

# RESOURCES FOR FACULTY AND STAFF: DISCRIMINATION

All Loyola employees have a right to be free from all forms of discrimination in the workplace and University community. Loyola takes seriously its obligation to provide an employment environment free from such misconduct and will provide appropriate support upon notice/request. The information below is intended to provide notice of various rights and resources to parties who may be affected by such conduct. If you have any questions or are seeking information regarding resources not referenced below, please contact the Office for Equity & Compliance (“OEC”) and one of our staff will be happy to assist you further.

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## Loyola’s Policies Regarding Discrimination and Discriminatory Misconduct

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### Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation

- Applicable to students, faculty, and staff
- Contains the University’s policies addressing discrimination and sexual misconduct, including Title IX matters
- [LUC.edu/comprehensivepolicy](https://www.luc.edu/comprehensivepolicy)

### Employee Staff Handbook

- Applicable to non-faculty staff and administrator employees
- [LUC.edu/hr/tools/handbook\\_employee.shtml](https://www.luc.edu/hr/tools/handbook_employee.shtml)

### Faculty Handbook

- Applicable to faculty employees
- [.LUC.edu/academicaffairs/resources/facultyhandbook](https://www.luc.edu/academicaffairs/resources/facultyhandbook)

*\*Other contracts, collective bargaining agreements, and policies may also apply.*

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## Right to Report

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Any individual who has experienced discrimination and/or discriminatory misconduct has a right to report the incident to Loyola, law enforcement, both, or neither. Reports and complaints received by the OEC are addressed with the utmost concern for the privacy and dignity of the parties involved.

### **OFFICE FOR EQUITY & COMPLIANCE**

Comprised of the Executive Director, a dedicated Case Manager, and three professional Equity Investigators, the OEC is available to assist the University community with understanding their rights, reporting discrimination or sexual misconduct, and securing supportive measures. The OEC is physically located at the Lake Shore Campus (Granada Center, Suite 403, 6439 N Sheridan Rd, Chicago, IL 60626), but OEC staff are happy to serve all employees across all of Loyola’s campuses in Chicagoland and abroad.

Reports and complaints of sexual misconduct should be directed to the OEC as follows:

- Any person may **report** discrimination or other discriminatory misconduct at Loyola (whether or not the person reporting is the affected party) via the online form found here:  
[https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout\\_id=9](https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout_id=9)
- Any student or employee (or prospective student/employee) may also file a **complaint** at any time. We recommend anyone considering a complaint first connect with a member of the OEC staff ([equity@LUC.edu](mailto:equity@LUC.edu)) to understand the implications.
  - For more information, visit the OEC’s “Reporting Discrimination and Sexual Misconduct” page:  
[www.luc.edu/equity/gethelp/reportingcomplaintoptions](http://www.luc.edu/equity/gethelp/reportingcomplaintoptions)
  - Complaint Form: [https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout\\_id=24](https://cm.maxient.com/reportingform.php?LoyolaUnivChicago&layout_id=24)

Any employee seeking *confidential* support should contact Loyola’s **Employee Assistance Program** ([LUC.edu/hr/eap/](https://www.luc.edu/hr/eap/)).

### Contact Information for OEC Staff

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| Tim Love, <i>Executive Director &amp; Title IX Coordinator</i>            | 773-508-3733 | <a href="mailto:tlove@LUC.edu">tlove@LUC.edu</a>               |
| Ashonda Walker, <i>Case Manager/Paralegal</i>                             | 773-508-3731 | <a href="mailto:awalker5@LUC.edu">awalker5@LUC.edu</a>         |
| Nika Arzoumanian, <i>Deputy Title IX Coordinator/Equity Investigator</i>  | 773-508-3784 | <a href="mailto:narzoumanian@LUC.edu">narzoumanian@LUC.edu</a> |
| Megan Tobin, <i>Deputy Title IX Coordinator/Equity Investigator</i>       | 773-508-3781 | <a href="mailto:mtobin8@LUC.edu">mtobin8@LUC.edu</a>           |
| Karolina Bartosik, <i>Deputy Title IX Coordinator/Equity Investigator</i> | 773-508-8694 | <a href="mailto:kbartosik@LUC.edu">kbartosik@LUC.edu</a>       |

**ETHICSLINE**

EthicsLine is an additional reporting tool to provide you with an automated and anonymous way to report activities and behavior that may involve misconduct or violations of University policies. These activities may include, but are not limited to, fraud, abuse, behavioral concerns, and other misconduct in the workplace.

Due to the nature of certain claims, the University may be limited with respect to the actions it may be able to take in response to a report if the individual submitting the report chooses to do so anonymously.

