

# CLASSIFIED STAFF

## EMPLOYMENT HANDBOOK POLICIES AND PROCEDURES



CSEA, PEF, AND COUNCIL 82

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## INTRODUCTION

Welcome to the State University of New York College at Cortland. We hope your tenure here will be productive and rewarding. This handbook has been designed to help you understand your position as a New York State Classified Service employee and to provide you with an overview of the campus, benefits, services and regulations relevant to your employment.

We encourage you to read this handbook and retain it as a reference. It is impossible to include all information applicable to every situation an employee might encounter and many topics cannot be fully covered in a book this size. Whenever you need further information, advice or assistance, please contact your supervisor, your union representative or the Office of Human Resources at ext. 2302 or via the web at <http://www.cortland.edu/hr/>.

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## CIVIL SERVICE STATUS

Congratulations on your appointment to State service. As an employee of the New York State, and more specifically, to the State University of New York (SUNY), you are a member of the classified service. As a SUNY institution, SUNY Cortland (hereafter referred to as the "College") has two employee groups, classified and unclassified service employees.

Classified service employees are governed by the rules and procedures of the department of civil service and are members of one of the following employee bargaining units: Civil Service Employee's Association, Council 82, or the Public Employee's Federation.

Unclassified employees are the faculty and professionals of the College covered by the United University Professions bargaining unit or management /confidential designation.

### UNION AFFILIATION

All employees, except those designated management/confidential, are represented by a union. Most classified employees are represented by the Civil Service Employees Association (CSEA). CSEA has three separate bargaining units at the College:

1. CSEA Administrative Services Unit (ASU) – composed of classified service employees, primarily office and administrative support staff, including, but not limited to keyboard specialists, clerks, calculations clerks, secretaries, and administrative aides.
2. CSEA Operational Services Unit (OSU) – composed of craft workers, maintenance and repair personnel and machine operators. Examples include cleaners, janitors, maintenance, grounds, etc.
3. CSEA Institutional Unit (ISU) - composed mostly of those classified service employees responsible for providing therapeutic and custodial care in the State's institutions. Limited to "laboratory worker" at SUNY Cortland.

The campus university police and supervisors are represented by Council 82 and a small number of employees are represented by the Public Employees Federation (PEF).

### TYPES OF POSITIONS

The classified service at SUNY Cortland consists of three position types:

#### *Competitive Class:*

Appointments are made from Civil Service lists based upon the results of examinations that measure knowledge and skills required for the job. The examinations are either open-competitive (open to all qualified people) or promotional (open to qualified New York State employees only). Exams result in eligible lists that contain the names of candidates who passed the test ranking in the order of their test scores. Appointments to vacant positions must be from the top three acceptors to a canvass of the eligibility list (reachable) or a lateral transfer.

#### *Non-competitive Class:*

There are no examinations for this class. Appointment to higher salaried vacant positions is made on the basis of seniority from among interested employees provided the candidate meets the posting qualifications, meets the legitimate operating needs of the campus, and has the ability to perform the duties and responsibilities.

#### *Labor Class:*

There are no examinations for this class. Appointments are filled by open recruitment, with training and experience being considered.

### TYPES OF APPOINTMENTS

There are four types of appointments to New York State Civil Service.

#### *Permanent:*

Competitive, non-competitive, labor classes - A permanent appointment is one to a permanent position, with no holds on the position. A probationary period must be served.

#### *Contingent Permanent:*

Competitive class only - This is an appointment to a permanent position, however, an employee's ability to become permanent in the position depends on the previous incumbent passing probation in his/her new position. Except in

the case of the previous incumbent returning, contingent permanent appointees have all the rights and benefits of permanent appointees.

*Provisional:*

Competitive class only - Employees who are holding provisional appointments have been determined qualified and selected to fill a position for which no appropriate eligibility list exists at the time. In order to obtain permanent status in the position, employees must take the appropriate exam when it is held and rank high enough to be appointed.

*Temporary:*

(Competitive, non-competitive, labor classes) - Temporary appointments are appropriate in some situations. A temporary employee may be filling the position of a permanent employee on leave of absence; may have been appointed for a few weeks pending the appointment of someone who will fill the position permanently; or may have been appointed for a short period to carry out some project of a temporary nature. Temporary appointments are usually of a specific limited duration (twelve-month maximum).

*Temporary Competitive class:*

Temporary appointments to the competitive class must be in accordance with the following Civil Service rules:

- ✓ three months - any qualified person may be appointed to a position expected to last less than three months
- ✓ six months - a person must be on the appropriate Civil Service eligibility list to be appointed to a position expected to last from three to six months
- ✓ twelve months - a person must be reachable on the appropriate Civil Service eligibility list to be appointed to a position expected to last from six to twelve months.

*Non-competitive and labor class:*

Since there is no provision to appoint on a permanent contingent basis to the non-competitive and labor classes, an employee may be appointed to a permanent position as a temporary employee until such time as the previous incumbent passes probation in his/her new position.

## **POSITION CLASSIFICATION AND COMPENSATION**

Generally defined, "position classification" is the means by which a job, comprising specific duties and responsibilities, is analyzed and assigned into a class or title. The foundation of the New York State Classification and Pay Plan is the principle of equal pay for equal work, which, by statute, is the official policy of the State. Positions are classified by title, duties, responsibilities, minimum qualifications and compensation rates. These factors become important in career development, in determining your qualifications to take an examination, or when transferring to another position.

If an employee believes the work he/she performs and the responsibilities he/she holds are those of a position classified higher or differently from the one held, a possible reclassification and/or title change should be discussed with the supervisor who will, in turn, contact the Office of Human Resources. The supervisor must agree to and endorse any significant changes in the work responsibilities. All employee reclassification requests submitted through Human Resources are reviewed by Cabinet, twice annually, (January and June) for endorsement prior to submission to the Department of Civil Service. While it is possible for employees to submit proposed reclassification requests directly to Civil Service, employees are encouraged to work in conjunction with the Office of Human Resources so as to be informed of any restrictions or other information that may be relevant to the request.

A job cannot be reclassified or reallocated solely because:

- ✓ The incumbent is qualified to do more responsible work;
- ✓ The incumbent has rendered long service;
- ✓ The incumbent has not had an increase in salary for a long time;
- ✓ The incumbent is very efficient; or
- ✓ The incumbent has passed an exam for a higher-level position.

Reclassification or reallocation of a position does not mean that the incumbent will automatically receive the higher title and the pay. For example, unless the incumbent is on an appropriate eligible list, he/she must qualify for a reclassified position in competition with others who may also be qualified.

## **PROBATIONARY PERIOD**

The probationary period is a part of the selection process for permanent employees. During probation employees are observed to determine how well they perform the specific duties of their jobs, how well they work with other people, and whether they possess other abilities that Civil Service examinations may not reveal. Attendance is also an important factor in determining probationary performance. Periodic probationary reviews are distributed to supervisors for use during this period.

The probationary period will vary depending upon the appointment, but it is SUNY Cortland's general policy to keep all new employees on probation for one full year. Part-time employees are given a pro-rated probationary period (for example, half-time employee would serve a two year probationary period). In addition, when permanent employees are promoted, a probationary period must be served in the new title. The length of that probationary period is dependent upon the new grade level.

## **PROMOTION**

It is the policy of the State of New York to fill higher-grade positions by promotion from the lower grades whenever possible. In this way, employees have some assurance that they will be eligible to advance as they become more proficient, take higher-level promotional exams, and assume more responsibility.

To be promoted within the competitive class, employees must take an examination just as they did for original appointment. Seniority is figured into the promotional examination score. Advancement in the non-competitive and labor classes is based upon a combination of seniority, minimum qualifications for the job, and operational need.

Some State titles are not available at SUNY Cortland. For some employees, this may mean transferring to other State agencies for promotional opportunities.

Examination announcements and vacancies are posted on the Office of Human Resources website and on the Civil Service website at: <http://www.cs.state.ny.us/announ/mainpages/exams.htm>, as well as on designated bulletin boards throughout campus, in the Office of Human Resources, and at the New York State Department of Labor offices.

## **REASSIGNMENT WITHIN THE COLLEGE**

Employees may request a reassignment from one workstation to another within the College. Custodial employees wishing to request a change of building should complete the appropriate form every six months identifying the building choices preferred. Secretarial/clerical employees must generally wait until an appropriate vacancy occurs to apply for a transfer to another office.

## **REINSTATEMENT**

If an employee has held a permanent, competitive class position and has resigned from the state, he/she may be reinstated at the discretion of any state agency to the same title within one year without taking an examination, provided a position is available. Reinstated employees serve new probationary periods in the same manner and are subject to the same requirements as the original appointment. Employees who are reinstated within one year are entitled to retain any leave accruals for which they did not receive payment. After a year of separation, those accruals are lost. For employees who are absent from State service for over a year, reinstatement to Civil Service status is still a possibility, but it requires the hiring agency to undertake a formal process that includes submitting justification and receiving approval from the New York State Civil Service Commission.

## **SEPARATION FROM SERVICE/REQUEST FOR NOTICE**

Employees planning to resign from state service or request a transfer to another organization must provide at least two (2) weeks written notice to their supervisor and to the Office of Human Resources. At the time of separation, full-time employees are entitled to receive cash payment for accrued and unused vacation credits up to a maximum of 30 days. Part-time employees receive payment for vacation credits on a prorated basis. No such payment will be made, however, if an employee is removed from State service as a result of disciplinary action or resigned after charges of incompetence or misconduct have been served.

Provision is made for the transfer of leave credits when employees transfer to another State agency or from classified service to unclassified service. According to Section 23.1 of the New York State Attendance Rules, the campus may withhold payment for vacation if an employee resigns without giving written notice of resignation at least two weeks prior to the last day of work.

Payments for unused vacation, overtime, and compensatory time due to eligible employees who have retired or died will be made with the last payroll check. Payments for unused credits to employees who have resigned will be paid

after they have been off the payroll for six weeks. In most cases, employees who transfer to another state agency can transfer their accruals to the new agency.

### **STAFF REDUCTIONS**

It is possible that an employee may be demoted or laid off for reasons of economy or because of other circumstances that do not reflect on the character or performance of the employee. In these situations, the least senior appointees in the State service are the first to be demoted or laid off. Complete procedures relating to reductions in force can be found at <http://www.cs.state.ny.us/SSD-online/resources.htm>.

A permanent employee who is demoted or laid off under these circumstances will be placed (by the Department of Civil Service) on a preferred eligible list for appointment to a position similar to the one formerly held. It may also be possible to transfer to another position if a vacancy exists.

## **ATTENDANCE AND LEAVE**

### **ATTENDANCE RECORDS**

All classified employees must maintain an accurate daily record of attendance on the '*SUNY Cortland – Daily Time Record for Classified Staff*' form specially designed for that purpose. Required entries include work start time, leave for and return from mealtime and time left for the day. This is an official record which serves as the basis for payment of wages. Attendance records require the employee's signature and the supervisor's signature and must be submitted to the Payroll Office on time or paychecks may be inaccurate or may be held.

