

POLICY IMPLEMENTATION WORKFLOW

The following chart reflects the resources available to the School community in the implementation of the various policies listed below.

- Confidentiality is maintained for all matters, as specifically outlined in each policy.
- Investigations are conducted as outlined in the procedures and process for each policy.
- Retaliation is prohibited and complaints of retaliation is addressed under the Equal Opportunity and Non-Discrimination Policy.

POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

	STUDENTS	EMPLOYEES	JOB APPLICANTS	VISITORS
COMPLAINTS MAY BE DIRECTED TO THE FOLLOWING	Student Services Chief Diversity Officer Public Safety	Supervisor Human Resources Chief Diversity Officer Public Safety	Human Resources Chief Diversity Officer Public Safety	Chief Diversity Officer Public Safety Any campus liaison
INVESTIGATION OF FORMAL, INFORMAL AND ANONYMOUS COMPLAINT IS CONDUCTED BY	Dean and Student Affairs Officer	Chief Diversity Officer	Chief Diversity Officer	Chief Diversity Officer
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean	Dean

POLICY ON SEX-BASED MISCONDUCT (TITLE IX)

POLICY IMPLEMENTATION WORKFLOW

	STUDENTS	EMPLOYEES	JOB APPLICANTS	VISITORS
CONFIDENTIAL RESOURCE (Complaints made to the Student Wellness Counselor are confidential)	Counseling Services	Employees may reach out to resources available with CCA, Inc. (Employee Assistance Program)	n/a	n/a
COMPLAINTS MAY BE DIRECTED TO THE FOLLOWING	Student Services Public Safety Title IX Coordinator Any Precinct External Community Resources	Human Resources Public Safety Title IX Coordinator Any Precinct External Community Resources	Human Resources Public Safety Title IX Coordinator Any Precinct External Community Resources	Title IX Coordinator Public Safety Any Precinct External Community Resources
INVESTIGATION OF FORMAL, INFORMAL AND ANONYMOUS COMPLAINT IS CONDUCTED BY	Title IX Coordinator	Title IX Coordinator	Title IX Coordinator	Title IX Coordinator
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean	Dean

WORKPLACE VIOLENCE PREVENTION POLICY

	STUDENTS	EMPLOYEES		
COMPLAINTS MAY BE DIRECTED	Not Covered By Policy	Supervisor		

POLICY IMPLEMENTATION WORKFLOW

TO THE FOLLOWING	May Report Incidents in a Classroom or Campus To Student Services OR to Public Safety	Human Resources Public Safety		
INVESTIGATION OF FORMAL, INFORMAL AND ANONYMOUS COMPLAINT IS CONDUCTED BY		Public Safety if it is a Public Safety employee, the complaint is investigated by HR		
FINAL DETERMINATION IS MADE BY	Dean	Dean		

Workplace Violence Advisory Team/Liaison: Arthur McHugh/Lt. Desiree Joyner

POLICY IMPLEMENTATION WORKFLOW

DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

(ALSO COVERED UNDER POLICY ON SEX-BASED MISCONDUCT)

ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE ARE COVERED BY THE REASONABLE ACCOMMODATIONS POLICY)

	STUDENTS	EMPLOYEES		
COMPLAINT AND/OR REPORT	Title IX Coordinator Public Safety	Title IX Coordinator Public Safety		
REQUEST FOR ACCOMMODATIONS / RESOURCES	Title IX Coordinator Student Services Public Safety	Title IX Coordinator Human Resources Public Safety		
ORDERS OF PROTECTION SHOULD BE SUBMITTED TO	Public Safety only	Public Safety only		

Domestic Violence Liaison for Employees: Lt. Desiree Joyner

POLICY IMPLEMENTATION WORKFLOW

AMERICAN WITH DISABILITIES ACT & SECTION 504

EFFECTING REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS PROCEDURES RELATING TO ACCOMMODATIONS AND ACCESSIBILITY FOR STUDENTS

CUNY REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENT POLICY

The City University of New York (“CUNY”) is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. CUNY recognizes that there may be times when employees and their supervisors, as well as students and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal, as provided for in these procedures.

Students, employees, job applicants and visitors may request accommodations in connection with

DISABILITY	STUDENTS	EMPLOYEES	JOB APPLICANTS	VISITORS
REQUEST MAY BE MADE TO	Student Accessibility Services	Human Resources	Human Resources	Contact: Facilities Manager (SPH Event Request Form) Specific requests may be made to: Human Resources Events Manager Information Technology
APPEAL OF DENIAL OF ACCOMMODATION MAY BE MADE TO	ADA-504 Coordinator	ADA-504 Coordinator	ADA-504 Coordinator	ADA-504 Coordinator
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean	ADA-504 Coordinator

POLICY IMPLEMENTATION WORKFLOW

PREGNANCY, CHILDBIRTH, OR A RELATED MEDICAL CONDITION	STUDENTS	EMPLOYEES	JOB APPLICANTS
REQUEST MAY BE MADE TO	Student Accessibility Services	Human Resources	Human Resources
APPEAL OF DENIAL OF ACCOMMODATION MAY BE MADE TO	Title IX Coordinator	Chief Diversity Officer	Chief Diversity Officer
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean
ACCOMMODATIONS BASED ON RELIGIOUS OBSERVANCE	STUDENTS	EMPLOYEES	JOB APPLICANTS
REQUEST MAY BE MADE TO	Student Services	Human Resources	Human Resources
APPEAL OF DENIAL OF ACCOMMODATION MAY BE MADE TO	Chief Diversity Officer	Chief Diversity Officer	Chief Diversity Officer
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean

STATUS AS A VICTIM OF DOMESTIC VIOLENCE, SEX OFFENSE, OR STALKING	STUDENTS	EMPLOYEES	JOB APPLICANTS
REQUEST MAY BE MADE TO	Title IX Coordinator	Title IX Coordinator	Title IX Coordinator
APPEAL OF DENIAL OF ACCOMMODATION MAY BE MADE TO	Student Services	Human Resources	Human Resources
FINAL DETERMINATION IS MADE BY	Dean	Dean	Dean

POLICY IMPLEMENTATION WORKFLOW

Contact Information

ADA-504 Coordinator	Sahana Gupta	sahana.gupta@sph.cuny.edu
Chief Diversity Officer	Sahana Gupta	sahana.gupta@sph.cuny.edu
Dean of CUNY SPH	Ayman El-Mohandes	Ayman.Elmoandes@sph.cuny.edu
Domestic Violence Liaison	Lt. Desiree Joyner	Desiree.Joyner@sph.cuny.edu
Employee Assistance Program	CCA, Inc. (confidential resource for employees)	
Events Manager	Paulo Lellis	Paulo.Lellis@sph.cuny.edu
Facilities Manager	Louis Cao	Louie.Cao@sph.cuny.edu
Human Resources	Arthur McHugh	Arthur.McHughJr@sph.cuny.edu
Public Safety	Desiree Joyner	Desiree.Joyner@sph.cuny.edu
Technology Access	Mohit Arora	Mohit.Arora@sph.cuny.edu
Student Affairs/Services	Lynn Roberts	Lynn.Roberts@sph.cuny.edu
Student Accessibility Services	Sara Ingram	Sara.ingram@sph.cuny.edu
Student Wellness Counselor	Sherry Adams (confidential resource for students only)	Sherry.Adams@sph.cuny.edu
Title IX Coordinator	Sahana Gupta	sahana.gupta@sph.cuny.edu
Workplace Violence Liaison	Arthur McHugh	Arthur.McHughJr@sph.cuny.edu