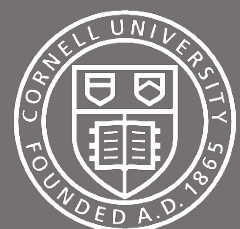




# Domestic Violence at the Workplace

Guide for Managers and HR Professionals





# DOMESTIC VIOLENCE AT THE WORKPLACE

## Guide for Managers & HR Professionals

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### ▶ Contact

#### WORK/LIFE

Cornell University, Division of Human Resources  
 395 Pine Tree Rd., Ithaca, NY 14850  
 (607) 255-5298 - [worklife@cornell.edu](mailto:worklife@cornell.edu)

Domestic violence resources at the HR website:  
<https://hr.cornell.edu/browse-self-service/domestic-violence-resources>



## Quick Checklist

### Listen and stay calm

- Be clear that you care, will help, and won't judge.
- Tell the employee you will respect their privacy as much as possible, but if they or others are in danger, you must contact Cornell University Police Department (CUPD) (607-255-1111). As a manager, you must also consult with the Office of Institutional Equity and Title IX (607-255-2242).
- If they stop sharing, let them know Cornell will support them and the resources available, including confidential resources.
- If/when an Order of Protection is in place, advise them to alert CUPD.

### Give confidential resources and others available to help

Offer to help them reach out (place the phone call together, escort to appointment). More resources are available in the back of this guide. The following resources are all confidential.

- Advocacy Center of Tompkins County (607-277-5000)
- Cornell Victim Advocacy Program (607-255-1212)
- Faculty and Staff Assistance Program (607-255-2673)
- Cornell Health (for students) (607-255-5155)

### Discuss needs (pages 10-12)

A victim advocate can work with the individual and CUPD/you to discuss needs. Common ones include:

- Changes to address or other contact information included on benefits information (and what's available publicly – net ID, phone, address, email, calendar)
- Flexible work arrangements to support time needed for appointments, childcare issues, etc.
- Time off for long or short periods of time for court appointments, to care for themselves or family, to settle in a new home or make arrangements for a new home
- Child/elder care arrangements
- Financial help through the Cornellians Aiding and Responding to Emergencies (CARE) Fund
- Parking accommodations and escort services to address safety concerns as well as other transportation arrangements (consult with CUPD)

### Contact others if warranted, respecting the victim's privacy as much as possible

- Cornell University Police Department
- The individual's supervisor
- The individual's HR representative
- The Office of Institutional Equity and Title IX
- Faculty and Staff Assistance Program

### Report it (page 12)

- You may be contacted by Work/Life to ensure all available resources have been provided.

### Review this guide

### Take notes/document discussions and incidents

### Follow-up

- Show and say you care - their needs may also evolve and that is ok.



## Why This Guide?

### Domestic violence concerns all of us.

This guide is to help you effectively support employees, address safety in the workplace, and comply with various policies and laws. It also offers information and guidance to share with all employees.

Not only does domestic violence endanger employee health and safety, but it also damages employee productivity, business profits, and the overall economy. According to the U.S. Centers for Disease Control and Prevention, victims of domestic violence lose nearly 8 million days of paid work per year: the equivalent of more than 32,000 full-time jobs.<sup>1</sup>

### Did you know?

- The Advocacy Center of Tompkins County answers more than 2,000 calls per year (on average) on its domestic violence and sexual assault hotline.
- 1 in 4 women and 1 in 7 men have been victims of severe physical violence by an intimate partner in their lifetime.<sup>2</sup>
- Individuals who identify as transgender experience disproportionately high rates of domestic violence, assault, and abuse as compared to individuals that identify as cisgender.
- Women with a disability have a 40% greater chance at intimate partner violence than women without a disability.<sup>3</sup>
- New York State courts issued a total of 228,769 orders of protection in 2018.
- Across NYS in 2018, 44% of female and 2% of male homicide victims over the age of 16 were murdered by an intimate partner.
- Domestic violence is one of the most chronically underreported crimes.<sup>4</sup>

### ► Take Note: Remember the Experts

Managers and HR personnel are not safety and domestic violence experts. While it is possible that the reported behavior presents as one type of issue, the behavior may implicate multiple policies or laws. We have experts at Cornell and in our community who can help. Therefore, when appropriate or required to address possible university policy violations, various campus offices, such as Work/Life, Workforce Policy and Labor Relations, Office of Institutional Equity and Title IX, Cornell University Police Department, or the Office of the Judicial Administrator may coordinate response efforts based on jurisdiction, required University actions, and the expressed desires of the victim. Community experts such as the Advocacy Center are always available for consultation as well.

