100 things to know about working at SUNY Cobleskill

**255:** The prefix for all on-campus numbers (unless otherwise noted on the phone list).

**8:** The number you have to dial first to get an outside line from a campus telephone.

**800 number:** This is your official employee ID number. All IDs start with “800” hence the name. This is a number that must be memorized as it is NOT placed on your employee ID card. 800 numbers can be obtained from Human Resources or the Registrar’s office, both located in Knapp Hall.

**Academic Calendar:** This is the official timeline of employment for teaching faculty. It defines when classes start and when classes end each semester. It also shows which holidays everyone is expected to work. This calendar is posted on SharePoint (see below). ONLY teaching faculty work an academic calendar...other ten-month employees work a “college year” calendar (see below).

**Accruals:** Employees earn time each month. Annual leave is equivalent to vacation time and is earned only by non-academic employees. Sick time may be used either for personal illness, family illness, or medical appointments. You may not use benefit time before you have earned it. CSEA members accrue time in hours and may use time in as small as ¼ hour increments. All other employees accrue time in days and may use time in as small as ½ day increments.

**Adjunct benefits:** Adjunct instructors who teach two credit-bearing classes in one semester are eligible for health insurance and other benefits. Contact the HR office if you are interested.

**Apartments:** Human Resources receives several listings for apartments and can help in your search. The best local source for apartment information is the local “MyShopper”, a “pennysaver” kind of weekly publication available for free at locations around the village. It is also available online at [www.myshopperonline.com](http://www.myshopperonline.com). County maps are available through the HR office or at the Chamber of Commerce in Schoharie (pronounced “Sko hair ee”).

**Banks:** The village of Cobleskill boasts NINE different banks within the village limits. All offer special benefits for direct deposit. Information is available through HR.

**Benefits:** Employees are entitled to a variety of benefits depending on status (full, part, etc.) and bargaining unit. Tammy Loder is the campus Benefits Administrator and she may be contacted at 255-5423. In addition, an excellent resource for detailed benefits may be found at [http://www.suny.edu/benefits/index.cfm](http://www.suny.edu/benefits/index.cfm).

**Books:** Teaching faculty order examination copies through their department chair. General book purchases are available with a discount through the bookstore located on the first floor of Bouck (pronounced “Bah oak”) Hall. The bookstore may also release a copy to the teaching faculty for last minute review.

**Business cards:** New employees may order cards through the HR office.

**Carpooling:** The college offers a carpooling program that includes preferred parking at designated spots around the campus. If you have a carpool or are interested in being part of a carpool, contact HR.
**CAS:** Cobleskill Auxiliary Services operates the dining halls, cafes, bookstore and laundry service on campus. They are a separate corporation and are NOT state employees. They ARE tremendous partners to the campus and provide generous support for a variety of programs and services. More information is available at: [cas.cobleskill.edu](http://cas.cobleskill.edu).

**Cell phones:** Discounts on cell phone plans are available through your union.

**Chamber of Commerce information:** The Schoharie Chamber of Commerce has a variety of information about the area and is located in the plaza just off exit 23 on I-88. Information is also available from their website at [www.schohariechamber.com](http://www.schohariechamber.com).

**Child Development Center:** This on-campus day care and Early Learning laboratory is available to children ages 3-5. It is run by Early Childhood faculty and students. Details are available from the Early Development Center at x5421. You may also wish to take advantage of daycare available through our partner, the Cobleskill Campus Child Care Center (see “daycare” below).

**Children in the Workplace:** SUNY Cobleskill’s policy states: “It is the intention of the establishment of any College policy to facilitate the effective and efficient delivery of education and related services to our students, parents and members of the campus community. In order to accomplish this objective, it is necessary to treat every employee of the College in a fair and consistent manner; to establish, to the best of our ability, safe working conditions; and provide a workplace, equipment and materials appropriate for the task at hand.

“It is acknowledged that the campus, in great part, is made up of public spaces. For this reason, it is often difficult to differentiate between the truly public areas and those spaces that are workspaces. Nevertheless, the workplace is intended to be devoted to the principles described above and in those workspaces, the presence of children not devoted to accomplishing these objectives can be disruptive and unsafe.

“It is further acknowledged that arrangements for childcare are often expensive and inflexible. It is very tempting to use the College facilities as a place to bring a child for whom a parent cannot seem to make suitable day care arrangements, especially when the child is perceived to be well-behaved and quiet. However, there is the issue of safety, both for the child and those in the area around the child; the issue of work disruption and distraction from the objectives described above; the issue of the public’s perception (because this is a State agency whose facilities are used extensively by the public) of allowing a child in the workplace.

“Therefore, with the exception of special programs like Take Your Child to Work Day or infrequent and irregular periods when a child might need to be in the workplace in order to facilitate transportation to medical or dental appointments, both situations which require prior approval from the immediate supervisor, it is the policy of the State University of New York, College at Cobleskill, that children should not be in the workplace.” Any employee who brings a child to work without prior approval must remove the child from the workplace.

**Civil Service exams:** Many positions above grade 6 in the CSEA bargaining unit require success in examination in order to be considered for promotion. CSEA members may take exams at no cost and
may also be granted release time if exams are held during normal work hours. Exam schedules may be found online at [www.cs.state.ny.us/jobseeker/public/stateexam.cfm](http://www.cs.state.ny.us/jobseeker/public/stateexam.cfm).

**Class schedule:** Class schedules are created by the Deans in cooperation with Department Chairs. Faculty are not guaranteed the time slots they would like, but of course may voice a preference. Master schedules for the campus are available through the Registrar’s office.

