

## 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

	<b>STUDENTS</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>	<b>VISITORS</b>
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 IMPLEMENTATION WORKFLOW

### POLICY ON SEXUAL MISCONDUCT (TITLE IX)

	<b>STUDENTS</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>	<b>VISITORS</b>
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

## POLICY IMPLEMENTATION WORKFLOW

### WORKPLACE VIOLENCE PREVENTION POLICY

	STUDENTS	EMPLOYEES		
COMPLAINTS MAY BE DIRECTED TO THE FOLLOWING	<b>Not Covered By Policy</b>  May Report Incidents in a Classroom or Campus To Student Services OR to Public Safety	Supervisor  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

<b>PREGNANCY, CHILDBIRTH, OR A RELATED MEDICAL CONDITION</b>	<b>STUDENTS</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>
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

<b>ACCOMMODATIONS BASED ON RELIGIOUS OBSERVANCE</b>	<b>STUDENTS</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>
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

<b>STATUS AS A VICTIM OF DOMESTIC VIOLENCE, SEX OFFENSE, OR STALKING</b>	<b>STUDENTS</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>
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

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