigations and Adjudications and Unauthorized Disclosure of Information

Consistent with 2024 Title IX regulations and required confidentiality provisions described above, the College will handle information related to alleged violations of this policy with sensitivity and discretion. However, the College may need to disclose information relating to an incident (including the identity of parties, witnesses, or others) to the extent necessary to conduct a fair, thorough, and impartial investigation and adjudication process for all involved parties.

Parties and advisors are prohibited from unauthorized disclosure of information obtained by the College through the resolution process to the extent that the information is the work product of the College (produced, compiled, or written by the College for the purposes of investigation and resolution of a complaint). It is also a violation of College policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation is subject to sanction.

E. Timely Warnings and Disclosure Required by Law and Federal Statistical Reporting Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College must issue timely warnings for incidents reported to them that pose a serious or ongoing threat to the campus community. The College will ensure that a complainant's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of any serious or ongoing threat. Additionally, the College will not include the names of complainants, respondents, or other identifying information in publicly available reports that are compiled as required by the Clery Act.

Clery officers are also required to report all Violence Against Women Act enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040 crimes, which include sexual assault, domestic violence, dating violence, and stalking. All personally identifying information is kept private, but statistical information regarding types of incident and general locations (on or off campus) must be shared by the College with the campus Clery officer for publication in the annual security report.

F. Disclosure to Law Enforcement

In certain circumstances, the College may need to report an incident to law enforcement authorities. Such circumstances include, but are not limited to, incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or campus community, situations in which there is a clear and imminent danger, and/or when a weapon may be involved. Complainants may choose to notify authorities directly with or without the College's assistance.

5. SUPPORTIVE MEASURES

Students and employees seeking services and/or accommodations in connection with issues related to potential prohibited conduct (collectively “supportive measures”) should direct their requests to a confidential resource or the Title IX Coordinator. Their request will be evaluated and responded to by the Title IX Coordinator or designee after consultation as needed with other College officials. As noted in the confidentiality section above, the College will maintain as confidential any supportive measures to the extent possible while allowing for implementation of such requests.

It is not necessary to file a formal complaint, participate in an adjudication process, or file a criminal complaint to request supportive measures from the College. Both parties may request and receive supportive measures which are non-disciplinary, non-punitive individualized services offered as appropriate, as available, and without fee or charge. Violations of certain supportive measures may be referred to the conduct office for processing.

Supportive measures may include but are not limited to:

1. Educational conversations which allow the Title IX Coordinator to address allegations with the respondent in a meeting to discuss concerning behavior and institutional policies/expectations. These are non-disciplinary and non-punitive. Respondents are not required to attend such meetings or compelled to provide any information if they attend. The Title IX Coordinator will update the complainant after the conversation is held and the complainant may be satisfied and choose to not pursue the report further or choose to file a formal complaint to initiate the resolution process. If the complainant is satisfied with the results of the educational conversation but the alleged behavior later persists, they may discuss with the Title IX Coordinator additional options and/or file a formal complaint to initiate the resolution process;
2. Mutual no contact orders restricting communications (not distance) between parties;
3. Campus no trespass orders;
4. Academic accommodations, including to not limited to, deadline extensions, excused absences, incompletes, course changes/late drops, or other arrangements as appropriate;
5. If applicable, residential accommodations including but not limited to, arranging for temporary housing assignments or new housing assignments as appropriate;
6. Changing transportation or work arrangements or providing other employment accommodations as appropriate;
7. Public safety campus escort services (as available) and safety planning steps;
8. Assistance in accessing support services including (as available) victim advocacy, academic support, counseling, disability, health or mental health services, visa/immigration assistance, student financial aid services, and legal assistance both on and off campus as applicable;
9. Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from courts in the United States or courts outside of the United States as applicable, and assisting with contacts. The College will also work with complainants and others as appropriate

to respect such orders on premises that it owns or controls as necessary and appropriate.

Both parties are provided with a timely opportunity to seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. These requests must be made in writing to the Title IX Coordinator. The CCSNH Director of Internal Audit or other designee appointed by the Title IX Coordinator will assess these requests for inconsistencies with the definition of supportive measures in § 106.2 of the 2024 Title IX Regulations and determine if supportive measures need to be provided, denied, modified, or terminated. The College will also provide parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The College will typically render decisions within seven (7) business days of receiving the written request. The decision will be provided in writing and provided to the impacted parties and Title IX Coordinator.

6. PURSUING A CRIMINAL COMPLAINT

In addition to or instead of the College processes and procedures, any student, employee, or covered third party who wishes to report sex discrimination, sex-based harassment, or sexual misconduct under this policy has the option to pursue criminal charges with local, state, or federal law enforcement agencies. The College will offer and upon request provide assistance to students, employees, and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a formal complaint with the College. Individuals have the option to notify such agencies with or without the assistance of the College.

In addition, individuals may also have the right to pursue orders of protection, restraining orders, and/or relief from abuse orders from the court system. The College will respect such orders to the extent applicable. In addition, the College can also impose mutual no contact orders on students, employees, and third parties over whom it has some measure of control.

The Title IX Coordinator may agree to a short delay in its launch of a formal investigation if requested by the complainant and law enforcement to allow for evidence collection in a criminal case. The College's processes are not otherwise altered by a concurrent criminal/civil investigation as they are separate processes.

7. MEDICAL CARE AND EVIDENCE PRESERVATION

Any individual who may be experiencing or has experienced sex discrimination, sex-based harassment, or sexual misconduct is encouraged to immediately seek any necessary medical care and to seek help from appropriate College personnel, law enforcement, and/or medical personnel even if they are uncertain about whether to ultimately pursue a complaint, criminal charges, or seek a protective order. It is important for individuals to protect their own health and safety. Individuals are recommended to preserve all possible evidence in case they decide at some point to file a report of any nature. Therefore, if at all possible, individuals should refrain from changing clothes, showering or otherwise changing their physical state after an incident until after consulting with medical and/or law enforcement about how to best preserve evidence.

8. OTHER POLICY VIOLATIONS

If a report of sex discrimination, sex-based harassment, or sexual misconduct covered by this

policy also involves a report of misconduct prohibited by other College policies, the other misconduct will be investigated to the extent that they are related to the allegations of misconduct prohibited by this policy. The College will determine at its discretion whether other policy violations allegedly committed in circumstances related to alleged prohibited conduct under this policy will be investigated and resolved in the Title IX investigation, which the College reserves the right to do, or will be addressed through separate procedures. Allegations of all misconduct that will be subject to investigation and adjudication in the procedures outlined in this policy will be included in the Notice of Allegations and Investigation sent out to all parties.

9. UNETHICAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between persons in unequal positions, such as faculty member-student or supervisor-employee. Even when parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant policy violation still exists. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the College's goals and policies. However, for the personal protection of members of our community, relationships in which power differentials are inherent are generally discouraged. In instances of these relationships, consultations will be made to Human Resources to determine if any applicable policy has been violated.

10. AMNESTY

The College's primary goal when responding to complaints involving students is safety, addressing the misconduct, and preventing it from recurring. A student should not hesitate to report due to a concern that the investigation process may indicate they were under the influence of alcohol or drugs at the time of the incident. Amnesty for violations of College policies on the personal use of alcohol and drugs will be provided to parties and witnesses engaged in the resolution process as long as they are acting in good faith. However, the College may provide purely educational options with no official disciplinary finding. Amnesty may not apply to more serious allegations such as physical abuse or drug distribution.

The College, at its discretion and in consultation with the CCSNH Director of Human Resources, may also offer employees amnesty from certain policy violations on a case-by-case basis.

Individuals should understand that the use of alcohol or drugs never makes them at fault for sex discrimination, sex-based harassment, or sexual misconduct, nor does it mitigate accountability for committing these prohibited behaviors against others.

11. RECORD KEEPING

For a period of at least seven (7) years following the conclusion of a resolution process, the College will maintain records of:

1. Each sex discrimination, sex-based harassment, and retaliation resolution process documentation, including any final determination regarding responsibility or appeal, and any audio or audiovisual recordings or transcripts required under federal regulation;
2. Any disciplinary sanctions imposed on the respondent;

3. Any supportive measures provided to the parties and any remedies provided to the complainant or the community designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result;
5. Any informal resolution and the result;
6. All materials used to train members of the Title IX team, which will be available upon request;
7. All materials used to train employees consistent with the requirements of the 2024 Title IX regulations.
8. All records in compliance with NH:188H

Records are kept private/confidential in accordance with FERPA. All records are stored securely and electronically through Maxient software accessible only by the Title IX Coordinator, CCSNH Title IX Coordinator, the CCSNH Director of Risk Management, and the CCSNH Director of Internal Audit.

Student parties may request access to their Title IX file in writing to the Title IX Coordinator. The Title IX Coordinator will provide a copy within forty-five (45) days of the request with appropriate redactions of personally identifiable information of all other parties/witnesses.

12. ACCOMMODATIONS

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process. Anyone needing such accommodations or support should contact the Title IX Coordinator who will work with the accessibility coordinator to review requests and determine which accommodations are appropriate/necessary for full process participation.

The College will also address reasonable requests for language services/interpreters, access assistance for the use of technology throughout the resolution process, and other supports deemed reasonable and necessary to facilitate participation in the resolution process.

13. PROVIDING FALSE INFORMATION

Intentionally making a false report or providing false information in connection with a report, complaint investigation, or adjudication of a matter covered by this policy will not be tolerated. A complainant whose factual allegations are truthful to the best of the complainant's knowledge but are not found by the College's process to substantiate a violation of this policy is not false information within the meaning of these guidelines. Students found to have intentionally provided false information will be subject to an investigation through the College conduct office.

A. Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. The College allows the filing of counterclaims but will assess the complaint for good faith. If what is alleged arises from the same set of facts as the original complaint, they may be investigated together at the discretion of the Title IX

Coordinator. The counterclaim may also be investigated separately if arising from a different set of facts, which may cause case delays.

14. RIGHT TO AN ADVISOR

All parties are entitled to an advisor of their choosing to guide and accompany them through all resolution processes. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them that is available¹². The College maintains a pool of (non-attorney) advisors who are available. A list of said advisors will be provided during the intake process. College officials are not required to serve as an advisor if they choose not to do so. Outside advisors can request to be trained by the College.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present including intake, interviews, hearings, and appeals. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney advisor, the College is not obligated to provide one. All advisors are subject to the same requirements whether they are attorneys or not.

