



## **Attachment 3**

# **Recruitment Initiatives**



# Internship/Student Workers

## #1540674 Student Worker

[Job Details \(/jobs/1540674\)](/jobs/1540674)

[Edit \(/jobs/1540674/edit\)](/jobs/1540674/edit)

[Matches \(/jobs/1540674/matches\)](/jobs/1540674/matches)

[Applicants \(/jobs/1540674/applications\)](/jobs/1540674/applications)

**Job** [Preview job posting \(/jobs/1540674/edit?initial\\_page=4\)](/jobs/1540674/edit?initial_page=4)

**Applicants**

[Edit Details \(/jobs/1540674/edit\)](/jobs/1540674/edit)

[Expire Job](#)

[Review 11 Applicants \(/jobs/1540674/applications\)](/jobs/1540674/applications)

[Duplicate job \(/jobs/1540674/duplicate?job\\_id=1540674\)](/jobs/1540674/duplicate?job_id=1540674)

[View profiles and download application documents.](#)

### Job Roles

We were unable to find a job role recommendation based on your job description. Please choose applicable Job Roles to improve our ability to show this job to the right candidates.

[Choose Job Role](#)

School	Applications	Last Update	Status	Comments
Northern Arizona University	11	Declined 2 years ago	Declined	1

< 1/1 >



[\(/employers/49760\)](/employers/49760)

### Student Worker

NAU, KNAU Arizona Public Radio [\(/employers/49760\)](/employers/49760)

[Favorite Job](#)

## About this Job

**Job Vacancy Number:** #1540674

**Student Worker position to fill hours on Mondays through Fridays from 8am to 5pm.**

**Responsibilities include, but not limited, to general office/receptionist, customer service and data entry duties at the front desk at KNAU Radio.**

- Printing and folding daily letters.
- Answering and directing phone calls.
- Answering phone and email questions from listeners.
- Contact (Phone) Sustainers for errors regarding membership.
- Updating Members information in membership software
- Office Inventory.
- Office Orders (staples, ink, name tags, business cards, paper, and stationary)
- Checking radio logs and scanning them for digital filing.
- Overlooking parking permits.
- Copy and faxing packets as needed.
- Storage organizing.
- Premiums mailing lists and packaging.
- Maintaining KNAU general email by contacting and forwarding appropriate emails to proper recipients.

### Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster (<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>) NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

## About NAU, KNAU Arizona Public Radio

KNAU is your source for NPR News and Classical Music in northern Arizona. Visit <http://www.knau.org/>

KNAU is the premier source of balanced, accurate information, civilized discourse, and cultural inspiration in northern Arizona. We reflect the distinctive qualities of our region and operate in efficient and sustainable ways. KNAU is a public service of Northern Arizona University.

### Location

Knau and Mountain Campus Transit, 515 E Pine Knoll Dr, Flagstaff, AZ 86011, USA

### Compensation

**TYPE**  
Paid  
**PAY RATE**  
\$10 00 Per hour  
**DURATION**  
Permanent

### Company Details

**COMPANY SIZE**  
10 - 50 employees  
**INDUSTRY**  
Journalism, Media & Publishing industry  
**COMPANY TYPE**  
Unknown  
**HEADQUARTERS**  
Knau and Mountain Campus Transit, 515 E Pine Knoll Dr, Flagstaff, AZ 86011, USA  
**WEBSITE**  
<http://knau.org>  
**SOCIAL MEDIA**  
<https://www.facebook.com/KNAU-Arizona-Public-Radio-98642777805/info/?tab=overview>  
<https://twitter.com/AZPubRadio>  
(No LinkedIn Listed)

### Employer Preferences

**MINIMUM CUMULATIVE GPA**  
2.5  
**ALLOWED SCHOOL YEARS**  
Freshman, Sophomore, Junior, Alumni  
**ALLOWED MAJORS**  
All majors allowed  
**WORK AUTHORIZATION REQUIREMENTS**  
No US work authorization required (on-campus employment)

### Contact Information

**CONTACTS**  
Rachael Prickett  
Mercedes Milligan

## Attachments (/jobs/1540674/attachments)



Student Employment Application and Availability Form (/attachments/163756/download?token=gTx-9pEz52f16Y8UZAhqeANBzGf-KJUpCeghy5iN8uo6no3tnUuSg)  
Other (147 KB)

New Attachment (/jobs/1540674/attachments/new)

Posted to 1 School

1 declined posting

Target More Schools (/jobs/1540674/edit?initial\_page=3)

Labels

No labels have been added.

Select a label...

Create New Label

 View & Add Notes

Tracking Code

4c7e4b

Social Media

Tweet

 Share

 Email (mailto:?)

subject=Check%20this%20out&body=Check%20out%20this%20job%20I%20found%20on%20Handshake%3A%0A%0DEmployer%3A%20NAU%2C%20KNAU%20Arizona%  
%20Part-  
Time%0A%0Dhttps%3A%2F%2Fhartford.joinhandshake.com%2Fjobs%2F1540674%3Ftest\_mode\_token%3DIBkN5u9bfMMie9XmdJHvF1JfIshNGe015czoJMmzJjk5JDbOHx1OQ)

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details ?

Find First 4 of 12 Last

Go To Row

<b>Effective Date</b> 06/06/2018	<b>Action</b> Rehire
<b>Effective Sequence</b> 0	<b>Reason</b> Non-Competitive Hire
<b>HR Status</b> Active	<b>Job Indicator</b> Primary Job
<b>Payroll Status</b> Active	

History 

**Position Number** 00004590 **Student Wage - Temporary**  
[Use Position Data](#)

**Position Entry Date** 06/06/2018  
**Position Management Record**

<b>Regulatory Region</b> USA	United States
<b>Company</b> NAU	Northern Arizona University
<b>Business Unit</b> NAUBU	Northern Arizona University
<b>Department</b> 72050	KNAU

**Department Entry Date** 06/06/2018  
**Location** H03520 KNAU

**Establishment ID** 001 Northern Arizona University **Date Created** 06/06/2018

**Last Start Date** 06/06/2018  
**Expected Job End Date** **End Job Automatically**

Job Data      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)

Save    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Refresh](#)    [Update/Display](#)    [Include History](#)

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details ?

Find First 1 of 12 Last

Go To Row

Effective Date 09/10/2018

Effective Sequence 0

Action Termination

HR Status Inactive

Reason End Temporary Employment

Payroll Status Terminated

Job Indicator Not Applicable

Current

Position Number 00004590

Student Wage - Temporary

Use Position Data

Position Entry Date 06/06/2018

Position Management Record

Regulatory Region USA United States

Company NAU Northern Arizona University

Business Unit NAUBU Northern Arizona University

Department 72050 KNAU

Department Entry Date 06/06/2018

Location H03520 KNAU

Establishment ID 001 Northern Arizona University

Date Created 09/12/2018

Last Start Date 06/06/2018

Termination Date 09/09/2018

Expected Job End Date

End Job Automatically

Override Last Date Worked

Last Date Worked 09/09/2018

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History



# Human Capital Management (HR)

Job Data

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted] Empl Record 0

### Work Location Details

Find First 12 of 12 Last

Go To Row

Effective Date 03/02/2017  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active  
 Action Hire  
 Reason Non-Competitive Hire  
 Job Indicator Primary Job

History

Position Number 00012858  
 Student Wage - Temporary  
 Use Position Data

Position Entry Date 03/02/2017  
 Position Management Record

Regulatory Region USA United States  
 Company NAU Northern Arizona University  
 Business Unit NAUBU Northern Arizona University  
 Department 72050 KNAU  
 Department Entry Date 03/02/2017  
 Location H03520 KNAU  
 Establishment ID 001 Northern Arizona University  
 Date Created 03/07/2017

Last Start Date 03/02/2017  
 Expected Job End Date End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted] Empl Record 0

Work Location Details (?)

