



Mandatory Reporting Policy ADM 47.0

Office of Human Resources and Office of Organizational Impact and Title VI and Title IX

Policy Type: Administrative

Applies to: Faculty, staff, student employees, volunteers

POLICY DATES

This policy supersedes and replaces all other policies prior to this revised date

Issued: July 2026

Revised Last: July 2026

Edited by:

The University of Mount Union seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination, harassment, retaliation, sexual harassment, or other related conduct in private post-secondary education institutions.

The University values and upholds the equal dignity of all members of its community and strives to balance the rights of all parties in the resolution process during what is often a difficult time for all involved.

Definitions

Mount Union's Mandated Reporting Policy is focused on ensuring that the institution is responsive to all reports by requiring all faculty, staff, student employees, and volunteers to serve as mandatory reporters, with limited exceptions regarding issues related to Title VI, Title IX, hazing (see [Student Handbook](#)), and minors on campus (see [Minors on Campus Policy](#)). The definitions provided below are critical to understanding the protocols of this policy.

Term	Definition
Complainant	An individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected characteristic; or retaliation for engaging in a protected activity.
Confidential Resource	An individual who is not a mandated reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status). Specifically, the Mount Union employees classified as confidential resources are those serving the University in the offices of Counseling Services; Alcohol, Drug, and Wellness Education; and the Chaplain.
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 protected characteristic(s). Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as disability, religion, or creed.
Employee	A person hired as an employee by the University of Mount Union to perform specific duties in exchange for compensation, wages, or compensation.
Mandated Reporter	An employee or volunteer of the University of Mount Union who is obligated by policy to promptly share knowledge, notice, and/or reports of discrimination, harassment, retaliation, sexual harassment, or other related conduct with the Office of Organizational Impact and Title IV and Title IX .
Mandated Report	Reports of discrimination, harassment, retaliation, sexual harassment, or other related conduct and should include all information shared by the reporter (identity of the reporter, identity of the accused and any witnesses if known or shared, description of incident, location and date if known).
Respondent	An individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected characteristic; or retaliation for engaging in a protected activity under this Policy.

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Retaliation	Taking or attempting to take materially adverse action, by intimidating, threatening, coercing, harassing, or discriminating against any individual, for the purpose of interfering with any right or privilege secured by law or 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, proceeding, or hearing under the policy and associated procedures.
Sexual Harassment	Sexual harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 12 C. for greater detail.
Volunteer	An individual who freely and may repeatedly perform subsidiary services directly related to UMU, helps with activities, or wants to gain experience in certain endeavors, without compensation, promise, or expectation of future employment or other tangible benefit. Volunteers are not considered to be employees, and are not eligible for any benefits, including workers' compensation or unemployment. Volunteers may be seasonal, students, alumni, retirees, community members, or others.

PROCEDURE

All Mount Union employees (including student employees), and volunteers, other than those deemed confidential resources, are mandated reporters and are expected to report within 24 hours all known details of actual or suspected discrimination, harassment, retaliation, sexual harassment, or other related conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Mount Union action, if appropriate. Mandated reporters are also expected to report incidents of hazing and issues related to minors on campus.

Complainants, especially those who wish to remain anonymous, may want to carefully consider whether they share personally identifiable details with mandated reporters, as those details must be shared with the Office of Organizational Impact and Title IV and Title IX and/or Office of Student Affairs.

If a complainant expects formal action in response to their allegations, making a disclosure to any mandated reporter can connect them with resources to report alleged crimes and/or policy violations, and these employees will immediately pass all known information to the Office of Organizational Impact and Title IV and Title IX and/or Office of Student Affairs (and/or police, if desired by the complainant or required by law), who will act when an incident is reported to them.

The following sections describe the available reporting options for a complainant or third party (including parents/guardians when appropriate):

Confidential Resource

To enable complainants to access support and resources without filing a formal complaint, Mount Union has designated specific employees as confidential resources. Those designated by Mount Union as confidential resources are not mandated reporters. They are not required to report actual or suspected discrimination, harassment, retaliation, sexual harassment, hazing, abuse of minors, and other related conduct in a way that identifies the parties when the confidential resource is acting within the scope of their confidentiality. Those employees serving the University in the offices of Counseling Services; Alcohol, Drug, and Wellness Education; and the Chaplain are confidential resources. However, if and when they serve in a non-confidential role (those serving the University as faculty members, staff members, organizational advisors, coaches, athletic trainers, etc.) at the University, they do not retain their confidentiality when acting in that other capacity and become mandatory reporters. They will, however, provide the complainant with the administrator's contact information and offer options and resources without any obligation to inform an outside agency or Mount Union official unless a complainant has requested the information be shared.

