


MEMORANDUM

TO: All University Faculty and Staff

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

DATE: September 19, 2016

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:

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 statistics at the University. A copy of Binghamton University's Annual Security Report is available by accessing the following website: <http://asr.binghamton.edu/>. 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; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

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>

<https://www.dea.gov/druginfo/ftp3.shtml>

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

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. Our EAP office can be reached at x76650.

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.

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.

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/>

Finally, in December the University will notify you of required annual training. At that time, please complete the on-line training regarding Right to Know, Discrimination and Harassment Prevention, Internal Control, and Workplace Violence Prevention at: <http://www.wecomply.com/wc2/login.aspx>.

Thank you.