<sup>1</sup> Centers for Disease Control and Prevention, Intimate Partner Violence: Consequences.

<sup>2</sup> Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

<sup>3</sup> American Psychological Association

<sup>4</sup> U.S. Department of Justice, Bureau of Justice Statistics, "Criminal Victimization," 2003



## What is Domestic Violence?

Domestic violence is a pattern of abusive behavior that individuals use to gain power and control over a current or former intimate partner. Domestic violence can happen in any type of intimate relationship, regardless of gender and of whether the couple is, or was, married, living together, or dating. Domestic violence may include<sup>5</sup>:

- **Isolation** – preventing or making it hard for someone to see family and friends; telling them that family and friends cause problems in the relationship or are trying to “come between you.”
- **Economic abuse** – having complete control over the money; making someone account for every penny they spend; taking money; undermining their job or educational goals.
- **Verbal, emotional, psychological abuse** – using derogatory language or name calling; putting someone down or embarrassing them in front of other people; criticizing their abilities as a partner or parent.
- **Intimidation** – making someone afraid with a look, action, or gesture; getting them to do something by reminding them about “what happened last time.”
- **Coercion and threats** – showing someone a weapon and threatening to use it on them; threatening to “out” their sexual orientation to family, friends, or employers if they are LGBTQ; threatening to harm their family, friends, or anyone they might go to for help; threatening to commit suicide and telling them it would be their fault.
- **Physical abuse** – pushing, grabbing, hitting, slapping, punching, kicking, strangling (choking), stabbing, burning, or shooting someone.
- **Sexual abuse/assault** – forcing someone into sexual contact or acts when they don’t want to; making them engage in sexual acts that make them uncomfortable.
- **Using children** – undermining someone’s authority with their children; threatening to take the children away from them by kidnapping or getting custody; “pumping” children for information about someone; trying to turn someone’s children against them; threatening to harm the children if they try to leave or seek help.
- **Minimizing, denying, blaming** – making someone think the abuse is their fault; saying the abuse was caused by stress, alcohol, or problems at work; denying that the abuse happened at all.
- **Stalking** – following someone or showing up wherever they are; driving by or hanging out near someone’s home, school, or workplace, or any other place the person normally goes; communicating with them or trying to do so after the person has told them not to.

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<sup>5</sup> New York State Office for the Prevention of Domestic Violence



## How Domestic Violence Can Appear at Work

An individual subjected to domestic violence may:

- Show up late and/or leave work early
- Exhibit signs of stress, anxiety, and/or depression
- Have excessive absences
- Be unable to concentrate at work
- Show signs of decreased productivity
- Receive unusual or excessive amount of phone calls
- Receive disruptive visits from others
- Have unexplained injuries or body pain that interfere with work responsibilities
- Show visible physical injuries
- Talk about marital/family problems

These behaviors are often consequences of being subjected to controlling tactics by his or her partner that diminish the individual's ability to be economically self-sufficient.

### Did You Know?

Between 2003 and 2008, over 25% of women murdered in U.S. workplaces were killed by a current or former intimate partner. Over half of workplace homicides perpetrated by intimate partners occurred in parking lots and public buildings.<sup>6</sup>



<sup>6</sup> Hope M. Tiesman et al., Workplace Homicides Among U.S. Women: The Role of Intimate Partner Violence, 22(4) *Annals of Epidemiology* 277 (2012).



## What Stops Someone from Getting Help?<sup>7</sup>

### Risks of Physical Violence and Psychological Harm

- Increasing threats and violence, resulting in harm to the victim, children, friends, family, or pets;
- Continued harassment, stalking, and verbal and emotional attacks, especially if the abuser has ongoing contact (such as during court ordered visitation);
- Serious physical harm and/or death; suicide threats; and
- Rape or sexual abuse.

### Risks to Children

- Emotional, physical, or sexual abuse; possibility of increased risks to children if the abuser has unsupervised or poorly supervised visitation;
- Concern about children being kidnapped by the abuser; and
- Negative impact on children because of “breaking up the family.”

