

RESPONSIBLE EMPLOYEE OBLIGATIONS

The CUNY Policy on Sexual Misconduct mandates that any employee who falls under the "Responsible Employee" category must report to the Title IX Coordinator any incident they learn of or is disclosed to them regarding incidents of sexual harassment, gender based harassment, sexual violence, domestic violence, intimate partner violence, and stalking. Please review the following information for guidance.

1. ARE YOU AN EMPLOYEE WITHIN THESE DEPARTMENTS OR TITLE?

- Title IX Coordinator and their staff
- Office of Public Safety employees
- Vice President for Student Affairs and all staff housed in those offices (other than staff designated as confidential employees)
- Residence life staff in CUNY-owned or -operated housing, including resident assistants
- Director of Human Resources and staff
- College President, Vice Presidents and Deans
- Athletics Staff
- Department Chairs
- CCNY's Labor Designee and staff
- College/unit labor designee and her/his staff
- Faculty and staff members at times when they are leading or supervising students on off-campus trips
- International Education Liaisons/Study Abroad Campus Directors and Field Directors
- College Childcare Center staff
- Managers or supervisors, regarding alleged sexual misconduct involving people who report to them

NO: YOU ARE NOT A RESPONSIBLE EMPLOYEE. However, we *strongly encourage* that you report.

YES: YOU ARE QUALIFIED AS A RESPONSIBLE EMPLOYEE, PLEASE PROCEED TO QUESTION #2.

2. NOW THAT YOU KNOW YOU ARE A RESPONSIBLE EMPLOYEE WHEN DO YOU REPORT?

Once you learn of an incident, whether by your own observation, a third party reporting to you, or the person mistreated reporting to you directly you **MUST** report information immediately to the Title IX Coordinator. The **Title IX Coordinator at CCNY is Diana Cuzzo** who can be reached by email at dcuzzo@ccny.cuny.edu, or phone at (212) 650-7330.

NO: If it does not involve sexual misconduct, you should advise them of the services at CCNY and give them contact information for Public Safety or Student Affairs depending, on the issue. If you have concerns about the student's mental health, you can also direct them to the Counseling Center/ Health and Wellness Services.

YES: As soon as you learn of the subject matter, you should advise the student that you are a Responsible Employee and therefore, obligated to report this incident to the Title IX Coordinator. You should inform them that information will only be shared on a need to know basis and the Title IX Coordinator can assist them with resources, answer any questions and explain the process.

3. WHAT IF THE PERSON IS JUST "VENTING" TO YOU ABOUT AN ISSUE?

Does the issue involve sexual harassment, harassment based on gender, gender expression, gender identity, or sexual orientation, sexual violence, domestic violence, intimate partner violence, voyeurism or stalking?

4. WHAT IF THE PERSON SAYS THEY WANT TO MAINTAIN CONFIDENTIALITY?

Prior to hearing the details, you should advise the individual(s) that you may not maintain confidentiality due to your role as a Responsible Employee. However, you may be respectful of their privacy and explain you will only share this information with the Title IX Coordinator and possibly their Supervisor. If a student wishes to remain confidential, then you should refer them to confidential resources on campus, including Sophia English, Psychological Counselor/Confidential Advocate in the Diversity and Compliance Office or Gender Resources of Health and Wellness Services. If the individual reporting is an employee there is no appointed confidential person(s) on Campus, however, please inform them of the Counseling Services under CUNY Employee Assistance Program.

5. WHAT IF THE INCIDENT INCLUDES DRUGS AND/OR ALCOHOL?

When a student is reporting an incident of sexual misconduct there is a Drug and Alcohol Amnesty Policy in place to protect them for getting in trouble for using drugs or alcohol, during, before or after the alleged incident. Therefore, you may disclose to the individual that they will not get in trouble or be disciplined for any use of drugs or alcohol in connection with the incident, unless it is used as a means to harm someone else.

6. WHAT IF THE INDIVIDUAL IS AFRAID OF RETALIATION IF IT IS REPORTED TO THE TITLE IX COORDINATOR?

Please inform the individual reporting the incident that CUNY has a strict retaliation policy which protects those reporting an incident against any retaliation from the accused or third party. This protects anyone who reports the incident, is a witness to the incident, is the alleged victim, or any way involved with the investigation. If retaliation occurs it should be reported immediately to the Title IX Coordinator.

IMPORTANT CONTACT INFORMATION ON CAMPUS

TITLE IX COORDINATOR
Diana Cuzzo | (212) 650-7330 | dcuzzo@ccny.cuny.edu

CCNY HEALTH AND WELLNESS SERVICES
COUNSELING CENTER AND GENDER RESOURCES
(212) 650-8222 | counseling@ccny.cuny.edu or genderresources@ccny.cuny.edu

PSYCHOLOGICAL COUNSELOR/CONFIDENTIAL ADVOCATE
AND SUPPORT SERVICES LIAISON
Sophia English | (212) 650-8905 | senglish@ccny.cuny.edu

PUBLIC SAFETY: (212) 772-4521

CUNY CCA EMPLOYEE ASSISTANCE PLAN
<https://www.cuny.edu/wp-content/uploads/sites/4/media-assets/CCA-Service-Areas-Brochure.pdf>

FOR MORE INTERNAL AND EXTERNAL RESOURCES:
<https://www.cuny.cuny.edu/affirmativeaction/title-ix-confidential-services-counseling-and-advocacy>