

# STUDENT & ACADEMIC LIFE DIVISION GUIDELINES FOR RESPONSE TO STAFF AND FACULTY EMPLOYEE TARGETING

**Version 1.0 as of May 6, 2019**

**Audience: Student and Academic Life (SAL) Supervisors & Deans - suggested revisions please direct to Amy Betz**

**If you are aware of students experiencing targeting please make a referral to the Conflict Assistance, Resources & Empowerment (CARE) Team: <https://www.evergreen.edu/care>**

This is a protocol to follow when a staff or faculty employee reports being targeted. Targeting is defined as making a staff or faculty, or group of staff and/or faculty, a target and to select them to be acted upon using all forms of communications in order to negatively impact their professional work. This resource refers staff and faculty to supervisors/deans to support them in responding to such targeting. Below are the guidelines for supervisors/deans supporting employees in these impactful moments of their professional life.

A staff or faculty who is being negatively impacted in their professional responsibilities by others should report their experience(s) to their supervisor or Dean. The staff's supervisor or faculty's Dean will serve as the designated point person, assess impacts, and consult with others, such as Human Resources and/or Police services to determine next steps. Immediate measures should be taken to contact law enforcement and protect the safety of college employee(s) if there is a direct or imminent threat made.

## **Assessment Procedure by Supervisor/Dean**

1. **Initial Contact:** During the initial contact to the supervisor/dean, you should listen to the employee's concerns, gather and document all relevant information, and immediately assess the situation to see if any of the following apply:
  - a. **Safety Concern:** Take immediate steps to ensure the physical safety of college employees. If an employee believes they, or others, face threat of physical harm in the workplace, immediately contact Police Services at 360-867-6832.
  - b. **Discrimination Claim:** The Evergreen State College is committed, as a matter of principle, and in conformance with federal and state laws, to prohibiting discrimination and behaviors, which, if repeated, could constitute discrimination. A person who believes they have been subject to discrimination treatment within the Evergreen community is urged to utilize the Affirmative Action & Equal Opportunity Officer, Library 4115, 360.867.5371, [mastinl@evergreen.edu](mailto:mastinl@evergreen.edu).

- c. **Risk Assessment:** Similarly, if the targeting is not discrimination-based, but places people at risk the college will want to respond quickly and take concrete steps to develop a safety plan.
2. **Confirm You Are Point Of Contact:** Inform the employee that you are their point of contact for institutional support during this time of need.
3. **Conduct An Assessment of Impact**
  - a. **Communication with Employee:** Work with the employee to set up regular communication at this time of need. Consider appropriate and safe locations for these conversations. Depending on the situation, an employee may not want to come to campus. You can offer to have a phone meeting, or if necessary, you may meet with the employee off campus to discuss concerns. Be sure to consider your own safety in these circumstances and if you decide to meet off campus, choose a public space and let someone else in your area know when and where you are.
  - b. **Identify Impact:** Identify the areas of concern for the employee as it relates to their ability to complete their professional duties.
  - c. **Create a Personal Staff or Faculty Employee Safety Plan:** To start, contact your Vice Provost for assistance in doing a staff or faculty risk assessment. This assessment will direct you in creating a Personal Staff or Faculty Employee Safety Plan for the individual. Review the following list of components with resource contacts designed to address the specific concerns raised by the circumstances:
    - i. **Confidential Counseling Services:** Share the confidential services provided by the Employee Assistance Program with the staff or faculty. Resource Contact: Human Resources Services (<https://www.evergreen.edu/humanresources>).
    - ii. **Campus Directory:** The College may accommodate a request to remove staff or faculty directory information for three months, with a check-in at that time for possible renewal depending on the situation. Resource Contact: Supervisor (staff) and Faculty Hiring (faculty) who will work with Web Team.
    - iii. **Faculty Directory:** The College may accommodate a request to remove faculty member directory information for three months, with a check-in at that time for possible renewal depending on the situation. Resource Contact: Faculty Hiring who will work with Web Team.
    - iv. **Evergreen Webpage:** The College may remove all images of and reference to staff or faculty from webpages on the site, including program information in the catalog. Resource Contact: Web Team.