Deliberate falsification of attendance records is a basis for discipline. A model time sheet with instructions for completion may be found at the end of this manual.

### **COMPENSATORY TIME**

Employees who have a basic workweek of 37½ hours and who are required to work extra hours with supervisory approval receive compensatory time for the hours worked between 37½ and 40 hours (i.e. 2½ hours maximum per week). The compensatory time accrued may be used, with supervisory approval, in a manner consistent with how vacation or personal leave credits are typically used. All accrued compensatory time must be used by the close of the fiscal year following the fiscal year in which it was earned. (For example, compensatory time earned between April 1, 2003 and March 31, 2004 must be used by March 31, 2005.)

Employees will take compensatory time accruals with them if they move to another position within SUNY. However, if employees leave State service or move to another State position outside SUNY, they will be paid for unused compensatory leave credits up to a maximum of 30 days.

### **HOURS OF WORK and WORKWEEK**

It is very important to maintain a good attendance record. The campus attaches considerable importance to reliable attendance and it is a significant factor in probation and promotion decisions.

Depending on the position held, the basic workweek for full-time annual salaried employees is 37½ or 40 hours a week. The normal workday is 8 hours, plus mealtime, for employees working 40 hours per week (CSEA OSU, PEF, and Council 82), and 7-1/2 hours, plus mealtime, for those working a 37-1/2 hour week (CSEA ASU). The workweek begins on Thursday and ends at the close of business the following Wednesday.

### **MEAL BREAKS**

Employees must take a daily meal break of at least 30 minutes in length if they are working more than six hours. This meal break should be midway through the work day (i.e. if an employee is scheduled to work 8:00 a.m. to 4:30 p.m., the meal break should be between the hours of noon and 1:00 p.m.). Failure to take a meal break does not permit employees to shorten the workday, nor does it entitle employees to compensatory time or overtime payment.

The college may require employees to remain on duty during their meal period if the responsibility of such position demands it, for example, night time heating plant personnel required to watch the boilers throughout their shift. In this case, the employee's workday will generally be shortened to exactly 8 or 7½ hours and will be paid for their meal break.

## **OVERTIME**

Every attempt is made to schedule the workload so that the need for overtime is kept to a minimum. However, situations arise which make overtime unavoidable - staff illness, special projects, emergencies, etc. If such situations do arise, the supervisor may direct employees to work overtime.

Hours worked in excess of a 40 hour week constitute overtime. Eligible persons are entitled to overtime compensation at time and one half, subject to the rules established by the Division of the Budget. Refer to the appropriate Agreement for information about when overtime payments must be made. All overtime requires advance supervisory and appropriate vice president approval.

Depending upon the bargaining unit, employees may also be eligible for a cash payment for meals if they work a minimum amount of overtime or six hours on a pass day. Read the appropriate Agreement to determine eligibility requirements and amount of meal allowance.

The law mandates that employees must not work more than six hours at one time without a meal break of at least one half hour. If employees are required to work overtime immediately following the end of the normal workday, they must take a half hour meal break within six hours following their last meal break.

## **REST BREAKS**

It is the intention of the college that all employees who work a shift of four hours will receive one paid 15-minute rest period and employees who work a full shift, will receive two 15-minute rest periods, one in the morning and one during the afternoon (for shift employees, one rest period should be taken prior to the meal break and one after the meal break). Scheduled rest breaks may not be used or accumulated to cover late arrivals, early departures, or to extend the meal period. Break time includes travel time to and from the break location.

Rest breaks are granted at the discretion of the College, and each department based on operating needs. There may be times when circumstances (e.g. workload, emergency situation, short staffed, etc.) prevent employees from taking a break.

## **TARDINESS**

The supervisor will tell employees when and where to report to work. "Where" is just as important as "when." Arrival at the workstation late, either at the start of the workday or after the lunch break, constitutes tardiness. For example, if employees are expected to report to a specific place at 8 a.m., being in the building or in the cafeteria or in the parking lot at 8 a.m. does not meet the requirement for beginning work at that time.

Employees, who know in advance that they will be unavoidably late for work, should notify the supervisor before the shift begins. Employees who are tardy more than seven minutes will be required to charge leave credits in 15-minute intervals. However, this does not entitle an employee to a seven minute "grace period." If no leave credits are available, the late time is deducted from the paycheck. In addition to these penalties, an unsatisfactory performance rating may be given and/or disciplinary action taken in the case of chronic offenders. Since being late places an unfair burden on others, tardiness is a serious matter.

## **LEAVE ELIGIBILITY**

The information described in this section applies to the following employees in the classified service:

- a. All full-time employees or,
- b. All part-time employees who have completed 19 pay periods of qualifying service and work at least half time on a regularly scheduled basis.

## **BEREAVEMENT LEAVE**

As referenced in the sick leave policy statement, when approved, employees may charge sick leave, not exceeding a total of 15 days in one calendar year, for illness or death in the immediate family. A request for leave because of death in the family cannot be denied if properly verified.

## **COURT ATTENDANCE/JURY DUTY**

Employees who are required to appear for jury duty or are subpoenaed as a witness in court are entitled to leave with pay without charge to leave credits if they are not a party to the action. Proof that such absences are required must be submitted to the employee's supervisor prior to the leave. Certification of actual hours of attendance in court is also required. Employees attending court for a partial day are required to report to work for the remaining portion of the workday.

Leave for jury duty purposes includes time actually spent in court plus necessary travel time to get to the location of the court proceedings. Employees are not entitled to compensatory time off in lieu of an ordered appearance or jury attendance on a pass day or holiday.

#### **EXAMINATIONS OTHER THAN CIVIL SERVICE**

All employees of the campus are permitted to take exams for the Regents External Degree Program, the College Proficiency Exam Program, and the College Level Exam Program without charge to leave credits.

In addition, employees in the PEF unit are permitted as a contract benefit to take one professional licensing exam per year in their discipline without charge to leave credits.

In either case, use of this time should be arranged in advance with the supervisor.

#### **EXTRAORDINARY WEATHER CIRCUMSTANCES**

Under extreme weather circumstances where the continuation of employees on the job would endanger their health and safety, the College may direct employees to leave work. Under these circumstances, such directed time off will not be required to be charged to accrued leave credits.

When similar but less severe conditions exist and the College does not direct employees to leave work, employees may request to leave their jobs and such requests should not be denied unreasonably. Under these circumstances, however, employees must charge such absences against accumulated vacation, compensatory time, or personal leave credits.

#### **FAMILY MEDICAL LEAVE (FMLA)**

In accordance with the Family and Medical Leave Act of 1993, the College will grant 12 weeks per calendar year of leave to eligible employees. Employees who have completed one year of service with New York State and have worked at least 1250 hours in the last 12 months are eligible.

FMLA may be taken for the following reasons:

- ✓ Birth of son or daughter
- ✓ Placement of a son or daughter with the employee for adoption or foster care
- ✓ To care for spouse, child or parent with a serious medical condition
- ✓ Serious health condition of the employee

Employees should notify their supervisor and the Office of Human Resources as soon as possible regarding the possibility of requiring this leave. The College may require medical documentation confirming the necessity of such leave.

The medical certification must include:

- ✓ The date the condition commenced
- ✓ The probable duration of the condition
- ✓ The appropriate medical facts to support that the patient has a serious health condition

When appropriate

- ✓ A statement that the employee is needed to provide care for the family member
- ✓ An estimate of time that the employee will be needed to provide care
- ✓ A statement that the employee is unable to perform the functions of his/her job
- ✓ An estimate of the duration of the condition that prevents the employee from working

All required medical documentation will be held in strict confidence and should be given directly to the Office of Human Resources.

#### **HOLIDAY LEAVE**

The following days are observed as legal holidays by all state agencies:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday*	Election Day
Washington's Birthday	Veterans Day

Memorial Day  
Independence Day

Thanksgiving Day  
Christmas Day

\*For employees in certain negotiating units, Lincoln's Birthday has been designated a floating holiday. Please refer to the union Agreement for details.

Unless required to work or having obtained appropriate vice presidential approval to work, eligible employees are entitled to these legal holidays as days off without charge to leave credits. Generally, employees who are required to work on a holiday will receive, at their option, additional pay for the holiday worked or additional time off. Once during the year, employees have the option of selecting compensatory time off in lieu of pay for holiday work.

Employees absent from work on sick leave at half-pay or leave without pay are not entitled to charge any absence during such leave as a holiday nor credit themselves with compensatory time in lieu of a holiday.

#### **LEAVE OF ABSENCE WITHOUT PAY**

A permanent employee may, at the discretion of the College, be granted a leave of absence without pay for a period not exceeding one year. Generally, the purposes for such leaves will be limited to permitting employees to attend college full time to finish a degree in progress or an emergency situation. Partial leaves, a reduction in work effort, may also be granted.

#### **PARENTAL/CHILD CARE LEAVE**

Employees are entitled to parental/child care leave for up to seven months following the date of delivery. Requests for parental leave should be submitted in writing to the employee's supervisor and then forwarded to the Office of Human Resources for final approval.

Absences during pregnancy and following childbirth may be charged to vacation, personal leave or compensatory time or may be taken as leave without pay. The use of sick leave and sick leave at half pay, however, is limited to the period of time during which the employee is disabled, as determined and verified by the employee's physician. Generally, the period of such disability may start four weeks prior to delivery and continue six to eight weeks after the birth of the child.

#### **MILITARY LEAVE**

Members of the National Guard, the Naval Militia, or an organized reserve unit are entitled to leave with pay up to 30 calendar days or 22 work days, whichever is greater, during one calendar year when they are ordered to perform this essential service. The College requests copies of official orders as verification of the necessity for such a leave.

#### **PERSONAL LEAVE**

Personal leave is intended to provide employees with time off without loss of pay to attend to matters of a personal matter. CSEA, Council 82, and some PEF employees will be credited with five days of personal leave each year on their anniversary date. PEF employees appointed on or after April 1, 1982 receive three personal days annually. The use of personal leave requires advance approval by your supervisor and must be used in ¼ hour increments.

Unlike vacation and sick leave, personal leave is not cumulative. Any personal leave credits remaining unused on an employee's anniversary date shall be canceled. Unused personal leave is not liquidated in cash at the time of separation, retirement or death.

#### **SICK LEAVE**

Sick leave is to provide employees with a reasonable measure of income protection from absences necessitated by illness or other disability. Sick leave may be used in ¼ hour increments for personal illness, medical and dental appointments. When approved, employees may charge sick leave, not exceeding a total of 15 days in one calendar year, for illness or death in the immediate family. A request for leave because of death in the family cannot be denied if properly verified. In the case of family illness, usage of sick leave credits may be considered appropriate only when absence is necessary to provide direct care for members of the family who are ill.