### Risks to Relationship

- Losing a partner, losing relationships with the partner’s family and friends;
- Losing help with children/childcare, transportation, household; and
- Losing a caretaker (for older people or people with disabilities).

### Risks to Relationships with Family, Friends, and Community

- Receiving negative responses from friends, family members, and helping professionals;
- Not being believed or taken seriously, being blamed, being pressured to take actions that don’t feel right;
- Being judged as a bad spouse, partner, or parent;
- Worrying that people will feel uncomfortable about “taking sides” or not want to be involved;
- Worrying about being a burden to friends and family by asking them for help;
- Being pressured to stay in the relationship because of religious and/or cultural beliefs or because the children “need a father” or “need a mother”;
- Worrying that actions of people trying to help may make the situation more dangerous; and
- Losing custody of children, and/or having to share unsupervised visitation with the abuser.

### Risks to Finances

- Concern about being able to pay legal fees;
- Reduced standard of living - possible loss of home, possessions, or community;
- Loss of income or job - possible loss of partner’s income, may have to quit a job to relocate or to take care of the children alone, may be fired from jobs because of threats and harassment; and
- Damage to the victim’s credit, withdrawal of funds from shared accounts, maxing out credit cards.

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<sup>7</sup> New York State Office for the Prevention of Domestic Violence



## How Do I Help the Department?

### Raise Awareness

Talk about domestic violence openly and make resources available publicly by:

- Sharing information at regularly scheduled staff meetings
- Arranging a training program on the forms of prohibited conduct that are covered under Policy 6.4 (Office of Institutional Equity and Title IX), domestic violence (Advocacy Center) and/or on workplace violence (Cornell University Police Department)
- Providing employees with information about campus, community, and national resources – specifically highlighting those that are confidential.
- Post/distribute information on domestic violence at places where employees can obtain it without having to ask for it (i.e.: breakrooms, by time clocks, restrooms)

### Foster a Supportive Environment

Employees who are subjected to domestic violence often feel shame and stigma about disclosing domestic violence and may be hesitant to confide in others.

Create a caring and private environment where employees feel safe and comfortable talking to managers and human resources staff about domestic violence incidents, observations, or concerns so that they can then receive information about resources.

Managers and HR personnel should reassure employees that they will respect their privacy unless there is an immediate safety risk or other reporting factors.

When developing/implementing the employee's workplace safety plan, it is important to assure the employee that you will only share relevant details on a need-to-know basis, and as agreed to with the safety professionals (e.g. CUPD). You should not determine what information to share with the employee's colleagues and others by yourself.







## How Do I Help an Employee?

You may become aware of a concerning situation through another employee, from a concerned friend or colleague, from the victim, or through your own observation. While guidance has been provided here, each circumstance is unique, and it is ok to ask for help.

If you are unsure of how to proceed after reading this information, contact the Faculty and Staff Assistance Program, Cornell University Police Department, the Office of Institutional Equity and Title IX<sup>8</sup>, Work/Life in Human Resources, the Cornell Victim Advocate Program, or the Advocacy Center. They are all available to help you and the employee.

### 1. Listen

If you suspect that an employee is a victim of domestic violence, you should first speak privately with them. You are sending the message that you have observed something, and you are willing to assist them if and when they are ready. While they may not be open to assistance initially, you have planted the idea that someone has noticed and is available to help.

#### Conversation starters:

*“I’ve noticed that you have missed a lot of work lately. Is there anything going on that is making it hard for you to get to work, or get to work on time?”*

*“I notice there has been a change in your performance. Is there anything going on that is impacting your performance?”*

*“I notice you’ve been getting a lot of upsetting phone calls. Is there something we can do to help?”*

#### If the employee **does** share information with you indicating possible domestic violence:

- Actively listen, express concern, ask only clarifying questions, and avoid making judgements.
- Refer employees to the resources outlined in this guide.
- Ask whether they feel safe in the workplace.
- Discuss the benefit of establishing a safety plan and proceed with other steps.

#### If the employee **does not** share information:

- Tell them Cornell has support available for employees.
- Share helpful information including campus, local, and national resources.
- Let them know you care and are available when/if they’d like to talk.

**Remember: Your role is to listen and to provide support and resources.**

**Did you know?** There can be unique issues victims of domestic violence in specific communities face, in particular: LGBTQ+, veterans/military personnel, international couples/families, persons with disabilities, and older individuals.