Find First 7 of 12 Last  
Go To Row

Effective Date 06/18/2018  
Effective Sequence 0  
HR Status Inactive  
Payroll Status Terminated  
Action Termination  
Reason End Temporary Employment  
Job Indicator Not Applicable

History

Position Number 00012858 Student Wage - Temporary  
Use Position Data

Position Entry Date 03/02/2017

Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU  
Department Entry Date 03/02/2017  
Location H03520 KNAU

Establishment ID 001 Northern Arizona University Date Created 06/22/2018

Last Start Date 03/02/2017 Termination Date 06/17/2018  
Expected Job End Date End Job Automatically  
Last Date Worked 06/17/2018 Override Last Date Worked

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History



# Human Capital Management (HR)

Job Data

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

### Work Location Details

Find First 6 of 12 Last  
Go To Row

**Effective Date** 08/20/2018  
**Effective Sequence** 0  
**HR Status** Active  
**Payroll Status** Active  
**Action** Rehire  
**Reason** Non-Competitive Hire  
**Job Indicator** Primary Job

History

**Position Number** 00012858 **Student Wage - Temporary**  
Use Position Data

**Position Entry Date** 08/20/2018

#### Position Management Record

**Regulatory Region** USA United States  
**Company** NAU Northern Arizona University  
**Business Unit** NAUBU Northern Arizona University  
**Department** 72050 KNAU  
**Department Entry Date** 08/20/2018  
**Location** H03520 KNAU  
**Establishment ID** 001 Northern Arizona University **Date Created** 08/01/2018

**Last Start Date** 08/20/2018  
**Expected Job End Date** **End Job Automatically**

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details [?](#)

Find First 1 of 12 Last

[Go To Row](#)

Effective Date 06/03/2019  
Effective Sequence 0 Action Termination  
HR Status Inactive Reason End Temporary Employment  
Payroll Status Terminated Job Indicator Not Applicable

Current

Position Number 00012858 Student Wage - Temporary  
[Use Position Data](#)

Position Entry Date 08/20/2018  
Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU

Department Entry Date 08/20/2018

Location H03520 KNAU

Establishment ID 001 Northern Arizona University Date Created 05/24/2019

Last Start Date 08/20/2018 Termination Date 06/02/2019  
Expected Job End Date End Job Automatically  
Override Last Date Worked

Last Date Worked 06/02/2019

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details (?)

Find First 15 of 15 Last

Effective Date 10/17/2016  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Hire  
Reason Non-Competitive Hire  
Job Indicator Primary Job  
Go To Row

Position Number 00004590 Student Wage - Temporary  
Use Position Data

Position Entry Date 10/17/2016  
Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU

Department Entry Date 10/17/2016  
Location H03520 KNAU  
Establishment ID 001 Northern Arizona University  
Date Created 10/20/2016

Last Start Date 10/17/2016  
Expected Job End Date  
End Job Automatically

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details ?

Find First 12 of 15 Last  
Go To Row

Effective Date 07/03/2017  
Effective Sequence 0  
HR Status Inactive  
Payroll Status Terminated  
Action Termination  
Reason End Temporary Employment  
Job Indicator Not Applicable

History

Position Number 00004590 Student Wage - Temporary  
Use Position Data

Position Entry Date 10/17/2016  
Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU

Department Entry Date 10/17/2016  
Location H03520 KNAU  
Establishment ID 001 Northern Arizona University  
Date Created 07/14/2017

Last Start Date 10/17/2016 Termination Date 07/02/2017  
Expected Job End Date End Job Automatically  
Last Date Worked 07/02/2017 Override Last Date Worked

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details

Find First 11 of 15 Last  
Go To Row

Effective Date 08/28/2017  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Rehire  
Reason Non-Competitive Hire  
Job Indicator Primary Job

History

Position Number 00004590 Student Wage - Temporary  
Use Position Data

Position Entry Date 08/28/2017  
Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU  
Department Entry Date 08/28/2017  
Location H03520 KNAU  
Establishment ID 001 Northern Arizona University Date Created 08/18/2017

Last Start Date 08/28/2017  
Expected Job End Date End Job Automatically

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

Work Location Details

Find First 1 of 15 Last  
Go To Row

Effective Date 12/14/2019  
Effective Sequence 0  
HR Status Inactive  
Payroll Status Terminated  
Action Termination  
Reason End Temporary Employment  
Job Indicator Not Applicable  
Current

Position Number 00004590 Student Wage - Temporary  
Use Position Data

Position Entry Date 08/28/2017  
Position Management Record

Regulatory Region USA United States  
Company NAU Northern Arizona University  
Business Unit NAUBU Northern Arizona University  
Department 72050 KNAU

Department Entry Date 08/28/2017  
Location H03520 KNAU  
Establishment ID 001 Northern Arizona University  
Date Created 12/05/2019

Last Start Date 08/28/2017 Termination Date 12/13/2019  
Expected Job End Date End Job Automatically  
Override Last Date Worked  
Last Date Worked 12/13/2019

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

## Shelly Watkins

---

**From:** Gillian Anne Ferris  
**Sent:** Tuesday, March 9, 2021 11:35 AM  
**To:** Shelly Watkins  
**Subject:** re: EEO Student Poetry Friday

Here you go. Most are NOAZ k-12 students, plus a few NAU students.

Cheers,

G

<https://www.knau.org/post/poetry-friday-class-2020>

<https://www.knau.org/post/poetry-friday-needlework-pandemic>

<https://www.knau.org/post/poetry-friday-moon-maps>

<https://www.knau.org/post/poetry-friday-keeping-quiet>

<https://www.knau.org/post/poetry-friday-discovering-juneteenth>

<https://www.knau.org/post/poetry-friday-one-language-one-person>

<https://www.knau.org/post/poetry-friday-reading-writing-and-adolescence>

<https://www.knau.org/post/poetry-friday-fostering-love>

<https://www.knau.org/post/poetry-friday-poetry-can-save-your-life>

<https://www.knau.org/post/poetry-friday-50-ways-be-woman>

<https://www.knau.org/post/poetry-friday-bored>

<https://www.knau.org/post/poetry-friday-5-little-goblins>

<https://www.knau.org/post/poetry-friday-sound-peace>

<https://www.knau.org/post/poetry-friday-dad-daughter-reading-surprise-ending>

*Use of students  
to expose to  
radio*

## Shelly Watkins

---

**From:** Cory Sheeley  
**Sent:** Wednesday, March 3, 2021 12:20 PM  
**To:** Shelly Watkins  
**Subject:** FW: Straws Research Spreadsheet  
**Attachments:** image001.png; ATT00001.htm; Stainless Steel Straws Research.xlsx; ATT00002.htm

Some more work [REDACTED] did

Cory Sheeley  
Development Director  
Assistant General Manager  
Sustaining Member  
KNAU Arizona Public Radio  
(928)523-8749 Office  
(928) 890-8808 Cell  
[www.knau.org](http://www.knau.org)

A Public Service of:



---

**From:** Cory Roberdeau <Cory.Roberdeau@nau.edu>  
**Sent:** Tuesday, July 24, 2018 12:41 PM  
**To:** Shelly Watkins <Shelly.Watkins@nau.edu>  
**Subject:** Fwd: Straws Research Spreadsheet

This is what we got from [REDACTED] last project- I'll think of something else

Cory Roberdeau  
Development Director  
Sustaining Member  
KNAU Arizona Public Radio  
(928) 523-8749 Office  
(928) 890-8808 Cell  
[www.knau.org](http://www.knau.org)

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*Internal  
Student  
worker*

Begin forwarded message:

**From:** Rachael Nicole Prickett <[Rachael.Prickett@nau.edu](mailto:Rachael.Prickett@nau.edu)>  
**Date:** July 24, 2018 at 9:12:41 AM MST  
**To:** Cory Roberdeau <[Cory.Roberdeau@nau.edu](mailto:Cory.Roberdeau@nau.edu)>  
**Subject:** FW: Straws Research Spreadsheet

Here is the list of Places that sell stainless steel straws with additional information that [REDACTED] got together.

