

## 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.*

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### Are you an employee within these Departments or title?

- Title IX Coordinator and her/his staff
- Office of Public Safety employees (all)
- Vice President for Student Affairs and Dean of Students and all staff housed in those offices (with exception to Counseling and Wellness Services)
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
- College President, Vice Presidents and Deans
- Athletics Staff or Faculty Athletics Representative
- Department Chairpersons/Executive Officers
- Human Resources staff (all)
- University Office of the General Counsel employees (all)
- College/unit attorney and her/his staff
- College/unit labor designee and her/his staff
- Faculty members at times when they are leading or supervising student on off-campus trips
- Faculty or staff Advisors to student groups or academic groups
- Employees who are Managers or Supervisors (all)
- SEEK/College Discovery staff (all)
- College Childcare Center staff (all)
- Directors of “Educational Opportunity Centers” affiliated with CUNY colleges

YES



**YOU ARE QUALIFIED  
AS A RESPONSIBLE  
EMPLOYEE!!!**

NO



**YOU ARE NOT A  
RESPONSIBLE  
EMPLOYEE, but it is  
still strongly encouraged  
that you report.**

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## 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 it immediately to the Title IX Coordinator. The Title IX Coordinator at Hunter College is John T. Rose who can be reached at [john.rose@hunter.cuny.edu](mailto:john.rose@hunter.cuny.edu), (212) 650-3262, East Building 17<sup>th</sup> floor. You may also email the Title IX Team at [TitleIX@Hunter.Cuny.Edu](mailto:TitleIX@Hunter.Cuny.Edu)

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## WHAT IF THE PERSON IS JUST “VENTING” TO ME ABOUT AN ISSUE?

Does the issue involve sexual harassment, gender-based harassment, sexual violence, domestic violence, intimate partner violence, voyeurism or stalking?

YES



As soon as you learn of the subject matter, interrupt the student and advise them that you are categorized as 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.

NO



You do not have to stop them nor are you mandated to report, however, you should advise them of the services at Hunter College and give them contact information for Public Safety or Student Affairs depending on the issue. If you are worried about the student’s mental health and safety you may also file a BRT Referral at the website:

<http://www.hunter.cuny.edu/brt/protocol/protocol>

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## 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 the individual(s) is adamant about remaining confidential then you should point them to the employees on campus that can remain a confidential source such as, Counseling and Wellness or Pastoral Counselors. If the individual reporting is an employee there is no appointed confidential person(s) on Campus, however, please inform them of Deer Oaks Counseling Services under CUNY Employee Assistance Program.

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### **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.

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### **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.

***PLEASE NOTE:** Members of the Campus Community who supervise, chaperone or otherwise oversee minors in programs or activities are required to report immediately to the New York State Maltreatment Hotline if there's is reasonable cause to suspect abuse of maltreatment of that minor.*

### **IMPORTANT CONTACT INFORMATION ON CAMPUS**

**Title IX Coordinator:** John T. Rose (212) 650-3262 or email [John.Rose@hunter.cuny.edu](mailto:John.Rose@hunter.cuny.edu) or Title IX email: [TitleIX@Hunter.Cuny.edu](mailto:TitleIX@Hunter.Cuny.edu)

**Public Safety:** (212) 772-4521

**Counseling and Wellness Services:** (212) 772-4931

**Student Support Liaison:** Eileen Kennedy (212) 772-4901

**Pastoral Counselors on Campus:** Sister Barbara-Newman Catholic Center (212) 772- 4752, Reverend Lacey-Protestant Association (212) 772-4293, Merav Braun- Hillel Foundation (516) 551-6565

**Deer Oaks Employee Assistance Plan:** (866) 327-2400

**Emergency please call 911**

**For more internal and external resources please go to:**

**<http://www.hunter.cuny.edu/diversityandcompliance/repository/files/Resoucrues%20Sexual%20Misconduct.pdf>**