If employees are sick and cannot report to work, they are expected to notify their supervisors before or at the start of the workday, but no later than 2 hours after the beginning of the workday. At times, employees may be required to provide medical documentation to support requests for the use of sick leave. To be considered acceptable, medical certificates must include the following information:

1. Patient's name
2. Brief statement of diagnosis

3. The inclusive dates (and/or times) of disability
4. Certification that the employee is disabled from the performance of his/her job duties
5. Anticipated return to work date
6. The signature of the health care provider

Failure to provide an acceptable medical certificate may result in the absence being considered as unauthorized leave resulting in a salary deduction and disciplinary action. Employees may also be required to be examined by a New York State health care provider during an extended sick leave or prior to their return to work. All required medical documentation will be held in strict confidence and should be given directly to the Office of Human Resources.

Employees begin to accumulate sick leave as soon as they start working. Most full-time employees earn sick leave credits at the rate of 1/2 day per biweekly pay period provided they are in full-pay status at least 7 out of 10 days during that pay period. This is the equivalent of 13 days per year. However, PEF employees appointed on or after April 1, 1982 earn 10 days per year. Eligible part-time employees earn sick leave credits on a prorated basis. Check the appropriate Agreement for the maximum number of sick days employees may accumulate.

#### *Sick Leave at Half Pay:*

Permanent employees who have completed more than one year of service and who have exhausted all accumulated leave credits and meet the conditions of the appropriate Agreement, may be granted sick leave at half pay for personal illness for a duration determined by their years of permanent service.

Requests for sick leave at half pay are considered on an individual basis and approval is subject to supporting medical documentation. Although employees on sick leave at half pay receive personal leave and bonus vacation credits on their anniversary date, they do not earn vacation and sick leave credits normally earned in each payroll period.

#### *Extended Sick Leave*

The College is very concerned that employees who continually use an excessive amount of sick leave will not have enough accrued sick leave to cover them in the event of an unforeseen accident or illness. The Office of Human Resources periodically reviews the attendance records of all classified employees and encourages employees whose sick leave balances are low to build their time. Some employees will be required to provide complete medical documentation for each absence until such time as their accruals improve.

State agencies do not participate in the New York State Disability Program. In addition to protecting employees during a long-term illness, a maximum of 200 days of sick leave accruals can help offset the cost of health insurance during retirement and if applicable, up to 165 days of unused, unpaid sick leave may be used to increase your service credit in the calculation of retirement benefits (maximum of .46 years).

### **STATE CIVIL SERVICE EXAMS AND INTERVIEWS**

Employees are entitled to leave with pay, without charge to credits to take New York State Civil Service promotional or open competitive exams provided they give their supervisors sufficient notice. (This includes written, oral, physical and performance examinations). Time off without charge to credits is also granted to employees being interviewed for State positions as a result of the establishment of eligible lists. Time off to take exams for Federal and local government positions and leave to attend an interview initiated by the employee for a lateral transfer must be charged.

### **VACATION LEAVE**

Eligible employees are granted vacation credits as a means to rest and relax away from the College without a loss of income. Vacation requests must be submitted in writing and require prior supervisory approval. Employees wishing to schedule vacation should request such leave as far in advance as reasonably possible, but preferably at least five workdays in advance of the requested day or period and at least two weeks prior to any vacation blocks of one week or longer. In order to better assure that their vacation days may be scheduled when they want them, employees should actually request their vacation as many months in advance as possible but no more than 12 months in advance. Requests for vacation shall be granted upon approval of the supervisor; unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of service. Vacation requests shall not arbitrarily or unreasonably be denied

Full-time employees start to earn vacation upon completion of 13 pay periods (six months) of employment. Six and one-half days are credited after this period, after which vacation is accumulated at the rate of one-half day per pay

period. Part-time employees who work at least half time earn vacation accruals on a prorated basis. Employees must be in a full-pay status for at least seven working days during each biweekly pay period to earn vacation credits for that pay period. Accruals cannot be used before they are earned. An employee who charges more accruals in a pay period than are available will have a lost time deduction taken from a subsequent paycheck, even though the employee may in the interim earn enough accruals to cover the deficit.

At the completion of each full year of continuous service on the anniversary of appointment to State service, employees are credited with additional annual leave accruals following the schedule below:

Complete Years of Service (CSEA, Council 82, PEF)	Additional Vacation Credits*
One	One day
Two	Two days
Three	Three days
Four	Four days
Five	Five days
Six	Six days
Seven	Seven Days

\*Note -- PEF employees hired after April 1, 1988 will not earn bonus days until the completion of three years of service, at which time their bonus days are credited.

After seven completed years of service, vacation accrues at the rate of 20 days per year. The bargaining unit Agreements contain a schedule of additional credits employees will receive upon completion of further years of continuous service.

Full-time employees may accumulate a maximum of 40 vacation day credits. However, if an employee has requested vacation leave in writing and it has been denied in writing, vacation credits may continue to accrue in excess of the maximum. In any event, on April 1 of each year, leave accrual records will be adjusted to reflect the maximum. Upon separation from State service, employees may be reimbursed for up to 30 days of unused vacation time. Part-time employees have a pro-rated maximum.

## **COLLEGE POLICIES**

### **ACQUIRED IMMUNE DEFICIENCY SYNDROME - AIDS**

SUNY Cortland will not discriminate against students, faculty, or staff because of HIV Disease or a positive antibody test result. The College will consider the interests of the affected person, the College, other individuals in the College community, and pertinent medical knowledge in formulating requirements and responses to each individual case. Management may require a medical examination to determine an employee's ability to perform the duties of his/her position. Medical diagnoses and/or HIV Disease related problems would be treated confidentially as required by applicable law and College policy.

SUNY Cortland will consider each HIV Disease case on an individual basis. Case by case consideration will be addressed by appropriate College personnel with professional medical management following the guidelines of the United States Public Health Service Centers for Disease Control and the American College Health Association.

Individuals diagnosed with HIV Disease may need special accommodations or restrictions, especially for their protection. The type and extent of the disease and its impact on the patient's ability to function will influence policy determination.

### **AFFIRMATIVE ACTION**

It is the policy of the State University of New York that all employment within the University system shall be free of any discrimination on the basis of race, creed, sex, or any other inappropriate criteria. In filling any opening on the staff, the candidate shall be selected who is best qualified to perform the duties of the position in accordance with the Affirmative Action Guidelines. The search for candidates should be extensive and should recognize that certain groups may be disadvantaged because they historically have not been represented in particular professional fields. The College has a special obligation to take affirmative action to seek out candidates for employment from such disadvantaged groups.

This policy applies to all persons working under the aegis of the College, regardless of the source of funding with the following exceptions: While the policies of nondiscrimination, equity, and fairness apply in every case, the guidelines for recruitment and requirements for advertising do not apply to faculty and professional appointments of 16 weeks or less (full- or part-time) or to graduate assistantships. In both cases, however, information about these opportunities should be made as widely available as practicable, and competition for the positions must be open and fair.

#### **AGE DISCRIMINATION IN EMPLOYMENT**

Congress passed the Age Discrimination in Employment Act in 1967 to provide legal protection for the employment rights of people from 40 to 65 years of age. Congress amended the Act in 1978 to extend protection to 70 years of age. The Act was further amended in 1986 to eliminate the age 70 ceiling so that the law now protects all persons age 40 and older.

The College complies with New York State Human Rights Law and the Age Discrimination Act of 1975. The New York State Human Rights Law prohibits age discrimination in employment practices of individuals 18 years or older. It is unlawful for an employer to fail or refuse to hire, to discharge, or otherwise to discriminate because of age against any individual who is at least age 18 with respect to compensation, terms, conditions, or privileges of employment. This includes practices that are neutrally applied with no intent to discriminate, but which have a discriminatory impact on older employees or applicants and are not justified by business necessity.

The College will employ, advance in employment and otherwise treat people 18 years or older without discrimination in all employment practices. These employment practices include, but are not limited to, advertising, recruitment, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

#### **CAMPUS TELEPHONE POLICY AND PROCEDURES**

This policy describes the assignment, use and management of desk and cellular telephones by employees of the State University of New York College at Cortland. The College provides for the use of desk telephones by employees and cellular telephones for those individuals whose duties and responsibilities require immediate or remote communications capabilities.

##### *Desk Phone Policy*

It is the policy of SUNY Cortland that college telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using College desk phones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance.

Employees are required to reimburse the College for any personal long distance calls in accordance with the Cellular and Desk Telephone Procedures.

College issued desk telephone bills are not private or secure. The College has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

Desk telephones may not be used to defame, harass, intimidate or threaten any other person.

##### *Cellular Phone Policy*

Cellular telephones are the property of SUNY Cortland and are to be used for official SUNY Cortland business only. Personal use of an assigned cellular phone shall be occasional, for example, while away on business related trips, or for emergencies.

Individuals to whom cellular telephones are assigned are responsible for the security and maintenance of the phones and must promptly report any damage or theft to their appropriate supervisor or department head.

Utilizing a hand-held cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of College policy.

Employees are required to reimburse the College for any personal long distance calls in accordance with the Cellular and Desk Telephone Procedures.

College issued cellular telephone bills are not private or secure. The College has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

The purchase of cellular telephones and airtime must be in accordance with SUNY Cortland's Cellular and Desk Telephone Procedures.

Cellular telephones may not be used to defame, harass, intimidate or threaten any other person.

#### *Personal Cellular Phone Policy*

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of College phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. In most cases, employees are accessible through the voice mail system, secretarial/administrative support, or the customer service center, so the need to use personal cell phones is limited to exceptional situations. Flexibility will be provided for these situations and in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance. If this privilege is abused, the supervisor may exercise his/her authority to restrict the carrying of personal cellular phones while working.

The College will not be liable for the loss, theft, or damage of personal cellular phones brought into the workplace.

Utilizing a hand-held cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of College policy.

#### *Policy Violations*

Violation of these policies may lead to suspension or loss of service or privileges and may lead to more serious sanctions including disciplinary action.

#### *Desk Telephone Procedures*

1. If it is necessary to place an urgent long distance personal call from a College phone, the call will be charged to the employee's campus extension. Reimbursement for these personal long distance calls must be made to Student Accounts/Bursar's Office by cash or personal check made payable to SUNY Cortland. A six percent charge for administrative overhead is added to the cost of the phone call. Employees are responsible for making such payments.
2. Departments shall distribute monthly telephone charge detail reports to all users in the department on a timely basis.
3. It shall be the responsibility of users to review the detail, identify their personal toll charges, and certify by signature or initials that those charges represent either appropriate business usage or personal calls for which the college will be reimbursed. Reimbursements received are deducted from the department's next monthly bill.
4. Signed telephone charge detail reports shall be returned to the department supervisor for review and approval. These reports should be retained for seven years for audit purposes.
5. Each department head must immediately review their bill and discuss any problems with the Switchboard Office (ext. 2311).