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If a complainant would like the details of an incident to be kept confidential, the complainant may speak with the following Mount Union employees or partners:

- On-campus licensed professional counselors and staff of the Office of Counseling Services
- Health service providers of the Mount Union Health Center
- Victim advocate partners when they are on campus
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

Institutional counselors (and/or the Employee Assistance Program) are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who have confidentiality as described above, and who receive reports within the scope of their confidential roles, will timely submit anonymous statistical information for Clery Act purposes and make de-identified reports of incidents so that the administrator can evaluate for a potential hostile environment, unless they believe it would be harmful to their client, patient, or parishioner.

In addition, complainants may speak with individuals unaffiliated with Mount Union, who will not disclose information to the institution without the complainant's permission. Such individuals include:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/chaplains
- Attorneys

Mandatory Reporting Responsibilities Related to Discrimination, Harassment, Retaliation, Sexual Harassment, or Other Related Conduct

The main responsibilities of a mandated reporter are to report all known details of actual or suspected incidents (including where appropriate, the identities of those involved if known, a description of what happened, and location/date if available) right away, so the University can respond. Failure of a mandated reporter, as described above, to report an incident of discrimination, harassment, retaliation, sexual harassment, or other related conduct of which they become aware is a violation of Mount Union policy and can be subject to disciplinary action. This also includes situations in which a respondent is a mandated reporter. Such individuals are obligated to report their own misconduct, and failure to do so may also lead to disciplinary action under the policy.

A mandated reporter who is themselves a target of discrimination, harassment, retaliation, sexual harassment, or other related conduct under the policy is not required to report their own experience, though they are encouraged to do so.

Mandatory Reporting Responsibilities Related to Hazing

Any person having knowledge of any activity or conduct that may constitute hazing can report their concerns to the assistant dean of students by emailing studentconduct@mountunion.edu, calling (330) 829-8112, or by submitting this online [Hazing Reporting Form](#).

NOTE: All University employees are mandatory reporters for hazing incidents and must immediately report any knowledge of hazing-related activities.

For additional details, see the [Student Handbook](#).

Mandatory Reporting Responsibilities Related to Abuse of Minors on Campus

Mandatory reporters must report to a municipal or county peace officer (police officer or county sheriff) or a public children's services agency if they know or suspect that child abuse has occurred or that a threat of such abuse exists, as

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required by Ohio Law. If a mandatory reporter knows or suspects that child abuse has occurred, or the threat of child abuse exists, whether because of direct observation of an action or incident, or because a child discloses to the individual, or based on some other observation or information, the mandatory reporter must report to Alliance Police Department at (330) 821-9140 or the Stark County Division of Children Services at (330) 455-5437.

If a mandatory reporter makes a report to the Stark County Division of Children Services or the Alliance Police Department pursuant to this policy, that individual must also report the matter to the University of Mount Union Director of Campus Security at (330) 428-1344.

For additional details, see the [Minors on Campus Policy](#).

Failure to Report

If you fail to comply with this Mandatory Reporting Policy, you will be subject to the disciplinary procedures detailed in [Faculty Constitution and Handbook](#), [Employment Handbook for Faculty](#), and [Employment Policies for Staff](#).

Responsibilities

Position or Office	Responsibilities
Office of Human Resources	Faculty, staff, and volunteers – Receive and review complaints of failure to report, make recommendations about and enforce disciplinary action
Office of Organizational Impact and Title VI and Title IX	Receive and review complaints of failure to report, carry out the grievance process
Office of Student Affairs	Receive and review complaints of failure to report, make recommendations about and enforce disciplinary action

Resources

[Employment Handbook for Faculty](#)

[Employment Policies for Staff](#)

[Ethics Point](#)

[Faculty Constitution and Handbook](#)

[Office of Organizational Impact and Title IV and Title IX](#)

[Mount Union, Non-Discrimination, Harassment, Retaliation and Sexual Harassment \(Title IX\) Policy](#)

[Minors on Campus Policy](#)

[Student Handbook](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Vice President for Student Affairs	Office of Student Affairs	(330) 823-2246	fraziej@mountunion.edu
Assistant Dean of Students	Office of Student Affairs	(330) 829-8112	cunionje@mountunion.edu
Chief Organizational Impact and Title VI and Title IX Officer	Office of Organizational Impact and Title VI and Title IX	(330) 829-4904	blackma@mountunion.edu
Associate Organizational Impact and Title VI and Title IX Officer	Office of Organizational Impact and Title VI and Title IX	(330) 829-6560	bootheac@mountunion.edu

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History

All previous versions are inventoried by the Policy Review Council.