- To file a report call 855-603-6988 or utilize the online reporting form available at [LUC.edu/hr/ethics/](https://luc.edu/hr/ethics/).

## **Right to Supportive Measures and Accommodations**

**SUPPORTIVE MEASURES**

Supportive measures are non-disciplinary and are designed to restore or preserve equal access to the University's education program or activity without unreasonable burdening other parties, including measures designed to protect the safety of all parties or the University community, or deter prohibited conduct.

Affected parties, complainants, respondents, and witnesses involved in cases of alleged sexual misconduct may request supportive measures through the Office for Equity & Compliance – regardless of whether a complaint is filed. Additional information available at [LUC.edu/equity](https://luc.edu/equity).

Available supportive measures may include but are not limited to:

- Temporary No Contact Directive (prevents another student, faculty member, or other employee from contacting you)
- Reasonable accommodations to ensure safe access to workplace or transportation services
- Referrals for *confidential* wellness support, including the University's Employee Assistance Program (see below)
- Referrals to community-based resources for assistance with legal, visa, and immigration issues

**ACCOMMODATIONS**

Any University faculty and/or staff employee is responsible for requesting an accommodation in writing with Human Resources and providing appropriate documentation. If, after working with Human Resources to obtain approval for the requested accommodation(s), an employee feels the University has failed to accommodate them appropriately, they may file a report with the OEC. Contact Human Resources for additional information, at [LUC.edu/hr](https://luc.edu/hr).

## **Right to Assistance**

Any individual who would like assistance notifying law enforcement or accessing and navigating campus and local medical and mental health services, counseling, and advocacy services may contact any of the campus resources listed below to request assistance. The primary points of contact for employees requesting assistance with sexual misconduct matters are:

**OFFICE FOR EQUITY & COMPLIANCE:** (see "Right to Report IX", above) [LUC.edu/equity](https://luc.edu/equity)

**HUMAN RESOURCES:** With locations on the Lake Shore and Water Tower campuses (as well as partial hours at the Health Sciences Campus), Human Resources is also available to assist with employee relations issues for all Loyola employees. HR also supports employees and retirees with an array of benefits centered around health, wellness, financial security, and work life balance.

**Lake Shore Campus HR Office**

Granada Center, Suite 270

office 773-508-3140

[hr-lsc@LUC.edu](mailto:hr-lsc@LUC.edu)**Water Tower Campus HR Office**

Lewis Towers, Suite 820

office 312-915-6175

[hr-wtc@LUC.edu](mailto:hr-wtc@LUC.edu)

Any employee who would like assistance notifying law enforcement or accessing and navigating campus and local medical and mental health services, counseling, and advocacy services may contact the [Office for Equity & Compliance](#).

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## Additional Resources and Contact Information

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### **MEDICAL AND MENTAL HEALTH** (available regardless of whether you submit a complaint or report to law enforcement)

- **Employee Assistance Program (EAP)** – Perspectives, Loyola’s EAP administrator, is available to support employees and their families by providing 24/7 emergency services, referrals, and short-term counseling, among several other services.
  - [www.luc.edu/hr/eap/](http://www.luc.edu/hr/eap/)
- **First Stop Health** – Virtual mental health resource that provides 24/7 access to short-term, solution-focused counseling via app, web or phone.
  - [www.luc.edu/hr/firststophealth/](http://www.luc.edu/hr/firststophealth/)
- **Aetna Medical Plan** – You can locate behavioral health professionals who specialize in mental illness, anxiety, depression, stress, etc. by contacting the Aetna Concierge Line (Monday to Friday, 8:00a.m. to 6:00p.m.) via phone at 855-586-6958 or online at the Aetna online portal to search for a provider.

### **LAW ENFORCEMENT** (assistance notifying law enforcement is available)

- **Loyola University Chicago’s Department of Campus Safety:** 773-508-6039
- **Nearest Police Departments** (you can always call 911 as well)
  - Lake Shore Campus: Chicago Police (24th District): 312-744-5907 (6464 N. Clark St., Chicago, IL 60626)
  - Water Tower Campus: Chicago Police (18th District): 312-742-5870 (1160 N. Larrabee St., Chicago, IL 60610)
  - Health Sciences Campus: Cook County Sheriff’s Police: 708-865-4700 (1401 S. Maybrook Dr., Maywood, IL 60153)
  - Loyola University retreat and Ecology Center (LUREC): Woodstock Police Department 24-Hour Non-Emergency: 815-338-2131 (656 Lake Avenue, Woodstock, IL 60098)

### **LEGAL**

- Circuit Court of Cook County (to request a legal “order of protection”): 312-325-9006 or 312-325-9037 (555 W. Harrison, Chicago, IL 60607)