**Shelly Watkins**

---

**From:** Cory Sheeley  
**Sent:** Wednesday, March 3, 2021 12:16 PM  
**To:** Shelly Watkins  
**Subject:** FW: NAU InfoSec Awareness

Cory Sheeley  
Development Director  
Assistant General Manager  
Sustaining Member  
KNAU Arizona Public Radio  
(928) 523-8749 Office  
(928) 890-8808 Cell  
[www.knau.org](http://www.knau.org)

A Public Service of:



*Internal/  
Student  
work*

---

**From:** Cory Roberdeau  
**Sent:** Thursday, August 30, 2018 11:45 AM  
**To:** [REDACTED]  
**Cc:** Rachael Nicole Prickett <Rachael.Prickett@nau.edu>  
**Subject:** NAU InfoSec Awareness

Hi [REDACTED]  
It is very important to the University that all faculty and staff complete the Information Security Essentials training  
Please complete this by the end of the day today

The NAU policy and links to the online training can be found at <https://nau.edu/university-policy-library/information-security-awareness-training/>

Thank you  
Cory

Cory Roberdeau  
Development Director  
Sustaining Member  
KNAU Arizona Public Radio  
(928) 523-8749 Office  
(928) 890-8808 Cell  
[www.knau.org](http://www.knau.org)



**Shelly Watkins**

---

**From:** Brian Sanders  
**Sent:** Wednesday, March 3, 2021 11:43 AM  
**To:** Shelly Watkins  
**Subject:** [REDACTED] 1 of 3

Brian Sanders  
KNAU Program Operations Director  
Arizona Public Radio  
928 523-2843 Desk  
928-853-3827 Cell



**From:** Brian Sanders  
**Sent:** Wednesday, November 14, 2018 12:17 PM  
**To:** [REDACTED]  
**Cc:** Shelly Watkins <Shelly.Watkins@nau.edu>  
**Subject:** Atta Boy!

*Intern / student  
worker*

[REDACTED]

Ryan tells me you caught what could have been a serious omission on the Saturday KPUB playlist—thanks for noticing and for getting Reveal on the with no one the wiser.

There's an old saying in aviation that flying an airplane on instruments (where you're in the clouds and can't see out the window) is "long periods of boredom punctuated by moments of absolute terror." We don't have much here that will kill you but we're good on the boredom part. Your actions to get Reveal on the air prevented a great deal of terror and for that I thank you.

Brian

Brian Sanders  
KNAU Program Operations Director  
Arizona Public Radio  
928 523-2843 Desk  
928-853-3827 Cell



## Shelly Watkins

---

**From:** Brian Sanders  
**Sent:** Wednesday, March 3, 2021 11:45 AM  
**To:** Shelly Watkins  
**Subject:** [REDACTED] 3 of 3

---

**From:** Brian Sanders <Brian.Sanders@nau.edu>  
**Sent:** Wednesday, March 3, 2021 11:39 AM  
**To:** Brian Sanders <Brian.Sanders@nau.edu>  
**Subject:** [REDACTED]

Brian Sanders  
KNAU Program Operations Director  
Arizona Public Radio  
928 523-2843 Desk  
928-853-3827 Cell

*A Public Service of:*  
**NAU**  
**NORTHERN**  
**ARIZONA**  
**UNIVERSITY**

---

**From:** Brian Sanders  
**Sent:** Thursday, July 26, 2018 12:34 PM  
**To:** [REDACTED]  
**Subject:** RE: Fall

I think that will be the plan. Standby for a schedule for that week.

Family comes first.

See you soon.

**From:** [REDACTED]  
**Sent:** Thursday, July 26, 2018 12:31 PM  
**To:** Brian Sanders  
**Subject:** Re: Fall

Brian,

I sent Ryan an email last friday about returning. I will be back in the Fall my last day of work is for the 19th of August and I planned on returning to Flagstaff on the 21st, so I can start working on the 22nd if that works. Thank you again for the opportunity to go back to Phoenix during this difficult time.

*Intern/Student  
worker*

On Tue, Jul 24, 2018 at 2:51 PM, Brian Sanders <[Brian.Sanders@nau.edu](mailto:Brian.Sanders@nau.edu)> wrote:

Hi [REDACTED]

Are you still planning to be back in town for fall semester? The reason I ask is that I will be traveling to a conference in late August and will need to cover some of my air shifts. The prime candidate is Bob, but he is almost maxed out with operations hours. I can plan more effectively if I know that you'll be back and when.

I leave for my conference Monday August 20<sup>th</sup> and I believe the semester begins the following Monday, the 27<sup>th</sup>. I'd like to plug you in for some shifts starting the week of the 20<sup>th</sup>. Let us know if that will work for you.

Best,

Brian

Brian Sanders

KNAU Program Operations Director

Arizona Public Radio

928 523-2843 Desk

928-853-3827 Cell

*Internal  
student  
worker*

*A Public Service of:*



## Shelly Watkins

---

**From:** Cory Sheeley  
**Sent:** Wednesday, March 3, 2021 12:15 PM  
**To:** Shelly Watkins  
**Subject:** FW: Tote Bag Research Spreadsheet  
**Attachments:** Tote Bag Research.xlsx

And the finished project which it looks like [REDACTED] may have helped with

Cory Sheeley  
Development Director  
Assistant General Manager  
Sustaining Member  
KNAU Arizona Public Radio  
(928)523-8749 Office  
(928) 890-8808 Cell

[www.knau.org](http://www.knau.org)

A Public Service of:

**NAU** NORTHERN ARIZONA  
UNIVERSITY

---

**From:** Rachael Nicole Prickett <Rachael.Prickett@nau.edu>  
**Sent:** Wednesday, August 1, 2018 1:09 PM  
**To:** Cory Roberdeau <Cory.Roberdeau@nau.edu>  
**Subject:** FW: Tote Bag Research Spreadsheet

Tote Bag research from [REDACTED] Do you want me to have her look around more or even have [REDACTED] look around as well?

Rachael Prickett  
Membership Coordinator  
KNAU, Arizona Public Radio  
928-523-9442  
[KNAU.org](http://KNAU.org)

A Public Service of:  
**NORTHERN  
ARIZONA**   
UNIVERSITY

*Intern / Student  
worker*

**From:** [REDACTED]  
**Sent:** Wednesday, August 01, 2018 12:58 PM  
**To:** Rachael Nicole Prickett <Rachael.Prickett@nau.edu>  
**Subject:** Tote Bag Research Spreadsheet

--  
[REDACTED]  
Northern Arizona University, '19



# Mentoring Program



**"Your Native American Public Radio Station"  
KUYI 88.1FM Hopi Radio**



**The Hopi Foundation**  
LOMASUMI'N'ANGWUKWSIWMANI

**Board of Trustees /  
KUYI Licensee**

Paul Kabotie  
Chair

Kerry Green  
Vice-Chair

Beatrice Norton  
Treasurer

Iva Honyestewa  
Secretary

Terry Hines  
Member

Patricia Sekaquaptewa  
Member

Monica Nuvamsa  
Executive Director

*Established in 2000 as a project of  
The Hopi Foundation*

501(c) 3  
Nonprofit organization  
Kykotsmovi, AZ

March 12, 2021

Federal Communications Commission  
45 L Street NE  
Washington, DC 20554

KUYI Hopi Radio  
P.O. Box 301  
Kykotsmovi, AZ 86039

RE: KNAU Arizona Public Radio / KUYI Hopi Radio Partnership

To Whom It May Concern,

Please let this letter document the long-lasting partnership between KUYI Hopi Radio & KNAU Arizona Public Radio. For more than 18 of our 20years on-air, KNAU has been of benefit to our listeners; I can speak to my direct experience with both of KNAU's General Managers' continued assistance since 2009 when I first began working on the Hopi Reservation: the station, its reporters & management have always been there for us when we need content & guidance.

During the pandemic this has been elevated. KNAU-produced COVID-19 material is freely shared with our audience, helping to frame our own hyper-local reporting within a state-wide context. As we navigated our own lockdown, KNAU freely shared their safety protocols to assist us in identifying any potential gaps or blindspots. In addition to helping with our coronavirus response, our simulcast agreement provided nuanced & unbiased coverage of not only the Presidential election but the traumatic events of the January 6<sup>th</sup> Capitol insurrection.