**Classified positions:** Positions under CSEA are designated as “classified”. This means they are subject to very specific rules under NY State Civil Service regarding who may hold such a position and what criteria are used to fill vacant positions. Positions may be designated as “labor class” (no test needed, best qualifications only), “non-competitive” (no test needed, best candidate who also has most seniority at the college), or “competitive” (civil service test required, only top three scores may be considered for hire). Current CSEA members may take exams at no cost and may also be granted release time if exams are held during normal work hours. Exam schedules may be found at [http://www.cs.state.ny.us/jobseeker/public/stateexam.cfm](http://www.cs.state.ny.us/jobseeker/public/stateexam.cfm). Contact HR for details when you have an opening and also see “hiring” below. Employees interested in advancement through Civil Service must take the appropriate promotional Civil Service exam ([http://www.cs.state.ny.us/jobseeker/public/promotion.cfm](http://www.cs.state.ny.us/jobseeker/public/promotion.cfm)) AND be in the top three scores to be considered for promotion.

**Coby’s:** This downtown coffee shop is owned and operated by the college through CAS. Its presence is part of our communitiversity initiative and sets the pace for future development in the village. Coby’s has extended hours AND you can use your ID card as a debit card here (see dining discounts below).

**College year Calendar:** Some employees are designated as ten-month (or ten+ or even eleven-month) employees. These employees work less than a full calendar year (typically off for part of the summer). College year employees do NOT work the academic calendar and are expected to be at work even when classes are not in session. College-year employees do earn annual leave and must use that time if they do not want to work during breaks in the academic calendar.

**Communiversity:** This term acknowledges the close ties the college has with the community around us. Several initiatives are in place to enhance the cooperation between the town and village of Cobleskill and the college. Collaboration and mutual benefit are the keys to successful communiversity and you will see a lot of this term in your time on the SUNY Cobleskill campus. More information about local activities can be found on the campus home page at [www.cobleskill.edu](http://www.cobleskill.edu).

**Computer account:** Accounts are issued through ITS (Information Technology Services) but are initiated by the HR office upon hire. The initial access information is given to your immediate supervisor. Use of your computer and computer account are addressed in our [Computer Resources Policy](http://www.cs.state.ny.us/jobseeker/public/promotion.cfm).

**Computers:** Computer issues are handled through ITS, not to be confused with IT which is the academic department that teaches Information Technology. If you are interested in buying a computer, some great deals are available through the campus bookstore.

**Contact information:** As part of our emergency management plan, all employees are required to maintain current street address and emergency contact information with the HR office. We are located in Knapp Hall room 126 or you can just call us at 255-4423.
**Continuing appointment:** In the language of SUNY, a continuing appointment is given to faculty who have achieved tenure in their position. For more details, see page 10 of the Board of Trustees policy manual which may be found at: [http://www.suny.edu/Board_of_Trustees/about.cfm](http://www.suny.edu/Board_of_Trustees/about.cfm).

**Contracts:** All employees except for those designated as Management/Confidential (M/C) are governed by union contracts. There are four unions on campus with six separate and distinct contracts. If you have any questions about which union you belong to, please check your appointment letter or contact the HR office. Paper copies of contracts are given to all new employees by HR. You may also view all contracts online at: [http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm](http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm).

**Copies:** The campus has a printing and publication office currently located at the very top of the campus in Alumni Hall (part of the “Old Quad”). This is a full service print shop that can do not only high volume copying, but booklets, brochures, and other more sophisticated printing. Each department has their own billing code, so you might want to check with your department before ordering copies. The printing office is closed after 4pm, so plan your needs accordingly.

**Cows:** Yes, we have cows and horses and sheep and goats and fish. All are occasionally offered for sale, at least in part, through the campus meat lab. All meat is USDA inspected and quite flavorful. And, in case you wanted to know from the experts, no, you cannot tip a cow.

**Crime Statistics, Campus Safety and University Police:** Cobleskill is one of the safest places to live and work. If you want to make absolutely sure, check out the University Police Department (UPD) website for the annual report( [http://www.cobleskill.edu/campus-life/university-police/](http://www.cobleskill.edu/campus-life/university-police/) ) as well as helpful links to parking and safety training. In addition, the campus Violence Prevention policy may be found here: [http://www.cobleskill.edu/about/administrative-offices/human-resources/policies.asp](http://www.cobleskill.edu/about/administrative-offices/human-resources/policies.asp).

**CSEA:** This is the official union for all clerical and facilities employees. It is the second largest union on campus and has three separate units, each with their own contract. The units are administrative (clerical employees), operational (facilities employees), and institutional (certain farm employees). Here is their website: [www.csealocal1000.org/](http://www.csealocal1000.org/) or see “contracts” above.

**Daycare:** We have an on-campus daycare partner that provides care for infants up through preschool (the Cobleskill Campus Child Care Center). Space is limited and filled on a first come, first served basis. This modern facility is fully staffed with trained teachers and is located next to the Agway plaza on the farm side of route 7 directly across the street from the main campus. For details and rates, contact the CCCCCC directly at x5854.

**Deductions:** All pay deductions are handled through the payroll office in Knapp 123. Questions should be addressed to Donna or Linda at x5412 and x5424 respectively.

**Dental:** All benefit-eligible employees have dental coverage. Dental networks and benefits vary by union. Check your benefits information for specific coverages. This benefit is NOT automatic, you must sign up for it in the HR office. Info may be found here: [http://www.suny.edu/BENEFITS/Dental.cfm](http://www.suny.edu/BENEFITS/Dental.cfm).