Advisors are not permitted to speak for, represent, appear in lieu of, address any other party other than the one they are advising, or otherwise actively participate directly in a meeting, interview, or other proceeding unless given specific permission to do so. Parties are expected to ask and respond to questions on their own behalf throughout the resolution process. If a party requests to be fully represented by their attorney advisor, the College will comply at the discretion of the Title IX Coordinator.

Advisors may communicate with their advisee in a manner that is not disruptive to the meeting or proceeding at hand. For longer or more involved discussions, the party and their advisor should ask for breaks to allow for private conversation. Advisors may request to meet in advance of any interview or hearing with the Title IX Coordinator for the purpose of answering general questions they may have about the process.

Advisors are expected to refrain from interference with the investigation and resolution process. Any advisor who steps out of their role or causes a disruption will be warned that they are doing so. If the advisor continues to disrupt or otherwise fails to respect the limits of their role, the advisor will be asked to leave the meeting. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated.

Parties may wish to have the College share documentation and evidence related to the allegations with their advisors. Doing so may help the parties participate more meaningfully in the resolution process. The College provides a consent form that authorizes such sharing of documentation related to the allegations with their advisor of choice. Advisors are expected to maintain the privacy of records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by

¹² “Available” means a party cannot insist on an advisor who doesn’t have the inclination, time, or availability. The advisor cannot have institutionally conflicting roles. A party who chooses an advisor who is also a witness may anticipate that issues of potential bias could be explored by the decision maker.

the College.

Additionally, communication regarding the investigation and resolution process will be directed to the involved party and not the advisor except in circumstances in which the Title IX Coordinator has granted an exception for special circumstances. If a party requests that all communication be made through their attorney advisor instead of the party, the College will comply at the discretion of the Title IX Coordinator.

The College generally expects an advisor to adjust their schedule to allow them to attend meetings when planned but may change scheduled meetings to accommodate an advisors inability to attend as long as doing so does not cause an unreasonable delay. The College will make provisions to allow for alternative forms of meeting including telephone, video, & virtual meeting.

Parties may elect to change advisors during the process by providing timely notification to the Title IX Coordinator. A new release must be submitted and consent to share information with the previous advisor is assumed to be terminated.

15. INVESTIGATION AND RESOLUTION PROCESS

When information about an incident of sex discrimination, sex-based harassment, and/or sexual misconduct is brought to the attention of Title IX staff, they will promptly contact the complainant to arrange an intake meeting. At a promptly scheduled meeting and/or through initial communications with the complainant, the Title IX Coordinator will discuss and/or communicate the availability of supportive measures and inform the complainant that supportive measures are available with or without filing a formal complaint. The Title IX Coordinator may be excused from carrying out their duties under this policy in the event of a conflict of interest or other legitimate reason. In the absence of the Title IX Coordinator, the Deputy Title IX Coordinator, CCSNH Title IX Coordinator, or other designee will serve as acting Title IX Coordinator for the purposes of the specific case.

Standard of Proof: The College operates with the presumption that the respondent is not responsible for the reported misconduct unless and until through the applicable resolution process the respondent is determined to be responsible for a policy violation by a preponderance of the evidence (whether it is more likely than not that the respondent is in violation of the alleged policy violation).

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with College policy.

A. Application to Employees

This policy and below procedures apply only to employee complaints when the allegations fall within the jurisdiction of Title IX. When allegations involving an employee complainant fall outside Title IX jurisdiction, the complaint/report will be sent to the CCSNH Human Resources Director who will consult with the College President and/or CCSNH Chancellor.

When an employee of the College is a party or witness to an investigation and resolution through this policy and its procedures, the employee shall have the right to have a representative who shall act as a consultant present in all related meetings. The Title IX Coordinator will coordinate with the CCSNH Director of Human Resources throughout the grievance process to ensure that any obligations under other applicable laws and regulations are met. Employees who are parties in Title IX matters will receive all (but no more than) the rights that such employees must be provided under the 2024 Title IX regulations, but all other aspects of their relationship with the College and the handling of the matter will be governed by otherwise applicable College employment practices and policies.

If the respondent is a student and an employee, the Title IX Coordinator will determine which procedures apply based upon the facts and circumstances, such as whether the respondent's status as a student or an employee predominates in context of the prohibited conduct. If a student-employee is found to have engaged in prohibited conduct, they may be subject to sanctions both in connection with their employment and in connection with their student status as appropriate under these and other applicable procedures.

B. Initial Meetings with Title IX Staff

i. Complainant

Within seven (7) days of receiving a report or formal complaint, the Title IX Coordinator will contact the complainant to schedule an intake meeting. During the intake meeting, the Title IX Coordinator will do the following as applicable:

- a. Discuss the policy and complainant's rights under the policy;
- b. Discuss local resources and on-campus resources, including but not limited to mental health services, health services, and victim advocacy;
- c. Discuss confidentiality standards;
- d. Discuss College policy on retaliation and the potential consequences;
- e. Consider possible supportive measures and determine if any need to be put into place, with or without the filing a complaint;
- f. Discuss the importance of preserving relevant evidence and/or documentation;
- g. Discuss potential resolution processes including informal and formal resolutions;
- h. Explain the steps in a formal grievance process;
- i. Explain the right to an advisor;
- j. Learn of the complainant's desire for a resolution.

ii. Respondent

If the complainant or Title IX Coordinator submit a formal complaint¹³, the Title IX Coordinator will send the respondent a notice of allegations and investigation (NOAI) detailed below. Included in the email notification of the NOAI will be a meeting time with the Title IX Coordinator and the following information:

- a. Information about the College's formal and informal resolution processes;
- b. A statement of the allegations of behavior potentially constituting prohibited conduct, including sufficient detail. This includes the identity of the parties involved if known, the conduct alleged, and the date/location of alleged incident if known;
- c. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- d. Notification that parties may have an advisor of their choice who may be but are not required to be an attorney;
- e. Notification of existing counseling, health, and mental health services available on campus and/or in the community;
- f. Notification that taking any retaliatory action (directly or through others) against any person because they are involved in the investigation is prohibited and will be considered a separate violation of College policy.

The complainant will also receive a copy of the NOAI. If during the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known and issue an amended NOAI.

At the initial meeting with the respondent after sending the NOAI, the Title IX Coordinator will do the following as applicable:

- g. Discuss details of the complaint filed, including (if known) the name of the complainant, date, location, and nature of the alleged misconduct;
- h. Discuss respondents' rights under the policy;
- i. Discuss on and off campus resources;
- j. Discuss the policy and College procedures for resolution of the complaint;
- k. Explain the steps of a formal Title IX investigation;
- l. Explain the right to an advisor;
- m. Discuss confidentiality standards;
- n. Discuss College policy on retaliation and the potential consequences;

¹³ The Title IX Coordinator may facilitate conversations with the respondent without a formal complaint, such as with educational conversations.

- o. Inform the respondent of any supportive measures that have been put in place with the complainant that directly affect the respondent and determine whether the respondent desires any supportive measures; and
- p. Learn of the respondent's willingness to engage in an informal resolution.

C. Violence Risk Assessment

The Title IX Coordinator may determine that a violence risk assessment should be conducted as part of an initial assessment or otherwise in connection with a report, investigation, or resolution process. A violence risk assessment can aid in several determinations, including but not limited to:

1. Emergency removal of a respondent on the basis of an immediate threat to an individual and/or campus communities physical health/safety;
2. Whether the Title IX Coordinator should sign a formal complaint even if not requested by a complainant;
3. Whether reported circumstances may involve a pattern of prohibited conduct and/or climate-related issues;
4. Whether it is appropriate to try to resolve a complaint through informal resolution and what modality may be most successful and appropriate;
5. Whether a no-trespass order is needed.

The Title IX Coordinator will appoint a member of the College who has been trained to perform this assessment. A violence risk assessment completed by the College is not an evaluation for an involuntary behavioral health hospitalization or a psychological/mental health assessment. A violence risk assessment assesses the risk of actionable violence, often with a focus on targeted predatory escalations. CCSNH typically utilizes the NABITA training model and uses the SIVRA-35 structured interview for violence risk assessments.

D. Formal Complaints

When a complainant requests an investigation, the Title IX Coordinator will promptly upon receipt (verbal or written) of a formal complaint:

1. Determine whether the conduct as alleged would, if proved, constitute sex discrimination, sex-based harassment and/or sexual misconduct as defined above;
2. Determine whether the conduct allegedly occurred in the College's educational program or activity or if the College has substantial interest;
3. Determine whether at the time the formal complaint was made if the complainant was participating or attempting to participate in a College program or activity.

If the alleged conduct in the formal complaint would, if proved, satisfy all above elements and is filed verbally, signed by a complainant, or signed by the Title IX Coordinator, it will be investigated and resolved through the procedures applicable to Title IX.

If some but not all of the conduct alleged in the complaint satisfies these elements and a

formal complaint is received from a complainant or signed by the Title IX Coordinator, the College will address the entire matter through the procedures outlined in this policy, but may also, to promote efficiency, address other relevant alleged misconduct in mixed cases so that all related misconduct may be addressed through one investigation and resolution process.

E. Dismissal

The College may dismiss a formal complaint or any allegations if at any time during the investigation or resolution process:

1. A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations;
2. The respondent is no longer enrolled at or employed by the College;
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination;
4. The College determines the conduct alleged in the complaint would not constitute a policy violation if proven true.

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to both parties written notice (by electronic or other means) of the dismissal, the reasons for the dismissal, and notice of the parties opportunity to appeal such dismissal as outlined below. A complainant who decides to withdraw a complaint may later request to reinstate or refile their complaint. A decision maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met.

Complainants may appeal a dismissal of their complaint and respondents may also appeal if dismissal occurs after they have been made aware of the allegations. All dismissal appeals must be filed within three (3) business days of the notification of dismissal. The Title IX Coordinator will notify the parties of any filed appeals. If the complainant appeals but the respondent was not yet notified of the complaint, the Title IX Coordinator must then provide the respondent with a NOAI and then notify the respondent of the appeal with an opportunity to respond. Throughout the dismissal appeal process, the college will:

- i. Implement dismissal appeal procedures equally for the parties;
- ii. Assign a dismissal appeal decision maker who did not take part in the investigation of allegations or dismissal of the complaint;
- iii. Provide the parties a reasonable and equal opportunity to make a statement in support of or challenging the dismissal; and
- iv. Notify the parties of the result of the appeal and rationale for the result.

Grounds for dismissal appeals are limited to:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when dismissal was decided;
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against either or both parties that would change the outcome;
4. The dismissal was erroneously granted or denied.

