

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 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 and Campuses Legal Affairs employees (all)
- College/unit labor designee and her/his staff
- International Education Liaisons/Study Abroad Campus Directors and Field Directors
- Faculty/staff who are leading or supervising students on off-campus and overnight 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
- K-12 Hunter College Campus employees

YES



YOU ARE QUALIFIED AS A RESPONSIBLE EMPLOYEE!!! Proceed to the next page.

NO



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

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 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, (212) 650-3262, East Building 17th floor. You may also email the Title IX Team at TitleIX@Hunter.Cuny.Edu

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?

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.

NO



If it does not involve sexual misconduct, 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>

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 the individual(s) is adamant about remaining confidential and is a student, then you should point them to the employees on campus that can remain a confidential source such as, [Counseling and Wellness](#) or Pastoral Counselors. Counselors at Campus Schools are not confidential. 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.

****Please note there may be additional reporting obligations if the alleged victim is a minor (under the age of 18)***

IMPORTANT CONTACT INFORMATION ON CAMPUS

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

Public Safety: (212) 772-4521

Counseling and Wellness Services: (212) 772-4931 personalcounseling@hunter.cuny.edu

Student Service Liaison: Valerie Hardt vh668@hunter.cuny.edu

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

CUNY CCA Employee Assistance Plan:

http://www.hunter.cuny.edu/diversityandcompliance/repository/files/CCAYS_Brochure.pdf

Emergency please call 911

For more internal and external resources please go to:

<http://www.hunter.cuny.edu/diversityandcompliance/title-ix>