**Department list:** The faculty roster is published once each semester by the Office of Academic Affairs. It is typically available on SharePoint under the “campus documents” tab at the top of the page.
**Dining discounts:** Each employee is issued an ID card that can also serve as a debit card for dining services. To add “Coby Cash” to your card, go to the Coby Card office in Knapp Hall (1st floor). OR you can add cash online at [http://cas.cobleskill.edu/home.aspx](http://cas.cobleskill.edu/home.aspx). Coby Cash can be used in vending machines, on campus venues and in limited locations in the village. Faculty/staff may also purchase blocks of ten meals for $60. Meals are available only between 7am and 2pm in any campus dining facility. Check with HR or the Coby Card office.

**Direct deposit:** The payroll office can direct deposit your pay, and this is strongly encouraged to ensure your pay will be in your bank on pay day. With a manual check, there is no guarantee of its arrival on campus on pay day. Direct deposit can be made to any bank, anywhere that has electronic fund transfer capabilities. This even includes that secret Swiss bank account.

**Directory:** Listings for any campus individual may be found online at: [www.cobleskill.edu/cobynet/](http://www.cobleskill.edu/cobynet/)

**Discounts:** Your COBY ID card can be used at many local merchants displaying the discount sign in their window. In addition, you get a 10% discount on anything in the college bookstore when you show your staff ID card. Significant educational discounts are also available on software (see “software” below).

**Driving a State Vehicle:** Any employee who may drive a state vehicle must first have their license verified through the License Event Notification (LENS) program. See also “LENS and Licenses” below. Additionally, there are a variety of policies related to reserving and use of a state vehicle. Check them all out here: [http://www.cobleskill.edu/about/administrative-offices/facilities-management/vehicle-reservation-procedure.asp](http://www.cobleskill.edu/about/administrative-offices/facilities-management/vehicle-reservation-procedure.asp).

**Drug Free Workplace Policy:** As a recipient of federal funding, SUNY Cobleskill maintains a drug-free workplace. You are not allowed to make, use, or sell drugs in the workplace (and it’s probably not a good idea to do it at home either). Any drug conviction that occurs as a result of on-campus behavior must be reported within five days of conviction. The College also maintains an EAP program (see below) to help with any issues as well as ongoing drug and alcohol awareness training.

**Duties:** Within the first 30 days of your hire at SUNY Cobleskill, you will receive a list of duties in the form of a Performance Review Program (PRP) from your supervisor. This list of duties will NOT be inclusive of everything you may be expected to do in your position, but it WILL be a list of things you will be evaluated on during the coming year.

**EAP:** Or Employee Assistance Program is a free and confidential referral system if you, a loved one, or a coworker is experiencing difficulties of any kind; personal, financial, stress-related, etc. Our local campus contact is available at x5352. You can also visit their website at [worklife.state.ny.us/eap/](http://worklife.state.ny.us/eap/) to get more information about a variety of mental and physical health issues.

**Email:** Email is the primary form of communication on the campus. It is extremely important for you to activate and regularly check your email for campus information. An email account is assigned to you at hire and your supervisor receives your initial logon information. All employees are reminded that campus email is the property of NY State and can be viewed by campus administration at any time. If you need training on how to access email, contact Human Resources at x5423.
**EEO:** SUNY Cobleskill is an Affirmative Action/Equal Opportunity/Title IX compliant educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities, services, and educational opportunity shall be available to all people without regard to an individual’s race; color; national origin; sex; religion; age; disability; gender; pregnancy; gender identity; sexual orientation; predisposing genetic characteristics; or marital, veteran, military, domestic violence victim, or ex-offender status. The Director of Human Resources is the Affirmative Action Officer and can be reached at x5514 with any questions or issues. More information may be found here: [http://www.cobleskill.edu/about/discrimination-disclaimer.asp](http://www.cobleskill.edu/about/discrimination-disclaimer.asp).

**Emergencies:** On campus, dial x5555 for University Police or 911 (no other prefix needed). They don’t mind if you call...really. You might also want to sign up for NY Alert (see below).

**Ethics:** All employees of the college are bound by the Public Officers Law. These rules set out very specific codes of conduct for all public employees. Acceptance of gifts, outside compensation, annual income reporting (see Financial Disclosure below), working with relatives, and doing business with the state are just a few of the behaviors covered under this law. For full details, go to [http://www.nyintegrity.org/law/ethics.html](http://www.nyintegrity.org/law/ethics.html).

**Evaluations:** All non-academic employees are evaluated on an annual basis, although management reserves the right to evaluate employees at any time during the year. New employees typically receive additional evaluations during the year to provide more frequent performance feedback. Evaluations are based on your specific job duties.

**Eyeglasses:** All benefits-eligible employees have a vision benefit. You must sign up for this benefit through the HR office...it is NOT automatic. This is a networked benefit that covers very well if you go to providers in the network and covers very poorly if you go to providers outside the network. It will be of great benefit to you to make sure your provider is in the network. Insider tip: If you work with computers, plans allow for a second pair of glasses specifically for computer work, but you have to tell the eye doctor. Networks do vary by union, so make sure to check with HR if you have any questions. For more information: [http://www.suny.edu/BENEFITS/Vision.cfm](http://www.suny.edu/BENEFITS/Vision.cfm).

**Fake Hall:** This residence hall is real despite its name. It is one of the high rise dorms on the low end of campus and is named after a prominent Cobleskill family which dates back to the 1700s. For a little bit of Cobleskill history, check here: [http://www.schohariehistory.net/CHS/CHShome.htm](http://www.schohariehistory.net/CHS/CHShome.htm).

**Fitness:** Employees may join the campus Fitness Center, located on the top floor of Bouck Hall for a fee of $40 per semester. Fees are not collected at the Fitness Center, but must be paid in advance at the Student Accounts office in the basement of Knapp Hall.

**Five days back:** For the first five pays of employment, most employees (except for UUP) will have one day’s pay withheld per New York State regulations. These five days are paid to you at retirement or separation from employment at the rate of pay you hold at the time of separation. Contact HR at x5423 if you have questions.