Upon receipt of a written dismissal appeal, the Title IX Coordinator will share the appeal with

the other party and provide three (3) business days for the other party to respond. The appeal should specify at least one of the grounds above and provide reasoning/supporting evidence for why the ground is met. At the conclusion of the response period, the Title IX Coordinator will notify the parties of the appointment of the dismissal appeal decision maker, then forward the appeal and responses to the dismissal appeal decision maker. If the request for appeal does not provide information that meets the grounds above, the request for appeal will be denied by the dismissal appeal decision maker. The parties, advisors, and Title IX Coordinator will be notified of this in writing with rationale. If the appeal grounds are met, then the dismissal appeal decision maker will notify the parties, advisors, and Title IX Coordinator in writing with rationale. The effect will be to reinstate the complaint.

Appeals will be confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The dismissal appeal decision maker has seven (7) business days to review and decide. Extensions can be granted at the discretion of the Title IX Coordinator and the parties will be notified. Dismissal Appeal decision makers may consult with the Title IX Coordinator on questions of procedure or rationale for clarification if needed. The Title IX Coordinator will document all such consultation.

F. Withdrawal or Resignation before Complaint Resolution

Should a student respondent decide not to participate in the resolution process, the process will proceed regardless of their participation. If a student respondent withdraws from the College or transfers to another CCSNH campus, the resolution process may continue or the Title IX Coordinator may exercise their discretion to dismiss the complaint. If the complaint is dismissed, the College will still provide reasonable supportive measures as necessary. If the student attempts to return, they may not do so until the complaint is resolved and any sanctions imposed are satisfied. If the student respondent takes a leave of absence for a specified period of time, the resolution process may continue remotely.

If an employee respondent chooses not to participate in the resolution process, the process will proceed regardless of their participation. If an employee leaves their employment with unresolved allegations, the resolution process may continue or the Title IX Coordinator in consultation with the CCSNH Director of Human Resources and CCSNH Chancellor/College president may exercise their discretion to dismiss the complaint. If the employee attempted to return to CCSNH in any capacity, they may not do so until the complaint is resolved and any sanctions imposed are satisfied. At the discretion of the CCSNH Director of Human Resources and CCSNH Chancellor/College president, a note may be placed in the employees file that they resigned with pending allegations.

G. Resolution of Reports Without a Formal Process

Reports that fall within the scope of this policy may be resolved without a formal investigation and resolution process in one of two circumstances:

1. When the parties resolve the matter through an alternative resolution mechanism or;
2. When the respondent accepts responsibility for violating policy and desires to accept an assigned sanction and end the resolution process

a. **Informal Resolution**

Informal resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against a respondent. The aim of informal resolution is not to determine whether there was intent to engage in conduct violating this policy, but rather to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at an appropriate level. The College will not require the parties to engage in this type of process. It is not necessary to pursue informal resolution first in order to then pursue a formal resolution process. Any party participating in informal resolution can stop the process at any time prior to completion and begin/resume the formal resolution process. Informal resolution is available once a formal complaint has been initiated and an NOAI has been issued.

At the Title IX Coordinators discretion, the parties may agree, as a condition of engaging in informal resolution, on what statements made or evidence shared during the informal resolution process will/will not be considered if a formal process resumes¹⁴. Parties do not have the authority to stipulate restrictions or obligations for individuals or groups not involved in the informal resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are needed to meet compliance obligations.

Informal resolution may involve but is not limited to:

- i. Agreement to pursue individual or community remedies;
- ii. Targeted or broad-based educational programming or training;
- iii. Supported direct conversation between parties or through shuttled communication and/or technology-facilitated communications; and
- iv. Restorative practices administered by trained facilitators.

The College may facilitate an informal resolution process at any time prior to reaching a determination regarding responsibility. Prior to facilitating informal resolution, the College will provide the parties with an NOAI, the requirements of the informal resolution process including circumstances under which the College precludes the parties from resuming a formal complaint arising from the same allegations (the College generally permits parties to withdraw from the informal resolution process and begin/resume a formal investigation and resolution process at any time before the informal resolution process is complete/any informal resolution is agreed to in writing by the parties), and any consequences

¹⁴ The parties may not want discussions from informal resolution to be admissible in a later resolution process, but essential facts must and do transfer. Disclosing something in an informal setting to shield it from formal admissibility is something the Title IX Coordinator will consider & discuss with the parties to ensure an informed decision is made by the parties.

resulting from participating in the informal resolution process. This includes information regarding any records that will be maintained or shared by the College. The notice will also state that parties have the right to be accompanied by an advisor.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution before proceeding and will not pressure the parties to participate in informal resolution. The College will not offer or facilitate informal resolution to resolve allegations for employees. Upon successful resolution of a matter through informal resolution, all parties who have participated will be provided a notice of completion of informal resolution which will state the terms of the resolution and parties agreement to those terms.

The Title IX Coordinator may look to the following factors to assess whether informal resolution is appropriate or to determine which form of informal resolution may be the most successful for the parties:

- i. The parties amenability to informal resolution;
- ii. Likelihood of potential resolution taking into account any power dynamics between the parties;
- iii. Party motivation to participate;
- iv. Civility of the parties;
- v. Any violence risk assessment and/or ongoing risk analysis;
- vi. Disciplinary history;
- vii. Whether an emergency removal is or was needed;
- viii. Complaint complexity;
- ix. Goals of the parties; and
- x. Adequate resources to invest (time, staff, etc.)

If at any point during an informal resolution process either the complainant or the respondent communicates dissatisfaction with the process and the Title IX Coordinator deems it appropriate, the Title IX Coordinator can terminate the informal resolution and begin/resume a formal investigation and resolution process. The Title IX Coordinator has the discretion to make the ultimate determination of whether informal resolution is available or whether a particular proposed solution agreement resolves a matter appropriately.

Once parties have agreed upon and signed a written informal resolution agreement, the formal resolution option is no longer available with respect to the allegations resolved in the agreement. Results of complaints resolved by informal resolution are not appealable. The Title IX Coordinator maintains records of any resolution that is reached and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (dissolution of the agreement and resumption of the formal resolution process or referral to the conduct office).

b. Respondent Accepts Responsibility

A respondent may, after receiving written notice of the allegations, their rights to request supportive measures, and their right to participate in a formal resolution, accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the respondent indicates intent to accept responsibility for all or part of the alleged misconduct, the formal process will be paused and the Title IX Coordinator will determine whether an informal resolution can be used to resolve the matter. If so, the matter will proceed to informal resolution and the parties will receive all notices and procedural rights outlined in the informal resolution process above.

The Title IX Coordinator will determine whether all parties and the Title IX Coordinator are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. No appeal of the finding of responsibility or sanctions will be available in such circumstances. If the parties cannot agree on all terms, the resolution process will continue/resume.

H. Formal Investigations

The College may consolidate formal complaints and allegations against more than one respondent, by more than one complainant against one or more respondents, or by one party against another party where the allegations of such prohibited conduct arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party", "complainant", or "respondent" include the plural as applicable.

The Title IX team includes those who serve in roles at the discretion of the Title IX Coordinator that includes facilitating intakes, advisors, informal resolution facilitators, investigators, hearing facilitators, decision makers, appeal decision makers, and other designees in the Title IX process. These team members are trained annually and will be appointed by the Title IX Coordinator in consultation with the CCSNH Title IX Coordinator.

Notice of Allegations and Investigation: Prior to an investigation, the Title IX Coordinator will provide the parties with a detailed written NOAI. Amendments and updates may be made as more information becomes available and a new NOAI will be issued. For climate/culture investigations that do not have an identifiable respondent, the NOAI will be sent to the department/office/program head for the area/program that is being investigated. NOAI's typically include:

- i. A meaningful summary of all allegations
- ii. The identity of the parties (if known)
- iii. The precise misconduct being alleged
- iv. Date and location of alleged incident(s) (if known)
- v. Specific policy/offense implicated

- vi. A description of/link to/copy of applicable procedures
- vii. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- viii. A statement that the College presumes the respondent not responsible for the reported misconduct unless and until the evidence supports a different determination
- ix. A statement that retaliation is prohibited
- x. Information about the confidentiality expectations during the process
- xi. Information about advisors and how they may be obtained

Notification will be made in writing and delivered via the parties' college-issued email address or in person/by mail to all parties.

The College will make a good faith effort to complete investigations within 90 business days, which may be extended as necessary for appropriate cause. The timeline may also take longer for complex/larger investigations, witness availability, intervening semester breaks, law enforcement involvement, and/or other factors. The College may also undertake short delays when requested by law enforcement or due to health conditions of either party. The parties will receive regular updates, including for extensions/delays, and can request additional updates from the Title IX Coordinator at any time.

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for any party. A party may raise concerns of bias/conflicts of interest to the Title IX Coordinator or the CCSNH Title IX Coordinator. The resolution process involves an objective evaluation of all available relevant and not otherwise impermissible evidence. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.

Unless specifically provided otherwise below, the following procedures will apply generally to cases involving allegations of sex discrimination, sex-based harassment, and/or sexual misconduct:

1. The Title IX Coordinator will assign or retain an investigator. A notice of investigator appointment letter will be sent to both parties. In this letter, the full name of the investigator will be provided. Each party will have 48 hours to object to the investigator's appointment on the grounds that the investigator has a bias for or against complainants or respondents generally or a particular party or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative investigator. This process will be repeated until an investigator is selected. After this objection timeframe passes, all relevant information to the case will be transferred to the appointed investigator.

2. The investigator is authorized to access relevant records, including personnel, grievance, and student records except those deemed confidential or privileged by law. The investigator is authorized to contact any and all individuals without limitation. Both parties will be provided with timely notice of any meeting related to this process that they are invited to or expected to attend. This will include written notice of the date, time, location, participants, and purpose of the meeting with sufficient time for the party to prepare to participate. Meetings will be scheduled in conjunction with the party's academic course schedule to ensure that neither party miss classes due to a meeting related to this process. Additional meeting times will be included in notifications sent by the Title IX Coordinator at least 24 hours prior to the scheduled meeting. If a party is unable to attend, they must notify the Title IX Coordinator with the reason for the conflict and offer alternative meeting times.

3. The parties will be asked to identify all witnesses with whom they wish the investigator to speak with and what questions they wish the investigators to ask of other parties or witnesses. The investigator will interview those witnesses who are believed by the investigator to have first-hand knowledge of the incident or otherwise relevant information. The investigator is not otherwise required to interview any particular witnesses even if identified by one of the parties. The investigator will include in the investigative report a rationale for why they did not interview a particular witness identified by one of the parties. The investigator will provide the draft investigative report to the Title IX Coordinator for their review/feedback.