<sup>8</sup> Please note managers have a duty to consult. For information on the duty to consult and how to make a report, please see “6. Report it” below.



## 2. Provide Resources

See the back of this guide for a comprehensive list of resources and community services that are available. While you may share these resources and encourage employees to access them, the decision to reach out is solely their own. You may offer to help them access the resources by calling them together, escorting them to an appointment, etc. – but you cannot and should not force them.

While we will take the employee's wishes into consideration, there may be a need for the university to take action to address any misconduct if the conduct poses a substantial threat to the university's educational mission or to the health or safety of university community members, including potentially contributing to or creating a hostile environment on any campus of the university.

## 3. Develop a Safety Plan

A safety plan is a personalized, practical tool that can help a victim and those in the work environment prepare for and respond to dangerous situations. It can be created for very short periods of time through long periods of time, depending upon the needs.

When establishing a safety plan, it is important to collaborate with the Cornell University Police Department and the advocate(s) working with the employee. **Managers and HR representatives are not expected to be safety or domestic violence experts.**

If an employee has already reached out to others, they may have begun developing a safety plan. To ensure privacy, these organizations may have suggested the employee contact their manager/HR representative directly. It is up to the employee to share the information they are comfortable with.

The Center for Relationship Abuse Awareness provides [Safety Plan Guidance](#) to help individuals and workplaces.

## 4. Determine Needs & Supports

The needs of the victim and their willingness to address them may evolve over time. Here are some common needs and supports:

### **Change in work schedule/location**

Determine whether changes to schedule or work location are needed temporarily/permanently to ensure safety and address other work/life issues stemming from domestic violence. Consult with managers, supervisors, and unit leads for guidance.

### **Time off**

Discuss whether the employee needs time off to secure medical or legal services, attend counseling, find new housing, or attend court proceedings. In partnership with Medical Leaves Administration, determine the available options.



### **Transportation/parking**

Campus parking accommodations, escort services, or other transportation needs are best addressed jointly with the employee, CUPD, and Transportation Services.

### **Protection of the employee’s information**

The employee may need to change their contact information, how their contact information is displayed online and in other locations, etc. Contact Cornell HR Services and Transitions Center (607-255-3936) for changes related to netID, contact information, etc. Website administrators may need to be contacted if information about the employee is posted on specific websites. Generally, they will not have to share why the changes are necessary.

### **Benefits changes**

Inform employees of their ability to make changes in their benefit plans and the ability to inform plan companies that their information is to be kept confidential from the policyholder. If an employee has separated from an abusive spouse or partner, take steps, in accordance with applicable laws, to prevent the spouse or partner from accessing benefits. Contact HR Services and Transitions Center (255-3936)

### **Orders of Protection**

An order of protection is issued by a court to limit the behavior of someone who harms or threatens to harm another person. It may direct an offending person not to injure, threaten, or harass another, their family, or any other person listed in the order. They may be directed to stay away from the individual/their children, move out of the shared home, follow custody orders, pay child support, and/or not have a gun.

An individual must go to court to obtain an Order of Protection. The Advocacy Center can help the individual with this process. If the employee has an Order of Protection, they should be encouraged to provide the order to CUPD for their safety and for others. You will not be aware of an Order of Protection unless the employee shares that information. CUPD does not share an Order of Protection or a picture of the individual unless the employee has given permission to do so and a crime has been committed.

Managers and HR can provide assistance with enforcing an Order of Protection if the individual subject to the order arrives at Cornell while the employee is at work. If you are aware an Order of Protection is in place, request a copy and a photo of the individual to share with security personnel and reception staff and any other relevant persons. Keep the order in a secure location and determine who will have access to it.

### **“No-Contact” Orders**

A “no-contact” order is an internal Cornell order, issued by the Office of Institutional Equity and Title IX, which serves to curtail or prohibit contact or communications between or among individuals. Policy 6.4 permits the Office of Institutional Equity and Title IX to issue a “no-contact” order in cases involving allegations of prohibited bias, discrimination, harassment, and sexual and related misconduct. This option is only available if Cornell has jurisdiction over the Respondent.

