**Employee Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title, Department and College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION I: INTAKE ASSESSMENT Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Employee Status.** Determine whether the employee is faculty or academic staff.
	1. If yes, and they are covered by the Union for Non-Tenure Track Faculty (UNTF) collective bargaining agreement, consult with HR Employee Relations as appropriate.
	2. If not faculty or academic staff, inform the Office for Institutional Equity (OIE) that Academic HR (AHR) involvement is not needed.
2. **Notifications.** Determine whether all proper unit administrators (e.g., dean, chairperson, director, supervisor) were included on the OIE notification, including joint appointment administrators.
	1. If no, notify OIE of the additional unit administrators to be included in the notifications and forward the original notification to the additional unit administrators.
3. **Other Policy Implications**. Determine whether the allegations implicate other non-Relationship Violence and Sexual Misconduct (RVSMP)/Anti-Discrimination Policy (ADP) potential policy violations.
	1. If yes, discuss next steps for investigation/handling.

**SECTION II: INTERIM ACTIONS**

Upon receipt of OIE’s notification of a reported incident, unit leadership, in consultation with AHR, will determine whether interim employment actions are warranted pending the outcome of OIE’s review or investigation of a matter. Consider the employee’s prior conduct when making this determination, including a review of the personnel file.

1. **Safety Risk/Significant Workplace Disruption.** Assess whether the allegations pose a safety risk to others or if the continued presence of the individual in the workplace may cause significant interference with normal activities. Consult with AHR and the Office of the General Counsel as needed. Are interim actions needed due to these reasons?
	1. If determined no interim actions are necessary due to the reasons stated above, go to #5.
	2. If determined that interim actions are necessary, consider allegation-specific preventative actions to mitigate risk. These may include:
		1. an administrative leave with no assigned duties, or
		2. an alternative working arrangement, including but not limited to:
* working from an alternate location
* reassignment and/or removal of duties

When implementing interim actions, consider the **terms** of leave or alternative work arrangement (e.g., not permitted in office building, no contact with employees or students) and the **length** of leave or alternative work arrangement (e.g., indefinitely, for a semester, to be reassessed after a specified period of time). Consider the following items below and/or how they might be impacted. Each of the items below should be assessed based on its relevancy to the allegations:

* Whether alternative teaching arrangements need to be made (e.g., teaching, grading)
* Whether the individual serves on graduate committees or is a major advisor
* Whether the individual serves on departmental, college or university governance committees
* Upcoming departmental and/or college functions
* Upcoming university travel
* Upcoming presentations at conferences
* Any research activities which require temporary supervision by another faculty member (e.g., human subjects, animals, hazardous materials)
* Whether the individual works with children
* Whether the individual works with outside groups or entities (e.g., do they need to be notified?)

**Interim actions require a written letter/communication to the employee that includes:**

* The reason for the communication
* A description of the interim actions being taken
* The basis for the actions being taken
* The length of time that the actions are in place (e.g., pending further investigation)
* A statement that the action being taken is not disciplinary in nature
* A statement regarding retaliation

**This letter must be reviewed by AHR and OGC prior to distribution to the employee.**

1. **Other Interim Actions.** Assess whether the allegations warrant further interim personnel actions or other interim actions to mitigate risk of harm to others. Consult with AHR (and the Office of the General Counsel as needed). Other interim actions may include:
	1. Removal of duties
	2. Education about policy requirements (e.g., VISA)
	3. Third-person review of grading
	4. Limiting or removing one-on-one interactions
	5. No contact directives
	6. Delayed consideration of a raise adjustment
	7. Deferred consideration of continuing status or promotion
2. **Notification of Interim Actions.** Notify relevant offices of interim actions taken.
	1. Notify the AHR liaison.
	2. Check whether the allegations are related to a Clery Act crime or an act of sexual violence. (Guidance attached). If yes, notify Clery Coordinator **immediately, but no later than 3 business days** of the actions taken.
	3. Notify the OIE investigator and provide them with a copy of the letter/written communication to the employee of interim actions. Provide the OIE case# in this communication and cc AHR and unit leadership.
	4. Check whether employee is a PI on an NSF or NIH grant on BI Report RA026 (Award Form D). Notify OSP/CGA **immediately** if employeeis a PI or co-PI on an NSF or NIH grant and administrative actions are taken. See NSF reporting protocol (Attachment 1).
	5. Notify ORA (JR Haywood) and Twila Reighley if employee is placed on administrative leave or the reassignment of duties impacts their research assignment.
	6. Notify OISS if the employee is on a VISA.

**Notes:**