**First Paycheck:** The SUNY system works on a lagged payroll system which means that your first paycheck is typically delayed up to four weeks from your first day of work. Feel free to contact the
Payroll office at x5412 to find out the exact date of your first pay. In hardship cases, a payroll advance can be made (see “payroll advances” below).

**Flex Benefits:** The Flex Spending, or Flex 125, program is a pre-tax spending program that allows you to set aside money, before taxes, to pay for medical or child/elder care expenses not covered by insurances. Union members may be eligible for free money (based on income) to fund child/elder care expenses. For more details, check your union contract or here: [http://www.flexspend.state.ny.us/](http://www.flexspend.state.ny.us/)

**Flexible work schedules:** Employees can revise their hours with the permission of their supervisor and the Human Resources office. Current options include working longer hours per day and fewer days per week as well as revised start and stop times. As you would suspect, a form must be completed first. Contact your supervisor or the HR office if interested.

**Food:** Employees may eat at any dining hall or cafe on campus. And, by the way, we make our own food here: we do not subcontract to large, uncaring, corporate food service programs. Cash transactions are always allowed but, for convenience sake, you may wish to put some cash on your Coby ID card. This card is swiped at the various venues and can also be used in campus vending machines. Discount meal plans are also available for faculty and staff. See Dining Discounts above.

**Forms:** There is not a chance you can get away without having to fill out at least a few forms. And, just for you, we have a page for [HR Forms](http://www.cobleskill.edu/about/administrative-offices/human-resources/manuals-and-guidelines.asp) and another for [Payroll Forms](http://www.cobleskill.edu/about/administrative-offices/human-resources/manuals-and-guidelines.asp).

**GOER:** Stands for the Governor’s Office on Employee Relations. They are the keepers of the rules, the negotiators of the contracts, and the purveyors of administrative wisdom. They are also a wonderful source for all information related to your employment with the State of New York. You can find their home page on the web at: [http://www.goer.state.ny.us/](http://www.goer.state.ny.us/).

**Governance, shared:** SUNY Cobleskill firmly believes in the concept of shared governance which is the idea that everyone should have a say in how the place runs. Committees that cross union and disciplinary lines are designed to help the campus members provide critical input to administration. The campus recognizes that its members all have expertise in their various fields and should have the ability to voice their opinion about their own workplace. The most formalized aspect of shared governance is the Cobleskill Faculty Senate which meets on a semi-annual basis.

**Handbooks:** Both CSEA and UUP have developed handbooks for the college in addition to their union contracts. These handbooks are a compilation of local agreements between the unions and management here at the college. Copies of these documents are available at: [http://www.cobleskill.edu/about/administrative-offices/human-resources/manuals-and-guidelines.asp](http://www.cobleskill.edu/about/administrative-offices/human-resources/manuals-and-guidelines.asp)

**Harassment:** Our employees can expect to work in an environment that is conducive to their talents, cognizant of their growth, and designed to be positive, safe, and educationally sound. To that end, we have policies in place to protect your rights, specifically from harassment and intimidation. While you may refer, in more detail, to our policies for the prevention of Sexual Harassment, Equal Opportunity & Discrimination, Workplace Violence, and Domestic Violence in the Workplace, our general policy related to Harassment of any kind is simple: Harassment of any member of the Cobleskill college community is forbidden. Harassment is defined here as: “the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary,
including racial prejudice, personal malice, attempts to force someone to quit a job or grant sexual favors, apply illegal pressure to collect a bill, or merely gain sadistic pleasure from making someone fearful or anxious.”

Administration will take prompt action to investigate any complaint of harassment by any individual working, learning, or volunteering on our campus. The Human Resources office is charged with intake and investigation into harassment complaints and will work with administration, union officials, and employees to ensure the process of investigation is fair, complete, and preserves the dignity of all parties involved. Penalties for verified harassment of others will follow all legal and contractual obligations of the college administration and may vary, based on the nature of the behavior, from training/retraining up to, and including, termination of employment.

**Health Insurance**: Is available to most employees on the Cobleskill campus. A variety of Health Maintenance Organizations (HMOs) as well as the state’s Empire Plan may be selected. Health insurance begins 42 days after hire (56 days after hire for M/C employees). Employees should sign up for insurance in the first 30 days of employment although late enrollment is allowed (with some delay in coverage start). Contact HR at x5423 for details or an appointment. For more information, you may also visit the SUNY website at: [http://www.suny.edu/BENEFITS/Health.cfm](http://www.suny.edu/BENEFITS/Health.cfm)

**Help**: Is available from a variety of sources. Computer help is available by calling x5800 or logging in to: [sharepoint.cobleskill.edu/techsupport/](http://sharepoint.cobleskill.edu/techsupport/) (of course if your computer isn’t working, this could be a tough one). Maintenance help is available at x5228. Police help for non-emergencies is available at x5317. For campus emergencies, dial x5555 or 911. Otherwise: [http://www.youtube.com/watch?v=3t8MeE8lk4Y](http://www.youtube.com/watch?v=3t8MeE8lk4Y)

**Holidays**: NY State designates 12 holidays during the year. For some holidays, the campus is closed and most employees stay home. Employees designated as “essential” still must report to work. Your department will let you know if you are considered essential for holiday purposes. For other holidays, the campus is open and staff are expected to report to work if so instructed by their department. CSEA employees have the annual option of either banking the holiday or getting paid for the holiday and getting paid for the work day. All others who work on a holiday (including the essentials) have the holiday banked for later use. Employee time off for holidays generally follows the sanctioned NY State designated holidays but also can be modified either by local agreement or by the campus academic calendar.