KUYI Hopi Radio's 69,000 watt broadcast & online streaming reach people located in Navajo, Coconino & Apache counties containing the Hopi & Navajo Reservations. There are approximately 14,900 enrolled Hopis residing on the reservation while the Navajo population in the Western Agency of the Nation is about 36,000. Anyone that tunes in to KUYI throughout the day will hear daily KNAU newscasts & regular special features that respectfully address their environmental, education, cultural let alone public health & safety needs.

Please do not hesitate to contact me if I can provide any further information.  
Kwah'kwa (thank you)!

Richard Alun Davis, KUYI General Manager  
[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net) (928) 814-6326

## Shelly Watkins

---

**From:** Shelly Watkins  
**Sent:** Thursday, March 12, 2020 9:02 AM  
**To:** Richard Davis  
**Subject:** RE: Sharing Workplace Contingency Plans?  
**Attachments:** Coronavirus Planning.pdf

Hi Richard,

I've attached the "plan" that I sent to staff yesterday. Hope this helps.

Shelly Watkins  
General Manager  
KNAU, Arizona Public Radio  
928-523-8734 (o) 562-233-6551 (c)  
Knau.org

*A Public Service of:*



**From:** Richard Davis <richard.davis@kuyi.net>  
**Sent:** Thursday, March 12, 2020 8:50 AM  
**To:** Shelly Watkins <Shelly.Watkins@nau.edu>  
**Cc:** Ryan Heinsius <Ryan.Heinsius@nau.edu>; Gillian Anne Ferris <Gillian.Ferris@nau.edu>; Brian Sanders <Brian.Sanders@nau.edu>  
**Subject:** Sharing Workplace Contingency Plans?

Lomatalungvai (it is a good morning) All!,  
I pray this finds you doing well. First off, thank you for your nice calm coverage over the past few days!

We've created a contingency plan for remote operation when the COVID-19 impacts Hopi. Shelly, would you kindly consider sharing whatever you have at hand so we might strengthen our response with your station's expertise? And when cases begin to increase may we please carry your material at greater frequency?

Kwah'kway niikyang pasnengwe (thank you very much & be safe)!

r

postscript: Ryan, nice interview w/ the epidemiologist!

--

richard alun davis  
KUYI Hopi Radio, Station Manager

## Shelly Watkins

---

**From:** Gillian Anne Ferris  
**Sent:** Tuesday, March 9, 2021 11:57 AM  
**To:** Shelly Watkins  
**Subject:** re: EEO Hopi/KUYI Shares

Here are a few more. I am also including some NPR links to stories that went national. I think I read a statistic within the last year that Native American issues make up only 1% of programming on NPR. I believe KNAU contributes to that significantly.

<https://www.knau.org/post/preschool-fights-save-endangered-hopi-language>

<https://www.knau.org/post/flagstaff-and-hopi-partner-renewable-energy-project>

<https://www.knau.org/post/hopi-tribe-orders-curfew-extends-stay-home-order>

<https://www.npr.org/2020/01/27/799925328/hopi-tribal-members-face-lack-of-reliable-affordable-fuel>

<https://www.npr.org/2019/08/17/751986794/teaching-to-protect-the-hopi-language>

<https://www.npr.org/2020/12/21/948873771/native-americans-express-skepticism-over-covid-19-vaccine>

<https://www.npr.org/2019/12/18/788913572/the-force-is-with-our-people-connects-indigenous-culture-to-a-galaxy-far-away>

## Shelly Watkins

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**From:** Gillian Anne Ferris  
**Sent:** Sunday, March 21, 2021 9:34 AM  
**To:** Shelly Watkins  
**Subject:** FW: Audit stories

FYI

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**From:** Ryan Heinsius <Ryan.Heinsius@nau.edu>  
**Sent:** Sunday, March 21, 2021 9:32 AM  
**To:** Gillian Anne Ferris <Gillian.Ferris@nau.edu>  
**Subject:** Audit stories

Hi Gillian. I hope last week went well for you and that everything is getting prepped for pledge drive. We had a great trip to southern Utah and got back last night.

I have to offer my most sincere apologies for neglecting to send the list of stories and KUYI emails before I left. I am so very sorry and hope it didn't throw a wrench in the audit or create more work for you. I should have been more on top of this and I apologize. I compiled some stories below if they're still usable and I'll forward a few recent emails to Richard about story sharing.

R

### 6/1/18–5/31/19

9/14/18

<https://www.knau.org/post/eats-and-beats-dom-flemons-sings-west-s-untold-stories-black-cowboys>

2/4/19

<https://www.knau.org/post/navajo-energy-officials-say-ngs-purchase-will-economically-benefit-tribe>

4/2/19

<https://www.knau.org/post/message-hope-flagstaff-community-responds-anti-semitic-vandalism>

5/16/19

<https://www.knau.org/post/navajo-communities-give-voice-missing-and-murdered-indigenous-women-and-girls>

### 6/1/19–5/31/20

6/14/19

<https://www.knau.org/post/bearing-witness-voices-climate-change-part-vii-adapting-tribal-ceremonies-changing-climate>

11/15/19

<https://www.knau.org/post/eats-and-beats-xiuhtezcatl-martinez-s-climate-activism-and-hip-hop-indigenous-perspective>

12/18/19

<https://www.knau.org/post/force-our-people-connects-indigenous-culture-galaxy-far-away>

12/20/19

<https://www.knau.org/post/eats-and-beats-kee-benally-channels-raw-punk-energy-unsustainable-sessions>

*Ryan Heinsius*

*Executive Producer/Local Content Manager*

*KNAU Arizona Public Radio*

*Desk: (928) 523-5055 • Cell: (928) 607-4969*

*knau.org*

*A Public Service of:*

**NAU**  
**NORTHERN**  
**ARIZONA**  
**UNIVERSITY**

**From:** Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)>

**Sent:** Thursday, March 12, 2020 8:50 AM

**To:** Shelly Watkins <[Shelly.Watkins@nau.edu](mailto:Shelly.Watkins@nau.edu)>

**Cc:** Ryan Heinsius <[Ryan.Heinsius@nau.edu](mailto:Ryan.Heinsius@nau.edu)>; Gillian Anne Ferris <[Gillian.Ferris@nau.edu](mailto:Gillian.Ferris@nau.edu)>; Brian Sanders <[Brian.Sanders@nau.edu](mailto:Brian.Sanders@nau.edu)>

**Subject:** Sharing Workplace Contingency Plans?

Lomatalungvai (it is a good morning) All!,

I pray this finds you doing well. First off, thank you for your nice calm coverage over the past few days!

We've created a contingency plan for remote operation when the COVID-19 impacts Hopi. Shelly, would you kindly consider sharing whatever you have at hand so we might strengthen our response with your station's expertise? And when cases begin to increase may we please carry your material at greater frequency?

Kwah'kway niikyang pasnengwe (thank you very much & be safe)!

r

postscript: Ryan, nice interview w/ the epidemiologist!

--

richard alun davis  
KUYI Hopi Radio, Station Manager

--

richard alun davis  
KUYI Hopi Radio, Station Manager

## Shelly Watkins

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**From:** Gillian Anne Ferris  
**Sent:** Tuesday, March 9, 2021 10:41 AM  
**To:** Shelly Watkins  
**Subject:** FW: Sharing Content

For EEO audit.

---

**From:** Gillian Anne Ferris  
**Sent:** Wednesday, April 1, 2020 10:57 AM  
**To:** Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)>; Melissa Lynn Sevigny <[Melissa.Sevigny@nau.edu](mailto:Melissa.Sevigny@nau.edu)>  
**Cc:** Ryan Heinsius <[Ryan.Heinsius@nau.edu](mailto:Ryan.Heinsius@nau.edu)>  
**Subject:** RE: Sharing Content

Yes.