#### *Telephone Calling Cards*

1. Telephone calling cards will be available to all departments as required for college business. All calling card charges and details will be billed to the employee's campus office extension and will accompany their normal monthly charge detail report. As the security of college calling card numbers is essential, cardholders are responsible for reviewing their charges monthly and advising the Switchboard Office (ext. 2311) immediately if it appears that a calling card number has been compromised.
2. The Switchboard Office (ext. 2311) should be notified immediately when a calling card or authorization code holder is transferred to another Major Budgetary Unit or leaves the employ of the College. The Switchboard Office will make the appropriate arrangements with the long distance carrier.

### *Cellular Telephone Procedures*

1. Cellular telephones belong to SUNY Cortland and are assigned to departments, even though they may be intended for the use of a designated employee. The appropriate Vice President must approve justification for the purchase or lease of a cellular telephone and for the payment of a contract for ongoing airtime charges.
2. A monthly usage bill will be provided to each employee assigned a cellular phone. The employee is responsible for reviewing the monthly usage bill and must reimburse SUNY Cortland for personal calls where appropriate. Reimbursement for personal calls must be made to Student Accounts/Bursar's Office by cash or personal check made payable to SUNY Cortland. A six percent charge for administrative overhead is added to the cost of the phone call. Employees are responsible for making such payments.
3. In the event of a disaster or emergency affecting the College, cellular telephones in non-critical areas will be redistributed to predefined areas.
4. When an employee assigned a cellular telephone terminates employment, the cellular telephone must be immediately returned to the office to which it was originally assigned.
5. The Purchasing Department will not honor requisitions for cellular telephone equipment or charges to airtime suppliers unless a properly executed form is attached.
6. Any and all service required on cellular telephone functionalities and service problems should be taken up with the cellular telephone provider.
7. To ensure the best airtime rates, when existing airtime contracts expire for already-purchased SUNY Cortland cellular telephones, a form must be filled out through the Purchasing Department.
8. The purchase of cellular telephones and the contracts for airtime are coordinated through the Purchasing Office.

### **COMPUTER POLICY**

Every SUNY Cortland student, faculty, and staff member is entitled to a personal computer account and is given e-mail privileges. It is each individual's responsibility to use computing systems ethically and legally. As you exercise e-mail and computing privileges, please keep the following college-wide policies in mind.

SUNY Cortland computing facilities are a resource for members of the campus community, to be utilized for work consistent with the goals of the College.

Computer facilities may not be used to produce services in exchange for personal financial gain. The faculty/staff e-mail distribution list is not to be used for personal messages. (An electronic bulletin board for buying and selling has been set up on the SUNY Cortland Web site.)

Computer accounts and ID's are only for the identified, authorized user. Usernames must be kept secure by keeping passwords secret and changing them often.

Users may not utilize computing facilities or systems anonymously or by means of an alias and may not send messages and print files which do not show the correct username of the person performing the function/sending the message.

Using computers to harass, abuse, or intimidate another person is prohibited.

Obscene language in electronic mail, messages, process names, file names, file data, and other publicly visible forms is prohibited.

Computer facilities, accounts, and web pages may not be used to send messages, documents, music, or print files containing the works of others unless the copied material falls within the guidelines set forth in the Fair Use of Copyrighted Materials policy of SUNY Cortland or has the permission of the author.

At the discretion of campus authorities any off campus entity that sends *unsolicited* e-mail to members of the campus community will automatically have their electronic account and/or address blocked for further submissions.

Failure to comply with these and other policies that have been published can result in the revocation of computer privileges and accounts.

### *Limitations on Users' Rights and Expectations*

E-mail messages are **not** personal and private. E-mail system administrators will **not** routinely monitor individual staff member's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, program managers and technical staff may access an employee's e-mail:

- for a legitimate business purpose (e.g., the need to access information when an employee is absent for an extended period of time);
- to diagnose and resolve technical problems involving system hardware, software, or communications; and/or
- to investigate possible misuse of e-mail when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.

A staff member is prohibited from accessing another user's e-mail without his or her permission.

E-mail messages sent or received in conjunction with agency business may:

- be releasable to the public under the Freedom of Information Law;
- require special measures to comply with the Personal Privacy Protection Law.

**All** e-mail messages **including personal communications** may be subject to discovery proceedings in legal actions.

### **CONFIDENTIALITY**

As an employee of the College, you may be exposed to information that is considered confidential. Employees may be given or have access to personal information regarding employee, customer, student, parent and/or vendor accounts with the College (e.g., name, address, social security number, employment, type and/or amount of debt owed, payment, banking, medical and/or other similar information) and other information that is confidential (collectively, "Confidential Information") including, but not limited to, students, parents, custodians, customers and lists (actual or prospective and including charges and payment histories); financial information, including financial statements, purchases; computer programs and/or systems information; information relating to College operations, methods, strategies and techniques and their use and effectiveness; and employee information (including disciplinary and other similar matters). This information may be on paper, contained in software, visible on screen displays, in computer readable form or otherwise.

Any questions regarding the release or sharing of confidential information should be discussed with a supervisor. Any breach of confidentiality is a serious policy violation and may result in discipline, up to and including immediate termination from state service.

### **CONSENSUAL RELATIONSHIPS**

Family relationships and relationships of a romantic and/or sexual nature between a faculty member and a student can present conflict of interest in violation of the New York Public Officers Law. As there may be the perception of favoritism and as such relationships can undermine the trust upon which the educational process depends, ethical principles preclude individuals from evaluating the work or academic performance of those with whom they have these relationships. Since a conflict of interest may exist in such a relationship, the faculty member should notify his or her immediate supervisor so that arrangements can be made to eliminate the conflict.

Family relationships and relationships of a romantic and/or sexual nature between members of the College community other than students can also present a conflict of interest in violation of the New York Public Officers Law whenever one party has any position of power over, or professional responsibility for, the other. As there may be a perception of favoritism and as such relationships are built, ethical principles preclude individuals from evaluating the work of those with whom they have these relationships. The party with the power or status advantage may not officially approve or recommend, or vote on such approval or recommendation of, the appointment, reappointment, promotion, or salary adjustment of the other, nor may that party evaluate the performance of the other.

### **DRIVER'S LICENSE**

A valid driver's license is required by any employee that drives a campus vehicle, including the GEM cars, whether it is a routine requirement of the position (e.g. grounds crew, motor vehicle operators, university police, etc.) or for occasional College related travel. If at anytime an employee's driver's license is suspended, revoked, or otherwise invalid, the employee must not operate any vehicles and if required to do so by the nature of the position, the employee's supervisor must be notified as soon as possible.

## **DRUG FREE WORKPLACE**

SUNY Cortland is committed to the development and maintenance of a Drug and Alcohol Free work environment and, in accordance with the Federal Drug Free Workplace Act of 1988 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession or use of controlled substances or on-the-job use or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment with SUNY Cortland.

SUNY Cortland employees are subject to the following:

- a. The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Federal Controlled Substance Act (21 USC 812).
- b. The unlawful manufacture, distribution dispensation, possession or use of a controlled substance by an employee in all College work locations is prohibited. An employee may possess and use a controlled substance which is properly prescribed for him or her by a medical practitioner.
- c. On-the-job use of or impairment from alcohol by an employee in all College work locations is prohibited.
- d. An employee who unlawfully manufactures, distributes, dispenses, possesses or uses controlled substances in the workplace will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.
- e. An employee who uses alcohol on the job or is impaired from the use of alcohol in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.
- f. An employee convicted of a drug or alcohol related criminal statute violation occurring in or on property owned or controlled by the College is required to give a signed written notice of the conviction to the Chief of University Police within five (5) calendar days following the conviction.
- g. SUNY Cortland will notify the appropriate federal agencies, if applicable, within ten (10) days of receipt of a notice of an employee drug conviction.
- h. SUNY Cortland will make every effort to maintain a drug and alcohol free workplace. This effort will include drug and alcohol awareness education, an employee assistance program and the implementation and strict enforcement of this Policy.

## **EMERGENCY CLOSING POLICIES and PROCEDURES**

Area radio and television stations will carry weather-related announcements. At times when severe weather conditions affect college operations, appropriate announcements will be carried by several radio and television stations serving the Cortland area.

The State of New York has a number of personnel policies that are put into effect at times of emergency situations, such as severe weather conditions or a breakdown in plant operations. It is important that members of the SUNY Cortland staff are aware of these policies so that they know what is expected of them in terms of reporting for work, conducting classes, leaving early, and crediting leave time.

The following information concerning state regulations applies to members of the classified staff, professional and teaching staff, and management-confidential.

1. The only person authorized to close the College is the governor of New York State. It will, therefore, be an extreme condition before the College will be closed because of weather conditions. If an employee is unable to report to work because of weather conditions, the time off must be charged to leave credits, even though local ordinances regarding travel are enacted. Staff members who are essential to such operations of the College as university police, central heating, and grounds maintenance should make every effort to report (see "Essential Personnel Definition").
2. Severe weather conditions during the work day may cause some employees to request permission from supervisors for early departure. Supervisors, however, are responsible for the continued functioning of offices and departments unless the president or his designee authorizes otherwise. Early departure must be charged to employee leave credits (vacation, personal leave or compensatory time) and the accrual charge slips should be made out before departure. Individual building administrators are not authorized to close buildings under such conditions.
3. Occasionally, weather conditions may deteriorate so severely that the president or his designee may seek authority from the Governor's Office to close the facility. If authorization is obtained and employees are then directed to leave, the employee is not required to charge the absence to leave accruals. This authorized leave may also be obtained during emergency situations such as those resulting from power failures and heating plant breakdowns.

4. There may be instances of planned shutdown for physical plant purposes such as major electrical, heating plant, or water system repairs. Personnel affected by this work will be given proper advance notification via the President's Office. Employees will be invited to use appropriate accruals, relocated, or be given an accommodation to work.
5. Since a majority of the College's undergraduate student population resides on campus, it is unlikely that undergraduate courses would be canceled because of weather conditions. Teaching faculty should meet classes even though faced with weather problems in getting to the campus. However, many graduate and adult undergraduate students commute to Cortland for late afternoon and evening classes. When weather causes dangerous traveling conditions, the College may take steps to cancel 600-level courses and appropriate announcements will be made through a number of radio stations in the Cortland-Homer-Ithaca-Syracuse-Waterloo-Binghamton-Norwich-Auburn area (see above). Courses at the 500-level will not be canceled since many undergraduates are enrolled.

#### **EMPLOYEES WITH DISABILITIES/AMERICANS WITH DISABILITIES ACT**

It is the policy and intent of The State University of New York College at Cortland that no otherwise qualified disabled individual shall, solely by reason of his or her disability, be excluded from applying for employment or be subject to discrimination if employed by the College.