A “no-contact” order may be issued as an interim measure while a reported Policy 6.4 violation is being investigated or may be issued at the conclusion of the investigative process as a remedy. Interim measures such as “no-contact” orders are available regardless of whether a Formal Complaint has been



filed under the Procedures for Policy 6.4. A violation of a “no-contact” order may result in a Policy 6.4 violation and may be adjudicated under the policy.

### **Other Safety Needs**

With CUPD’s input, develop procedures to contact the police if there is an incident at the workplace. Inform the employee that law enforcement will be contacted if an abusive partner threatens the safety of the victim or of the workplace. Develop a procedure for addressing harassing telephone calls, emails, social media while at work, etc.

### **Child Care**

The cost and availability of childcare in our community can be very complex. If the partner accused of domestic violence has been a stay-at-home parent or provides income stability, the employee may be facing significant challenges with arranging care for their children, and this can cause attendance and performance concerns. The Cornell Work/Life Program Manager (607-255-1917) is available to assist individuals with locating options. The Cornell Child Care Center provides emergency back-up childcare - the Work/Life Program Manager can discuss this care option.

Employees who use the Cornell Child Care Center are encouraged to notify the center director if an Order of Protection is in place.

### **Financial Help**

The [Cornellians Aiding and Responding to Emergencies \(CARE\) Fund](#) is a resource available to Cornell faculty and staff in crisis situations. You may apply to the Fund on behalf of the employee, lessening the burden and stress on the victim.

The Advocacy Center and Tompkins County 2-1-1 Phone Directory Service can both help victims connect to resources for housing, food, clothing, and other essentials.

## **5. Inform Others**

Share relevant information with others on a need-to-know basis, taking into consideration privacy and the safety of the workplace. You are expected to keep information related to an employee who is a victim of domestic violence private and should not divulge information without the written consent of the employee, unless you determine that disclosure is necessary to protect the employee or the employee’s co-workers’ safety, or to comply with state or federal law.

You should only make disclosures that are strictly necessary to safeguard the employee’s or the employee’s co-workers’ safety or to comply with the law (and do so in consultation with Cornell University Police Department).



## 6. Report It

When you have become aware of a domestic violence concern, report it through the Cornell University Reporting System <<https://cornell.guardianconduct.com/incident-reporting>>. Cornell faculty and staff members, except for important confidential resources for support, are required to consult with the Office of Institutional Equity and Title IX when they become aware of an alleged incident of sexual and related misconduct under Policy 6.4 that involves a student as either the complainant or respondent. Sexual and related misconduct includes dating and domestic violence, sexual harassment, sexual assault, sexual exploitation, and stalking.

As a supervisor or manager, you should express to students or staff that you have a duty to consult with the Office of Institutional Equity and Title IX. Supervisors and managers must take all reasonable actions to respond to any reports or observations of sexual and related misconduct that may impact an employee's working environment. Reports of such conduct should be made to the Office of Institutional Equity and Title IX; subsequently, the Office of Institutional Equity and Title IX will reach out to offer support services and provide additional information on their rights and options. All follow-up actions and decisions will be made in consultation with the Office of Institutional Equity and Title ix.

Please visit the Office of Institutional Equity and Title IX's website for additional information on reporting - <https://titleix.cornell.edu/reporting/>.

### What happens next?

1. After a report is submitted, a representative from the Office of Institutional Equity and Title IX receives it and shares it with the appropriate offices.
2. The Office of Institutional Equity and Title IX will decide jurisdiction under Policy 6.4. If Policy 6.4 jurisdiction is met, it will be handled under the proceedings of Policy 6.4 and any other proceedings.
3. Representatives from either the Office of Institutional Equity and Title IX or the Work/Life department will reach out to the person who experienced the misconduct to provide them with information on their rights, options, and available support services. Under certain circumstances, the Office of Institutional Equity and Title IX or the Work/Life department may reach out to the person who made the report, if different than the person who experienced the misconduct, to determine that all available resources have been shared with the individual.

### Why report?

- To provide support and resources to the affected individuals.
- To aid in the awareness, training, and development of staff across campus (ultimately benefiting all members of our community).

**In most cases, the name of the individual and the situation will be kept private.**

If, however, a crime has been committed, or someone is at risk of harm, the university may have an obligation to act to keep the individual and others in the Cornell community safe.



## **7. Take Notes / Document**

Document your conversations, plans for supporting the individual, and actions for future reference. Follow Cornell University policies surrounding data privacy.

