

Personnel Action Form



☒ NEW ☐ CHANGE/UPDATE

Date:

☐ FACULTY ☐ CIVIL SERVICE ☒ SPS ☒ AFFILIATE ☐ EXTRA HELP/PHI ☐ GA ☐ STUDENT

Action/Reason

Effective Date: 02/03/2014	Action/Reason Code: NEW-New hire	Add Additional Action/Reason
Effective Date:	Action/Reason Code:	

Personal Data

Employee ID: (Leave blank for new employee)	Employee Name: (Last, First Name or Initial, Middle Name or Initial)
	Wilson, Kenneth

Job Data

Position Number: 37806	Job Code: 5000	Employee Type: <input type="radio"/> REGULAR <input checked="" type="radio"/> TEMPORARY	FTE: (Other) 100%
Appointment End Date: 06/30/2014	Comp Rate: (Hourly or Semi-Monthly) \$5,500.00	Base Position Funding Change: <input type="radio"/> YES <input type="radio"/> NO	
Department: OA00000: Finance & Facilities	Location: AL 230: Altgeld Hall 23	Mail Drop: (If different than Department)	

Contract Data

Contract Amount:	Annual Contract Amount: \$100,002.00	Contract Months: 12.00	Intent to Rehire <input checked="" type="radio"/> YES <input type="radio"/> NO
Contract Begin Date:	Contract End Date:		If yes, for how many months: (This is not a reemployment commitment.)

Tenure Status

Faculty Rank/Prefix: <input type="radio"/> Asst Prof <input type="radio"/> Assoc Prof <input type="radio"/> Prof	Tenure Start Date:	Tenure Department:	Total Years:	Tenure Eligibility Date:
Years experience at rank of instructor or above in higher education at NIU: At other institutions:				

Comments

Hired as an affiliate provide consulting to the CFO

Fund Advisor	Date	College/Division	Date	
	12/14/14			
Department	Date	Office of the Provost / Vice President	Date	Graduate School
Grants Fiscal Administration	Date	President / HRS	Date	
			12/11/14	

COPY



Northern Illinois
University

Human Resource Services

1515 West Lincoln Highway
DeKalb, Illinois 60115-2828
815-753-6000
Fax 815-753-2335
humanresources@niu.edu
www.hr.niu.edu

Sent via GroupWise Attachment

CONFIDENTIAL MEMORANDUM

To: Nancy Suttentfield, Interim CFO
Division of Finance

From: Karen Baker, Associate Vice President
Administration and HR Compliance

Date: June 2, 2014

Re: *Follow-up to conversation regarding Kenneth Wilson, Affiliate, Division of Finance*

This memorandum is in follow-up to our previous conversation from April 29, 2014, regarding alleged "odd" and/or inappropriate behavior exhibited in the workplace by Kenneth Wilson, Affiliate, Division of Finance. In summary, we received allegations that Mr. Wilson had allegedly engaged in conduct/behavior in the workplace that could be described as sexual harassment involving [REDACTED]. Based upon this information, a meeting with [REDACTED] was scheduled. After further consideration, [REDACTED] determined a meeting regarding this matter was not necessary and verbally confirmed that she had not been subjected to any conduct and/or behavior that could be described as sexual harassment and/or discrimination on the basis of her sex and/or gender.

Based upon this information, AADR has determined that an affirmative action investigation is not warranted at this time. However, as agreed upon during our conversation, non-discrimination and Title IX training will be conducted for members of the Division of Finance during June 2014.

However, please note that subsequent to our meeting and the allegations submitted on behalf of [REDACTED], AADR has received additional allegations of inappropriate behavior and/or conduct by Mr. Wilson which will require additional investigation by AADR. Mr. Wilson will be formally notified of the investigation and will be provided with an opportunity to respond to any and all allegations of discrimination during the investigation process.

Please be advised that it is a separate violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual, who, in good faith, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing, alleging that unlawful discrimination has occurred. As a witness and participant in this investigation process, you are also protected from retaliation because of your participation and cooperation in the investigative process. If you experience what you believe to be retaliation due to your participation in the investigation process, you have the right to file a complaint of retaliation utilizing the retaliation complaint filing procedures located in the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/ServiceAreas/DiversityResources/Complaints.cfm>.

Thank you in advance for your cooperation with this matter. Should you have any further questions, please feel free to contact me directly at (815) 753-6017 or via e-mail at klbaker@niu.edu.