- v. **Telephone:** The College may monitor voicemail and forward work-related messages to the staff or faculty, this involves an additional temporary administrative support assignment for other staff position. Resource Contact: Supervisor or designee (staff) and Deans Area Manager (faculty).
  
- vi. **Email:**
  - 1. **Monitoring:** The College may monitor an email inbox for up to a three months (i.e. what seems reasonable regarding the unique circumstances), making sure to provide information to the staff or faculty related to their work, this involves an additional temporary administrative support assignment for other staff position. Resource Contact: Supervisor or designee (staff) and Deans Area Manager (faculty).
  - 2. **Alias Change:** In very unique circumstances, the College may change the staff or faculty email alias. This involves a temporary administrative support assignment during a transition phase whereby administrative staff monitor the old alias/mailbox that still may be in use by past and current students at the time of making the shift. The old alias/mailbox remains open for a short period of time and emails are monitored and forwarded on behalf of the employee in order to maintain good communication to individuals who are trying to reach the employee in earnest and for college business. Resource Contact: Supervisor or designee (staff) and Deans Area Manager (faculty).
  
- vii. **Office/Relocation:** If requested by the employee, the College may provide an staff or faculty move to another office on campus; or for a limited period of time off campus, or working some hours off site or telecommuting depending on circumstances. Resource Contact: Supervisor (staff) and Academic Program Support Supervisor (faculty).
  
- viii. **Police Services:** The College may provide a staff or faculty to have support from law enforcement. Resource Contact: Police Services
  
- ix. **Escort:** Contact Police Services in order to set up an escort to/from the parking lot or bus loop with a police officer upon request
  
- x. **Increased Presence:** Contact Police Services in order to increase law enforcement presence and visibility upon request.
  
- xi. **Personal Safety Training:** (e.g., park near to or under a light in the parking lot, change habits/schedule so person doing the targeting is less likely to figure out the employee's routine, walk in pairs, be aware of your surroundings, etc.)

- xii. **Class Schedule and Locations:** Currently class schedules (day/times) are public in the online catalog; however, locations of the classes are behind the CAS authentication login for campus community only in Schedule Evergreen, with the exception of the first day of class due to our campus open access process for registering special students. The College may provide further requests for privacy changes may. Contact: Scheduler Evergreen Administrator.
- xiii. **Brief Reassignment of Duties:** If appropriate, we may offer the staff or faculty a brief time in which some of their duties are performed by others. Contact: Supervisor and Human Resource Services (staff) and Curriculum Deans (faculty)
- xiv. **Reminder of Resource Referrals by topic:** Depending upon their circumstances, you can advise the staff or faculty of other resources available at the college.
  - 1. Student Conduct – Resource Contact: Students Rights & Responsibilities Office
  - 2. Employee Development/Support – Resource Contact: Deans Area (faculty) or Human Resource Service (employees)
  - 3. Non-Discrimination Policy Complaint Process – Resource Contact: Affirmative Action and Equal Opportunity Office
  - 4. Sexual Harassment and Sexual Misconduct complaint process – Resource Contact: Title IX Coordinator
  - 5. Leave (provide leave alternatives available) - Resource Contact Supervisor (staff) working with Human Resource Services or Vice Provost of Academic Operations (faculty)

#### 4. **Communication to Stakeholders**

- a. **External to Evergreen:** If necessary, you can work with College Relations on strategies for addressing the threat. Resource Contact: Vice President of College Relations
- b. **Internal to Evergreen:** To promote awareness and provide a supportive work environment for the impacted staff or faculty, with their knowledge, you can notify other staff and/or faculty colleagues who need to know of the current arrangements in order to support the impacted staff or faculty. Resource Contact: Academic Dean and Deans Area Manager (faculty) and Supervisor (staff).

#### 5. **Training Opportunities and Resources**

There may be trainings available by the college for work unit and/or college. You can request and schedule the following with the reference resource contact.

- a. Active Shooter Training – Contact: Emergency Response Coordinator

- b. De-escalation Training – Resource Contact: Human Resource Services
- c. Self-defense Training – Resource Contact: Human Resource Services
- d. Campus Safety Training – Resource Contact: Emergency Response Coordinator and Police Services
- e. Classroom Disruption Training – Resource Contact: Academic Deans
- f. Campus Protests – Contact: Administrator Response Team (ART)