

# *COMPLIANCE POLICY PROCEDURE CONDUCT ROADMAP*

SHAMETRA MILLER, EDD

DIRECTOR OF EMPLOYEE RELATIONS

TITLE IX COORDINATOR

CONDUCT RELATED COMPLIANCE



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for Deaf and Blind

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# *COMPLIANCE POLICY*



- The Alabama Institute for the Deaf and Blind is committed to ensuring that compliance is ingrained in all aspects of our operation. A comprehensive educational program will be provided to all employees upon orientation and annually thereafter. Each employee will be required to know what is expected of them regarding the program and to anticipate situations that could lead employees or others to violate these expectations.
- The effectiveness of the Compliance Program depends on each employee's willingness to bring all compliance issues to the attention of their supervisor or director. If an employee is unsure whether a particular situation raises a compliance issue, they are instructed to report it.

# OBJECTIVES

## Train

The AIDB Compliance Office will train employees to identify and locate conduct-related policies and procedures adopted by AIDB, including its alignment with federal laws: Title VI, Title VII and Title IX

## Review

The AIDB Compliance Office will review the data collection practices of AIDB, as well as policies, procedures, and guidelines, to ensure maintenance regarding conduct-related compliance and the alignment of current federal regulations.

## Report

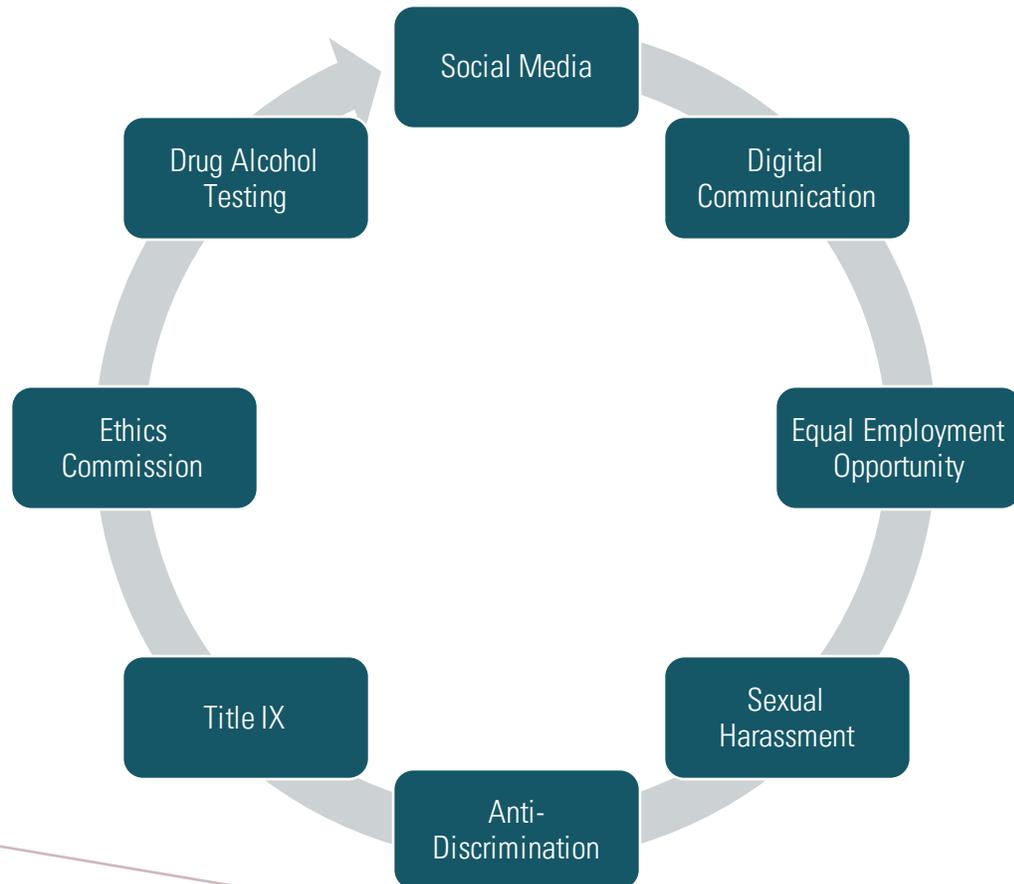
The AIDB Compliance Office will provide quarterly reports to the Director of Human Resources and the President of AIDB based on communications from AIDB employees and new laws regarding conduct-related regulations and trends.