Cc: Affirmative Action File

Learning Today, Leading Tomorrow

Northern Illinois University is an Equal Opportunity/Affirmative Action Institution.

CONFIDENTIAL MEMORANDUM
Sent Via GroupWise Attachment



**Northern Illinois
University**

**Center for Affirmative Action
& Diversity Resources**
1515 West Lincoln Highway
DeKalb, Illinois 60115-2828
(815) 753-1118
FAX (815) 753-1001
TDD (815) 753-2303
aadr@niu.edu

**To: Ken Wilson, Affiliate
Finance**

**From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu**

Date: June 10, 2014

Re: Affirmative Action Complaint, dated May 27, 2014

The purpose of this Memorandum is to notify you that several female Complainants have filed an Affirmative Action Complaint against you alleging inappropriate behavior which may be categorized as sexual harassment. Specifically, the allegations include, but are not limited to, the following conduct:

1. Punching females in the back;
2. Putting your arm around a female and asking her if you can share her lunch;
3. Asking a female if she would like to go to the casino with you and have a drink; and
4. Making comments to females in a sexual tone of voice.

This matter has been referred to me for investigation. Please contact me **before June 17, 2014** so that we can meet to discuss these allegations. I can be reached at sadamski1@niu.edu or (815) 753-5560.

Non-Retaliation Policy

Additionally, please be advised that under federal and state law, it is a violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual who, in good faith, files a complaint alleging that unlawful discrimination has occurred, or because he/she has opposed that which he/she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted, or participated in any way in an investigation, proceeding, or hearing concerning an unlawful employment or educational practice. As the respondent to this complaint, you are also protected from retaliation against you because of your participation and cooperation in the investigative process.

Please remember that this correspondence and its subject matter should remain confidential. I look forward to hearing from you soon to set up a time to meet.

Thank you for your anticipated cooperation.

**cc: Sara Cliffe, Director, Compliance Administration & Risk Management Coordinator
Affirmative Action File**

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aadr@niu.edu

To: Ken Wilson, Affiliate
Finance
kjwilson@niu.edu

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: September 9, 2014

Re: Affirmative Action Complaint, dated May 27, 2014

The purpose of this Memorandum is to request a follow-up interview with you regarding the Affirmative Action Complaint that was filed against you alleging inappropriate behavior which may be categorized as sexual harassment.

Please contact me **before September 15, 2014** so we can set up a time to discuss the Complaint. I can be reached at sadamski1@niu.edu or (815) 753-5560.

Non-Retaliation Policy

Additionally, please be advised that under federal and state law, it is a violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual who, in good faith, files a complaint alleging that unlawful discrimination has occurred, or because he/she has opposed that which he/she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted, or participated in any way in an investigation, proceeding, or hearing concerning an unlawful employment or educational practice. As the respondent to this complaint, you are also protected from retaliation against you because of your participation and cooperation in the investigative process.

Please remember that this correspondence and its subject matter should remain confidential. I look forward to hearing from you soon to set up a time to meet.

Thank you for your anticipated cooperation.

cc: Sara Cliffe, Director, Compliance Administration & Risk Management Coordinator
Affirmative Action File



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aadr@niu.edu

To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: May 30, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than June 4, 2014*, to schedule an appointment to discuss this matter in a private setting.

Non-Retaliation:

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Confidentiality:

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If you have any questions or need assistance please contact me at (815) 753- 5560 or via email at sadamski1@niu.edu. Your cooperation and assistance with this investigation are appreciated.

cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
Affirmative Action Complaint File



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DeKalb, Illinois 60115-2828

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aadr@niu.edu

To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: May 30, 2014

Re: Affirmative Action Investigation

Introduction:

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If you have any questions or need assistance please contact me at (815) 753- 5560 or via email at sadamski1@niu.edu. Your cooperation and assistance with this investigation are appreciated.

cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
Affirmative Action Complaint File



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aadr@niu.edu

To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: May 30, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than June 4, 2014*, to schedule an appointment to discuss this matter in a private setting.

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cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
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To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: May 30, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than June 4, 2014*, to schedule an appointment to discuss this matter in a private setting.

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cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
Affirmative Action Complaint File



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CONFIDENTIAL MEMORANDUM

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To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: June 24, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than July 1, 2014*, to schedule an appointment to discuss this matter in a private setting.