Gillian Ferris  
News Director and Managing Editor  
KNAU, Arizona Public Radio  
[Gillian.Ferris@nau.edu](mailto:Gillian.Ferris@nau.edu)  
Office: 928.523.8208  
Mobile: 928.221.0269  
KNAU.org

A Public Service of:



**From:** Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)>  
**Sent:** Wednesday, April 1, 2020 10:56 AM  
**To:** Melissa Lynn Sevigny <[Melissa.Sevigny@nau.edu](mailto:Melissa.Sevigny@nau.edu)>  
**Cc:** Gillian Anne Ferris <[Gillian.Ferris@nau.edu](mailto:Gillian.Ferris@nau.edu)>; Ryan Heinsius <[Ryan.Heinsius@nau.edu](mailto:Ryan.Heinsius@nau.edu)>  
**Subject:** Re: Sharing Content

Hey Now Melissa,  
Another great piece today ~ may we please the audio with our audience?  
r

\*\*\*\* For submission of information please cc <[info@kuyi.net](mailto:info@kuyi.net)> so KUYI can ensure continuity of communication between all staff during this emergency \*\*\*\*

richard alun davis  
KUYI Hopi Radio, Station Manager  
(928) 814-6326 - cell  
(928) 738-5505 - station



On Mon, Mar 30, 2020 at 8:13 AM Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)> wrote:

Great reporting Melissa!  
I pray you & yours are well.

Can you please either email us the Keim .wav or .mp3 file or make the online audio downloadable?  
Kwah'kway!

r

\*\*\*\* For submission of information please cc <[info@kuyi.net](mailto:info@kuyi.net)> so KUYI can ensure continuity of communication between all staff during this emergency \*\*\*\*

richard alun davis  
KUYI Hopi Radio, Station Manager  
(928) 814-6326 - cell  
(928) 738-5505 - station



On Fri, Mar 13, 2020 at 3:22 PM Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)> wrote:

Hep owi (She sure did) ~ can we please use as much of your AZ-specific reporting as possible with full credit?

r

On Fri, Mar 13, 2020 at 3:18 PM Ryan Heinsius <[Ryan.Heinsius@nau.edu](mailto:Ryan.Heinsius@nau.edu)> wrote:

Hi Richard. Did Shelly get back with you on this?

Hope you're doing well!

R

**From:** Richard Davis <[richard.davis@kuyi.net](mailto:richard.davis@kuyi.net)>

**Sent:** Thursday, March 12, 2020 8:50 AM

**To:** Shelly Watkins <[Shelly.Watkins@nau.edu](mailto:Shelly.Watkins@nau.edu)>

**Cc:** Ryan Heinsius <[Ryan.Heinsius@nau.edu](mailto:Ryan.Heinsius@nau.edu)>; Gillian Anne Ferris <[Gillian.Ferris@nau.edu](mailto:Gillian.Ferris@nau.edu)>; Brian Sanders <[Brian.Sanders@nau.edu](mailto:Brian.Sanders@nau.edu)>

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postscript: Ryan, nice interview w/ the epidemiologist!

--

richard alun davis  
KUYI Hopi Radio, Station Manager

--

richard alun davis  
KUYI Hopi Radio, Station Manager



# Training Programs for Personnel EEO

**From:** [Lauren Copeland-Glenn](#)  
**To:** [Shelly Watkins](#)  
**Cc:** [Pamela Jo Heinonen](#)  
**Subject:** Mandatory course completions  
**Date:** Thursday, March 25, 2021 4:44:15 PM  
**Attachments:** [KNAU Employees 6 01 2018 to 5 31 2020 mandatory trainings.xlsx](#)

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Hi Shelly,

Attached is the completion data for all KNAU employees for your specified timeframe. I also created a notes section that provides termination dates and any explanations about assignments during this time period. Please let me know if you need anything else or if you need me to explain anything in more detail.

Sincerely,  
Lauren

---

Lauren Copeland-Glenn (She/Her)  
Program Manager, Equity and Access Office  
Center for University Access and Inclusion  
Deputy ADA Coordinator  
Northern Arizona University  
(928) 523-5648

*Northern Arizona University sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.*

ID	Last	First Name	Department	Intersections (prior to 11/2019)	Harassment & Discrimination Prevention (11/2019 forward)	Accommodating Disabilities (11/2019 forward)	Notes
2693319	Born	Lee	KNAU	Completed	Completed	Completed	
5344041	Campbell	Sadie	KNAU	Completed	No	No	End date 12/14/2019 the new courses were assigned but not completed. The due date was 1/13/2020.
3332078	Cedillos	Robyn	KNAU	N/A	Completed	Completed	Hire date 3/30/20
1763283	Clewell	Linda	KNAU	Completed	Completed	Completed	
3331031	Davis	Richard	KNAU	Completed	N/A	N/A	End date 06/04/2018
1375053	England	Joshua	KNAU	Completed	Completed	Completed	
3331727	Farina	Maureen	KNAU	Completed	N/A	N/A	End date 11/10/2019 the new courses were assigned 11/14/2019.
1087462	Ferris	Gillian	KNAU	Completed	No	No	
5060462	Frick	Austin	KNAU	No	No	No	End date 12/20/2019 the new courses were assigned but not completed. The due date was 1/13/2020.
3331732	Fullington	Wakyna	KNAU	Completed	N/A	N/A	End date 11/10/2019 the new courses were assigned 11/14/2019.
2610598	Glazar	Ryan	KNAU	Completed	Completed	Completed	
3329399	Granillo	Aaron	KNAU	Completed	N/A	N/A	End date 03/02/2019
1800082	Heinsius	Ryan	KNAU	Completed	Completed	Completed	
3331555	H Iton	Deborah	KNAU	Completed	Completed	Completed	
2956157	Janiec	Cela	KNAU	Completed	N/A	N/A	End date 07/02/2018
3330249	Jones	Cynthia	KNAU	Completed	N/A	N/A	End date 08/13/2018
3329915	Larkin	Robert	KNAU	Completed	Completed	Completed	
1013582	Martin	Duart	KNAU	Completed	Completed	Completed	
2812125	Prickett	Rachael	KNAU	Completed	Completed	Completed	
2837648	Regan	Justin	KNAU	Completed	N/A	N/A	End date 08/11/2018
2482829	Sanders	Brian	KNAU	Completed	Completed	Completed	
5087919	Sevigny	Melissa	KNAU	Completed	Completed	Completed	
1068367	Shadley	Steven	KNAU	Completed	Completed	Completed	
1484657	Sheeley	Corrina	KNAU	Completed	Completed	Completed	
3331582	Sokol	Julie	KNAU	Completed	No	No	End date 11/28/2019 the new courses were assigned but not completed. The due date was 1/13/2020.
5026283	Taylor	Jeremy	KNAU	Completed	N/A	N/A	End date 06/03/2019
2481328	Vache	Andrew	KNAU	Completed	N/A	N/A	End date 09/10/2018
1810672	Watkins	Michelle	KNAU	Completed	Completed	Completed	
3329711	Weichberger	Sarah	KNAU	Completed	N/A	N/A	End date 7/4/2019
2868691	Wil iams	Bethany	KNAU	Completed	No	No	End date 04/04/2020
1752467	Wolverton	Eric	KNAU	Completed	N/A	N/A	End date 12/29/2018
1161097	Ziegler	Zachary	KNAU	Completed	Completed	Completed	

## ***Safe Working and Learning Environment Policy:***

### ***The Northern Arizona University Policy Regarding Prohibited Discrimination, Harassment and Other Inappropriate Behaviors***

**Revised February 2016**

#### **I. INTRODUCTION**

##### **A. SCOPE OF THE POLICY**

1. It is the official policy of Northern Arizona University to prohibit discrimination, to inform individuals of their right to be free from such behaviors, and to promote the safety of all individuals at university sites and activities. This policy covers students, staff, faculty, administrators, contractors, vendors, visitors, residents, and guests in accordance with federal and state statutory and decisional law.

2. This policy is based on Arizona Board of Regents and NAU Policy and state and federal laws including but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; the Civil Rights Act of 1991; Executive Order 11246; the Genetic Information and Nondiscrimination Act of 2008; the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

##### **B. PURPOSE OF THE POLICY**

1. The purpose of this policy and procedure is to:

- a) prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity and genetic information
- b) prevent sexual harassment, sexual assault, and other forms of prohibited harassment by anyone on this campus,
- c) prevent conflicts of interest that might arise from consensual amorous relationships,
- d) assist those affected and prevent retaliation for seeking information, assistance, or resolution, and
- e) provide appropriate sanctions and consequences, up to and including termination or expulsion, for those who, by their actions, intentional or otherwise, practice, promote, or condone such behavior.

