

Sexual Harassment Complaint Resolution Procedure

With regard to grievances alleging sexual harassment, an employee who has timely filed a grievance may elect to substitute the campus [Sexual Harassment Complaint Resolution procedure](#) for Step 2 of the Grievance Procedure. Use of the Sexual Harassment Compliant Resolution procedure shall toll the time limits for the Grievance Procedure only if a grievance has been timely filed, pursuant to Article 11, Section C.2 (time limits for filing the written grievance). At any time, an employee may elect to resume the regular grievance procedure in place of the campus Sexual Harassment Complaint Resolution procedure by written notice to the University. The University's Step 2 Grievance response will be issued within fifteen (15) calendar days after such notice to return to Step 2 of the Grievance Procedure is received by the designated campus official.

Safety

- Emergency Numbers: Campus police: 9-1-1 from campus phone or 858-534-4357 (Help) from cell phone
- Counseling and Psychological Services (CAPS) at 858-543-3755
- Most classrooms and labs have signage about where to evacuate if there is an emergency

TA's and Tutors may find they are in a position where there is concern about the well-being or safety of one or more individuals, including the TA him or herself. This could include a highly distressed or upset student, a threat made by a student to harm him or herself or others, or harassment of others (including the TA). It could take place in person, on the phone, via email or other electronic formats. These problems should be taken seriously. The TA or Tutor must immediately report the incident to the instructor. **If you ever feel there is an imminent danger (student harming themselves or others - including you), dial 9-1-1 or numbers above.**