The College will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The College will employ, advance in employment, and otherwise treat disabled individuals without discrimination based upon their physical or mental disability in all employment practices including, but not limited to, advertising, recruitment, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

Adoption of the above policy is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.

The term "disabled individual" is one who has a physical or mental impairment that substantially limits one or more of an individual's major life activities; refers to an individual having a record of such an impairment; or refers to an individual who is regarded as having such an impairment. An impairment "substantially limits" a major life activity if an individual is unable to perform such an activity or is significantly restricted in performing it.

A "qualified disabled individual" is an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired and, with or without reasonable accommodation, can perform the essential job functions.

All applicants for employment and current employees who believe themselves to be covered by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, and who wish to benefit under the Affirmative Action Program, are invited to identify themselves when applying for employment or are asked to self-identify when completing hiring paperwork in the Human Resources Office. Reasonable accommodation for disabled persons will be determined through consultation with line management and advisory groups and will be made for considerations of business necessity, financial costs, and expense.

If a reasonable accommodation is required or sought, please contact the campus ADA Coordinator in the Office of Human Resources and/or visit <http://www.cortland.edu/sdc/dserve/part1/part3.html> for detailed procedures.

#### **ESSENTIAL PERSONNEL DEFINITION FOR CAMPUS CLOSINGS**

##### *For On-campus Emergencies*

Winter Weather - essential personnel include:

1. University Police Department
2. Heating Plant
3. All other Physical Plant employees (unless otherwise directed by supervisor)
4. Others to be determined by appropriate Vice President in accordance with nature of the emergency

Other Emergencies - essential personnel include:

1. University Police Department
2. Heating Plant
3. Customer Service Center
4. Others to be determined by appropriate Vice President in accordance with nature of the emergency

### *For Non-campus Emergencies*

When students are not here essential personnel include:

1. University Police Department
2. Heating Plant
3. Physical Plant goes to weekend mode
4. Others to be determined by appropriate Vice President in accordance with nature of the emergency

When students are here essential personnel include:

1. University Police Department
2. Heating Plant
3. Customer Service Center
4. Residence Hall Directors
5. ASC
6. Others to be determined by appropriate Vice President in accordance with nature of the emergency

Employees designated as essential personnel in accordance with the above guidelines will receive official notification of such by the Office of Human Resources.

## **ETHICS IN STATE GOVERNMENT**

Every officer and employee in State service is bound by the provisions of the State ethics laws, which establish specific standards of conduct, restrict certain business and professional activities – both while in State service and after leaving government. Violators face serious penalties.

### *Conflicts of Interest*

Officers and employees of State government are restricted in the activities in which they may engage while in State service. Basically, they may not engage in activities that would create or appear to create a conflict with their public duties. Some of the specific restrictions are:

- ✓ They may not sell goods or services to the State or any agency of the State except through a competitively bid contract;
- ✓ They may not appear before any State agency or render services for compensation in a matter before any State agency in connection with such subjects as the purchase or sale of goods, ratemaking, funding or licensing;

More generally, State officers and employees should not have any interest in or engage in any business or activity “in substantial conflict” with the discharge of their public duties. This restriction prohibits them from:

- ✓ Disclosing confidential information acquired in the course of their official duties or using such information to further their personal interests;
- ✓ Using or attempting to use their official positions to secure unwarranted privileges or exemptions for themselves or others;
- ✓ Giving reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they are affected by the kinship, rank, position or influence of any party or person.

Finally, State officers and employees should endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their public trust.

### *Gifts*

State officers and employees may not accept or solicit a gift valued at \$75 or more under circumstances in which it could be inferred that the gift was intended to influence or reward the recipient for performing official duties. Gifts under \$75 may be unlawful if they are in substantial conflict with an employee’s official duties. In 1994, the Commission issued Advisory Opinion No. 94-16 outlining its interpretation of these provisions of the law.

### *Post-employment Restrictions*

Although these restrictions do not apply while an individual is in State service, every State officer and employee should keep in mind that when he or she leaves State service, the following restrictions apply:

- ✓ Two-year bar – Former State officers or employees may not, within a period of two years after leaving State service, appear or practice before their former agency or receive compensation for any services rendered in relation to any case, proceeding, application or other matter before their former agency.
- ✓ Lifetime bar – Former State officers and employees may not appear, practice, communicate or otherwise render services before any State agency, or receive compensation for such services in relation to any case,

proceeding, application or transaction with which they were directly concerned and in which they personally participated while in public service, or which was under their active consideration.

### **EXIT PROCEDURES**

When an employee separates from State service, the employee is responsible for returning all library books and audiovisual department or grant equipment belonging to the College or grant sponsor. Monies outstanding for payroll, travel advances and tickets, phone use, etc., must be paid to the appropriate office(s).

### **FACULTY UTILIZATION OF SECRETARIAL SERVICES**

The Chancellor has endorsed the following guidelines:

Department chairs, or where appropriate, division chairs, are to be responsible for establishing procedures and for supervising the use of secretarial services in individual departments of the University.

Department secretaries are expected to type articles for journals, papers to be presented at learned gatherings, and manuscripts, as long as such publications are not expected to bring direct remuneration to the author. The criteria for eligibility in such cases would be enhancement of professional or University prestige. Such work may be done during regular working hours and on a time-available and priority basis, with the understanding of all concerned that this work also constitutes normal University business.

Secretarial services funded through the State Purposes Budget are not to be used for the preparation of theses, dissertations, or like documents which have for their purpose the obtaining of a Master's degree or a doctorate.

### **HARASSMENT AND VIOLENCE POLICIES**

SUNY Cortland recognizes that it must create an environment where each person's individual dignity will be valued. In a college setting, it is particularly important that there be a respect for diversity and differences of opinion, as the College is dedicated to providing a comprehensive educational experience that prepares individuals to be able to function in a diverse society. Students and employees deserve to be free from fear of harassment or physical abuse. Acts directed against individuals based on race, religion, ethnicity, gender or sexual orientation are especially intolerable, and will be subject to the strictest of sanctions/penalties. This campus will not accept any behavior that compromises individual dignity or threatens any person's safety. It is, therefore, campus policy that any violations of the below listed restrictions will not be tolerated. These include, but are not limited to:

1. Attempting or threatening to subject another person to unwanted physical contact.
2. Directing obscene language or gestures at another person or group of people.
3. Engaging in actions intended to intimidate or alarm that serve no legitimate purpose.
4. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student staff at the college.
5. Inflicting bodily harm on any person.
6. Threatening the use of force on any person

Also included in these restrictions are any related acts that are violations, misdemeanors or felonies under the law as well as infractions of SUNY and campus policies.

Harassment/violence prevention depends upon the awareness of faculty, staff, and students. Compliance with the following procedures, and effective and timely responses to early warning signs and threats, are essential.

- ✓ Faculty and staff should report all harassment, threats, or violent incidents to their supervisors. Supervisors should respond to employees within 14 days. Supervisors should also report all incidents to the Director of Human Resources at ext. 2302. Students should report all harassment, threats, or violent incidents to their resident directors, judicial affairs at ext. 4725 or directly to the Vice President of Student Affairs at ext. 4721. If criminal charges are a consideration, or in situations where a person believes they or others are in immediate danger, University Police should be contacted at ext. 2111.
- ✓ There will be fair treatment of employees and students involved in harassment, threats or violent incidents. Where appropriate, referral to EAP (Employee Assistance Program) or other organizations established to assist individuals experiencing personal or family crisis situations would occur.
- ✓ Incidents involving harassing, threatening, or violent behavior may be subject to disciplinary action in accordance with the appropriate bargaining unit agreement or student code of conduct.

All complaints under these policies may also be addressed within the State University of New York internal grievance procedures as identified in Chapter 950 of the College at Cortland Handbook. This policy is to be

considered for use in addition to other policies prohibiting discrimination contained in the State University of New York College at Cortland Handbook. The College Handbook can be located on line.  
<http://www.cortland.edu/president/handbook.pdf>

### **INTERNAL CONTROL LAW**

All employees are expected to comply with College policies and standards as described in the following applicable documents: job descriptions, performance programs, Policies of the Board of Trustees, collective bargaining agreements, the Public Officers Law, and the College Handbook.

### **LIABILITY CLAIMS**

SUNY Cortland is an institution of the State of New York. The State of New York is protected against claims of civil liability under a self-insurance program. This program requires that any person or corporation that feels they have a legal claim against New York State must entertain a lawsuit through the New York State Court of Claims. The Office of the New York State Attorney General is responsible for representing New York State in these matters. If you have questions regarding this process, you should contact your attorney at law or call the Syracuse Office of the New York State Attorney General, located at 615 Erie Boulevard, West; Syracuse, New York.

### **OFF-CAMPUS EMPLOYMENT**

As a New York State employee, there are restrictions on how much outside work may be performed and limitations on conducting outside business while employed.

- ✓ Intra-campus mail system may not be used to promote personal business.
- ✓ Personal business may not be conducted during your working hours (e.g., selling materials, in person or on the phone, or via personal cellular phone).
- ✓ Performing extra service work for another state agency requires the permission of the College President. Earnings are limited to a maximum of 20% of annual salary for extra service with another State agency. (The required forms for extra service are available in the Office of Human Resources.)
- ✓ Employment that interferes with ability to complete professional obligation is prohibited.

### **PARKING PERMITS**

All motor vehicles parking on campus must be registered with the University Police Office. Parking permits are issued 7 a.m. – 4:30 p.m. at the University Police Office in Van Hoesen Hall, Room C-17. Cost for either yearly or semester parking permits may be obtained by calling 753-4123. Presentation of a valid vehicle registration is required before the permit will be issued.

Permits should be displayed inside the left rear door window, so the officers may see them easily. More information can be found at: <http://www.cortland.edu/univpolice/DPSpark.htm>

### **PARKING REQUIREMENTS**

- ✓ Vehicles must be parked in the lined stalls and not across walkways, on walks, in roadway, on grassed areas or where signs or road markings prohibit parking. The College is required to keep fire lanes open for fire engines and other emergency vehicles.
- ✓ Parking and driving on sidewalks are strictly prohibited.
- ✓ Parking in the drive in back of Brockway Hall as well as the drive and area behind Corey Union is prohibited at all times. These are fire lanes and delivery areas only.
- ✓ Vehicles parked in violation of College regulations or where signs and road marking prohibit parking will be removed at the owner's expense.
- ✓ Where parking on roads is permitted, vehicles must park in the direction of the flow of traffic.
- ✓ The State of New York does not carry liability insurance and cars are parked on the campus at the owner's risk.
- ✓ The speed limit in the parking lots is 15 mph, on Gerhart Drive it is 10 mph, and on campus roads it is 25 mph.
- ✓ It is the responsibility of the owner of the registered vehicle to see that other drivers of his or her vehicle know and adhere to these regulations.
- ✓ The owner of a registered vehicle who sells or exchanges it for another vehicle is responsible for removing the parking permit before it is sold or exchanged and re-registering the new vehicle.