Non-Retaliation:

Please be advised that it is a separate violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual, who, in good faith, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing, alleging that unlawful discrimination has occurred. As a witness and participant in this investigation process, you are also protected from retaliation because of your participation and cooperation in the investigative process. If you experience what you believe to be retaliation due to your participation in the investigation process, you have the right to file a complaint of retaliation utilizing the retaliation complaint filing procedures located in the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/Resources/files/Other/AADR/AADR%20Non-Discrimination-Harassment%20Policy%20and%20Procedures.pdf>.

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If you have any questions or need assistance please contact me at (815) 753- 5560 or via email at sadamski1@niu.edu. Your cooperation and assistance with this investigation are appreciated.

cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
Affirmative Action Complaint File



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& Diversity Resources
1515 West Lincoln Highway
DeKalb, Illinois 60115-2828
(815) 753-1118
FAX (815) 753-1001
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aadr@niu.edu

To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: June 30, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than July 7, 2014*, to schedule an appointment to discuss this matter in a private setting.

Non-Retaliation:

Please be advised that it is a separate violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual, who, in good faith, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing, alleging that unlawful discrimination has occurred. As a witness and participant in this investigation process, you are also protected from retaliation because of your participation and cooperation in the investigative process. If you experience what you believe to be retaliation due to your participation in the investigation process, you have the right to file a complaint of retaliation utilizing the retaliation complaint filing procedures located in the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/Resources/files/Other/AADR/AADR%20Non-Discrimination-Harassment%20Policy%20and%20Procedures.pdf>.

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cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
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To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: June 30, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than July 7, 2014*, to schedule an appointment to discuss this matter in a private setting.

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cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
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aadr@niu.edu

To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: July 7, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than July 14, 2014*, to schedule an appointment to discuss this matter in a private setting.

Non-Retaliation:

Please be advised that it is a separate violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual, who, in good faith, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing, alleging that unlawful discrimination has occurred. As a witness and participant in this investigation process, you are also protected from retaliation because of your participation and cooperation in the investigative process. If you experience what you believe to be retaliation due to your participation in the investigation process, you have the right to file a complaint of retaliation utilizing the retaliation complaint filing procedures located in the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/Resources/files/Other/AADR/AADR%20Non-Discrimination-Harassment%20Policy%20and%20Procedures.pdf>.

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cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
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To: [REDACTED]

From: Sarah Adamski, Assistant Director of Investigations
Affirmative Action and Diversity Resources
sadamski1@niu.edu

Date: July 8, 2014

Re: Affirmative Action Investigation

Introduction:

The Office of Affirmative Action and Diversity Resources (AADR) is currently conducting an investigation as a result of an Affirmative Action Complaint that was filed against Ken Wilson alleging discrimination on the basis of sex, including touching and making comments of a sexual nature. You have been identified by this office as an individual who may have information related to the allegations contained in the complaint. Please contact me *no later than July 15, 2014* to schedule an appointment to discuss this matter in a private setting.

Non-Retaliation:

Please be advised that it is a separate violation of the University's non-discrimination/harassment policies and procedures to retaliate against any individual, who, in good faith, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing, alleging that unlawful discrimination has occurred. As a witness and participant in this investigation process, you are also protected from retaliation because of your participation and cooperation in the investigative process. If you experience what you believe to be retaliation due to your participation in the investigation process, you have the right to file a complaint of retaliation utilizing the retaliation complaint filing procedures located in the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/Resources/files/Other/AADR/AADR%20Non-Discrimination-Harassment%20Policy%20and%20Procedures.pdf>.

Confidentiality:

This process and investigation are confidential. For more information regarding the affirmative action complaint process and University non-discrimination policies please consult the *Non-Discrimination/Harassment Policy and Complaint Procedures for Employees and Students* located on the Northern Illinois University Human Resource Services website at <http://www.hr.niu.edu/Resources/files/Other/AADR/AADR%20Non-Discrimination-Harassment%20Policy%20and%20Procedures.pdf>.

If you have any questions or need assistance please contact me at (815) 753- 5560 or via email at sadamski1@niu.edu. Your cooperation and assistance with this investigation are appreciated.

cc: Karen L. Baker, Associate Vice President, Administration and HR Compliance
Affirmative Action Complaint File