## **8. Follow-up**

Addressing and healing from domestic violence can take a long period of time and the employee's needs may evolve during this time as well.

By following up, you are being clear that you remain concerned about their wellbeing and are willing and able to help.



## Employment, Discrimination, and Disciplinary Action

It is important to note that victims of domestic violence are often able to access immediate, short-term financial resources. Adjusting to the long-term implications of a reduction of income can be tremendously difficult, making the need to continue stable employment very high.

New York State has established that **victims of domestic violence are now a protected class in the employment provisions of NYS Human Rights Law**. This law prevents an employer from discriminating against an individual based on their status as a victim of domestic violence and prevents discrimination in compensation or in the terms, conditions, or privileges of employment. (New York Executive Law §296(1)(a))

New York State also protects employees who, as a victim, or witness of a criminal offence, is appearing as witness, consulting with a district attorney, or exercising his/her rights as provided in the Criminal Procedure Law and the Family Court Act. This law requires, with prior day notification, to allow time off for victims or subpoenaed witnesses to exercise his/her rights as provided in the Criminal Procedure Law and the Family Court Act. (New York Penal Law §215.14)

New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. (New York Labor Law §593 (1)(a))





## **When Both Individuals Work at Cornell**

If both individuals involved are employees of Cornell, there is an added complexity. In situations where the two individuals work in close proximity (same department, same building, etc.) and an Order of Protection is in place, accommodations may be needed to ensure compliance with the order.

When both individuals are Cornell University employees, the manager/HR representative should work together with the Office of Institutional Equity and Title IX to accommodate the needs of the employees.

If the offending employee's manager becomes aware that the employee has engaged in any prohibited behaviors while at the workplace, the manager shall immediately consult with CUPD and the Office of Institutional Equity and Title IX.

### **Student Employees**

The academic status of the student overrides their employment status with the university as it applies to complying with Title IX and other policies. Therefore, please consult with the Office of Institutional Equity and Title IX regarding situations involving student employees.

Students can access most of the campus/community resources identified in the back of this guide, some of which have a primary responsibility of serving the student community (Cornell Victim Advocate Program, Women's Resource Center, the LGBT Resource Center, and Cornell United Religious Work).





## Sensitizing Other Employees

Employees are often more open with a co-worker, so providing general information about domestic violence and the resources available at Cornell and in our community to all employees might get someone help sooner. The following provides some guidance for discussing domestic violence with your employees and co-workers.

<b>What should you do if you suspect a co-worker is a victim of domestic violence?</b>	
<b>Do</b>	<b>Don't</b>
Express concern and let the co-worker know that you are there to listen.	Ignore the situation or push the co-worker to talk.
Listen to and believe the co-worker without judgment.	Blame the co-worker or make assumptions about the situation.
Offer your help and support and refer them to human resources to help them access services.	Tell the co-worker what to do or place conditions on your help or support.
If the co-worker has not disclosed to you, share your concerns with your human resources representative or your immediate supervisor.	Talk about your concerns or gossip with others in the workplace.



## Cornell's Commitment

Cornell is committed to supporting victims of domestic violence and fostering an environment where individuals are safe, respected, and supported – and are treated fairly and without discrimination.<sup>9</sup>

### **Cornell will strive to provide:**

- A caring environment where employees know they can speak to management and HR about domestic violence issues and receive support
- A workplace free from threats and violence, and a workplace that efficiently and effectively responds to such threats
- An opportunity for individuals to maintain economic self-sufficiency
- Information about campus and community departments and resources that are available to help employees through multiple communications channels and in private locations (e.g. restrooms, break rooms, etc.)
- Managers who are trained to appropriately recognize and respond to employees who are experiencing domestic violence

### **If an employee discloses domestic violence, Cornell will strive to provide:**

- Privacy
- Referral to a victim advocate and information about available campus and community resources and accommodations
- Assistance in obtaining reasonable time off from work to receive help for domestic violence, including time off from work, with prior day notice, for court appearances<sup>10</sup>
- Reasonable modifications of benefits, where possible, to remove an ex-partner from the plan
- Practical and responsive measures to help with any difficulties they may have in performing their job because of experiencing domestic violence