### **PERSONAL USE OF STATE EQUIPMENT and USE FOR UNION ACTIVITIES**

It is improper for employees to use State equipment for activities not related to their official assignment, job responsibilities, or the mission of the agency. This includes using State equipment to engage in activities that are solely related to the union. Use of State equipment to support union-sponsored political action (letter writing

campaigns to the legislature, protests over legislation, etc.), is forbidden. Similarly, employees are not permitted to use telephones, copiers, computers, e-mail, or any other State Equipment to provide support for the union in negotiations. Such activities are not related to the official assignments or job responsibilities of employees or the mission of State agencies and are, therefore, strictly prohibited.

### **POLITICAL ACTIVITIES**

The State University encourages employees to exercise their constitutional right to vote and to support the political party and candidate of their choice. Employees should be aware, however, that if their position is one that is funded by federal monies, any political activities pursued might be subject to the provisions of the Federal Hatch Act. Also, please remember that participation in any political activities must not occur during work hours and they must never involve the use of State equipment, supplies, or services of any kind.

### **REVIEW OF PERSONNEL HISTORY FILE**

Employees may review their personnel records by scheduling an appointment with the Office of Human Resources. An employee's personnel record typically contains copies of personnel transactions, official correspondence with the employee, and evaluation reports prepared by supervisors. To review this file, request an appointment by calling the Office of Human Resources at least 48 hours in advance.

### **RIGHT-TO-KNOW**

Under the New York State "Right-to-Know" Act, employees may request safety information on any toxic substance found or used in the workplace. Employees should contact the Environmental Health and Safety Office, ext. 2508, for information regarding safety in the workplace.

### **SEXUAL HARASSMENT**

The College is committed to maintaining a learning and working environment which is free of inappropriate and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one on another and which adversely affects a student's learning environment or an employee's working environment.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, visual depictions, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or when submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting such person; or when such behavior has the purpose or effect of substantially interfering with a person's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Unnecessary touching, patting, or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, performance evaluation, promotion, etc.
- Physical assault

Sexual harassment is a prohibited practice when it results in discrimination for or against an employee on the basis of conduct not related to work performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures; or when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law and will not be tolerated at SUNY Cortland. It is the responsibility of every administrator, supervisor, and faculty member to create and maintain an environment that is free of discrimination and that allows full access and opportunity to all members of the College community. Whenever such conduct is found to exist, the manager or supervisor is required to take prompt and corrective action. The Affirmative Action Officer, ext. 2302, has responsibility for investigating claims of discrimination under this policy.

## **SEXUAL ORIENTATION POLICY**

The College will not discriminate against an applicant or employee because of sexual orientation. This includes all employment practices such as hiring, appointing, promoting, retaining, training, granting permanent appointment, assigning work, or engaging in other conduct which otherwise adversely affects the employment opportunity of applicants or employees on the basis of sexual orientation of the employee or applicant.

The College will not discriminate on the basis of sexual orientation against any individual in the provision of services or benefits by the College. Harassment on the basis of sexual orientation will not be countenanced at SUNY Cortland in the employment relationship.

"Sexual orientation" is defined as the disposition of a person for heterosexuality, homosexuality, asexuality, or bisexuality; or a history of such a disposition, or any identification with having such a disposition. "Discrimination" is defined as any conduct which has the purpose or effect of making sexual orientation the basis for an employment decision, or which interferes with an employee's work performance, or which creates an intimidating, hostile, or offensive work environment.

The College will ensure that no discrimination against a person because of sexual orientation will occur on campus. The Affirmative Action Officer, ext. 2302, has responsibility for investigating claims of discrimination under this policy.

## **SMOKING POLICY**

The College agreed to a Smoking Policy with all bargaining units on campus in September of 1993. Smoking is prohibited in all buildings (including residence halls) and state operated motor vehicles.

## **TRAINING AND DEVELOPMENT**

The administration encourages employee training and development by offering the possibility of release time for attendance at educational seminars, workshops, and classes. This should be discussed with the supervisor.

## **VETERANS (VIETNAM ERA and SPECIAL DISABLED VETERANS)**

It is the policy of The State University of New York College at Cortland that no qualified special disabled veteran or Vietnam Era veteran shall be excluded from participation in employment or be subject to discrimination as a result of such employment. The College will employ, advance in employment, and otherwise treat special disabled veterans and Vietnam Era veterans without discrimination in all employment practices, including, but not limited to, advertising, recruitment, employment, promotion, demotion, or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training. Adoption of this policy is in compliance with Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 and the Veterans Employment Opportunities Act of 1998.

A "special disabled veteran" is defined by law as a person who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Veterans Administration for a disability rated at 30 percent or more; or rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S. Code, to have a serious employment disability; or a person who was discharged or released from active duty because of a service-connected disability.

The term "serious employment disability" means a significant impairment of a veteran's ability to prepare for, obtain, or retain employment consistent with such veteran's abilities, aptitudes, and interests.

A "Vietnam Era veteran" is a person who: 1) served more than 180 days of active military, naval, or air service, any part of which occurred during from the period August 5, 1964 through May 7, 1975 or any part of which was during the period from February 28, 1961 through May 7, 1975 if the person served in the Republic of Vietnam; or 2) who was discharged or released there from with other than a dishonorable discharge; or 3) was discharged or released from active duty because of a service-connected disability.

The Veterans Employment Opportunities Act (VEOA) public law 105-339 of 1998 extended affirmative action to an additional group of veterans: "Other Eligible Veterans." Employees or applicants who identify themselves as "Other Eligible Veterans" is defined as those veterans who: (1) served on active duty during a war, or (2) served in a campaign or expedition for which a campaign badge has been authorized.

Employees or applicants who believe themselves to be covered by Section 408 of the Vietnam Era Veteran's Readjustment Act of 1974 or the Veterans Employment Opportunity Act of 1998 and who wish to benefit under the Affirmative Action Program, are invited to identify themselves by completing the appropriate form which is available in the Human Resources Office. In order that they may qualify for positions which they presumably might be unable to fill because of their disability, employees identifying themselves as special disabled veterans, Vietnam

Era veterans, and/or other eligible veterans will be asked to describe any special methods, skills, and/or procedures that would qualify them for available positions. By doing so, this will alert the College to needs for changes in the physical layout of the job or modification of certain nonessential duties related to the job.

Reasonable physical accommodation for disabled individuals and special disabled veterans will be determined through consultation with management. Business necessity and financial costs will be considerations affecting the decisions.

According to the Americans with Disabilities Act of 1990, the College may request a pre-employment comprehensive medical examination at its expense only after an offer of employment has been made to an applicant and prior to commencement of the applicant's employment duties. The Act also specifies that an employer may make the offer of employment contingent on the results of the examination, provided certain conditions are met.

## **EMPLOYEE HEALTH AND SAFETY**

### **BLOODBORNE PATHOGENS: HEPATITIS B AND AIDS**

#### **Diseases and Transmission**

Hepatitis B is a disease of the liver caused by a virus, which is usually contracted through sexual contact, needle sharing, through skin wounds or other breaks in the skin, or by mucous membrane contact with blood or other infectious materials. The usual symptoms of acute infections include fatigue, mild fever, muscle and joint pains, nausea, vomiting, abdominal pain, diarrhea, and jaundice. Some infected people become chronic carriers, and the condition may develop into cirrhosis, liver cancer, or death. A vaccine against Hepatitis B is available.

AIDS, Acquired Immune Deficiency Syndrome, is an immune system disorder caused by a virus that is transmitted in ways similar to the Hepatitis B virus. The virus invades the body, damages the immune system, and thereby allows other infectious agents to invade the body and cause disease and death. At this time there is no vaccine against AIDS.

To transmit AIDS or Hepatitis B, an infectious fluid must come into contact with non-intact skin, eye, mouth or other mucous membranes, or must be injected under the skin through events such as a needle stick or cut. Without such contact, called an exposure incident, disease transmission cannot occur.

The Centers for Disease Control list the following fluids as potentially infectious for Hepatitis B and AIDS: blood, any body fluid visibly contaminated with blood, semen, vaginal secretions, cerebrospinal fluid, seminal fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Additionally, human breast milk has been implicated in disease transmission from mother to child. All of these fluids should be considered infectious for viruses that cause diseases such as AIDS and Hepatitis B at all times, even if they come from an individual who appears healthy.

The CDC does not consider as infectious for AIDS or Hepatitis B the following body fluids unless they are visibly contaminated with blood: feces, nasal secretions, sputum, sweat, tears, urine, and vomitus. (Saliva in dental procedures is always considered infectious as it is presumed to be contaminated with blood.) Obviously, contact with even these fluids should be minimized as they could transmit other diseases, and normal precautions, such as hand washing should be taken.

#### **OSHA Regulations**

To minimize occupational transmission of these and similar diseases, the Occupational Safety and Health Administration (OSHA) has promulgated the Bloodborne Pathogen Standard. The standard, which covers only occupational exposures, requires employers to identify personnel at risk, review work practices, provide training, and offer Hepatitis B vaccines to personnel at risk.

Unless employees have been trained in the requirements of this standard, they are not expected to deal with blood or other infectious materials. (If employees believe that occupational duties may expose them to blood or other potentially infectious materials, they should contact their supervisors and ask them to contact Environmental Health & Safety so that the situation can be analyzed and the proper protective measures implemented.)

#### *Good Samaritans*

Even people who do not have occupational exposures that would be covered under the OSHA regulation may unexpectedly come into contact with blood or other potentially infectious materials in the workplace. For example,

although a particular job may not involve first aid duties, if a person suffers a bloody nose, an employee may decide to assist him or her. Employees need to know how to protect themselves.

#### *General Precautions*

Always endeavor to minimize contact with blood or other potentially infectious materials. Encourage the injured person to attend to his or her own wounds as much as possible. If a little blood has dripped onto the floor, the person who bled should clean up the drops whenever practical. (For larger spills, the custodial staff should be contacted and trained people will respond.)

Assume that all blood or body fluids visibly contaminated with blood are a source of infection. If blood is encountered and contact is unavoidable, as soon as possible wash the contacted skin area with soap and warm water. Eyes and other mucous membranes, if exposed, should be rinsed with plenty of clear water. If blood or another potentially infectious fluid comes into contact with non-intact skin, eye, mouth or other mucous membrane, or by injection, employees should document the incident and get a medical opinion as to the seriousness of the event and advisability of medical treatment. Workplace exposures will be covered under the provisions of workers' compensation. In some cases, the faster a doctor is seen and treatment started, the better the outcome.

#### *Documentation and Follow Up*

At the College, documentation of an incident (which is particularly important when filing a workers' compensation claim) includes completing and filing a standard accident report, CS-13, and contacting the Environmental Health & Safety Office.

Completion of an Exposure Incident Report that will better document an exposure to blood will also be required.