In all cases, if the academic calendar conflicts with the NY State Official holiday list, all non-essential CSEA employees have the day off. Clerical CSEA employees may choose to work, and can bank their holiday for use at another time. Teaching faculty obviously are expected to teach, but do not receive banked holiday time. In these cases, the academic calendar has been adjusted to account for earned time.

When classes are held on a holiday per the academic calendar, all administrative offices are expected to be open with at least one 12-month professional employee. This employee is typically the M/C but could also be a non-teaching UUP person. Again, if these employees work, they bank the holiday to use at another time.
There is a local agreement on the Cobleskill campus for UUP to replace the floating Lincoln’s holiday with the Day after Thanksgiving. Therefore, all UUP members, teaching and non-teaching, are off the Day after Thanksgiving. CSEA and M/C employees must use their benefit time for this day.

The three weeks surrounding Christmas and New Years are typically designated as “Liberal Leave Days”. Basically, this means that all employees will be approved for leave during this time (essential employees may be restricted). This period typically begins right after final exams and runs until the week before classes begin again. Many of the buildings on campus are closed and heat reduced. Employees may request to work during this period and are guaranteed work, but not necessarily in their building. Only the governor can close the campus, so we must make sure that work is always available if an employee chooses to work. Individual offices may close, but the campus as a whole must remain open during this time. And again, if an individual office will be closed, but someone from that office wants to work, they must be given a work assignment.

Finally, the state recognizes two official “floating” holidays: Lincoln’s Birthday in February and Election Day in November. All offices are expected to be open and all services provided. Again, locally, UUP has agreed to eliminate the February floating holiday for a set holiday on the Day after Thanksgiving.

**Hours of operation:** The campus as a whole is typically open from 8am to 4:15 pm. Facilities staff, faculty, clinicians and shift workers will have different hours of operation.

**Hours per week:** Facilities folks work a standard 40-hour week with a half hour unpaid lunch. Clerical and all other staff typically work 37 ½ hours per week with a 45-minute or hour-long unpaid lunch (check with your supervisor). Salaried UUP and M/C employees have a “professional obligation” (see below) and may work longer hours.

**Housing:** Human Resources can assist you in finding housing in the Cobleskill area. We typically get listing from individuals renting houses or apartments. We also have a list of realtors in the area. Cobleskill is unique in that there are a variety of realtors that have exclusive listings that do not appear on any multiple listing service. For looking on your own, the local “MyShopper” weekly newspaper is also a good source of housing options. You can also find them online at [www.myshopperonline.com](http://www.myshopperonline.com).

**Human Resources:** If you ever wanted a friend, this is the place to go. Located in Knapp Hall, room 126, the HR department is your source of information for everything Cobleskill (including this publication). If we don’t know the answer, we WILL find it for you. Stop by any time with questions, comments, cookies, or empty coffee mugs. If you’re lost, call us at x5423 and we’ll try to help you find your way. And if you’re the techy type, visit our website: [http://www.cobleskill.edu/about/administrative-offices/human-resources/](http://www.cobleskill.edu/about/administrative-offices/human-resources/)

**ID Card:** Your Coby ID card is your passport to the campus and is required of all employees and volunteers. Contact the HR office at x5423 to get your authorization for an ID card. You can also use this card as a dining debit card (see dining discounts above). The Coby Card office is located just down the hall from HR on the first floor of Knapp Hall.

**Injuries:** All campus employees and registered volunteers are covered under Worker’s Compensation. If you become injured or ill as a result of your job or service to the campus, contact your immediate supervisor to complete an accident form. Worker’s comp covers both medical expenses and lost wages.
If you are going for any medical treatment, you must call the NY State Accident Reporting System to get authorization at 1-888-800-0029. Word of caution: Not all medical expenses may be covered if you seek treatment outside NY State. Accident reports are sent to the Environmental Health and Safety Officer in the facilities building.

**Internal Control:** An internal control review analyzes procedures and policies to ensure they are functioning as intended and that they assist the unit in meeting its objectives and goals. Internal control also includes the process of documentation and its maintenance and retention. For more information: [http://www.cobleskill.edu/about/administrative-offices/business-affairs/index.asp](http://www.cobleskill.edu/about/administrative-offices/business-affairs/index.asp)

**ITS:** Stands for Information Technology Services. This is your one-stop shop for all things computer and office equipment related. These hard-working folks will install computers, software, upgrade hardware, and solve the most troubling of technology-related glitches. They are not to be confused with IT which is the academic department in the School of Business that provides undergraduate programs in Information Technology.

**Jobs:** We post all available jobs at [http://www.cobleskill.edu/about/administrative-offices/human-resources/current-openings.asp](http://www.cobleskill.edu/about/administrative-offices/human-resources/current-openings.asp) as well as on campus bulletin boards. Employee SharePoint website is also the initial communication site for promotional opportunities. Not that you’d ever want to leave us, but you can always check available jobs at other campuses at [www.suny.edu/SUNY_Employment/index.cfm](http://www.suny.edu/SUNY_Employment/index.cfm).

**Keys:** New and current employees who need keys must request them from their department or supervisor who, in turn, contacts the Facilities office at x5228.

**Leaves:** SUNY Cobleskill is compliant with all state and federal mandated leaves. In addition, employees may request leaves for a variety of reasons both personal and professional. For **Leave requests:** Supervisors must approve all requests for leave which, except for a sudden illness, must be given to the supervisor in advance. While every effort is made to grant an employee’s request, supervisors may say no. There are no “good” or “bad” reasons but the reason for denial must be put in writing.

**Leave types:** There are a variety of leaves all governed by various contracts. General overviews are listed below, but consult your specific contract for any quirky details: [http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm](http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm). And, as always, contact Human Resources with any questions or concerns.