4. Prior to the conclusion of the investigation, the Title IX Coordinator will provide the parties and their advisors (if so desired by parties) an electronic copy of the draft investigative report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation, including evidence the College does not intend to rely on in reaching a determination. The parties will have ten (10) business days to review and comment so that each party may meaningfully respond to the evidence. The parties may elect to waive all or part of the review period. Any responses should be submitted to the Title IX coordinator within this 10-day period. The Title IX Coordinator will make any party's response available for any other party to review.

5. The investigator will consider the parties comments, if any, and incorporate relevant elements of the parties written responses into the final investigative report as deemed appropriate at the investigators discretion. This includes adding any additional relevant evidence, making necessary revisions, asking any additional questions of witnesses and/or parties, and finalizing the report.

6. At the conclusion of the investigation, the investigator will send the final investigative report to the Title IX Coordinator.

7. The final investigative report created by the investigator will fairly summarize relevant evidence and include as exhibits evidentiary materials as deemed appropriate by the investigator. The investigator will not offer recommendations regarding whether the policy was violated. At least ten (10) calendar days prior to the hearing referenced below, the College will send to each party and applicable advisors the final investigative report and exhibits in an electronic format for their review.

Recording of Interviews

The investigator may utilize audio and/or video record interviews at their discretion. No unauthorized audio or video recording of any kind is permitted during investigation meetings. All involved parties must be made aware of audio and/or video recording. Parties may review the recordings upon request. Transcripts, if used, will be included in the investigative report.

H. Evidentiary Considerations in the Investigation

Investigators will only consider relevant evidence, which is defined as evidence which may aid in determining whether an allegation occurred or whether the behavior constitutes a violation of policy. Investigators will not consider impermissible evidence, including:

1. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior (unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged or if questions/evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent);
2. Information protected under a legally recognized privilege (such as privileged communications between parties and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity or privileged communications between a party and their attorney) unless the person holding such privilege waives the privilege.

Previous disciplinary action of any kind involving the respondent may not be considered unless there is an allegation of a pattern of related misconduct. This information of pattern can also be considered when determining an appropriate sanction. Investigations and determinations can consider character evidence, if offered, but that type of evidence is unlikely to be relevant unless it is fact evidence or related to a pattern of conduct.

I. Formal Resolution Procedures

CCSNH utilizes one formal resolution procedure to resolve allegations that fall within the scope of this policy. For allegations that, if true, would constitute a violation of this policy the College utilizes a formal grievance process (known as a formal hearing resolution procedure) that complies with the 2024 Title IX regulations and follows the outline below of a decision maker led live hearing.

i. Formal Hearing Resolution Procedure

- a. As noted above, upon receipt of the final investigative report, the Title IX Coordinator will send both parties¹⁵ and their advisors¹⁶, if applicable (may be an attorney), the final investigative report and evidence in an electronic format for their review and written response if the parties so chose to submit one. Any written response a party wishes to provide must be submitted to the Title IX Coordinator within ten (10) days of receiving the final investigative report and evidence. The final report and party written responses, if any, will be provided to the decision maker in advance of the hearing. Deadlines for party review of information and submission of comments may be extended upon request for good cause and at the discretion of the Title IX Coordinator.
- b. Once the final investigative report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing and appoint a decision maker as well as a hearing facilitator¹⁷. Each party will have 48 hours to object to the appointment on the grounds that the decision maker and/or hearing facilitator is biased against one or both parties or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative decision maker and/or hearing facilitator. This process will be repeated until a decision maker and/or hearing facilitator is selected. After the objection timeframe passes, all relevant information to the case will be transferred to the appointed decision maker.
- c. The decision maker may consider arguments from the parties on evidence being relevant or impermissible in the parties written response to the final investigative report. The decision maker will rule on these arguments pre-hearing and will exchange those rulings with the parties prior to the hearing. The decision maker may consult with the Title IX Coordinator regarding questions of admissibility.
- d. The decision maker, after any necessary consultation with the parties/investigator/Title IX Coordinator, will provide the names of persons who will be participating in the hearing¹⁸, all pertinent documentary evidence, the final investigative report, and a hearing schedule/Zoom link to the parties at least seven (7) business days prior to the hearing in an email notice to all parties. Witnesses will be notified at least five (5) days before the hearing of the time they are asked to attend. Other pertinent information will be shared with the parties and witnesses in this notification. Witnesses will only be present during their portion of questioning.¹⁹ Hearings will be scheduled into the

¹⁵ In complaints involving more than one complainant and/or respondent, the default procedure will be to hear allegations jointly. The Title IX Coordinator may permit separate hearings if there is a compelling reason to do so.

¹⁶ Advisors may not be called as witnesses to testify to what their advisee has told them during their role as an advisor.

¹⁷ The Title IX Coordinator will select the appropriate decision-maker depending on whether the respondent is an employee or a student.

¹⁸ This may include anyone authorized to provide accommodations, interpretation, and/or assistive services.

¹⁹ If the decision maker and both parties agree, they may decide that certain witnesses do not need to be present if their testimony can be adequately summarized in the final investigative report and their presence is not essential.

summer as needed to avoid lengthy delays and may be scheduled over several days depending on witness schedules.

- e. At least two (2) days before the hearing, the parties may submit to the decision maker a written statement that identifies the facts they dispute and questions they believe the decision maker should ask of the parties and/or witnesses so that the decision maker may question the parties about these facts during the hearing. Facts that are undisputed by all parties may be relied upon by the decision maker even if they are not directly discussed at the hearing. The decision maker is not required to ask questions they deem irrelevant and/or impermissible. The decision maker will share with all parties these submitted statements as well as reasoning for not asking irrelevant/impermissible questions. The decision maker may consult with the Title IX Coordinator on questions of admissibility regarding these determinations.
- f. Ordinarily, but subject to the discretion of the decision maker, hearings will open with the hearing facilitator explaining the upcoming process and schedule, followed by an opening statement from the parties (but not their advisors) if they so choose. The decision maker will then ask their questions of the parties. Witnesses will be questioned in this same format. Advisors will not be permitted to make opening/closing statements or participate actively in the hearing but may request breaks to consult with the party. If parties and/or witnesses do not appear at the hearing, the hearing may continue without the party/witness or an attempt to reschedule may be made at the discretion of the Title IX Coordinator.
- g. After the decision maker asks questions of each party and witness, the hearing facilitator will permit a short recess (most often in the format of a Zoom breakout room) so that the parties may discuss with their advisor if they would like the decision maker to ask any follow-up questions. The parties may waive this recess or choose not to participate if the other party does not waive this recess. Advisors will submit these electronically to the decision maker via email and the decision maker will briefly deliberate and make a relevance/impermissible determination²⁰. These will be shared with the parties. The decision maker will then ask any follow-up questions they deem relevant/permissible.
- h. Any party or witness may choose not to offer evidence and/or answer questions at the hearing either because they do not attend or because they attend but refuse to participate in some or all of the questioning. The decision maker can only rely on whatever relevant evidence is available through the investigation and hearing in making ultimate determination of responsibility. The decision maker may not draw any inference solely from a party or witness's absence or refusal answer questions.

²⁰ The Decision maker may consult with the Title IX Coordinator in making these determinations on questions of admissibility.

- i. At the end of the hearing, the parties (not their advisors) may consult with their advisors in a recess and make closing statements. The hearing facilitator will then close the hearing.

Introduction of New Evidence or Witnesses at the Hearing

Any witness scheduled to participate in the hearing must have been first interviewed by the investigator unless all parties and the decision maker agree to the new witness's participation in the hearing. The same holds true for any evidence that is first offered in the pre-hearing statement made to the decision maker. If both parties and the decision maker do not assent to the admission of a new witness or newly offered evidence at the hearing, the decision maker has the discretion to delay the hearing to allow parties to review the new evidence or instruct that the investigation be re-opened to include that evidence if deemed relevant and permissible.

Recorded Hearings

All hearings conducted by the Title IX office will be virtual to accommodate the many different schedules and locations of participants and will be recorded for the purpose of review in the event of an appeal. The decision maker and the parties must be able to simultaneously see and hear a party/witness while they are speaking. The parties may not record the proceedings and no other unauthorized recordings are permitted. The decision maker, parties, advisors, hearing facilitator and other administrators will be permitted upon request to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission from the Title IX Coordinator.

ii. Notice of Outcome

After the hearing, the decision maker will determine whether the respondent²¹ is responsible or not responsible for policy violations in question with the preponderance of evidence standard (whether the evidence considered establishes that it is "more likely than not" that the policy was violated).

- a. Within ten (10) business days after the conclusion of the hearing, the decision maker will prepare and deliver to the Title IX Coordinator a written notice of outcome regarding whether the respondent is or is not responsible for the policy violations in question. The notice of outcome will include:
 - i. Identification of the sections of the Colleges policy alleged to have been violated;
 - ii. A description & dates of the procedural steps taken from the receipt of the complaints through the determination;
 - iii. Specified findings for each alleged policy violation;
 - iv. A detailed rationale for the findings of each allegations including determination regarding responsibility;
 - v. All applicable sanctions;
 - vi. Identification of the College's procedures and permissible bases for the parties to appeal (as outlined below). The determination regarding

²¹ In cases where there is more than one respondent, a separate notice of outcome will be written for each respondent.

- responsibility becomes final if an appeal is filed on the date the College provides the parties with the written determination of an appeal. If an appeal is not filed, the determination regarding responsibility becomes final on the date on which the appeal would no longer be considered timely; and
- vii. The determination will notify parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant but will not provide details about such remedies.
 - b. In cases where the decision maker determines the respondent is responsible for a policy violation, the Title IX Coordinator will share the decision maker's determination and sanction assignments with the appropriate personnel who will implement sanctions²².
 - c. The Title IX Coordinator will share the notice of outcome with the parties simultaneously via email, mail, or in person.

The time periods prescribed in this procedure for actions by the Title IX Coordinator or investigator are intended not as rigid rules, but rather as guidelines to which all are expected to adhere in good faith to the extent practicable. The Title IX Coordinator may exercise reasonable discretion to extend deadlines when they consider necessary or appropriate and will provide notice to the parties if that occurs. Parties may request investigative updates at any time throughout the process.