If an employee has exposed someone else, the Environmental Health & Safety Office will request that the employee consider having his/her blood tested and the results released to the physician treating the person who was exposed. This information may save the "Good Samaritan" from needless concern.

### **CHEMICAL SAFETY**

The College recognizes the employer's responsibility to provide information and training to individuals in its employ so that those individuals may make informed decisions concerning their exposures to the hazardous chemicals in their workplaces.

These rights are protected by the Federal Hazard Communication Standard (29 CFR 1910.1200) and the New York State Right-to-Know Law (NYSLL Article 28). The College has a formal policy describing compliance with the standard, and questions should be addressed to Environmental Health & Safety. Employees may request information on any chemicals in their workplace from Environmental Health & Safety, ext. 2508.

### **EMPLOYEE BILL OF RIGHTS**

Under the NYS Right-to-Know Law and/or the Federal Hazard Communication Standard, you have the right to:

- ✓ Be informed about the chemicals in your work area.
- ✓ Be informed about the possible toxic effects of those chemicals.
- ✓ Be informed about the laws designed to protect you from those hazards.
- ✓ Be trained in the employer's methods to protect you and how to use protective equipment correctly.
- ✓ Refuse to work with chemicals for which your employer has not provided you with information within three days of your request.
- ✓ Access any records concerning your exposure to chemicals in the workplace.
- ✓ Examine a copy of the plans that your employer has to comply with the requirements of the laws.
- ✓ Make an informed decision on the need for corrective action based on observed symptoms of toxicity.
- ✓ Receive satisfactory responses to your questions, concerns, and complaints.
- ✓ Have a representative (e.g. union or family member) act on your behalf in these matters.

#### *To get information:*

First, you should request the information you want from your supervisor. If your supervisor can't or won't help you, you should contact the campus Environmental Health and Safety Officer, ext. 2508. If you are still not satisfied, you may contact the NYS Department of Labor who may be able to help you.

Most requests for Material Safety Data Sheets (MSDS) will be responded to within a day or two. Legally, the employer has three working days to provide the information. You have the legal right to refuse to work with the substance in question after the three days if the employer has not provided the necessary information.

*Protection you have:*

It is a serious offense under the law for an employer to take any disciplinary actions against employees who exercise their rights under these laws.

**FIRE SAFETY**

If you discover a fire (or suspect a fire):

- ✓ Alert your co-workers.
- ✓ Summon the fire department by using the pull station.
- ✓ If you initiated the alarm, exit the building and try to contact University Police or fire department personnel to identify the location of the fire.

If you hear a fire alarm:

- ✓ Keep calm.
- ✓ Immediately evacuate the building.
- ✓ Close doors behind you.
- ✓ Do not use the elevator.
- ✓ Remain near the building so that you may be accounted for.
- ✓ Do not assume it is a drill.

*Fire Extinguisher Use:*

If an employee feels that the fire is small and might be extinguishable, (e.g., a small waste paper basket fire), pull the fire alarm, and then use the nearest fire extinguisher, provided it is the right type.

Fire Extinguishers are marked as to the type of fires they will extinguish:

A : for combustibles like paper and fabric

B : for flammable liquids

C : for electrical equipment

Operation instructions are printed on the extinguisher. Please read and understand the instructions before a fire occurs. The general instructions to use most fire extinguishers are:

- |   |                              |
|---|------------------------------|
| P | Pull the pin.                |
| A | Aim at the base of the fire. |
| S | Squeeze the handle.          |
| S | Sweep side to side.          |

Most fire extinguishers discharge their contents within thirty seconds. Do not use a second extinguisher: exit the building and wait for the fire department.

When using a fire extinguisher, always keep a safe path to the exit. Don't let the fire get between you and the door.

If the fire has been put out, immediately contact University Police (ext. 2111) to investigate, confirm the fire is indeed extinguished, and replace the extinguisher.

*False Alarms of Fire*

State Penal Law Section 240.55: Falsely Reporting an Incident in the Second Degree. A person is guilty of falsely reporting an incident in the second degree when, knowing the information reported, conveyed, or circulated to be false or baseless, s/he:

1. Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire or an explosion under circumstances in which it is not unlikely that public alarm or inconvenience will result; or
2. Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger of life or property, an alleged occurrence or impending occurrence of a fire or an explosion which did not in fact occur or does not in fact exist. Falsely reporting an incident in the second degree is a class A misdemeanor.

*Fire Drills*

In accordance with Education Law 807, "Fire Drills," Sections 3 and 4: "It shall be the duty of the person in charge of every public or private college or university within the State, having more than twenty-five students, or maintained in a building two or more stories high to instruct and train the students by means of drills, so that they

may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills should be held between September first and December first of each year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations. Neglect by any president or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fines to be paid to the pension fund of the local fire department where there is such a fund. Items of discussion shall include preventative measures, location of fire alarms, handling of fire control apparatus and fire drill regulations for that residence. There shall be at least one fire drill each quarter, preferably six to eight per year.”

#### Fire Drill Safety Regulations

1. Close the windows
2. Raise the shades
3. Turn on ceiling lights
4. Wear solid soled footwear, coat or housecoat and carry a towel or comparable head protection.
5. Take path to prescribed exit.
6. One person shall be responsible for the roll call book that shall be kept near the exit.

College fire drills shall be conducted under the direction of the Department of University Police. Reports of fire drills held in all residence halls shall be filed with the Department of University Police.

#### **FIREARMS POLICY**

The possession of firearms, explosives and other dangerous weapons is expressly forbidden. Failure to adhere strictly to this policy will necessitate disciplinary action for the guilty person and the possibility of arrest under Section 265.01(3) of the Penal Law of the State of New York. Persons using firearms or other dangerous instruments for hunting or other recreational purposes must register and store them at the University Police Department.

#### **MEDICAL EMERGENCIES**

The University Police Department, ext. 2111, and the Campus Emergency Squad, ext. 4111, will summon emergency medical personnel to respond to medical emergencies occurring on campus. The Cortland State Emergency Squad (CSES) is in operation during the academic year. CSES is usually staffed by EMT's who are certified in advanced first aid and as first responders.

#### *Dealing With Medical Emergencies*

In the event of a medical emergency or accident:

1. Call the Emergency Squad, ext. 4111.
2. If no response, call University Police at ext. 2111.
3. Be specific about the location of the emergency; include building name and room number.
4. If it is determined that an ambulance is needed, call them at 756-7564 and the patient will be transported to the hospital.
5. Note: If the accident is work related please call the Office of Human Resources, ext. 2302, as soon as possible.

#### **PROTECTIVE EQUIPMENT/DRESS FOR PERSONAL SAFETY**

All employees of the College are expected to adhere to any and all job related safety precautions. If a job responsibility that call for the use protective equipment, including but not limited to, safety glasses, overcoats, gloves, hard toed shoes, etc, the safety equipment must be used. Failure to follow all required safety precautions may pose significant risk of injury to self or others and may be cause for disciplinary action.

#### *Operational Services Unit Employees*

The following safety policy is intended to ensure that all Operational Services employees maintain and use safety equipment and clothing that provides protection to the employees as they carry out assignments in the work environment.

1. Protective Equipment - All employees are required to wear protective gloves, goggles, safety glasses, safety shields, toe guards, safety shoes, welding aprons, helmets, earplugs, dust masks, respirators, etc., as required by PESH/OSHA and other regulatory agencies.
2. Footwear - All employees are required to wear footwear which fully encloses the foot and is in good condition\*. Those engaged in grounds operations, central warehouse, shipping/receiving, and mail services, and motor equipment repair are required to wear safety shoes as provided. Custodial personnel should wear shoes which incorporate slip-resistant soles. NOTE: Sandals and open-toed shoes are examples of footwear which are unacceptable in the work place.
3. Pants/Trousers - Employees are required to wear long (ankle length) pants/trousers that do not restrict movement, are in good condition\*, and not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. NOTE: spandex, shorts (except as noted below), cut-offs, and sweatpants are examples of clothing that are unacceptable in the work place.  
*Exception:* Members of the custodial staff, delivery staff, shuttle bus drivers, and over-the road bus drivers are authorized to wear shorts at any time of year when they feel it is appropriate. Shorts must be knee length with finished edges. Employees may keep long trousers in a locker or other appropriate area to change into if needed. However, any changing of clothes must be conducted on the employee's own time (before or after work hours, break times, etc.).
4. Shirts/Blouses - Employees are required to wear long or short sleeve shirts/blouses providing that such clothing is in good condition\*, does not restrict movement, and is not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. NOTE: Undershirts and tank tops are examples of clothing that are unacceptable in the work place.
5. Outer Clothing - Employees should wear outer clothing pertinent to the prevailing weather conditions. This includes gloves, boots, jackets, parkas, etc., which should be in good condition\* and provide adequate protection from the elements.

*\*Good condition - not ripped, torn, cut, and not bearing excessive or unsightly patches, profanity, or vulgar messages.*

## **WORKPLACE INJURIES/WORKERS' COMPENSATION**

All workplace injuries occurring on campus or during the course of employment, no matter how small or insignificant, should be reported as soon as possible to University Police on a Form CS-13 – Report of Workplace Injury/Illness and by calling the New York State Accident Reporting System (ARS) at 1-888-800-0029. The expeditious processing of any injury reports will aid in the processing of any workers' compensation claims that may be necessary.

If a workplace injury/incident results in lost time from work or medical attention, it may qualify the employee for coverage under workers' compensation insurance. The specific coverage varies by bargaining unit. Please refer to the appropriate Agreement article.

## **EMPLOYEE PERFORMANCE**

### **CODE OF ETHICS**

New York State employees are bound by the Code of Ethics set forth in the Public Officers Law. Under this law, employees are required to pledge to support the Federal and State constitutions and to perform faithfully the duties of their positions. Employees are also expected to maintain the highest standards of conduct in carrying out their responsibilities and to conduct themselves in a way that will reflect favorably on themselves and their departments.

The Secretary of State is required by law to obtain and file an Oath of Office for New York State employees (labor class is exempt), along with a signed statement that employees have received, read, and will conform to the provisions of Sections 73s-78 of the Public Officers Law. These provisions are set forth in a pamphlet entitled "Public Officers Law" which are distributed at the time of appointment.

### **COUNSELING**

Counseling is the College's opportunity to provide an employee positive and/or negative feedback regarding on-the-job activity. Counseling is not discipline. It is an avenue to identify and outline an action plan to correct or modify behavior to make an employee as successful on the job as possible. These sessions should be done face to face and be very specific. Counseling may be either verbal or written. Written counseling memos should be signed by both the supervisor and employee and are then placed in the employee's personnel file. Counseling memos may be removed from an employee's personnel file consistent with the appropriate Agreement.

## **DISCIPLINE**

The State University of New York is able to provide its educational programs effectively and efficiently only when each employee meets the required standards of conduct and performance for his/her position. If an employee fails to meet these standards, disciplinary action may be necessary.

