



Manager Guidance for Report=Support! Faculty and Staff Accountability

Checking Employee Compliance

Instructions on how Human Resources Business Partners or a designee can pull completion reports for your college/unit to identify individuals who still need to take the training.

Supervisor instructions to see who on their teams has not taken the training.

More information is available at <https://titleix.osu.edu/navigation/prevention/training.html>.

Consequences of Non-Compliance

Any merit-eligible employee (staff and faculty) who does not complete the assigned course* by May 30, 2021, may not be eligible if annual merit increases are available this year. Bargaining unit employees should follow their applicable collective bargaining agreements.

Faculty and staff (including bargaining unit employees) not eligible for merit increases will be subject to formal corrective measures appropriate for their classification. If an employee already has an active corrective action, work with your Employee Relations Senior Representative or Human Resources contact to proceed with the appropriate step of corrective action.

As of May 31, 2021, all faculty and staff who have not completed Report=Support! will be sent a compliance notice. This will outline the responsibility for compliance with Sexual Misconduct policy and concepts outlined in the training. This notice will also include a PDF format copy of the training.

Employees on Leave

Employees on approved leave of absence will not be subject to the consequences of non-compliance and will receive the compliance notice via email to be reviewed upon their return.

New hires

Individuals hired after April 1, 2021 will not be subject to the non-compliance standards. However, they will receive the compliance notice and be expected to comply with policy and training expectations.

Other job titles

Students employees, graduate associates and Ohio State Wexner Medical Center IRP employees are expected to comply with completing Report=Support! However, the non-compliance standards are focused on faculty and staff. Student employees and graduate associates are not eligible for merit increases but may be subject to unit-specific consequences for not completing the required training. Given the nature of these positions, managers should work with their Employee Relations Senior Representative or Human Resources contact to determine appropriate action for non-compliance.

*Contingent Workers, Emeritus, Grad/Undergrad Fellows, and Auxiliary Officers are not being assigned the training