G. Appeal Process

Appeals must be submitted in writing to the Title IX Coordinator within five (5) business days of receipt of the notice of outcome. An appeal will not be considered if submitted after the allotted five days have elapsed. The other party will be notified of the appeal and the grounds the appeal was filed under. Any sanctions imposed in the notice of outcome are paused during the appeal process. The appeals decision maker may consult with individuals as deemed necessary to reach their decision. They will communicate their decision to the parties in writing within five (5) days of the date of the appeal with a copy to the Title IX Coordinator. Appeals are limited to the following grounds:

- a. A procedural irregularity that would change the outcome.
- b. New evidence that would change the outcome and that was not reasonably available at the time of determination.
- c. A Title IX team member of the resolution process had a conflict of interest or bias that would change the outcome.
- d. The sanctions are not appropriate for the level of the policy violation and/or cumulative disciplinary record.

²² For employee respondents, the College President and/or CCSNH Chancellor in consultation with the CCSNH Director of Human Resources will assign sanctions. Student respondent sanctions may require student conduct, registrar's office, and other appropriate offices to be notified in order to carry out assigned sanctions.

i. Appeal Procedure

Any party may appeal a determination regarding responsibility under the grounds set forth in this policy. Supportive measures may be continued or reinstated by the Title IX Coordinator during the appeals process. If no appeal is filed or an appeal is not timely, the original finding will stand effective on the date the appeal period ends. The appeal procedures are implemented equally for all parties.

1. Upon delivery of the notice of outcome, both parties may submit an appeal to the Title IX Coordinator within five (5) business days. An appeal must articulate the specific grounds for the appeal and provide a statement and/or evidence.
2. The Title IX Coordinator will appoint an appeal decision maker to determine if the request meets the grounds for an appeal. This will be an independent person from the previous process including from any dismissal appeal that may have been heard earlier in the process. The parties will have 24 hours to object to the appointment of the appeal decision maker, in writing, on the basis of perceived bias or conflict of interest. The Title IX Coordinator has the sole authority to determine whether to replace an appeals decision maker and that decision is final.
 - a. If the request does not meet the grounds for appeal, the request will be denied and the appeal decision maker will notify the parties, their advisors, and the Title IX Coordinator in writing of the denial and rationale.
 - b. If the request does meet the grounds for appeal, the appeal decision maker will notify the parties, their advisors, and the Title IX Coordinator in writing as well as investigators/original decision maker when appropriate.
 - c. If both parties submit appeals (cross-appeals or counter appeals), the same appeal decision maker will decide both appeals individually but at the same time. The same appeal decision maker will decide any appeals arising from the same facts and circumstances.
3. Following this notification, the non-appealing party has five (5) business days to submit a written response to the appeal which will be provided to the appealing party.
 - a. No party may submit any new requests for appeal after this time period.
4. An appeal is typically confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The appeal decision maker will defer to the original findings and determination, remanding only when there is clear reason to do so or modifying the outcome/sanctions only when there is a compelling justification to do so. An appeal is not an

opportunity for the appeal decision maker to substitute judgement because they disagree with the original decision maker. The appeal decision maker may consult with the Title IX Coordinator on questions of procedure, rationale or additional clarification.

5. The appeal decision maker may take one of three possible actions on appeal:
 1. Dismiss the appeal for failure to meet the grounds of appeal, therefore upholding the initial outcome and sanctions (if applicable).
 2. Remand to the investigator or decision maker with specific instructions on the remanded issue(s)
 - a. In rare circumstances where an error cannot be cured by the original investigator, decision maker, and/or Title IX Coordinator (in cases of bias), the appeal decision maker may order a new investigation and/or determination with new members serving in the affected roles.
 3. Modify the outcome and/or sanction with a rationale supporting the modification.
6. Within five (5) business days of the date of appeal, a notice of appeal outcome will be sent to all parties, their advisor, and the Title IX Coordinator simultaneously via email or mail which includes the decision on each ground cited and rationale for each decision. The notice of appeal outcome will provide specific instructions for remand or reconsideration, any sanctions, and the rationale supporting the essential findings.
7. The appeal decision maker's decision is final and there are no further appeal options (except in the case of a new determination or new sanction, which can be appealed one final time).
8. If a sanction is imposed, the Title IX Coordinator will coordinate the implementation of the sanction. They will also coordinate and implement remedies owed to the complainant and implement any other long-term supportive measures as necessary.

H. Sanctions

If it is determined that this policy has been violated, sanctions will be reasonably calculated to attempt to prevent reoccurrence and promote/restore the complainant's equal access to the College's education programs and activities. Factors taken into consideration include prior violations of College policy and sanctions, impact on parties, and the circumstances/nature/severity of the violation. Violations of this policy sanctions range from reprimand to expulsion/termination.

Sanctions against employee respondents, who are found to have committed the alleged conduct and thereby violated this policy, will be based on the circumstances and seriousness of the offense and decided by the College President and/or CCSNH Chancellor. Sanctions against CCSNH faculty and staff will be handled in accordance with employment policies or collective bargaining agreements governing discipline and dismissal. Sanctions may include, but are not limited to, mandated training, position reassignment, imposed workplace conditions, written warning, disciplinary suspension without pay, demotion, or dismissal.

Sanctions may include but are not limited to:

1. Change of job or class assignment (removing a person from being in a position to retaliate or further affect the complainant);
2. Writing a letter of apology to the complainant;
3. Mandatory attendance at an appropriate educational class, program, or training;
4. Written reprimand or other form of disciplinary documentation;
5. Relevant community service;
6. Prohibiting a student from holding an officer position or participating in student activities (including sports for a specified time period);
7. Restriction from other relevant activities or locations, such as a gym or recreational space;
8. Transferring a student to different housing or banning them from College housing facilities (if applicable);
9. Student group or organization warnings, loss of privileges, probation, suspension, or termination;
10. Disciplinary probation, which would provide for more severe disciplinary sanctions in the event the student is found in violation of any other institutional policy for a specified period of time;
11. Suspension, typically not to exceed two (2) years, from CCSNH colleges;
12. Termination or dismissal from CCSNH colleges.

In addition to the above listed potential sanctions, a respondent or any other party may at any time be referred to another College disciplinary process due to relevant information obtained from the complaint resolution process. Non-disciplinary measures as deemed appropriate in the discretion of the College (including but not limited to no contact orders or housing relocation) may be implemented even in cases where a policy violation was not found.

Sanctions will be implemented as soon as possible once a determination is final, either upon outcome of an appeal or the expiration of the window to appeal. Failure to abide by sanctions/actions imposed by the date specified, whether by refusal, neglect, or for any other reason may result in additional sanctions/actions including suspension, expulsion, or termination.

I. Remedies

Following the conclusion of the resolution process and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or campus community that are intended to stop harassment, discrimination, and/or retaliation, remedy the effects, prevent reoccurrence, and promote or restore the complainant's equal access to College programs and activities. These remedies/actions may include but are not limited to:

- i. Referral to counseling and health services
- ii. Referral to the employee assistance program
- iii. Education to the individual and/or community
- iv. Permanent alteration of housing assignments (if applicable)
- v. Alteration of work arrangements for employees
- vi. Provision of campus safety escorts
- vii. Policy modification and/or training
- viii. Implementation of long-term contact limitations between the parties
- ix. Implementation of adjustments to academic deadlines, course schedules, retroactive withdrawals, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the respondent to ensure no effective denial of educational access. The College will maintain the privacy of any long-term remedies/actions/measures provided privacy does not impair the College's ability to provide these services.

16. PREGNANCY, RELATED CONDITIONS, AND PARENTING INDIVIDUALS

CCSNH does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by the Title IX of Education Amendments of 1972. The College prohibits members of the College community from adopting or implementing any policy, practice, or procedure which treats individuals differently on the basis of current, potential, or past pregnancy, related conditions, or parental status. This policy applies to all pregnant persons, regardless of gender identity or expression.

1. Relevant Definitions

- a. **Familial Status** is the configuration of one's family or one's role in a family.
- b. **Parental Status** is the status of a person who, with respect to another person who is under the age of 18²³, is a biological, adoptive, foster, stepparent, legal custodian or guardian, in loco parentis with respect to such person, or actively seeking legal custody, guardianship, visitation, or adoption of such a person.

²³ Or a person who is 18 or older but is incapable of self-care because of mental or physical disability.

- c. **Pregnancy and Related Conditions** are the full spectrum of processes and events connected to pregnancy, including pregnancy, childbirth, termination of pregnancy²⁴, lactation, related medical conditions, and recovery therefrom.
- d. **Reasonable Modifications** are individualized modifications to the policies, practices, or procedures that do not fundamentally alter the College education program or activity.

2. Information Sharing Requirements

Any College employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinators contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to the College's education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the Title IX Coordinator's contact information to the student.

Upon notification of a student's pregnancy or relate condition, the Title IX Coordinator will contact the student and inform them of the College's obligations to:

- a. Prohibit sex discrimination;
- b. Provide reasonable accommodations;
- c. Allow access, on a voluntary basis, to any separate or comparable portion of the institutions education program or activity;
- d. Allow a voluntary leave of absence;
- e. Ensure lactation space availability;
- f. Maintain a resolution process for alleged discrimination;
- g. Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purpose.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation.

3. Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to reasonable modifications to prevent sex discrimination and ensure equal access to the College's education program and activity. Any student seeking reasonable modifications must contact the Title IX Coordinator to discuss appropriate and available reasonable modifications based on their individual needs. Students are encouraged to request these as promptly as possible, though retroactive modifications may be available in some circumstances. Reasonable modifications are voluntary and a student can accept or decline the offer. These may include (and may not be appropriate in all contexts):

- a. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- b. Intermittent absences to attend medical appointments
- c. Access to online education

²⁴ The Department of education interprets 'termination of pregnancy' to include miscarriage, stillbirth, or abortion. 89 F.R. 33474 April 29th, 2024, codified at 34 C.F.R. 106.

- d. Changes in class schedules
- e. Time extensions for coursework and rescheduling of tests
- f. Allowing a student to sit or stand and carry/keep water nearby
- g. Changes in physical space or supplies (such as a larger desk)
- h. Elevator access if applicable
- i. A larger uniform or other required clothing/equipment
- j. Other changes as determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the College will work with the student to devise an alternative path to completion if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and the College Accessibility Coordinator to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize academic impact, and get back on track as efficiently as possible. The Title IX Coordinator will assist with plan development/implementation as needed.

Supportive documentation for reasonable modifications will only be required when it is necessary and reasonable under the circumstances to determine which reasonable modifications to offer to ensure equal access. Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the reasonable modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the ADA or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like other students with a temporary disability. The Title IX Coordinator will consult with the College ADA Coordinator to ensure the student receives reasonable accommodations for their disability as required by law.

4. Certification to Participate

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physical able to participate in the program or activity unless:

- a. The certified level of physical ability or health is necessary for participation;
- b. The institutions requires such certification of all students participating; and
- c. The information obtained is not used as a basis for pregnancy-related discrimination.

