



June 4, 2019

Dear ESU Employee:

This letter is sent to you to clarify and confirm your obligations in three (3) areas of compliance mandated by the Federal government and one (1) area of compliance required by PA State System of Higher Education Board of Governors policy. These compliances are applicable to all University employees, affiliated entity employees and volunteers. They are:

1. Title IX of the Educational Amendments Act of 1972
2. The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act
3. Sexual Harassment and Title VII of the Civil Rights Act
4. Policy 2014-01-A: Protection of Minors

In each area of compliance, the University is required to provide annual training, well-advertised reporting procedures for suspected or known violations, and clear procedures for complaint or issue investigation and resolution.

In order to meet **your specific mandated reporter obligations for the 2019-20 academic year**, you are required to do the following:

1. Participate in training and assure that student employees you supervise are fully trained in each of the compliance areas. Online training is provided and tracked through the ATLAS Learning Management System through the Human Resources website. New employees will complete their training during their respective onboarding program. All compliance training for employees and volunteers must be completed by September 9, 2019. All trainings completed on or after June 4, 2019 through September 9, 2019, will meet your training obligations for the 2019-20 year. **ATLAS sign on information is listed on the following page. If you experience any difficulty in accessing/completing the training in ATLAS, please report the issue to atlas@esu.edu for resolution.**
2. Become familiar with the campus policies and procedures related to Sexual Harassment and Misconduct, Protection of Minors and Campus Crime reporting. Training provides an important overview, but reviewing the sites dedicated to these compliance areas provides more in-depth information.
3. Report any information related to incidents of sexual harassment and sexual misconduct to Lonnie Allbaugh, ESU's Interim Title IX Coordinator, and any incidents of campus crimes to Chief William Parrish, University Police, for follow up.
4. Report by written notice to Human Resources if you are: (a) arrested for or convicted of a reportable offense (more information on Human Resource webpage under background check forms) or (b) named as a perpetrator in a founded or indicated report of child abuse within 72 hours of arrest or conviction.

Finally, I would ask that you assist us by encouraging students to adopt self-protective behaviors. The University has and will continue to provide many opportunities for students to learn more about what constitutes sexual misconduct, and the role of "consent" and "bystander intervention" in helping to reduce instances of sexual misconduct and violence on campus.

I appreciate your help in assuring that East Stroudsburg University meets its responsibilities in relationship to these laws and State System policy. If you have any questions regarding your designation as a mandatory reporter and the corresponding responsibilities, please contact Lonnie Allbaugh or Chief Parrish for further clarification. Questions regarding the on-line training should be directed to atlas@esu.edu extension 3422.

Sincerely,

Marcia G. Welsh, Ph.D. | President
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