

## **How to Complete and File 2011 Workplace Sexual Harassment Complaint/Resolution Report**

Executive Order No. 2, issued by Governor Andrew M. Cuomo on January 1, 2011, continues Executive Order No. 19 (1983), *New York State Policy Statement on Sexual Harassment in the Workplace* (EO 19). EO 19 requires the head of each department, agency, board, commission, or other entity under the jurisdiction of the executive branch to report all workplace sexual harassment complaints and their resolution to the Governor's Office of Employee Relations (GOER).

To fulfill this requirement, every agency must file a *Workplace Sexual Harassment Complaint/Resolution Report* for every complaint that the agency resolved during the reporting year, January 1, 2011, through December 31, 2011. You must also report if your agency resolved no complaints during the reporting year. Any complaints filed in 2011, but not resolved in that year, will not be reported until the year in which they are resolved.

The online *Workplace Sexual Harassment Complaint/Resolution Report* is on the web at <http://www.goer.ny.gov/sh/index.cfm>. There is also a link at the bottom of that page for downloading and printing a pdf version of a report.

### *Online Reporting That You Had No Resolved Complaints*

1. On page 1 of the online Complaint/Resolution Report, select your agency from the "Tell Us Who You Are" drop-down box. In the appropriate boxes, enter the full name of the person filing the report and a valid New York State employee email address for that person.
2. Click "No" to answer the question "Does your agency have any complaints that were resolved during the reporting year, calendar year 2011?"
3. Click "Continue" at the bottom of page 1. *Once your "No" is recorded by clicking "Continue," your agency will be locked from reporting any resolved cases for the 2011 reporting year. You will receive an email confirmation of your report for your records.*

### *Online Reporting of a Resolved Complaint*

1. On page 1 of the online Complaint/Resolution Report, select your agency from the "Tell Us Who You Are" drop-down box. In the appropriate boxes, enter the full name of the person filing the report and a valid New York State employee email address for that person.

2. Click “Yes” in answer to the question “Does your agency have any complaints that were resolved during the reporting year, calendar year 2011?”
3. Click “Continue” at the bottom of page 1.
4. *Date of Complaint*: Enter the date the complaint was filed with your agency, by clicking on the calendar icon or by entering the date in the mm/dd/yyyy format. This date must be a date in 2011 or earlier.
5. *Date of Resolution*: Enter the date the complaint was resolved by your agency, by clicking on the calendar icon or by entering the date in the mm/dd/yyyy format. This must be a date in 2011.
6. *Complainants*: Enter the total number each of females and males who filed the complaint, that is, the total number of complainants.
7. *Respondents*: Enter the total number each of females and males whom the complaint was filed against, that is, the total number of respondents.
8. *Conduct Alleged*: A workplace sexual harassment complaint may involve one or more of several forms of conduct. Click *ALL* of the forms of conduct alleged in the complaint. If a form of conduct that the complaint alleges is not listed, click “Other” and fill in a description of the conduct in the field provided. Next, click *ALL* of the listed statements that apply to *ANY* of the forms of conduct alleged.
9. *Findings*: Click on the *ONE* statement that best describes how the complaint was resolved—whether the agency determined that it was “Founded”, “Unfounded”, or “Unsubstantiated”.
10. Check your answers on page 2. Make any changes you need to. *Note*: Clicking “Cancel” at the bottom of the page will delete all of your answers on the page.
11. When you are ready to file the report, click “File” at the bottom of the page. You will receive an email confirmation that provides you with a copy of your completed form.
12. If you want to file another report, click “Start Another Complaint Resolution Report” at the bottom of the confirmation page. You will be taken back to page 1.

You can file any number of individual reports during a single online session. You can have multiple reporting sessions. But each individual, resolved complaint must be filed as a separate report.

If you have any questions about the Executive Order No. 19 reporting requirement, or about how to complete and file a report, please contact GOER's Research Unit at (518) 473-7233 or by email at [research@goer.ny.gov](mailto:research@goer.ny.gov).