5. Lactation Space Access

The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of other. Lactation spaces are located in the following locations:
Sweeney Room 121

6. Leave of Absence

A. Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least thirty (30) days prior to the initiation of the leave or as soon as practical. The Title IX Coordinator will work with the Registrar and any other necessary employees to ensure the student fills out the correct paperwork. Students may register as "on leave/inactive" to continue their eligibility for certain benefits (including health insurance or residing in College housing if applicable and subject to the payment of applicable fees).

To the extent possible, the College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they left. Continuation of the students' scholarships, fellowships, or similar College-sponsored funding during their leave term will depend on registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility by exercising their rights under this policy. When requested, the College will provide any necessary documentation for financial aid agencies and external scholarship providers.

B. Employees

Employees should work with Human Resources to determine their eligibility for leave. If an employee, including a student-employee, is not eligible for leave because they do not have enough leave time available or have not been employed long enough to qualify for leave, they are eligible to qualify for pregnancy or related conditions leave under Title IX without pay for a reasonable period of time. Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without negative effect on employment privilege or right.

7. Student Parents

Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period from the Title IX Coordinator during the first six months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary responsibility. During this academic modification period, the students' academic requirements will be adjusted/postponed as appropriate in collaboration with the appropriate staff, the students' academic advisor, and appropriate academic departments. The student is encouraged to work with their advisors and faculty members directly to reschedule course assignments, lab hours exams, or other requirements as appropriate once authorization is received from the Title IX Coordinator. If the student is unable to work with these staff to obtain the appropriate modifications, the student should alert the Title IX Coordinator as soon as possible, and they will help facilitate.

In timed degree, certification, or credentialing programs, students seeking modifications upon birth or placement of their child will be allowed an extension of up to 12 months to prepare for and take preliminary and qualifying examinations and an extension of up to 12 months toward normative time to degree while in candidacy to the extent those deadlines

are controlled by the College. Longer extensions may be granted in extenuating circumstances. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence. While receiving academic modifications, students will remain registered and retain benefits accordingly.

8. Policy Dissemination and Training

A copy of this policy will be made available to faculty and employees in annually required training and posted on the College's website. The College will alert all new students about this policy in new student training. The Title IX office will make educational materials available to all members of the College community to promote compliance with this policy and familiarity with its procedures.

17. EDUCATION, COMMUNICATION, AND TRAINING

All students and employees within our campus community deserve to feel safe and supported. CCSNH works year-round to provide education, tools, resources to recognize concerning or harmful behavior, strategies for intervening, and to help others get the support they need. As part of these efforts, CCSNH provides primary prevention and awareness campaigns for all incoming students and new employees as well as ongoing prevention and awareness campaigns for all students and employees in compliance with the 2024 Title IX regulations, VAWA, and NH RSA 188:H. These programs are comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to combat relevant Title IX issues. CCSNH considers each individual campus unique and designs its programs to fit each community to ensure they are culturally relevant, inclusive of diverse communities/identities, sustainable, responsive, and informed by research.

CCSNH also considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal level so that we can address actual issues that may influence how/if violence is occurring within our own community and how these programs can meet our collective need. All these programs will reinforce that dating violence, domestic violence, sexual assault, stalking, and sexual misconduct are unacceptable and prohibited within our campus communities.

A. Primary Prevention and Awareness

Primary Prevention programs are those that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships/sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy/safe directions. Awareness programs are programs that are community-wide or audience specific that increase knowledge and share information/resources to prevent violence, promote safety, and reduce perpetration.

B. Bystander Intervention

Bystander intervention involves safe and positive options that might be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence sexual assault, or stalking. This can include:

- i. Recognizing situations or potential harm;

- ii. Understanding institutional structures and cultural conditions that facilitate violence;
- iii. Overcoming barriers to intervening;
- iv. Identifying safe and effective intervention options; and
- v. Taking action to intervene.

Safety is your top priority when intervening. Before jumping into a potentially dangerous situation, be smart and think about your own safety. Ask how can I keep myself safe? What are all options available? Who else might be able to assist me? Aside from safety in numbers, you may have more influence on the situation when you work together with someone else or even several people.

Remember the 3“D”s of bystander intervention:

DIRECT: Directly confront the inappropriate behavior
Point out threatening or inappropriate behavior in a safe, respectful manner.

DISTRACT: Draw away or divert attention
Make up an excuse to help a friend get away from someone who might pose danger (Let’s go dance! Can you come to the bathroom with me?).

DELEGATE: Reach out to someone else for help, like public safety or the police.
Alert a bartender or party host that someone has had too much to drink

C. Risk Reduction

Risk reduction refers to tools/strategies/behaviors/options that decrease perpetration, bystander inaction, and promote victim empowerment. This definition includes giving bystanders tools to overcome barriers that might lead them not to intervene, so all tips provided above can generally be used for risk reduction as well. It is up to the CCSNH community to look out for one another and create the safe environment that our students and employees deserve.

Below are some suggestions that can help individuals reduce their risk of being victimized and reduce the risk of being accused of sexual misconduct. CCSNH does not condone victim-blaming and acknowledges that only those who commit violence are responsible for their actions.

Reducing the Risk of Victimization

- i. Make any limits/boundaries you have known to your partner as early as possible.
- ii. Clearly and firmly articulate consent or lack of consent.
- iii. Remove yourself, if possible, from an aggressor’s physical presence.
- iv. Reach out for help, either from a person who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- v. Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability for sexual victimization.
- vi. Look out for friends and ask them to look out for you. Respect them and ask them to respect you but be willing to challenge each other about high risk choices.

Reducing the Risk of Being Accused of Sexual Misconduct

- vii. Show your potential partner respect if you are in the position of initiating sexual behavior.
- viii. If a potential partner says “no”, accept it and don’t push. Do not proceed without clear permission.
- ix. Clearly communicate your intentions to your potential sexual partner and give them a chance to share their intentions/boundaries with you.
- x. Respect personal boundaries. If you are unsure what is OK in any interaction, ask.
- xi. Avoid ambiguity. Don’t make assumptions about consent, whether someone is attracted to you, how far you can go with someone, or if the individual is physically/mentally able to consent. If you have questions or are unclear, you don’t have consent.
- xii. Don’t take advantage of the fact that someone may be under the influence of alcohol or drugs, even if the person chose to become that way. Other’s loss of control does not put you in control.
- xiii. Be on the lookout for mixed messages. That will be a clear indication to stop and talk about what your potential partner wants or doesn’t want to happen.
- xiv. Respect timelines for sexual behaviors with which others are comfortable and understand they are entitled to change their minds at any time.
- xv. Recognize that even if you don’t think you are intimidating, our potential partner may be intimidated by or fearful of you because of sex, size, social capital, or position of power/authority.
- xvi. Don’t assume that someone’s silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- xvii. Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behavior. If you are unsure, stop and ask.
- xviii. Understand that exerting power and control over another through sex is unacceptable conduct.

D. Programs Offered

Below is information for program offerings. For more information or to request a program/training, contact the Title IX Coordinator.

Title IX New Student Training - Mandatory training completed online or in person at the start of every academic year that reviews College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

Title IX Employee Training - Mandatory training completed online or in person at the start of every academic year that reviews mandatory reporter expectations, how to take/submit reports to the Title IX office, College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

- i. Also completed for all new employees upon hire

Title IX Student Leaders Training - Training completed online or in person at the start of every academic year that reviews student worker mandatory reporter expectations, how to take/submit reports to the Title IX office, College policy and

procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

USafeUS App - A free and confidential 24/7 online safety and prevention tool in response to Title IX related offenses that includes fake text/call features, GPS tool alerts with friends, drink recipes to alert bartenders for help, contact information for campus reporting and local resources, College policy overview, and nationally available resources.

- i. Download the app in the App store or Google Play & select your College campus

Title IX Refresher - Training offered upon request that can be done for campus clubs, student groups, classes, employees, etc. Material can be tailored to individual needs and can generally include College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

Stalking Awareness Training - Training offered upon request that focuses on the Title IX offense of stalking, general awareness, case discussion online safety measures, safety planning, bystander awareness/intervention, and reporting options.

In addition to the above programming/training that is offered every year, the College also hosts local domestic and sexual violence agencies on campus to engage in a variety of prevention and awareness programming each academic year. These change year to year to best address the needs of the community.

E. Title IX Team Training

All members of the Title IX team will receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX, and annually thereafter. Materials will not rely on sex stereotypes. Training topics include, but are not limited to:

- i. The role of the Title IX Coordinator scope of the policy;
- ii. The Resolution Process and how to conduct a sex discrimination resolution process consistently, including issues of disparate treatment, disparate impact, sex-based harassment, quid pro quo, hostile environment harassment, and retaliation;
- iii. How to conduct/coordinate investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability;
- iv. Implicit bias, confirmation bias, and treating parties equitably;
- v. Reporting, confidentiality, and privacy requirements;
- vi. Applicable laws, regulations, and federal regulatory guidance;
- vii. How to implement appropriate and situation-specific remedies;
- viii. How to investigate/coordinate investigations in a thorough, reliable, timely, and impartial manner;
- ix. Trauma-informed practices pertaining to investigations and resolution processes

- x. How to uphold fairness, equity, and due process as well as how to weigh evidence;
- xi. How to conduct questioning, assess credibility, and use impartiality and objectivity;
- xii. How to render findings and generate clear, concise, evidence-based rationales;
- xiii. The definitions of all prohibited conduct;
- xiv. How to conduct a grievance process, including administrative resolutions, hearings, appeals, and Informal Resolution Processes;
- xv. How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against respondents and/or for complainants;
- xvi. Technology to be used at a live hearing
- xvii. The meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the Title IX Regulations;
- xviii. Issues of relevance and creating/coordinating an investigation report that fairly summarizes relevant and not impermissible evidence;
- xix. How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations;
- xx. Recordkeeping, Clery Act/VAWA requirements applicable to Title IX, and obligations under Title IX;
- xxi. Training for informal resolution facilitators on the rules and practices associated with the Informal Resolution process;
- xxii. Supportive Measures and reasonable modifications and specific actions to prevent discrimination and ensure equal access for pregnancy or related conditions ;
- xxiii. How to apply definitions with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy; and
- xxiv. Any other training deemed necessary to comply with Title IX.