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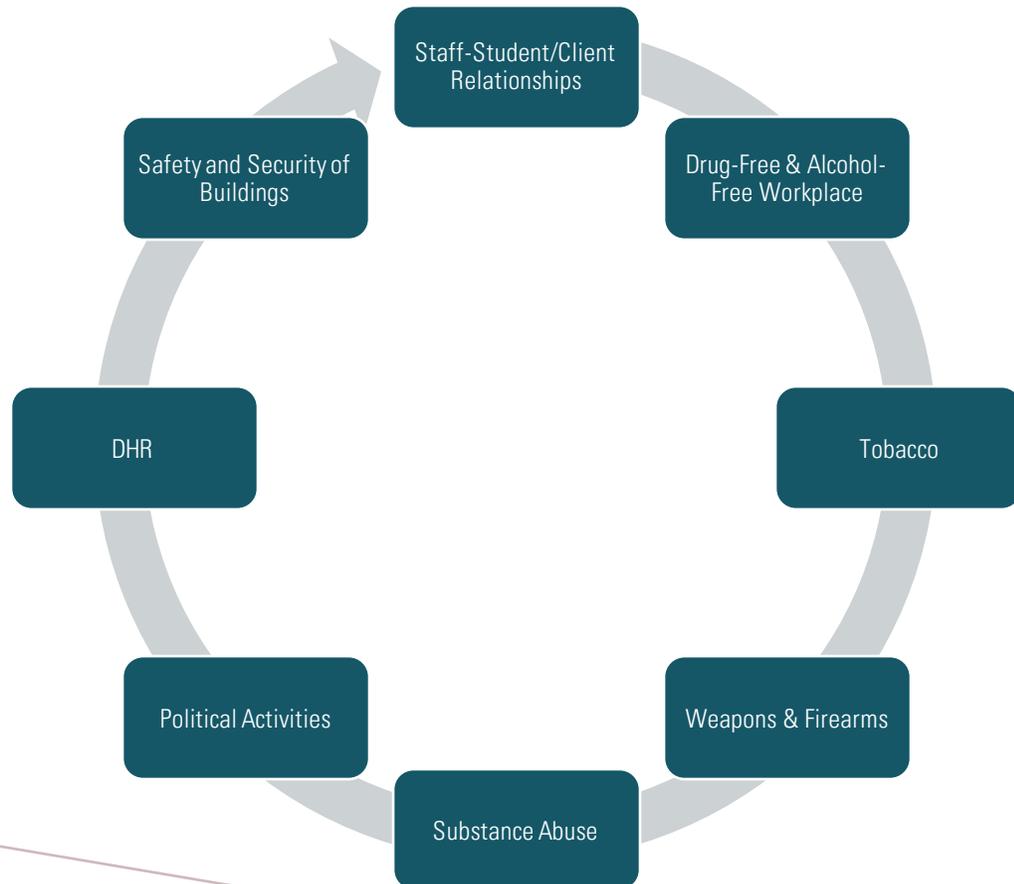
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# *CONDUCT RELATED*



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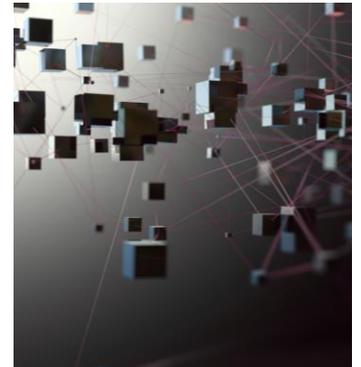
# *SOCIAL MEDIA*

- AIDB Policy and Procedures Section GA
  - Personal Opinion
  - AIDB Employee- Disclaimer
  - Privacy and Protected Information
  - Legal or Political Issues
  - Freedom of Speech vs "Gripe" Session
  - Responsibility



# *DIGITAL COMMUNICATION*

- AIDB Policies and Procedures Section GB
- Personal Business
- Management



# *EQUAL EMPLOYMENT OPPORTUNITY*

- AIDB Policies and Procedures Section GBA-P
  - Director of Human Resources
  - Recruitment
  - Promotions
  - Personnel Actions
    - Compensation
    - Benefits
    - Transfers
    - Trainings
    - Layoff
    - Social/recreation programs

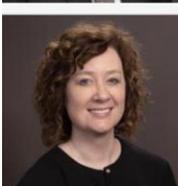


# *SEXUAL HARASSMENT*

- AIDB Policies and Procedures Section GBAA
- Title IX
  - Title IX of Education Amendments of 1972 and Title VII of Civil Rights Acts of 1964
    - Sexual Harassment Defined
      - Quid Pro Quo
      - Sexual Assault
        - Rape, Fondling, Statutory Rape, Incest, Dating/Domestic Violence, Stalking
      - Unwelcome Conduct/Hostile Environment
        - Severe- verbal, non-verbal, touching
        - Pervasive
        - Objectively Offensive



