

MEMORANDUM

TO: All University Faculty and Staff

FROM: Joseph P. Schultz, Associate Vice President for Human Resources

DATE: January 29, 2019

RE: Clery Act Notification, Drug and Alcohol Free Workplace Policy, Policy on Domestic Violence in the Workplace, Sexual Harassment and Interpersonal Violence Notification, and Training Reminders



Enclosed you will find important information regarding a variety of federal, state and University policies and programs required to be disseminated annually:

1. *Crime and Reporting Statistics*

As per the requirements of the Clery Act, on an annual basis all faculty and staff are to be informed of the website containing information about crime and other statistics at the University. A copy of Binghamton University's 2018 Annual Security Report and Annual Fire Report is available by accessing the following website: <https://www.binghamton.edu/student-handbook/asfr.html>. You may also obtain a paper copy of this report by contacting the Office of Human Resources at (607) 777-2187. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Binghamton University; on public property within, or immediately adjacent to and accessible from, the campus; and fire statistics regarding residential facilities as well. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and emergency notifications.

2. *Domestic Violence in the Workplace*

Please take a moment to review the policy regarding Domestic Violence in the Workplace at the following link on the Human Resources website: <http://www2.binghamton.edu/human-resources/policies/domestic-violence.html>. If you have any questions, please refer to the contact information included within the policy. The Employee Assistance Program (EAP) can also provide information and referral assistance to faculty and staff affected by domestic violence. The EAP office can be reached for questions at x76655 or to schedule an appointment e-mail us at eap@binghamton.edu.

3. *Sexual Harassment*

Binghamton University prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.

SUNY has recently adopted a system-wide Sexual Harassment Response and Prevention Policy Statement that can be found at:

https://www.suny.edu/sunypp/documents.cfm?doc_id=878

Policies and information for faculty and staff can be found at:
<http://system.suny.edu/sexual-violence-prevention-workgroup/policies/>

New policies regarding sexual harassment on college campuses in New York can be found at:
<http://system.suny.edu/sexual-violence-prevention-workgroup/policies/affirmative-consent/>

Information and local services for Binghamton University students can be found at:
<https://www.binghamton.edu/ivp/>

4. *Alcohol-Free and Drug-Free Workplace Policy*

Also as is required by law, I am providing you with links to the University's Alcohol-Free and Drug-Free Workplace Policy; relevant state and federal laws regarding drugs and alcohol; information on the health risks of substance use; and community resources for assistance. Please read each carefully and familiarize yourself with the content:

<http://www.binghamton.edu/operations/policies/personnel-and-payroll/policy-substance-abuse-workplace.html>

http://www.suny.edu/sunypp/documents.cfm?doc_id=440 (See Appendices A & B)

<https://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

<http://binghamton.edu/smart-choices/but-is-it-a-problem/help.html>

The Employee Assistance Program (EAP) can also provide information and referral assistance to faculty and staff dealing with drug or alcohol-related problems. The EAP office can be reached for questions at x76655 or to schedule an appointment e-mail us at eap@binghamton.edu.

5. *SUNY Rules for the Maintenance of Public Order*

The Board of Trustees of the State University of New York has adopted written rules for the maintenance of public order on University campuses and other campus properties used for educational purposes pursuant to NYS Education Law §6430.

This policy outlines the rules for the maintenance of public order (including prohibited conduct), applicability and communication of the rules, and statements regarding freedom of speech, assembly, picketing and demonstrations on campuses. Campus procedures and penalties for the violation of the rules and enforcement procedures are prescribed. Please read and familiarize yourself with these rules found at:

https://www.suny.edu/sunypp/documents.cfm?doc_id=351.

6. *Annual Required Compliance Training*

Finally, on December 26, 2018 the University released the required annual training. If you have not already done so, please complete the on-line training regarding HazCom/Right to Know, Preventing Discrimination and Harassment for Employees, Internal Control Basics, Title IX, and Workplace Violence Prevention and Domestic Violence in the Workplace at: <http://www.wecomply.com/wc2/login.aspx>. Any questions regarding compliance training or log-in information can be directed to comply@binghamton.edu. Thank you.