### **Cornell will also strive to provide appropriate workplace safety measures such as:**

- An individualized workplace safety plan, created with the Cornell University Police Department, a victim advocate, manager, and/or human resources staff member, that takes into account specific safety concerns
- The removal of an employee's information from Cornell's various websites, and protocols for responding to abuse and harassment at work via phone, email, etc.
- Appropriate accommodations to ensure their health and safety, such as changes in work schedule, work location, physical layout of the workplace, and transportation/parking
- Assistance with enforcing an Order of Protection if an individual violates the order while they are at work

**If the employee cannot continue to work because of domestic violence, Cornell will cooperate with the employee's application for unemployment insurance benefits<sup>11</sup>**

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<sup>9</sup> NYS Human Rights Law § 296 (1)(a)

<sup>10</sup> NY Penal Law § 215.14.

<sup>11</sup> NY Labor Law § 593 (1)(a).



## Resources

<b>Domestic Violence Agencies &amp; Hotlines</b>	
<p><b>Advocacy Center of Tompkins County</b>            24/7 Hotline 607-277-5000  <a href="http://actompkins.org">actompkins.org</a></p> <div style="text-align: center;"> <p>services              domestic/dating violence              child sexual abuse              prevention services              contact us</p>  <p><b>Advocacy</b>              CENTER</p> <p><b>CONFIDENTIAL RESOURCE</b></p> </div>	<p>Advocacy Center counselor/advocates are available 24 hours a day, 7 days a week for free, confidential support &amp; services for those impacted by Domestic/Dating Violence, Stalking, and/or Sexual Violence.</p> <p>Advocacy Center services are available to people of any age, gender identity, sexual orientation, race, religion, ability, or immigration status. Services include:</p> <ul style="list-style-type: none"> <li>• Crisis intervention, emotional support, and safety planning</li> <li>• Confidential shelter</li> <li>• Support accessing services such as hospital, police, court proceedings, or social services</li> <li>• Legal advocacy including help with orders of protection or emergency custody</li> <li>• 1:1 or group support and empowerment classes</li> <li>• Trauma therapy services or referrals</li> <li>• Awareness, Professional Training, &amp; Prevention Education Programming</li> </ul>
<p><b>New York State Domestic Violence Hotline</b>            27/7 Hotline 1-800-942-6906; TTY 711  <a href="http://www.opdv.ny.gov/help/dvhotlines.html">www.opdv.ny.gov/help/dvhotlines.html</a></p> <p><b>CONFIDENTIAL RESOURCE</b></p>	<p>The New York State Domestic Violence Hotline is available 24 hours a day, 7 days a week and provides assistance in over 150 languages, including Spanish. Their advocates can talk confidentially and provide regional referrals for local assistance.</p>
<p><b>The National Domestic Violence Hotline</b>            24/7 – 1-800-799-7233            TTY 1-800-787-3224            Disability Communities:  <a href="http://thehotline.org/resources/abuse-in-disability-communities/">thehotline.org/resources/abuse-in-disability-communities/</a></p> <p><b>CONFIDENTIAL RESOURCE</b></p>	<p>The National Domestic Violence Hotline advocates are available 24 hours a day, 7 days a week to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship. The website also has live chat.</p>



