

APM 3-5: Talking points for supervisors of temporary/seasonal employees:

- APM 3-5 prohibits harassment or discrimination in the workplace based on protected class.
- If harassment or discrimination occurs, let someone know right away: your supervisor, their supervisor, a department head, or the Department of Civil Rights.
- If you ever bring harassment or discrimination to the attention of anyone, retaliation is never permitted. If you feel you are being retaliated against, you should tell your supervisor, their supervisor, a department head, or the Department of Civil Rights right away.
- (Give the employee a copy of APM 3-5) Read this policy and ask me any questions you have. If you have further questions, you can contact Civil Rights, 266-4910. After your questions have been answered, please sign the “Seasonal Employee APM 3-5 Prohibited Harassment and/or Discrimination Acknowledgement Form” and return it to me.