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	<p>Mike Hubbard Title IX Investigator</p> <p>Executive Director of Campus Safety and Security, Transportation and Information Technology</p>	<p>✉ hubbard.mike@aidb.org</p>
	<p>Jessica Edmiston Decision Maker</p> <p>Chief Adult and Field Services Officer</p>	<p>✉ edmiston.jessica@aidb.org</p>
	<p>Kyle Gregg Title IX Appeals</p> <p>Director of Information Technology</p>	<p>✉ gregg.kyle@aidb.org</p>
	<p>Andy Keith Decision Maker</p> <p>Assistant Principal, Alabama School for the Deaf</p>	<p>✉ keith.andy@aidb.org</p>

# Title IX Grievance Process

The Title IX formal Title IX process includes:



# TITLE IX

AIDB POLICIES AND PROCEDURES SECTION GBAAAA

# *ANTI-DISCRIMINATION*

- AIDB Policies and Procedures Section GBAAA
  - Zero Tolerance
    - Prejudice
    - Harassment
    - Retaliation
    - Employment Decisions
    - Denial

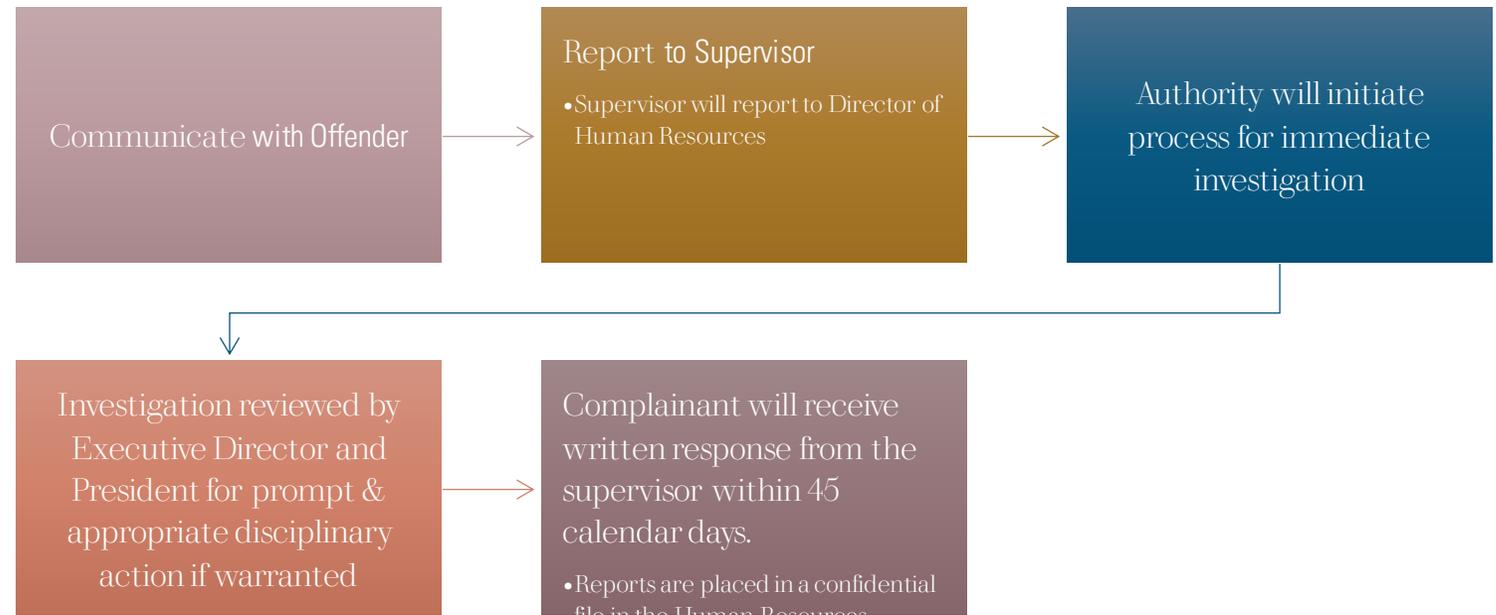


# *ANTI-DISCRIMINATION PROCEDURES*



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# *ETHICS COMMISSIONS*

- AIDB Policies and Procedures Section GBEA
  - Financial Disclosure Statements



# *DRUGS ALCOHOL TESTING*

- AIDB Policies and Procedures Section GBEB
  - Omnibus Transportation Employee Testing Act of 1991
  - Enforcement
    - Random
    - Cooperation
    - Report Accidents
      - Alcohol screening (2) hours
      - Drug screening (6) hours



