

# Faculty, Staff, and Student Worker Reporting Obligations Grossmont-Cuyamaca Community College District (GCCCD)

As a faculty member, staff member, or student worker (including Teaching Assistants and student employees), you have important responsibilities when a student or colleague discloses an experience related to sexual harassment, sexual assault, or other forms of sexual misconduct.

This guide is intended to help you understand your **reporting obligations under Title IX, California law, and GCCCD policy**. It will clarify *what must be reported, how to report it, and to whom reports should be made*.

For full details, please visit the GCCCD Title IX Website and review applicable Board Policies and Administrative Procedures (particularly **BP/AP 3430**, **BP/AP 3433**, and **BP/AP 3540**). Or, contact **Michael Salvador**, Director of Title IX, EEO & Compliance, Grossmont-Cuyamaca Community College District, ✉ [michael.salvador@gcccd.edu](mailto:michael.salvador@gcccd.edu), ☎ (619) 644-7039

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## 1. What if I'm not sure whether to report something?

When in doubt, report. Even if you're unsure whether the behavior rises to the level of sexual misconduct, **you must report it** if it involves a student or employee and concerns conduct that could be sexual harassment, assault, or gender-based discrimination.

You are not responsible for investigating the claim or determining its validity — only for ensuring that it is referred to the appropriate District personnel.

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## 2. What if I'm unsure whether the behavior actually happened?

You are still required to report. Employees and student workers are **mandatory reporters** and must forward all information about possible sexual misconduct — even if you are unsure of the details or whether the behavior occurred.

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## 3. Do I need to report incidents that occur during breaks or outside of class?

Yes. Reporting obligations apply **regardless of the academic calendar** and even if the conduct occurred off-hours or outside a formal classroom setting.

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## 4. What kinds of behavior require a report?

You are required to report any disclosure or observation of behavior that could reasonably involve:

- Sexual harassment
- Sexual assault
- Dating or domestic violence
- Stalking
- Gender-based discrimination or retaliation

For complete definitions, refer to **AP 3433 – Prohibition of Sexual Harassment under Title IX** and **AP 3430 – Prohibition of Harassment**.

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## **5. Can I get in trouble for making a report?**

No. You **cannot be retaliated against** for making a good-faith report of possible misconduct. In fact, GCCCD prohibits any form of retaliation against individuals who report concerns, cooperate with investigations, or seek assistance in good faith.

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## **6. What if my report turns out to be incorrect or unsubstantiated?**

As long as the report was made in good faith, you will not face any negative consequences — even if the allegations are ultimately unsubstantiated or dismissed.

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## **7. Do I have to report suspected abuse of a minor (under 18)?**

Yes. Under **California’s Child Abuse and Neglect Reporting Act (CANRA)**, all District employees are **mandated reporters** of suspected abuse involving minors.

To report suspected child abuse, contact:

- **Child Welfare Services / County Child Protection Agency**, or
- **GCCCD Police Dispatch**: (619) 644-7654 (available 24/7)

You may also report directly to the **California Department of Social Services**:  
<https://www.cdss.ca.gov/reporting>

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## 8. Why is reporting so important?

Timely reports help the District:

- Connect individuals with resources, safety planning, and supportive measures;
  - Fulfill legal obligations under **Title IX, Clery**, and **California Education Code**;
  - Identify and respond to patterns of concern that may pose risk to the campus community.
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## 9. Do I need to report incidents that occur off-campus?

Yes. If the incident involves:

- District-sponsored activities (conferences, field trips, study abroad, athletics, etc.);
- Locations where the District exercises substantial control;
- Students or employees acting in connection with the District;

...then it must be reported. The location is less important than the connection to GCCCD.

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## 10. Am I required to report misconduct involving coworkers or non-students?

Yes. Whether the individual involved is a student, employee, or visitor, **you must report** any potential sexual harassment or misconduct that is observed or disclosed to you — especially if it occurs:

- On campus or at a District location;
  - During a District-sponsored activity;
  - In a work-related context involving GCCCD employment.
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## 11. What about conversations with Confidential Resources?

Certain professionals at GCCCD — such as licensed mental health counselors and health professionals — may be designated **Confidential Resources**. These individuals are not required to report to the Title IX Office unless:

- There is **imminent danger** of harm to self or others, or
- There is a legal mandate (e.g., reporting child abuse).

If you are not a Confidential Resource, **you must report** disclosures you receive in your role.

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## **12. Where can I learn more about GCCCD's sexual misconduct policies and procedures?**

You can find complete policies and procedures at:

- GCCCD Title IX Website
  - Board Policies and Administrative Procedures Index
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## **13. What if I have additional questions or need guidance?**

Please contact:

**Michael Salvador**

Director of Title IX, EEO & Compliance

Grossmont-Cuyamaca Community College District

✉ [michael.salvador@gccd.edu](mailto:michael.salvador@gccd.edu)

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