2. This policy is not meant to abridge rights, such as free speech, which are otherwise protected by law, and this policy will be enforced consistent with such laws. This policy is not intended to abridge academic freedom (as outlined in the Faculty Handbook). Academic freedom thrives on the independent and open exchange of ideas among students and teachers. However, academic freedom can exist only when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect.

##### **C. PROHIBITED CONDUCT**

1. Prohibited discrimination, harassment, and sexual assault run counter to the objectives of this university and violate Arizona Board of Regents and university policy. When individuals feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for derision, abuse, or discriminatory treatment based on their sex, race, age, color, national origin, religion, sexual orientation, disability, veteran status, gender identity, and genetic information their academic and work performance is likely to suffer. Such actions violate not only the dignity of the individuals, but also the integrity of the university as an institution of learning. Retaliation taken for reporting or objecting to prohibited types of discrimination, consensual amorous relationships, sexual and/or other prohibited harassment, or sexual assault is also a violation of the law and this policy.

2. This policy does not cover all forms of perceived unfair treatment. However, several university offices can assist individuals with issues not covered under this policy, including Human Resources, Employee Assistance and Wellness, Counseling Services, and Student Life.

## **D. OBLIGATIONS OF THOSE IN POSITIONS OF AUTHORITY**

When faculty, administrators, and supervisors receive a complaint under this policy or have reason to believe a violation of this policy has occurred, it is their obligation to take steps to prevent its continuation (as outlined in section VII. C).

## **E. CONFIDENTIALITY**

1. It is the obligation of faculty, supervisors, and administrators (including the Equity and Access Office—hereinafter referred to as Equity and Access) to whom a concern or complaint is brought, to maintain confidentiality of all documentation and protect the privacy of all parties to the greatest extent possible insofar as it does not interfere with the university's obligation to investigate and address the allegations of misconduct or with required disclosure under law.

2. If an investigation is initiated as a result of a complaint, it may be necessary to reveal the names of the complainant or other case specifics to the supervisor and/or other involved parties when seeking information, or, if substantiated, when imposing sanctions.

## **II. DISCRIMINATION**

### **A. POLICY BACKGROUND**

The Arizona Board of Regents Policy states:

1-119 Nondiscrimination and Anti-Harassment

#### **A. The Policy**

The Arizona Board of Regents and the universities are committed to creating and maintaining a university system with an environment free from unlawful discrimination, including harassment, and retaliation. In support of this commitment, the Board and the universities prohibit unlawful discrimination, harassment, and retaliation based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

The Board and Universities will take prompt and appropriate action to: (1) thoroughly investigate complaints under this policy; and (2) prevent, correct and, if necessary, discipline individuals who engage in behavior that violates this policy. (A.B.O.R. Rev. 6/12)

### **B. DEFINITIONS**

1. Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy.

2. Protected status includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information.

3. Disparate treatment and disparate impact are both prohibited forms of discrimination. Disparate treatment occurs when one or more persons treat an individual less favorably on the basis of their actual or perceived protected status. Disparate impact occurs when an apparently neutral institutional policy, practice, or requirement has a negative effect on educational or employment opportunities or benefits, for groups of individuals, due to their actual or perceived protected status and it can be shown that the policy, practice, or requirement is not necessary for the institution to perform its stated function.

### **C. EXAMPLES OF PROHIBITED BEHAVIOR**

1. Prohibited discrimination can take many forms. Employment actions (for example, hiring, assignment, evaluation, transfer, promotion, discipline and dismissal) based upon on employee's actual or perceived protected status and not upon the employee's true qualifications and/or performance, are prohibited by this policy and by law. Academic decisions involving students (for example, academic advisement, assignments, grading) based upon

these same characteristics of a student and not upon the student's skills and academic achievement are also prohibited.

2. Harassment is a specific form of discrimination. It is unwelcome behavior, based upon an individual's actual or perceived protected status, where, in aggregate, the incidents are sufficiently pervasive or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes to his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource. Conduct over social media that rises to this level is prohibited. Harassment, as defined above, is not protected by the First Amendment.

### **III. SEXUAL HARASSMENT**

#### **A. POLICY BACKGROUND**

Sexual harassment, like harassment on the basis of membership in other protected categories, is a form of prohibited discrimination. (A.B.O.R. Rev. 6/12)

#### **B. DEFINITIONS**

1. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, education, or participation in a Board or university activity;
- b) submission to, or rejection of, such conduct by an individual is used as a basis of employment or education decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work, education, or participation in Board or university activities or creating an intimidating, hostile, or offensive environment.

2. In determining whether the alleged conduct constitutes sexual harassment it is necessary to look at the entire context and pattern of behavior. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

3. One form of sexual harassment is an attempt to influence or coerce an unwilling person into a sexual relationship by misusing the authority in an employment or educational relationship. Sexual harassment differs from voluntary sexual relations in that sexual harassment involves coercion, threat, or unwanted sexual attention. Any behavior, whether verbal or physical, constitutes sexual harassment if:

- a) There is a threat, overt or implicit, that any educational or employment decision may be affected by an unwillingness to grant, tolerate, or accept sexual attentions (those decisions may involve grades, recommendations, evaluations, or any other decisions about the requirements, terms, and conditions of employment or learning); this includes cooperative and consenting sexual favors in trade or apparent trade for educational or employment privileges;
- b) a person is required to grant, tolerate, or accept sexual attentions as a condition of employment or learning;
- c) the behavior creates an environment which is intimidating, hostile, or offensive for members of one sex, and thus interferes with a person's ability to work or learn; or
- d) any educational or employment decision has been affected by a person's refusal to submit to or tolerate inappropriate sexual behavior.

#### **C. EXAMPLES OF PROHIBITED BEHAVIOR**

Following are some examples of behavior that could constitute sexual harassment if proven to be unwelcome and, where, in aggregate, the incidents are sufficiently pervasive or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes to his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource. Conduct over social media that rises to this level is prohibited. Harassment, as define above, is not protected by the First Amendment:

- a) verbal – jokes, comments, requests, or questions of a sexual nature
- b) non-verbal – whistling, staring at body parts, blocking someone's entrance or exit from a space, gestures of a sexual nature
- c) physical – touching, patting, pinching, slapping, rubbing or any physical contact that is uninvited or offensive
- d) visual – photos, posters, calendars, jokes, cartoons, memos, letters, or notices of a sexual nature which are placed in or on university property, premises, vehicles or other work or study locations of the university
- e) electronic – telephone, facsimile or e-mail communication of a sexual nature that is unwelcome or offensive.

This list of examples is not exhaustive.

## **IV. CONSENSUAL AMOROUS RELATIONSHIPS**

### **A. DEFINITIONS**

The university prohibits any consensual amorous relationships involving a faculty member/instructor and student, or between supervisor and employee, where the faculty member/instructor or supervisor has direct authority, influence, or responsibility with regard to that student or employee. Such authority, influence or responsibility includes, but is not limited in the employment setting, to carrying out assignments, evaluations, and promotion or disciplinary decisions. In the instructional setting, such authority includes being responsible for a student's evaluation and grading, awarding of financial aid or assistantship/employment offers, serving as a member of a student's thesis or dissertation committee, and the like. These situations tend to interfere or be perceived as interfering with the objectivity of the faculty member's/instructor's or supervisor's decisions with respect to the student or employee. The authoritative position of one party may create an environment that diminishes the freedom of the other to alter or terminate the relationship. Third parties may also be injured by a sexual relationship between two other parties if they are denied privileges that accrue to those who participate in the relationship.

### **B. REMEDY**

1. Supervisors or faculty members/instructors who engage in such consensual relations are subject to disciplinary action. The scope and extent of such action will be based on the totality of circumstances; these include, but are not limited to, failure to disclose such relationships, failure to remedy such relationships, and repeated violation of this policy.
2. Consensual amorous relationships that violate this policy must be remedied by measures that remove the relationship of authority of the supervisor or faculty member/instructor over the employee or student for all purposes without in any way adversely affecting the status of the subordinate employee or student.