18. QUESTIONS, NOTICE, AND SUPERSEDING OF PRIOR POLICIES

This policy is effective August 1st, 2024. Complaints or notices of alleged policy violations, inquiries, or concerns regarding this policy and procedure may be made to the Title IX Coordinator. This policy is subject to change to comply with changes in relevant laws or College operating procedures. If government laws, regulations, or court decisions change in ways that impact this document, this document will be construed to comply with the most recent government regulations or holdings. This policy supersedes all previous College policies and procedures that covered some or all of the areas addressed in this policy.

345 Severance Pay

Date Approved:

Date Effective:

Date of last Amendment:

Approved by:

345.1 CCSNH recognizes the importance of providing clear and accurate information to employees regarding compensation provided upon separation from employment with CCSNH.

- A. Definition: Severance pay at CCSNH is defined as compensation provided to an employee upon separation from the organization.
- B. Severance pay may be provided as a benefit pursuant to policy, including policies set forth in an employee handbook, or a collective bargaining agreement. For clarity, severance pay practices are outlined below in instances of voluntary and involuntary separations.
 - a. Severance pay for voluntary separations
 - 1. Faculty and Staff Covered by a Collective Bargaining Agreement
 - i. Annual leave will pay out accordance with the "Payment of Annual Leave" article of the in-force collective bargaining agreement.
 - ii. Sick leave will pay out only in the case of retirement in accordance with the *Payment Upon Separation* provision of the "Sick Leave" article of the in-force collective bargaining agreement.
 - 2. Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process
 - i. Annual leave will pay out in accordance with the "Leave (Time Off) benefits" section of Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process.
 - ii. Sick leave will pay out only in the case of retirement in accordance with the "Leave (Time Off) benefit" section of Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process.
 - 3. Executive Officers and Administrators
 - i. Voluntary separation for those full-time executive and administrative positions categorized as unclassified personnel by the State of New Hampshire on June 30, 2007 shall receive upon termination of employment three (3) days salary for each year of full-time employment.
 - b. Severance pay for involuntary separations
 - 1. Faculty and Staff Covered by a Collective Bargaining Agreement
 - i. Annual leave will pay out accordance with the "Payment of Annual Leave" article of the in-force collective bargaining agreement.
 - ii. Sick leave will pay out when an involuntary separation is due to retrenchment or death in accordance with the *Payment Upon Separation* provision of the "Sick Leave" article of the in-force collective bargaining agreement.
 - 2. Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process
 - i. Annual leave will pay out in accordance with the "Leave (Time Off) benefits" section of Handbook for Administrative,

- Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process.
- ii. Sick leave will pay out when an involuntary separation is due to retrenchment or death in accordance with the "Leave (Time Off) benefit" section of Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process.
 - c. As a general benefit, severance pay is limited as set forth above. This policy, however, is not intended to prohibit CCSNH from providing severance pay as part of the settlement of a claim (see CCSNH Board Policy 221).

373 Tuition Discount Policy

Date Approved: 8/7/2024

Date of last Amendment: 8/7/2024

Date Effective: 8/16/2024

Approved by: Mark Rubinstein, Chancellor

- I. Authority.
 - A. Pursuant to the provisions of RSA 188-F:15, the Board of Trustees has the authority to waive the cost of tuition in full or partially for eligible full-time and part-time employees and to provide a 50% tuition discount at a CCSNH college for the eligible dependents of full-time employees at a CCSNH community college, who have completed one year of previous service.
 - B. The CCSNH Director of Human Resources is responsible for the administration of the tuition discount policy and for determining the eligibility for tuition benefits for system office employees and their dependents.
 - C. The College President or their designee is responsible for determining the eligibility for the tuition discount benefit for their college employees and dependents.
- II. Employee Tuition Discount Benefits.
 - A. Full-time CCSNH employees, who have completed one year of previous service on or before the first day of classes in the semester shall be entitled to enroll in any credit or non-credit course, including workshops and seminars, offered by a CCSNH college, where the tuition is paid to the CCSNH entity at a 100% tuition discount and the waiver of the comprehensive student services and academic instruction fees generally required of other students. Program specific fees shall be paid by the employee.
 - B. Part-time staff, who have completed one year of work at CCSNH on or before the first day of classes and work at least 50% time (a minimum of 18.75 hours per week) for their assigned work year shall be entitled to enroll in any credit course offered by a CCSNH college, where the tuition is paid to the CCSNH entity, at a 50% tuition discount and the waiver of the comprehensive student services and

- academic instruction fees generally required of other students. Program specific fees shall be paid by the employee.
- C. Enrollment in a course offered by a CCSNH college shall be subject to the admissions requirements and registration processes established by the CCSNH college offering the course(s).
 - D. An employee who is on an unpaid leave of absence on the first day of classes shall not be eligible to enroll in a CCSNH college offered course and to participate in the tuition discount program.
 - E. Participation in the tuition discount program should not in any way interfere with the employee's ability to perform their assigned job duties.
- III. Dependent Tuition Discount Benefits.
- A. The dependents of a full-time CCSNH employee, who has completed one year of service on or before the first day of classes in the semester, may enroll in credit course(s) offered by a CCSNH college at fifty percent (50%) discount of the current in-state tuition rate. This benefit is not cumulative; that is, if both parents are employed by the CCSNH, one-half (50%) of the current in-state tuition for their dependent child(ren) must be paid.
 - B. For the purpose of the tuition benefit, an eligible dependent is defined as:
 - 1. Spouse. A spouse is any person who is legally defined as a spouse by the State of New Hampshire. Upon request, documentation that verifies marriage may be required.
 - 2. Children. For the purpose of this benefit, children are considered dependent if, on the first day of classes for the semester, they are unmarried, have not reached the age of twenty-four (24); and are dependent on the employee for more than half of their financial support. Upon request, documentation that verifies dependent status may be required.
 - C. Paid Tuition Benefits for Children of Deceased Employees. Children of a deceased CCSNH employee who, at the time of death had been employed on a full-time basis for at least one year are entitled to the fifty percent (50%) tuition discount, if at the time of first day of classes they are unmarried and have not reached the age of twenty-four (24).
 - D. The tuition discount benefit for an employee's dependents (spouse and children) is for credit courses only and does not apply to non-credit courses.
- IV. Conditions.
- A. The tuition plan does not apply to courses offered by other educational institutions on the campuses of the Community College System of New Hampshire.
- V. Procedures. To be considered for a tuition discount, an employee must complete the CCSNH Tuition Discount Authorization Form and forward the completed form to the CCSNH Director of Human Resources or the College President of the employing institution for employment verification. For final processing, the employee is

responsible for directing the authorized Tuition Discount form and a completed course registration form to the Registrar's Office at CCSNH college that is offering the course(s).

- VI. Termination. An employee who terminates employment while using the tuition discount will be responsible for a pro-rated portion of the amount of tuition based on their last day of employment.
- VII. Taxability. The CCSNH will comply with all state and federal laws regarding the taxation of tuition benefits.

382 Employee and Labor Relations (Executive Order 89-6)

Date Approved: 3/21/1989

Date Effective: 6/28/2012

Date of last Amendment: 10/11/2018

Approved by: Ross Gittell, Chancellor

I Purpose:

CCSNH is committed to ensuring a drug-free workplace. Legal Requirements: In accordance with the Drug Free Workplace Act of 1988 (Pub. L. No. 100-690, Title V, Subtitle D) employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. Chemical dependency can and does affect work performance and attendance.

II Requirements: As a condition of employment employees are:

- (1) Prohibited from the use, possession, distribution, dispensation, or unlawful manufacture of any controlled substance while on the property of CCSNH or its colleges, during work hours, or while attending any CCSNH or college sponsored activity or function;
- (2) Prohibited from consuming alcohol while on duty or in the workplace and from reporting to work while under the influence of alcoholic beverages or controlled substances (drugs);
- (3) Driving any CCSNH or college owned vehicle, or driving a personal vehicle while on business for the CCSNH or its colleges, while under the influence of alcoholic beverages or controlled substances (drugs);
- (4) Required to report in writing to the College or CCSNH Human Resources Office any criminal conviction based on the unlawful use, possession, distribution, dispensation or manufacture of a controlled substance where the violation occurred on CCSNH or its college premises or that occurs in the workplace. The reporting of such incidents must occur within five (5) calendar days from entry of the trial court's decision, regardless of whether an appeal is taken.

III Sanctions:

- (1) Conviction of a drug-related crime shall be a basis for disciplinary action, up to and including termination.
- (2) A notice of the drug conviction shall be placed in the employee's personnel file in accordance with normal disciplinary procedures.
- (3) Conviction of a drug-related crime shall require the employee to utilize the services of the CCSNH's employee assistance program and successfully complete

an approved drug abuse assistance or rehabilitation program recommended by the EAP as a condition of continued employment.

IV. Programs:

CCSNH and its colleges shall initiate a drug-free awareness program which informs CCSNH employees of the dangers of drug abuse in the workplace; the CCSNH rules and policies requiring a drug-free workplace; or the availability of employee assistance programs; and of the penalties that may be imposed for abuse violations occurring in the workplace.

383.01 Remote Work Policy

Date Approved: 8/17/2021

Date of last Amendment: 10/1/2025

Date Effective: 10/3/2025

Approved by: Mark Rubinstein, Chancellor

1. Policy Statement

Remote Work is an arrangement under which employees in certain positions perform some or all of their assigned duties and other authorized activities on an ongoing and consistent basis from an approved site other than the assigned Community College System of New Hampshire (CCSNH) institution for a pre-approved length of time (hereinafter referred to as "remote work"). Effective January 1, 2023, CCSNH established that remote work may only be performed within a New England state (New Hampshire, Vermont, Maine, Massachusetts, Connecticut, and Rhode Island). The Remote Work Program is discretionary and does not create an employee right or entitlement, except for employees with disabilities for whom Remote Work is determined as a reasonable accommodation.

2. Scope of Program

CCSNH is committed to having employees physically present to provide direct services, interact with and coordinate work activities with colleagues, and maintain operations. While working remotely, employees are expected to follow their assigned work schedule and ensure assigned duties are completed. A remote work arrangement may be initiated by an employee's request or by a CCSNH institution as a condition of employment or as required for the continuity of operations, programs, and services.

3. Eligibility

3.1 This policy applies to CCSNH full-time and part-time employees assigned to a staff position. A staff employee interested in remote work must meet the following eligibility criteria:

- Possesses a thorough knowledge and understanding of their assigned job duties and responsibilities;
- Job performance is currently in good standing (i.e., "successfully achieving expectations" or "consistently exceeding expectations"); and
- Remote workspace meets standards set forth for safety and adequately supports the employee's work duties/responsibilities and information technology requirements.

