

**From:** Human Resources Department <[HumanResourcesDepartment@csusb.edu](mailto:HumanResourcesDepartment@csusb.edu)>  
**Sent:** Monday, March 23, 2020 9:20 PM  
**To:** Colleagues <[colleagues@groups.csusb.edu](mailto:colleagues@groups.csusb.edu)>  
**Subject:** COVID-19 Important Information - Title IX/DHR/Ombuds Department Services

Dear Students, Faculty and Staff,

Due to the recent statewide restrictions limiting access to campus to stop the spread of the COVID-19 virus, the **Discrimination, Harassment and Retaliation (DHR) Officer, Title IX Coordinator and Ombuds Officer will continue to operate their offices virtually during normal business hours (Monday-Friday 8:00 am-5:00 pm) via e-mail, phone, Zoom, or other modalities.** Upon scheduling an appointment, the respective office will discuss which meeting form and format can best meet your needs while honoring the University's efforts to manage the risk of spreading COVID-19.

Although our campus community is primarily working remotely and transitioning to an alternative modality of instruction, this is a reminder that the CSU Executive Orders 1096 and 1097 are still in effect and employees are still obligated to report Title IX concerns to the Title IX Coordinator. You can file a Title IX report electronically through the <http://www.csusb.edu/title-ix> website under "File a Report" or contact the Title IX Coordinator, Cristina Alvarez, at [TitleIX@csusb.edu](mailto:TitleIX@csusb.edu) or (909) 537-5669.

In addition to matters related to CSU Executive Orders 1096 and 1097, individuals who have a concern pursuant to CSU Executive Order 1115 (Improper Governmental Activities) and Executive Order 1116 (Protected Disclosure Retaliation) may file those complaints with Human Resources. Complaints should be submitted electronically to Alex Najera, AVP of Human Resources, via e-mail at [alex.najera@csusb.edu](mailto:alex.najera@csusb.edu) or by contacting his office at (909) 537-5138.

Lastly, the Office of Ombuds Services is a confidential, informal, impartial and independent resource for campus community members with a university-related concern seeking assistance with resolving problems, disputes, or complaints and help to identify constructive resolutions. Contact the Ombuds Officer, Twillea Evans-Carthen, at [TCarthen@csusb.edu](mailto:TCarthen@csusb.edu) or (909) 537-3103.

DHR and Title IX incident policies can be located at:

EO 1096 *Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties* (revised on March 29, 2019) <https://calstate.policystat.com/policy/6743499/latest/>

EO 1097 *Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students* (revised on March 29, 2019) <https://calstate.policystat.com/policy/6742744/latest/>

Whistleblower and Whistleblower Retaliation Incident policies can be located at:

EO 1115 *Systemwide Policy for Protected Disclosures of Improper Governmental Activities and/or Significant Threats to Health or Safety.*  
<https://calstate.policystat.com/policy/6741645/latest/>

EO 1116 *Systemwide Policy Prohibiting Retaliation for Allegations of Retaliations for Having Made a Protected Disclosure under the California Whistleblower Protection Act.*  
<https://calstate.policystat.com/policy/6742050/latest/>

Thank you,

Alex Najera  
DHR Officer

Cristina Alvarez  
Title IX Coordinator

Twillea Evans-Carthen  
Ombuds Officer