# *DRUG-FREE AND ALCOHOL-FREE WORKPLACE*

- AIDB Policies and Procedures Section GBEC- Guidelines
  - Notify
  - Establish
  - Notify
  - Action



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# *TOBACCO*

- AIDB Policy Section GBED
  - K12 Programs
  - Adult Programs



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# *STAFF-STUDENT/CLIENT RELATIONSHIPS*

- AIDB Policies and Procedures Section GBEBB
  - Professional Conduct
  - Prohibited Behavior
    - Sexual Conduct Any Type
    - Physical Injury
    - Emotional/Psychological Injury
    - Concern and Reporting



# *EMPLOYEE CONDUCT IN STAFF/CLIENT RELATIONSHIPS*

- AIDB Policies and Procedures Section GBEBB-P
  - Visitation in Staff Homes
  - Student Employment By Staff
  - Ethical vs Unethical



# *FIREARMS AND WEAPONS*

- A weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, handgun or long gun, i.e., sport rifles and shotguns used for hunting, whether loaded or unloaded; air guns; pellet guns; BB guns; explosives; fireworks; mace and other propellants; stun guns; tasers; ammunition; poisons; hand grenade, missile, incendiary device; switch-blade knife, gravity knife, stiletto, sword, dagger; any club, baton, billy, black-jack, bludgeon or metal knuckles; and other objects that have been modified to serve as a weapon.
  - AIDB Policy Section GBEE
  - Gun-Free Schools ACT of 1994 and related Alabama State Laws



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# *SUBSTANCE ABUSE POLICY AND PROCEDURES*



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AIDB Policies and Procedures Section GBGA-P

Board of Adjustment Claims

Post-Accident Testing

Random Testing

Reasonable Suspicion

# *STAFF POLITICAL ACTIVITIES*

- Non-Candidate Activity
- Qualifying as a Candidate for an Elected Public Office
- Campaigning for Election to a Public Office
- Election of Appointment to Public Office

AIDB Policy Section GBI



# *DEPARTMENT OF HUMAN RESOURCES*

## PSYCHOLOGY DEPARTMENT

- The staff member who witnesses or receives the information firsthand reports to his or her immediate supervisor and the Department of Human Resources (DHR). Once a report has been made to DHR, all investigation should cease except those required or permitted by Title IX regulations.
- The immediate supervisor should then contact the Family and Community Engagement Specialist (FACE Specialist). The FACE Specialist will assist with written and verbal reporting if needed.
- The FACE Specialist will notify those with legitimate education interest (L.E.I.).
- If the incident is related to sexual misconduct or harassment, the FACE Specialist will inform the Title IX Coordinator promptly.
- The school administrator or designee will notify parents/guardians of the DHR report. If parent has additional questions the administrator or designee will inform parents that the FACE Specialist will make contact, then inform FACE Specialist of request.

## FACE SPECIALIST

- The written copy of the report and any follow up documentation will be kept and filed with the FACE Specialist. The FACE specialist will keep a log of DHR reports, statuses, and county transfers (updates will be logged within 30 days of initial report). LEI will be notified of all updates.
- The Psychology Department Technician will coordinate DHR interviews, interpreting services, appointment times and meetings, locations and collaborate with DHR regarding follow up. DHR workers arriving on campus to conduct interviews with students will check in at the Dowling Building at the Admissions Office. Interviews will occur in the Dowling Building for confidentiality purposes, unless otherwise noted.
- The FACE Specialist will communicate with the director or principal who is directly involved with the student when the need arises.
- Once the DHR caseworker communicates to the FACE Specialist the investigation is complete and the case has been closed, it is the responsibility of the FACE Specialist to provide to the LEI pertinent information related to the closure of the case.
- AIDB personnel other than the Title IX Coordinator or his or her designee are prohibited from conducting individual investigations/interviews. Safety and Security will assist as needed.

# *SAFETY AND SECURITY*

- Badge Access



# *TRAINING OPPORTUNITIES AND REPORTING*



Annual



New Employee Orientation



Quarterly

## *REPORTING*

- Any member of the AIDB Community who wishes to report violations or discuss ethical concerns may do so by emailing [compliance@aidb.org](mailto:compliance@aidb.org)
- Ext 351
- [miller.shametra@aidb.org](mailto:miller.shametra@aidb.org)



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# *QUESTIONS*



• Thank You