## **V. SEXUAL ASSAULT**

### **A. DEFINITIONS**

1. Northern Arizona University facilitates the enforcement of state and federal laws prohibiting sexual assault. Sexual assault takes many forms, including:
  - a) intentionally or knowingly engaging in sexual intercourse or oral sexual contact with another person without that person's consent,
  - b) non-consensual penetration of any part of another person's body by any part of the perpetrator's body or with other objects, and,
  - c) in some cases, non-consensual touching.
2. The lack of a person's consent can take many forms, including occasions when that person is coerced by immediate or threatened use of force against his/her person or property, or when that person is incapable of consent because of mental disorder, drugs, alcohol, sleep, age, or other similar impairment.

3. In addition to criminal penalties, members of the university community who engage in sexual assault against a university employee, student, or other individual are subject to disciplinary action by the university up to and including termination or expulsion from the university.

## **B. ASSISTANCE AND RESOURCES**

1. Assistance for survivors of sexual assault can be obtained from numerous agencies. (A partial listing can be found in section X of this document.)

2. Individuals are encouraged to report sexual assault to the police. Reporting provides the authorities with information that may prevent future assaults. Police departments in Coconino County allow anonymous reporting of sexual assault. Survivors who report sexual assaults to the police are encouraged but not required to follow through with prosecution.

3. Students may also make an anonymous report of sexual assault to the following resources: Flagstaff Medical Center, Campus Health Services, NAU Police Department, Residence Life, Student Life, and Victim/Witness Services.

## **VI. RETALIATION**

Retaliation or retribution of ANY kind taken against an individual as a result of that person filing a complaint, requesting information, cooperating in an investigation, or otherwise participating in these procedures is strictly prohibited. Individuals who have not filed a formal complaint but who have informally expressed concern about a violation of this policy still may file a complaint about retaliation they believe has occurred as a result of their expressed concern.

Retaliation is a separate and distinct violation under the policy and the law. Any person found to have violated this policy of non-retaliation is subject to disciplinary action up to and including termination or expulsion.

## **VII. PROCEDURES FOR REPORTING AND ADDRESSING COMPLAINTS UNDER THIS POLICY**

### **A. DEADLINES FOR REPORTING VIOLATIONS**

1. A complaint regarding alleged violations of this policy may be made, either formally or informally, at any time. However, prompt reporting of an alleged violation of this policy and the ability to address a complaint in a timely, thorough, and sensitive manner are critical to the resolution of an issue.

2. Each complaint will be evaluated based on the circumstances, the nature of the complaint, the strength of the case and the time since the last alleged violation occurred in order to determine the most appropriate method for addressing the complaint.

3. It is strongly encouraged that complaints be made as soon as possible after the alleged violation of the policy in order to preserve an individual's legal right to file a complaint with an outside agency. (See agencies / timelines for filing under section IX.)

4. Informal methods of resolution at the department or college level are encouraged. However, the obligations of supervisors, administrators and faculty to confer with Equity and Access still apply. (See section VII. C. of this policy.)

### **B. REPORTING OF VIOLATIONS**

1. Violations of this policy may be reported through any of the following avenues:

- a) ***A student or employee's immediate supervisor, chair or head of a department*** – either the complaining party's department or the department where the alleged prohibited behavior is occurring.
- b) ***Equity and Access*** – particularly if the concern involves the behavior of an employee.
- c) ***The Office of Student Life*** – particularly if the concern involves the behavior of a student.

2. Any of these avenues can be an **entry** point into the complaint process though the issue may be referred to the most appropriate office.

### **C. SUPERVISORY RESPONSIBILITY**

1. Individuals in positions of authority, e.g., faculty, advisors, administrators, supervisors, graduate assistants, and coaches, are legally agents of the university. Therefore, when they receive a complaint under this policy or have reason to believe that a violation of this policy has occurred, they shall confer with Equity and Access promptly to discuss possible solutions.

2. Even if individuals in positions of authority may work with the complainant to resolve the issue in an informal manner, they shall still confer with the Equity and Access to ensure compliance with Federal and State law. Likewise, Equity and Access will confer with the responsible individual in authority on the resolution of a complaint made directly to the Equity and Access.

3. Equity and Access can be a sounding board to discuss the plan of resolution, rights of both parties, appropriate resolution processes, issues of consistency throughout campus, and to share the experience of Equity and Access staff. When necessary, Equity and Access will investigate claims of violation of this policy and, where substantiated, recommend sanctions.

4. An individual who is made aware of, or in the exercise of reasonable care should have known of, a violation of this policy by a person under her or his authority or supervision and fails to take appropriate action is also subject to disciplinary action and may be subject to legal action.

### **D. INFORMAL COMPLAINTS**

1. Students and employees who are experiencing Sexual harassment, discrimination, or other policy violations, but who wish to achieve an informal solution to the problem, may request that their complaints be resolved through the appropriate supervisory levels in a department, or with the assistance of a neutral party (e.g., a trusted faculty/staff member or a peer/colleague).

2. Informal complaints can be initiated in several ways.

- a) Employees may communicate an informal complaint to their appropriate supervisor, chair or department head. Employees may also contact Equity and Access to file an informal complaint. If the concern involves the behavior of a student, employees may choose to submit their complaint to the Office of Student Life.
- b) Students may communicate an informal complaint to the Office of Student Life, Equity and Access, to a faculty/staff member, or to a chair or head of a department.

3. An informal complaint need not be made in writing. However, it is recommended that the person to whom the complaint is reported shall document the complaint by taking notes and clarifying them as necessary with the complaining party.

4. Recipients of an informal complaint must confer with Equity and Access within seven (7) calendar days even if resolution may be achieved at the departmental or unit level. Disciplinary actions should not be taken without consulting the appropriate supervisor(s) and Equity and Access.

5. If a mutually acceptable solution cannot be reached at this level, either through the appropriate supervisory levels, or with the assistance of a mediator or a neutral party, complainants may still file a formal complaint through Equity and Access.

### **E. FORMAL COMPLAINTS**

1. A formal complaint shall be submitted to Equity and Access in writing, be dated and signed by the complainant, contain a description of the alleged policy violation, the identity of the person alleged to have violated the policy, and to the best of the complainant's recollection, the date(s), time(s), and location(s) of the act(s). Forms to assist in the reporting process can be obtained from Equity and Access.

2. Equity and Access may explore informal resolution, referral to a more appropriate office, or initiate a formal investigation, depending on the circumstances of the complaint. Formal investigation will include notification to the respondent within seven (7) calendar days of the receipt of the complaint and may include requests for information and participation from all parties deemed relevant to the complaint. (When a formal investigation is referred to the Office of Student Life by Equity and Access, the investigation will be conducted according to the student disciplinary procedures under the Code of Conduct and all relevant guidelines and deadlines will apply.)

3. Further details of the procedures used in a formal investigation will be provided in writing to all parties at the time an investigation is initiated. The written information regarding these procedures is also available to students, staff, and faculty at any time and may be obtained from Equity and Access.

4. After investigating the complaint, Equity and Access will make a determination as to whether the evidence supports a finding that the Safe Working and Learning Environment Policy or civil rights laws have been violated. Equity and Access will communicate a summary of the complaint, the findings, and recommendations for appropriate corrective and/or disciplinary action to the appropriate administrator/supervisor(s).

5. If cause to believe a violation has occurred is found, the recommended sanctions may consist of a range of disciplinary actions up to and including termination or expulsion.

6. While many formal investigations are completed in a matter of days, the length of time needed to investigate a formal complaint is always dependent on the complexity of the case. In the most complex cases, individuals filing a formal complaint will be notified Equity and Access of the investigation results within sixty (60) calendar days of the filing. In the event the investigation is not completed within sixty (60) calendar days, the complaining and responding parties and the university president will be notified in writing of the complaint status and advised of a targeted completion date. The written explanation will be sent on or before the sixtieth (60th) calendar day after the complaint has been filed.

#### **F. EARLY INTERVENTION**

If, due to the severity or nature of the complaint, it is determined that intervention should occur prior to the completion of an investigation or resolution of the issue, other university policies and procedures may be applied in order to remove either the complainant or the respondent from interaction that could escalate the situation.