**Annual leave:** The term used on campus and in contracts for vacation time. Employees other than teaching faculty earn annual leave every month and cannot use the time until it has been earned or accrued. Annual leave must be requested in advance. While every effort is made to grant all annual leave requests, supervisors do have the right to deny an annual leave request if the absence will severely affect the functioning of the department. If you separate from state service, any accrued annual leave balances are paid out (to a maximum of 30 days).

**Family Medical Leave Act:** This federal law guarantees employees up to 12 weeks of leave either for themselves or for a family member. More details can be found above or at [http://www.cs.state.ny.us/attendance_leave/spec_notes_fmla.cfm](http://www.cs.state.ny.us/attendance_leave/spec_notes_fmla.cfm).
Jury Duty: Full time employees who are chosen for jury duty continue to receive their regular pay during the time served and do not charge any leave benefits. Shift workers will have their shift changed to accommodate the jury duty requirement. Any payments given to the employee by the courts must be turned over to the college. Employees must note on their time sheets that “jury duty” was taken and also attach the attendance sheet provided by the court.

Personal leave: Only CSEA and Council 82 members are granted five personal days per year (on their anniversary). This leave is not cumulative and remaining balances are lost at the next anniversary date if not used. Prior approval must be obtained but no reason needs to be given for the leave.

Promotional Leave: Any CSEA employee who must take time off work for a promotional job interview at Cobleskill or any other State employer is entitled to take that time and not charge accruals.

Sick leave: All campus employees accrue sick time (all, of course, at different rates depending on bargaining unit). Each department also has specific call-in procedures to record employee absence (make sure to review yours!) Employees may be asked to provide a doctor’s excuse if absent more than three days in a row or for absences of less than three days if abuse of sick time is suspected.

Sick leave at half pay: If a CSEA or Council 82 employee has exhausted all their accrued benefit time and remains out of work, they can request sick leave at half pay. Only employees with a satisfactory performance evaluation are eligible for this program. How much additional leave you are entitled to depends on your length of state service. Contact HR for details.

Sick leave donations: An employee who has exhausted all leave benefits may still request the donation of leave time from other state employees. It is the union representative’s job to ask the campus community for the donation of leave. Please note: Campus employees donate ANNUAL leave and not sick leave under this program.

Sick leave for family illness: All employees may use sick time to care for a family member who is ill. How much time you are able to use is dictated by your contract: [http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm](http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm) or consult with Human Resources.

LENS and licenses: Any employee who wishes to drive a state vehicle must have their driver’s license checked by the University Police Department (UPD). A LENS (License Event Notification Service) form is completed in the HR office during orientation for any employee who will be using a state vehicle. Any employee who wishes to drive one of the larger passenger vans must also attend a van safety class given by UPD. And fyi, all parking and traffic tickets are the responsibility of the driver!

Library books: Any employee with a valid Coby ID card may use the library and check out books.

Life Insurance: UUP members receive a $6,000 policy as part of their union membership. In additional all employees can buy life insurance at group rates from their union (or in the case of M/C, from NY State). A survivor benefit is also paid from the retirement plan if the employee dies in service. The HR office can give you more details and information on how to sign up. Stop by Knapp 126 if interested.

Lunch: Facilities staff are typically scheduled for a 30-minute lunch. Other employees, in consultation with their department, are scheduled for either 45 minutes or one hour. All lunch breaks are unpaid.
**M/C:** Stands for Management/Confidential employees. Those designated as M/C are non-union employees and serve at the pleasure of the college President. An M/C designation is rare and follows a complicated set of rules established in joint cooperation between the State and various unions. Benefits, training opportunities and other policies related to being an M/C employee may be found here: [http://www.goer.state.ny.us/Labor_Relations/ManagementConfidential/index.cfm](http://www.goer.state.ny.us/Labor_Relations/ManagementConfidential/index.cfm)

**Mail:** All mail is delivered to our central warehouse and then distributed around campus. Your campus mail address is based on your building and department, so check with them. Employees are not permitted to have personal packages or mail sent to the campus.

**Maps:** County maps are available in the HR office and from the Schoharie Chamber of Commerce in Schoharie (in the plaza just off exit 23 on I-88). The best paper maps of the campus can be found in the Admissions office on the second floor of Knapp Hall. A most excellent online map of the campus can be found here: [http://www.cobleskill.edu/about/map-and-directions.asp](http://www.cobleskill.edu/about/map-and-directions.asp).

**Mileage reimbursement:** While staff are strongly encouraged to use state vehicles for any work-related travel; with approval, employees who use their personal vehicle for work-related travel may be reimbursed at the state rate for miles travelled. State rate typically follows the federal IRS rates for mileage reimbursement. Most recent rates: [http://www.osc.state.ny.us/agencies/travel/mileage.htm](http://www.osc.state.ny.us/agencies/travel/mileage.htm)

**Mission:** From the strategic plan: "SUNY Cobleskill is a public, residential college offering bachelor, associate, and professional educational programs through its Schools of Agriculture and Natural Resources, Business, and Liberal Arts and Sciences. It is located on 782 scenic acres just west of the state capital in New York’s tech valley. The College provides a small college experience at an affordable price for a diverse student body seeking a high quality, challenging, hands-on education in a nurturing environment. The College places emphasis on integrating classroom instruction with strong internships and field experiences. Many experiential learning opportunities are available on campus through avenues such as a working farm, fish hatchery, equestrian center, outdoor recreational area, histotechnology laboratory, broadcast television studio, restaurant, and accredited preschool and child care center. The College has nationally recognized programs and faculty who engage in scholarship, often in collaboration with students, which serves to enhance the teaching-learning process.