Disciplinary procedures have been established pursuant to Civil Service Law and the Agreements negotiated between the State and the employee organizations. Discipline may be in any the following forms, or a combination of the following:

- ✓ Written Reprimand
- ✓ Monetary Fine
- ✓ Demotion
- ✓ Suspension
- ✓ Termination

The following is a list of some, but not all, of the acts that may result in disciplinary action up to and including immediate termination from state service, consistent with the appropriate Agreement article:

- ✓ Any acts of dishonesty, theft, or falsification of official records
- ✓ Unauthorized use of College facilities, property, vehicles, tools, equipment, etc.
- ✓ Disorderly conduct, including striking another and abusive, threatening or harassing language/behavior
- ✓ Possessing using, buying, or selling illegal drugs or being under the influence of drugs or alcohol
- ✓ Repeated absences or tardiness
- ✓ Breach of confidentiality
- ✓ Insubordination or refusal to follow a supervisor's instructions or to perform assigned work
- ✓ Actions which result in complaints from campus constituents
- ✓ Discrimination and/or harassment
- ✓ Sexual harassment
- ✓ Obtaining employment or promotion on the basis of false misleading information
- ✓ Possessing firearms or weapons while on College property
- ✓ Sleeping
- ✓ Failure to follow work rules or procedures
- ✓ Leaving work area during work hours without permission
- ✓ Negligence or carelessness
- ✓ Continuous refusal to accept overtime
- ✓ Unsatisfactory work performance

For specific information about the procedural aspects of discipline, call the Office of Human Resources, ext. 2302.

## **PERFORMANCE EVALUATION**

Performance evaluation is important to employees, supervisors, and the College. Supervisory appraisal of work performance is, therefore, a constant process. All employees undergo evaluations of job performance under established performance evaluation systems. Depending on union affiliation, the form and procedure surrounding the system varies. Regardless of the performance evaluation system used, supervisors will be required to evaluate work performance based on the duties and responsibilities of the job and of the standards or objectives reasonably expected. Supervisors are required to set forth a mutually agreed upon performance program at the beginning of each employee's evaluation cycle. Then, at least once a year a written notice of performance evaluation and overall rating based on work performance will be given. Once an employee has passed probation, they are placed on an annual evaluation cycle of February 1 – January 31 for all OSU employees and April 1 – March 31 for all other classified employees.

## **SALARY INFORMATION**

### **DIRECT DEPOSIT**

The College does provide employees with the option of arranging for the direct deposit of paychecks. Forms are available in the Payroll Office. For more information, contact the Payroll Office, ext. 2405.

### **PAYCHECK DEDUCTIONS**

There are a variety of deductions that may be withheld from paychecks. Some deductions are mandatory, such as State and Federal income taxes, Social Security taxes, agency shop fees, and Tier III or IV Retirement System contributions. Other deductions are voluntary; such as insurance premiums, savings bonds, credit union, deferred

compensation, tax deferred annuities, or flexible spending account deductions. Unauthorized absences or absences not covered by leave credits will result in a payroll deduction. Paychecks are also subject to garnishments or liens made according to court order or law.

Each paycheck is accompanied by a paycheck stub that shows the amount of biweekly salary and describes deductions. Periodic, if not biweekly, monitoring of check stubs is important to ensure that proper deductions are being made.

### **PAYDAYS**

Salary is paid by State check on a lag basis every other Wednesday. When you receive your paycheck, you are being paid for the two week period which ended two weeks prior to payday, not for the two week period just ended.

Paychecks will be distributed from the Payroll Office on paydays as soon as the checks have been counted, sorted and recorded in accordance with New York State Department of Audit and Control Procedures. Distribution of paychecks varies from department to department on campus. Employees should check with their supervisors regarding the proper procedures for receiving their paychecks.

### **SALARY INCREMENTS AND INCREASES**

All classified positions are allocated to one of 38 salary grades in the New York State Salary Plan. Each grade has a minimum (hiring rate) and a maximum (job rate). The maximum salary rate is reached through a series of increments that vary according to bargaining unit, amount of time in grade, and a satisfactory performance evaluation rating. Increments stop when the maximum salary rate for the grade is reached. However, employees are still eligible for across-the-board increases or other increases that are negotiated by the union. Please refer to the bargaining unit contract for additional information.

## **SERVICES**

This section of the Handbook is meant to summarize a variety of campus offices/services that employees will encounter during their first several weeks on this campus.

### **AUXILIARY SERVICES CORPORATION (ASC)**

Auxiliary Services Corporation is a not-for-profit membership corporation organized under the laws of the State of New York. It was chartered in 1951. Its primary purpose is to provide services to the campus community. At the present time the corporation operates all food service on the campus, the college stores, and vending services.

1. College Stores -- The College Bookstore is located in Neubig Hall. Additional clothing and card shops are located in the Fay Corey College Union (Corey Union).
2. Food Service -- The food service operation on campus consists of two dining halls, a snack bar in Brockway Hall and Park Center (the Poolside) and a variety of facilities in the Corey Union.

#### *Privileges Account*

The SUNY Cortland Faculty and Staff account is a prepaid convenience card account available exclusively to qualified SUNY Cortland faculty and staff. Open a Privileges Account and pay "point prices" at all ASC [dining facilities](#). Nine conveniently located dining facilities on campus offer service from 7:00 am until midnight. Your Privileges Account is accessed through your [SUNY Card](#) and tracked by the ASC computer network on campus. It's easy to manage - there are no fees and no record keeping – ASC keeps a record of all transactions for you. Present your SUNY card to the cashier and your Privileges Account will be accessed at the point price (plus tax). Account balance information is available from the cashier after each sale. You may use your Privileges Account to pay for guests. In order to protect your account balance, you must be personally present with your card at every transaction. You can also use your Privileges Account in on-line vending machines across campus! Additional information relating to ASC can be found at: <http://ascweb.cortland.edu/welcome.htm>

### **COLLEGE LIBRARY**

The College employee photo identification card (SUNY Card) is also a library card. Please present it when charging out library materials. Employees may borrow books from the general collection. Further information on library collections and services is on the web and is included in a series of pamphlets available in the lobby.

### **COREY UNION**

The Corey Union, located at the east end of Neubig Road, is the focal point for student activities. Its purpose is to serve as the center of social, educational, cultural, and recreational activities for the college community. Included in

the Union's list of services are a snack bar, the Duplicating Center, numerous lounges, a multipurpose ballroom, coffee house, recreational areas, gift and clothing shops, TV rooms, a video rental shop, conference rooms, private dining rooms and other facilities.

#### **EMPLOYEE AND RETIREE IDENTIFICATION CARDS (SUNYCard)**

The SUNYCard, the College's official photo identification card, is a multipurpose, video-imaged identification card. SUNYCards may be obtained, upon presentation of eligibility and another form of photo identification, at the ASC Office in Neubig Hall from 9-11 a.m. on Mondays and Fridays and from 3-4 p.m. on Mondays through Fridays. The Offices of Human Resources provides verification of employee eligibility.

In addition to being a form of identification, the card may be used for signing out library materials, using the recreational and wellness facilities and gaining admission to college events. Spouses, dependent children (under age 19; if full-time students, under age 25), and other legal dependents can receive an ID card for \$10.00. A \$15.00 charge is imposed for the replacement of any lost or mutilated cards. More information can be found at: <http://ascweb.cortland.edu/ancillary/sunycard.stm>

#### **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) began on the State University College at Cortland campus in 1983 for the purpose of providing free, confidential information and referral services to help employees and their families resolve problems that affect their personal lives or job performance.

For help with stress, family problems, financial or legal difficulties, alcoholism, drug abuse, marital disruption or another problem, employees are urged to contact an EAP Coordinator.

All contact with the EAP Coordinators is absolutely confidential. No information can be released without written permission from the employee. Supervisors and others who refer employees to the Employee Assistance Program are reminded to respect this confidentiality. Our campus coordinator is Melinda Van Etten (Counseling Center), ext. 4728. Employees may call directly or leave a message on the 24-hour confidential answering machine, ext. 5777. The office is located in Brockway 104 and office hours are by appointment. More information on EAP can be found at : <http://www.cortland.edu/eap>

#### **RECREATIONAL AND WELLNESS FACILITIES**

Employees may use some recreational/wellness facilities on campus. Employees must show an official validated identification card when using the facilities. For information about the costs and hours the facilities are available, consult the schedule published in the College Bulletin or call ext. 4955, or visit: <http://www.cortland.edu/recsports>

#### **UNIVERSITY POLICE DEPARTMENT**

Law enforcement and personal safety are coordinated by the University Police Department which has a police force of 18 sworn police officers with arrest powers. State University of New York Police Officers must meet the highest standards in New York State for law enforcement officers. The officers have passed basic training administered by SUNY at the NYS Police Academy in Albany, NY or a regional police academy and undergo continuous training to upgrade their skills. The University Police Department conducts foot, bike, and vehicular patrols on the campus and residence hall areas 24 hours a day. The objective of the University Police Department is the protection of the lives and property of the students, employees and visitors of the State University of New York College at Cortland. This objective is pursued within the framework of the State University of New York rules and regulations and all local, state, and federal laws.

The investigation of crimes committed on campus fall under the jurisdiction of the University Police Department. The University Police Department is located in VanHoesen Hall C-17. For emergencies dial 911 or (607) 753-2111 other non emergency calls dial (607) 753-2112. More information can be found at:

<http://www.cortland.edu/univpolice/homepage.html>

## **CONCLUSION**

The College is happy that you have joined us in furthering our mission. We hope that this handbook has been informative and that you have gained a better insight into our policies and procedures. We realize that you may have questions yet unanswered, and we encourage you to seek out your immediate supervisor or the Office of Human Resources and discuss these questions.

This is the beginning of what the College hopes will be a long term relationship between you and SUNY Cortland. We have every faith that you will be able to complete the tasks for which you have been employed and move the College ever forward as an outstanding institution of higher education.

# ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

## Handbook Copy

I have read and fully understand the rules governing my employment with New York State, specifically SUNY Cortland, as outlined in this classified employee handbook.

I acknowledge that this classified employee handbook is intended to give me information about the main features of the employment policies, procedures, benefits and other general information about the College.

My signature acknowledges receipt of a copy of the classified employee handbook and my understanding that:

1. I am responsible for reading, understanding, and adhering to the policies outlined in the handbook and am invited to ask my supervisor or the Office of Human Resources any questions that I may have;
2. The provisions of this employee handbook are guidelines, statements of policy and procedure which may be changed by the College at any time, unless otherwise governed by civil service or a collective bargaining agreement;
3. Management reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any document at any time, unless otherwise governed by civil service or a collective bargaining agreement. However, any such changes will be in writing.

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Employee Signature

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Date

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Employee Signature

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Date

Original