

## F.A.Q.S. For Responsible Employees

1. How do I know if I am or someone else is a responsible employee?

CUNY's Policy on Sexual Misconduct, at

<http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>, lists categories of responsible employees on pages 8-9.

2. What does it mean to be a responsible employee?

Responsible employees are required by CUNY policy to report incidents of sexual harassment, gender-based harassment or sexual violence, including all details, to their campus or unit's Title IX Coordinator.

3. When should I report an incident to the Title IX Coordinator?

You should report the incident immediately after you become aware of the incident, whether by your own observation or by a report from another individual.

4. What should I do if I cannot reach the Title IX Coordinator?

If the incident involves only students, you should instead report the incident to your campus or unit's Director of Public Safety or Chief Student Affairs Officer. If it involves an employee and a student, you should report the incident to your campus or unit's Director of Public Safety, Chief Student Affairs Officer, or Director of Human Resources. If only employees are involved, you should report the incident to the Director of Public Safety or Director of Human Resources.

5. What should I do first when an individual starts telling me about an incident of sexual harassment, gender-based harassment, or sexual violence?

Gently interrupt that person as soon as possible to advise him or her of your reporting obligations, and ask if he or she still wants to describe the incident to you. Explain that the Title IX Coordinator will only share the information with those who need to know in order to take appropriate action to address the problem. Advise the person that you can help him/her contact the Title IX Coordinator who can fully explain the support services available and the steps that will be taken to address the reported incident.

6. If the complainant says that she or he wants you to maintain confidentiality, what should you do?

Prior to hearing the particulars of the complaint, you should advise the complainant that you may not maintain confidentiality. If the complainant continues to state that he or she wants confidentiality, you should direct student complainants to the college counseling center and employee complainants to CUNY's Work/Life Program.

7. What if a student complainant is reluctant to describe the incident because it involved the use of drugs and/or alcohol?

You should advise the complainant that CUNY's Medical Amnesty/Good Samaritan Policy in most circumstances prevents the discipline of those who may have used drugs and/or alcohol in the context of an incident of sexual misconduct. Instead, the Policy requires participation in education and /or treatment, as appropriate.

8. What if it appears that the complainant is in immediate danger?

Call 911. After calling 911, you should also call your campus or unit's Director of Public Safety.