#### **G. RESPONDING TO AN ALLEGATION**

Individuals who have had a complaint filed against them or a concern raised regarding behavior prohibited by this policy will be given the opportunity to respond to the complaint or concern in an appropriate manner as determined by the supervisor, department head or Equity and Access.

#### **H. CORRECTIVE ACTION**

When investigating complaints and recommending corrective action, Equity and Access will look at the record as a whole and at the totality of the circumstances, such as the severity, pervasiveness, or persistence of the behavior, the context in which the alleged incidents occurred, and prior conduct. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

#### **I. FALSE INFORMATION**

Providing false information, or hindering a university investigation are prohibited and can result in disciplinary action up to and including termination or expulsion.

### **VIII. APPEALS**

When an investigation has been completed and cause has been found that this policy has been violated, disciplinary sanctions may be imposed. Disciplinary sanctions may invoke a hearing or appeal right found in another university policy or process (e.g. academic professional grievance process, classified staff grievance procedure, faculty grievance process, service professional hearing guidelines, the student disciplinary procedures, etc.). In such cases, the disciplinary action may be appealed only through those hearing procedures and will be subject to the guidelines and deadlines of those individual processes.

## **IX. FILING WITH OUTSIDE AGENCIES**

This information is provided as a service to members of the university community. Many of the behaviors prohibited in university policies covering discrimination, harassment, and assault are covered by state and federal law. When filing an internal complaint, the complainant reserves the option to file a complaint with an external agency at any time within that agency's deadline regardless of the status of the internal complaint process. The deadlines for filing with external agencies are subject to change according to their appropriate policies and procedures:

Arizona Civil Rights Division (ACRD)/Arizona Attorney General's Office – 180 calendar days. ACRD enforces all State discrimination laws. For university employees, ACRD will accept charges and file simultaneously with the EEOC in Phoenix.

Equal Employment Opportunity Commission (EEOC) – 300 calendar days. EEOC enforces Title VII of the Civil Rights Act (Employment Discrimination); the Age Discrimination in Employment Act; the Equal Pay Act; the Civil Rights Act of 1991; and Title I of the Americans with Disabilities Act (employment).

Office for Civil Rights/Department of Education (OCR) – 180 calendar days. OCR enforces Title IX of the Education Amendments of 1972 (gender discrimination); Title VII of the Civil Rights Act of 1964 (racial discrimination); Section 504 of the Rehabilitation Act of 1973; the Civil Rights Act of 1991; and Title II of the Americans with Disabilities Act (educational program accessibility).

Office of Federal Contract Compliance Programs/Department of Labor (OFCCP) -- 180 calendar days. OFCCP enforces Executive Order 11246/11375 for groups of employees or job applicants of federal contractors/grantees. OFCCP may refer individual complaints under Title VII to EEOC. OFCCP also enforces the Rehabilitation Act of 1973 (Section 503).

## **X. RESOURCES**

### **A. NORTHERN ARIZONA UNIVERSITY SERVICES**

**Campus Health Services Counseling\***  
928-523-2261

**Campus Health Services Medical\***  
928-523-2131

**Center for International Education**  
*(Visa and Immigration Assistance)*  
928-523-2409

**Disability Resources**  
928-523-8773

**Equity and Access Office**  
928-523-3312

**Employee Assistance & Wellness\***  
928-523-1552

**Housing and Residence Life**  
928-523-3978

**Human Resources Department**  
928-523-2223

**Inclusion and Multicultural Services**  
928-523-5656

**NAU Police Department**  
Emergency 928-523-3000  
Non-Emergency 928-523-3611

**Student Legal Counsel**  
928-523-4971

**Student Life**  
928-523-5181

**Victim Witness Services on campus\***  
928-523-2225

**B. FLAGSTAFF AND COCONINO COUNTY SERVICES**

**Coconino County Sheriff's Office**  
Emergency 911  
Non-Emergency 928-774-4523

**Flagstaff Medical Center**  
928-779-3366

**Flagstaff Police Department**  
Emergency 911  
Non-Emergency 928-774-1414

**Northern Arizona Center Against Sexual Assault Services (NACASA)**  
928-527-1900  
[www.northcountryhealthcare.org](http://www.northcountryhealthcare.org)

**Victim Witness Services**  
928-679-7770  
[www.vwscoconino.org](http://www.vwscoconino.org)

**Northern Arizona University is an Equal Employment Opportunity/Affirmative Action Institution.**

**Northern Arizona University – updated 2/16**

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\* Due to the confidential nature of the services provided by Employee Assistance and Wellness, Victim Witness Services' campus office, and Campus Health Medical and Counseling Services reports made to these offices do not constitute legal notice to the institution of an alleged violation.



September 26, 2019

Dear Colleagues,

We are writing to provide an important reminder to all NAU employees regarding the resources and services available to assist with potential issues or conflicts that may surface during one's course of employment. While we encourage employees to work with one another, their supervisors, and within management reporting lines to resolve issues, we recognize that sometimes employees may need additional assistance.

The Human Resources office provides guidance and assistance to staff, as well as supervisors, on the following work environment and employment issues:

- Employee rights and responsibilities
- Legal and policy questions and possible violations
- Procedures for exercising employee rights under laws or policies
- Supervisory concerns
- Workplace conflicts

If you have an employment related concern or complaint that you have been unable to resolve, please contact the Human Resources office at 928-523-2223, [HR.Contact@nau.edu](mailto:HR.Contact@nau.edu) or visit the [HR website](#) for information and specific contact information.

The Equity and Access Office (EAO) provides guidance and assistance to the university community on issues that include:

- Affirmative action and search, hiring, and layoff issues involving potential violations of the Safe Working and Learning Environment Policy (SWALE)
- Complaints of harassment and discrimination based upon gender, race, ethnicity, national origin, age, religion, sexual orientation, gender identity, disability, or veteran status
- Sexual harassment, sexual assault, relationship violence, and Title IX
- Consensual amorous relationships that impact the work or classroom environment
- Access to programs and facilities for individuals with disabilities
- Through the Disability Resources Office (DR), EAO provides disability accommodations under the Americans with Disabilities Act and similar laws. Employees are invited to self-identify as an individual with a disability or change their status at any time through the self-service function in LOUIE: LOUIE>Self Service>Personal Information>Disability. The disclosure will be kept private and used for reporting purposes only in accordance with NAU's obligations as a federal contractor. The submission of this information is voluntary and refusal to provide it will not subject you to any

adverse treatment. The self-identification form is not a request for accommodation. If you would like to request a reasonable accommodation to perform your work duties, please contact the Disability Resources Office at 928-523-8773 or visit the [DR website](#).

- The SWALE policy and Title IX require that employees who become aware of a possible violation of these laws and policies report them to EAO for appropriate response. If you have a concern or complaint related to the above, or want to discuss your options, please contact the Equity and Access office at 928-523-2230 or visit the [EAO website](#).

The Vice Provost for Academic Personnel can direct faculty and academic professionals to policies and resources regarding employment issues and can be reached through the Provost's Office at 928-523-2230. Other information about faculty resources and policies can be found on the [Provost's website](#).

Northern Arizona University policies, including the Safe Working and Learning Environment Policy found on the [Policy Library website](#), afford protection for employees from retaliation. Generally speaking, NAU or anyone acting on behalf of NAU, such as your supervisor, cannot retaliate against you for reasonably exercising your employment rights under the law or Arizona Board of Regents' (ABOR) or NAU policy. In addition, depending on the particular situation, state laws, ABOR, and NAU policies may provide "whistleblower protection" for employees.

Our offices are committed to service and we are interested in receiving suggestions from employees about how to improve communication, including complaint management procedures for employment related disputes. Please do not hesitate to contact us with your suggestions.

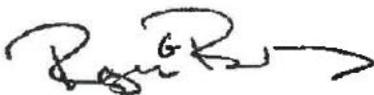
Sincerely,



Josh Mackey  
Chief Human Resources Officer, Human Resources



Priscilla Mills  
Assistant Vice President, Equity and Access



Roger Bounds  
Vice Provost, Academic Personnel  
Office of the Provost