



RESPONSIBLE EMPLOYEE

YOUR DUTY TO REPORT SEXUAL MISCONDUCT
KNOW YOUR OBLIGATIONS UNDER CUNY POLICY

Complaint Reporting Portal:

<https://cuny.guardianconduct.com/incident-reporting>



What to Report:

Sexual harassment, gender-based harassment, sexual violence, domestic/intimate partner violence, and stalking. Report immediately upon learning of an incident — whether through direct disclosure, observation, or third-party report.

What about Confidentiality?

Prior to hearing any details, you should inform the individual(s) that, in your role as a Responsible Employee, you are not able to guarantee confidentiality. You can, however, respect their privacy by sharing that any information disclosed will be limited to the Title IX Coordinator and, if necessary, your supervisor.

If a student prefers to remain confidential, refer them to confidential campus resources, including Gender Resources and the Counseling Center within Health & Wellness Services/Division of Student Affairs. If the individual is an employee, please note that there are no designated confidential resources on campus; however, you should inform them about counseling services available through the CUNY Employee Assistance Program.

Fear of Retaliation?

Inform the individual reporting the incident that CUNY maintains a strict retaliation policy that protects against any form of retaliation by the accused or third parties. This protection applies to anyone who reports an incident, serves as a witness, is the alleged victim, or is otherwise involved in the investigation. If any retaliation occurs, it should be reported immediately to the Title IX Coordinator

Important Contact Information:

TITLE IX COORDINATOR
SHERYL KONIGSBERG, ESQ.



skonigsberg@ccny.cuny.edu
(212) 650-6310

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

CUNY CCA EMPLOYEE ASSISTANCE PLAN
www.myccaonline.com Company Code: CUNY | 800-833-8707

PUBLIC SAFETY: (212) 650-7777/6911

FOR MORE INTERNAL AND EXTERNAL RESOURCES:
<https://www.cuny.edu/about/administration/offices/strategy-policy-implementation/center-for-inclusivity-and-equal-opportunity/>