Police	
<p><b>Ithaca Police Department</b>            For emergencies: 911            Non-emergencies: 607-272-3245</p>	<p><b>Cornell University Police Department</b>            Emergencies – 911            Advice and assistance – 607-255-1111</p>
Cornell Advocacy and Counseling Services	
<p><b>Victim Advocacy Program</b>            607-255-1212  <a href="mailto:victimadvocate@cornell.edu">victimadvocate@cornell.edu</a></p> <p><b>CONFIDENTIAL RESOURCE</b></p>	<p>A victim advocate can answer questions, provide support, discuss options, facilitate connections to services and assist with academic, work or other accommodations. Calls or email inquiries to the Victim Advocacy Program will be returned promptly during business hours (this is not a 24-hr. crisis service. Please note that to protect confidentiality and for safety reasons, when a victim advocate returns a call and there is no answer, if the voicemail ID is not identifiable as the original caller, a message may not be left).</p>
<p><b>Faculty and Staff Assistance Program</b>            607-255-2673  <a href="mailto:fsap@cornell.edu">fsap@cornell.edu</a>  <a href="http://fsap.cornell.edu">fsap.cornell.edu</a></p> <p><b>CONFIDENTIAL RESOURCE</b></p>	<p>FSAP's professional staff offers free and confidential guidance and support to address issues that may be affecting their personal lives and/or job satisfaction or performance. Services include: Personal consultation and needs assessment; information about and referral to campus or community resources and services; short-term counseling; consultation with managers, and others who are concerned about an employee or workplace situation; crisis response and community support.</p>
Cornell Human Resources	
<p><b>Find Your Human Resources Representative</b></p>	<p><a href="https://hr.cornell.edu/find-your-hr-representative">https://hr.cornell.edu/find-your-hr-representative</a></p>
<p><b>Office of Institutional Equity and Title IX</b>            607-255-2242  <a href="mailto:titleix@cornell.edu">titleix@cornell.edu</a></p>	<p>Oversees the University's compliance with Title IX; its ongoing education and primary prevention efforts; its investigation, response, and resolution of all reports of sexual and related misconduct under this policy; and its efforts to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.</p>
<p><b>Work/Life in Human Resources</b>            607-255-5298  <a href="mailto:worklife@cornell.edu">worklife@cornell.edu</a>  <a href="http://hr.cornell.edu">hr.cornell.edu</a></p>	<p>Provides programs and consultation services centered on parenting, eldercare, self-care, and flexible work. Serves as university liaison to the Cornell Child Care Center. Available for</p>



	consultation on responding to domestic violence in the workplace.
<b>HR Services and Transitions Center</b> 607-255-3936 TTY 607-255-3943 <a href="mailto:hrservices@cornell.edu">hrservices@cornell.edu</a> <a href="http://hr.cornell.edu">hr.cornell.edu</a>	Offers information for endowed and contract college staff and faculty on health and retirement benefits, medical and dependent care reimbursement, life insurance, medical leave programs, and other benefits. Contact regarding changes of information.
<b>Department of Inclusion and Belonging</b> 607-255-3976 <a href="mailto:inclusion@cornell.edu">inclusion@cornell.edu</a>	Provides leadership on and implements strategies to create a diverse and inclusive workplace at Cornell. The department facilitates in person and virtual learning opportunities for staff, as well as connections to identity-based colleague networking groups and other campus resources supporting the inclusion and retention of employees with diverse lived experiences.
<b>Workforce Policy and Labor Relations</b> 607-255-4652	Provides leadership and counsel in the areas of equal employment and educational opportunity; labor/employee relations; non-academic human resource policy development and interpretation; unemployment insurance administration; and layoff policy administration.
<b>Medical Leaves Administration</b> 607-255-1177 TTY 607-255-7066 <a href="mailto:wcds-mailbox@cornell.edu">wcds-mailbox@cornell.edu</a> <a href="http://hr.cornell.edu">hr.cornell.edu</a>	Helps coordinate many resources that can enhance the health and well-being of all faculty and staff and maximize the quality of working life while minimizing the negative impact of illness and disability, and other life crises.

**Cornell Resource Centers**

<b>Asian &amp; Asian American Resource Center</b> 607-255-9438 - <a href="mailto:aaac@cornell.edu">aaac@cornell.edu</a>
<b>Gender Equity Resource Center - CONFIDENTIAL RESOURCE</b> 607-255-1406 - <a href="mailto:GenEq@cornell.edu">GenEq@cornell.edu</a>
<b>Office of Spirituality and Meaning-Making - CONFIDENTIAL RESOURCE</b> 607-255-4214 – <a href="mailto:osmm@cornell.edu">osmm@cornell.edu</a>
<b>Director of Lesbian, Gay, Bisexual, Transgender Resource Center - CONFIDENTIAL RESOURCE</b> 607-255-4406 - <a href="mailto:lgbtrc@cornell.edu">lgbtrc@cornell.edu</a>



*This guide was originally created by the following organizations:*

- Advocacy Center of Tompkins County
- Cornell Law School Gender Justice Clinic
- Tompkins County Human Rights Commission
- Tompkins County Office of Human Rights

*Cornell University customized the guide for Cornell managers and HR professionals. The following departments provided expertise and assistance.*

- Cornell Human Resources
- Cornell Faculty and Staff Assistance Program
- Cornell Victim Advocacy Program
- Cornell University Police Department
- Cornell University's Office of the Judicial Administrator
- Cornell University Office of Institutional Equity and Title IX