*SUNY Cobleskill is a significant economic driver, positively impacting the region’s quality of life by creating an educated workforce, forming partnerships with corporations and the community, and providing numerous cultural, athletic, and regional events.*

*The College provides a variety of student-centered activities as well as significant opportunities for leadership development. Students may also participate in a full array of intramural and intercollegiate athletics, successfully competing at the NCAA Division III level. The campus community is committed to helping students to achieve their personal and professional goals and to develop their full potential within a global society.* For the full strategic plan: [http://www.cobleskill.edu/strategicplanning/](http://www.cobleskill.edu/strategicplanning/)

**Name tag:** The Human Resources office will order name tags for all new employees. If you have a preference for how your name appears on the badge, please make your wishes known to HR at the earliest point of your orientation.
NY Alert: In the event of a campus emergency or closure, you can set up email, cell phone, and land-line alerts. FOLLOW THESE 10 STEPS FOR REGISTRATION:

1. Log on to the internet and enter SUNY’s address as follows: www.suny.edu
2. Left-click on “Faculty, Staff & Employment”
3. Under “SUNY Secure sign-on” left-click on: “Sign On >>>”
4. For “Campus:” select Cobleskill from the drop-down menu.
5. For “User ID:” enter your Cobleskill username (from your email).
6. For “Password:” enter your Cobleskill password (also from your email).
7. Left-click on the “Login”
8. Left-click on “SUNY Emergency Contact System / NY-Alert SEMO”
9. Follow the instructions given and enter your emergency contact information.
10. When you finish entering and submitting your contact information, be sure to terminate your browser session or log off the computer. If you forget to do this, someone could use the computer to change your contact information.

Office space: Departments designate office space based on availability. If you have difficulties with your work space, contact your department. If your difficulty is related to ergonomics or how your physical space is laid out and requires you to bend and stretch, feel free to consult with our Environmental Health and Safety officer. That office can be reached at x5411.

Office supplies: General office supplies are budgeted by your individual department. The exception is copy paper which is obtained from the printing and publication office in Alumni Hall. Supply budgets are tight and have very little wiggle room built in. If you have some special supply needs, try to let your area secretary or supervisor know before the period of budget creation (typically March of each year). Some office furniture can be obtained for free from the facilities warehouse (x5228) or through the state Office of General Services (contact facilities at x5228 for details).

Old Quad: This refers to the area at the top of the campus which houses the original campus buildings: Frisbie Hall, Home Economics, Alumni Hall (which has nothing to do with the Alumni office), and the Old Gym (which does not have a gym but does have an art gallery).

Organizational charts: Department supervisors typically provide employees with an organization chart of their area. A comprehensive organizational chart of the campus is available through the HR office. A campus org chart may be found here.

Orientation: New employees are scheduled for a one-on-one orientation with the HR and Payroll offices in the first two weeks of employment. You may call the HR office at x5423 to schedule one sooner if necessary.

Outlook: This email system from Microsoft is the main conduit of communication for the campus. It is also used by many departments (including HR) as an electronic filing cabinet. An alternate definition is the positive sunny demeanor we strive for in our employees...but that is what stress management seminars and First Fridays are all about.

Paperwork: New employees are sent a variety of paperwork to complete as part of their initial hire even before a formal orientation. It is essential that this paperwork be turned in to the HR office either before your first day of work or on your first day of work...or else.
Parking permit: The campus charges the exorbitant rate of $5.50 per year to park your vehicle on the campus. Permits must be obtained as soon as possible to avoid parking tickets issued by UPD (which cost a lot more than the registration does). The University Police Department is located on Route 7, directly across the street from the main campus and is open Mon-Fri 8-4pm (those are the office hours, not the police hours). More on parking may be found HERE.

Paychecks and advisories: Employee pay day is every two weeks on a Wednesday. If you have elected to receive an actual check (which we strongly discourage), you must pick it up in the Human Resources Office during regular hours, 7am-noon and 1-5pm (assuming it arrived in the mail from Albany). If you choose direct deposit (and good for you if you do!), your ‘advisory’ or direct deposit receipt will be sent to your work location as soon as we receive it (which can be on the Tuesday before payday...please be advised that your money is still not in the bank until pay day).

Payroll advances: On very rare occasions, the college can issue a pay advance for a documented hardship. New employees must contact the HR office and sign a Power of Attorney form in order to receive a one-time advance.

Payroll information: If you have any questions about staff payroll, you can dial x5412. Questions about student payroll please dial x5424. The State does operate under a lagged payroll system so it may be four weeks before you receive your first paycheck as a new employee. Your last paycheck, as a result, would arrive about two weeks after your last day of employment.

Personal Leave: Only CSEA and Council 82 members are granted five personal days per year (on their anniversary. This leave is not cumulative and remaining balances are lost at the anniversary date if not used. Prior approval must be obtained but no reason needs to be given for the leave. Check your contract for specifics regarding this benefit.

Pets: Pets are not permitted on the campus. The use of service animals is permitted in all areas of the campus. A service animal is not considered a pet, but more like a tool. A service animal is defined under the Americans with Disabilities act as “any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability”. Students who will be bringing a service animal to live in a residence hall must notify the campus Coordinator of Disability Support Services before coming to campus so that appropriate accommodations can be made. Service animals living in residence halls or that will be regularly employed by an individual on campus must have an annual clean bill of health from a licensed veterinarian. The college may limit the use of service animals in certain locations where their use may compromise the integrity of a program or research.

Pets and other Animals:

In consideration of personal safety and sanitation, all animals and pets, other than service animals, are strictly prohibited from the College's internal building areas including, but not limited to, classrooms, office buildings and offices, corridors, laboratories, residence halls, etc. This policy does not cover, nor is it intended to restrict, the use of animals for educational purposes in college facilities.