- 3.2 At management's discretion, newly appointed staff employees may be assigned to work remotely on a full-time or part-time basis.
- 3.3 All remote work arrangements must be approved by the employee's supervisor, department head (if not supervisor), chancellor's or president's designee, human resources, college president or chancellor, or their designee.
- 3.4 The Performance of CCSNH work remotely shall be limited to the New England state (New Hampshire, Vermont, Maine, Massachusetts, Connecticut, and Rhode Island).²⁵

4. Responsibilities and Expectations

- 4.1 Professionalism in terms of job responsibilities and workplace relations, and productivity shall continue to follow the high standards set for all personnel at CCSNH.
- 4.2 An employee's salary, job responsibilities, number of hours worked, and benefits remain unchanged if transitioned to a remote work arrangement.
- 4.3 All CCSNH policies, including those related to ethics/conduct, data security, timekeeping, and safety, will continue to apply when an employee is working at an alternate workspace.
- 4.4 Any modifications to the employee's work schedule, including leave usage, must be reviewed and approved by the supervisor in advance. In addition, if an employee is eligible for overtime, an employee's supervisor must approve such hours in advance.
- 4.5 An employee, who is assigned/scheduled to work remotely or offsite during the period of designated closure for their CCSNH institution, is not impacted by the institutional closure and is required to work their scheduled work hours. If the employee is unable to perform their assigned work hours, they must contact their supervisor to adjust their work schedule to make up for the missed work time or to request the use of accrued leave.
- 4.6 The employee must be available through phone or electronic devices during their scheduled work hours.
- 4.7 As designated by an employee's supervisor or department head, there will be meetings and other responsibilities that require the employee's presence on-site.
- 4.8 The employee is not allowed to hold meetings (other than virtual meetings) at the alternate worksite or invite coworkers to the alternate work site during working hours.

²⁵ To the extent employees are provided with remote access to CCSNH's systems outside the New England states, the use of such access to perform infrequent and insignificant work tasks, such as checking voicemail or email, shall not be treated as a violation of this policy, provided that such use is within the permissions provided and approved in advance by the employee's supervisor.

- 4.9 Working remotely is not a substitute for child/dependent care. The employee must ensure that suitable childcare and dependent care arrangements are in place during working hours.

5. Remote Workspace Requirements

- 5.1 The employee shall designate a safe, quiet, well-lit and ergonomically sensible workspace, free from hazards or obstructions. The employee shall maintain this workspace so that it continues to be free from hazards and other dangers to the employee and equipment. To be eligible for a remote work arrangement, the employee must complete the CCSNH Remote Workspace Assessment and Certification Form and submit the completed form to Human Resources.
- 5.2 At management's discretion, an on-site inspection of the employee's remote workspace may be conducted before the Remote Work arrangement is granted.
- 5.3 Each CCSNH institution may require subsequent workspace assessments to be completed by the employee and may make visits to the employee's remote workspace at a mutually agreed upon time for purposes of determining that the remote work site is safe and free from hazards and to maintain, repair, inspect, or retrieve CCSNH-owned equipment, software, data, supplies, or property. In the event that the employee reports a work-related injury or accident occurring at their remote workspace, CCSNH shall have the right to immediately schedule an inspection of the workspace at CCSNH's convenience.
- 5.4 The employee agrees that CCSNH will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, insurance, internet connection) associated with the use of the employee's residence or other remote workspace or for the expenses incurred by the employee in making an alternate workspace suitable for working remotely.
- 5.5 Workspace repairs or alterations necessary to meet minimum safety requirements are the employee's sole responsibility.
- 5.6 The employee agrees to maintain a policy of homeowners or renters' insurance covering liability and damage to CCSNH property resulting from circumstances outside of the employee's control.
- 5.7 All CCSNH materials and documents shall be kept in the designated alternate workspace and shall only be accessed by the employee. The employee must take adequate measures to safeguard confidential or other sensitive information.

6. Equipment, Supplies, and IT Support

- 6.1 Each CCSNH institution will provide the necessary equipment for the employee to work remotely, which may include computer hardware, computer software, email, Voice Over Internet Protocol (VOIP), voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. CCSNH does not permit the use of home computers (PCs/Laptops) for performing remote work.

- 6.2 The use of CCSNH owned equipment, software, data supplies, and furniture at the employee's remote work location is limited to authorized persons and for the purposes relating to CCSNH business. CCSNH equipment shall not be used for personal purposes.
- 6.3 The employee shall utilize their institution's IT Helpdesk to resolve technology issues and problems associated with networks and operating systems. In addition, the employee shall work with their IT Department to ensure that technology upgrades are implemented in accordance with their institution's requirements.
- 6.4 Any hardware or software purchased by CCSNH remains the property of the CCSNH and will be returned upon request or if the remote work agreement is terminated. Work products developed and any data created by or transferred to the employee while working remotely remains the property of CCSNH and shall be provided to the employee's CCSNH institution, as directed.
- 6.5 Software owned or licensed by CCSNH may not be duplicated, and the employee must adhere to the manufacturer and employer's licensing agreements. No software is to be installed on a CCSNH-owned device without first contacting the IT Department of the employee's CCSNH institution. Under no circumstance shall the employee remove any protective measures installed by CCSNH on a CCSNH-owned device.
- 6.6 All electronic data shall be accessed, handled, and stored in accordance with CCSNH, institutional, and departmental policies and procedures. All data shall be saved to an appropriate CCSNH network drive or server and not on the hard drive of the computer at the remote workspace.
- 6.7 Office supplies will be provided by CCSNH institution and may be obtained from the employee's supervisor. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor.

7. Liability

- 7.1 Should the employee be involved in an accident or injured while performing their assigned job duties at their approved remote work site, and the employee must notify their Human Resources Office immediately to report any such accident or injury. The employee is responsible for completing any required forms for a work-related accident.
- 7.2 CCSNH is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

8. Income Tax

- 8.1 It is the employee's responsibility to determine any income tax implications of maintaining an alternate worksite. CCSNH will not provide tax guidance, nor will CCSNH assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

9. Evaluation of Remote Work Program

9.1 The employee shall agree to participate in all studies, inquiries, reports, and analyses relating to this program. The employee remains obligated to comply with all CCSNH rules, practices, and instructions.

10. Introductory Period

10.1 When an employee transitions to a remote work arrangement, there will be a 30-day introductory period for both the employee and CCSNH to decide if the arrangement should continue. The introductory period may be extended for an additional 30 days as may be needed to complete a thorough assessment of the remote working arrangement.

10.2 During this introductory period, CCSNH, at its sole discretion, may require the employee to return to an office-based work situation without prior notice. The remote working arrangement will continue only by mutual consent by both the employee and the CCSNH institution.

11. Discontinuation of Remote Working Arrangement

11.1 The CCSNH institution may, at its sole discretion, determine that an employee who has been in a remote work arrangement should return to an on-site work situation. The CCSNH institution shall provide written notice of the return to on-site work and the reason(s) thereof to the affected employee at least fourteen (14) calendar days before the effective date of the return to on-site work.

11.2 An employee may request to terminate the remote working arrangement by submitting a written request to their Human Resources Office. In such circumstances, the return to on-site work will take into consideration the available workspace, and the operational needs of the CCSNH institution as well as the employee's request will be taken into consideration. Where feasible, the employee will be transitioned to on-site work on either a full-time or part-time basis.

11.3 If an employee returns to the worksite or leaves CCSNH, the employee must return all office equipment and property belonging to CCSNH in the condition in which it was received, except for normal wear and tear. The employee is responsible for returning all CCSNH property in their possession no later than twenty-four (24) hours from their last day of work.

383.02 Coronavirus Workplace Policy

Date Approved: 8/17/2021

Date of last Amendment: 3/22/2024

*Date Effective: **RESCINDED***

Approved by: Mark Rubinstein, Chancellor

SLT approved 3/7/2024 - Policy Rescinded 3/22/2024

384 Lactation Break Policy

Date Approved: 10/27/2025

Date of last Amendment: 10/24/2025

Date Effective: 10/27/2025

Approved by: Mark Rubinstein, Chancellor

I Purpose:

This policy supports the health and well-being of nursing employees and their children by providing reasonable accommodations for expression of milk in accordance with the PUMP for Nursing Mothers Act (PUMP Act) and New Hampshire RSA 275:78-83 (effective July 1, 2025). Employees who are nursing parents will be afforded reasonable unpaid breaks during the workday and a private space for the purpose of expressing milk for up to one year after the birth of a child.

II Scope:

This policy applies to all CCSNH employees who need lactation accommodations.

III Definitions:

- 3.1 **Expressing of Milk:** The initiation of lactation by manual or mechanical means but shall not include breastfeeding.
- 3.2 **Lactation Break:** A designated break during the workday provided for a nursing employee for the purpose of expressing breast milk. Under this policy, the "break period" is an unpaid break, available for up to one year after the child's birth, of approximately 30 minutes for every 3 hours of work.
- 3.3 **Nursing Employee:** An employee who is expressing breast milk for a child born within the prior calendar year.
- 3.4 **Private Space:** A designated area for lactation that is not a bathroom and that is clean, shielded from view, free from intrusion and within reasonable walking distance from the nursing employee's workstation. The space shall be equipped with a chair and electrical outlet, where feasible. If the space is shared or multi-purpose, access will be available upon request, and the room will be reserved as needed for a nursing employee.

IV Employee Responsibilities and Expectations:

- 4.1 Nursing employees shall notify their supervisor or Human Resources Representative, in writing, at least two (2) weeks prior to their need for lactation breaks during work hours.

- 4.2 The nursing employee shall propose a schedule of reasonable breaks to their supervisor or Human Resources Representative. Where feasible, the nursing employee may be asked to coordinate their lactation breaks with existing breaks or meal periods.
- 4.3 Nursing employees will not be required to make up time related to the use of unpaid lactation breaks.
- 4.4 To the extent a nursing employee requires a modification in their lactation break schedule, the nursing employee is expected to submit requests for such change to their supervisor or Human Resources Representative in writing and with as much advance notice as feasible.

V **Institutional Responsibilities and Expectations:**

- 5.1 Each CCSNH institution will provide nursing employees with reasonable lactation breaks consistent with this policy.
- 5.2 Each CCSNH institution will provide access to reasonable, sufficient space for the use of expression of breastmilk by a nursing employee consistent with this policy.

VI **Retaliation Prohibited**

- 6.1 Nursing employees will not be discriminated or retaliated against for exercising rights under this policy. Concerns about noncompliance may be reported to the CCSNH Director of Human Resources, to the New Hampshire Department of Labor, or to the U.S. Department of Labor.