



OFFICE OF  
COUNSEL TO THE MAJORITY

THE ASSEMBLY  
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ALBANY

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December 19, 2011

Ms. [REDACTED]  
[REDACTED], Apt. [REDACTED]  
[REDACTED], N.Y. [REDACTED]

Dear Ms. [REDACTED]

I am sending this letter, which mirrors what I wrote to you in two emails on Thursday, December 15<sup>th</sup>, simply to ensure that you have received my response.

Please be advised that Bill Collins and I received a copy of the email message you sent to Assemblyman Vito Lopez on December 14, 2011.

While you have previously received a copy of the Assembly's Sexual Harassment/Retaliation Policy, I am providing it to you again now in order to ensure that you have it before you. As stated in the policy and reiterated in our employee training, the Assembly is committed to providing our employees with a workplace free from sexual harassment. This is an obligation we take very seriously. Please note that sexual harassment and retaliation in response to a sexual harassment complaint are both prohibited. Complaints of sexual harassment are investigated as discretely as possible.

In response to a concern you raised in your email, please be advised that we have not received any request to terminate your employment. Thus, as far as we are concerned, you continue to be employed by the NYS Assembly.

We would like to follow up with you regarding this matter. It is of particular importance that we understand whether it was your intention to file a formal complaint of sexual harassment by sending us a copy of the email to Assemblyman Lopez. Moreover, we are available to discuss with you any concerns you may have regarding your status and/or the availability of leave credits.

NYA 002375

Please contact us at your earliest convenience.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Kearns". The signature is written in black ink and is positioned above the printed name and title.

Carolyn Kearns  
Deputy Counsel to the Majority

Encl.: Assembly Sexual Harassment/Retaliation Policy