Animals are permitted during a temporary visit on campus grounds provided:

• They are attended to at all times
• They are leashed and under the physical control of their owners at all times.
• They remain outdoors at all times.

Owners are expected to clean up after their pets.

Fish in bowls and aquariums are permitted in office areas and in residence hall rooms. Tanks in residence halls are limited to a maximum of 20 gallons and one tank per resident. Reptiles and all other oogy creatures are prohibited.

**Phone code:** If you wish to use a campus phone to dial off campus or to send a fax outside the campus you will need to obtain a seven-digit phone code that is punched into the phone after punching in the number you are dialing. This code is to be used only for work-related calls. For your individual code, contact the ITS office in the basement of Warner Hall or at x5899.

**Phone list:** A campus phone list is published each semester and is available on [SharePoint](#) under ‘campus documents’ which is a tab at the top of the webpage.

**Phonebooks:** Contact the campus warehouse at x5608 if you need a current phone book for the local area. You can also obtain a phone book at the Schoharie Chamber of Commerce.

**Pizza:** All the pizza places in Cobleskill are excellent. Two even deliver. Feel free to ask which ones.

**Police:** SUNY Cobleskill has its own police department typically referred to as the University Police Department, or more simply, UPD. All members of UPD are NY state certified police officers and the campus subscribes to the police of “community policing” which has a strong educational component in addition to routine law-enforcement practices. They are ready to assist you 24 hours per day, 7 days per week. In case of campus emergency, you can contact them by dialing 5555 on any campus phone or by dialing 911. To learn more about UPD’s mission and campus safety statistics, go to: [http://www.cobleskill.edu/campus-life/university-police/](http://www.cobleskill.edu/campus-life/university-police/).

**Police Benevolent Association:** This is the official union of all university police officers. As of October 2011, they do not have a current union contract. [http://www.nystpba.org/Home.aspx](http://www.nystpba.org/Home.aspx).

**Policies:** There are a variety of sources for policies related to SUNY Cobleskill. [The HR website](#) is a good start. Since we are also governed by the State University System, a good source for system-wide policies may be found here: [www.suny.edu/sunypp/](http://www.suny.edu/sunypp/).

**Printing:** Keep in mind that SUNY closely adheres to copyright law and carefully monitors the inappropriate distribution of copyrighted materials. If you are interested in having printing done, see “copies” above.

**Professional Obligation:** This term relates to the task-oriented nature of professional employment and embodies both the duties of your position as well as the time these duties take to perform. Your specific duties will be outlined by your supervisor through your Performance Review Program as well as by formal and informal communication. While the campus does have hours of operation and also has a general work week of 37 ½ hours, professional obligation requires completion of tasks and duties that may go beyond a normal work day or work week. Currently, for all M/C employees and UUP
professionals, your professional obligation is formally defined as being on-campus or at approved field sites fulfilling your work assignment during all days and hours of operation. While some people mistakenly believe that they define their own professional obligation, it is up to the supervisor, in conversation with the employee, to determine what obligation each employee has related to their position.

**Promotion and Advancement:** Cobleskill has two programs in place for internal career advancement, the Bridge Program and the Internal Career Advancement Program. In a nutshell, both require that promotional opportunities be posted internally for 10 days and internal candidates be considered first. For full details, go [HERE](#).

**Public transportation:** Serves the many towns and villages of Schoharie County with 14 buses, 5 fixed routes, 2 computer routes and 2 dial-a-ride services, Weekday buses to and from Albany. Visit the website ([www.schohariecountypublictransit.com/](http://www.schohariecountypublictransit.com/)) for fares, routes and schedules.

**Raises:** Salary increases are driven by contract. Additional increases or position upgrades can occur as a result of a significant change to your duties or responsibilities. Please keep in mind that being given additional responsibilities is not usually accompanied by a salary increase.

**Real Estate:** Buying a house in the Cobleskill area can be a challenge only because there are a lot of independent realtors in the area that list properties only on their own websites. Human Resources keeps a list of these websites and would be happy to provide you with a copy.

**Retirement:** Employees must choose their retirement program upon hire. Each plan requires a contribution by the employee of 3% of gross pay for the first ten years of employment. After ten years, the state contributes the three percent on your behalf. Employees who retire after ten years of benefit-eligible employment are qualified to receive health insurance for life at the employee cost. This cost can be further reduced by the value of any sick time remaining at the time of retirement. Employees are also strongly encouraged to open individual retirement accounts. Both tax sheltered annuities and the NY State Deferred Compensation program are available. A quick comparison chart may be found here: [http://www.suny.edu/BENEFITS/addlBenefits/ComparisonChart.cfm](http://www.suny.edu/BENEFITS/addlBenefits/ComparisonChart.cfm) Or contact HR for details and to sign up.

**SharePoint:** If you want to know what goes on at SUNY Cobleskill, you need SharePoint. The Employee SharePoint website is THE source of communication on campus. Official notices, job openings, campus events and announcements, class cancellations, archived documents, vehicle requests, room reservations, and more are all found here. This is a secured website and you must have your employee logon and password (which is the same as your email logon and password) to see this site. You can access SharePoint from anywhere through [www.cobleskill.edu/cobynet](http://www.cobleskill.edu/cobynet) and clicking on Faculty/Staff SharePoint.

**Sick time:** All benefits-eligible employees earn sick time. Sick time may be used when the employee is ill, has a medical appointment, or when a family member is ill or has a medical appointment. The number of days that can be used for “family sick” is limited by contract, so check yours for details.
Ski lodge: Yes, we do have a ski lodge. No, we do not offer skiing there. The ski lodge is located on route 10 on the edge of town. It is frequently used for meetings, gatherings, but not skiing. CAS (see above) runs the ski lodge and you can schedule a tour or an event through them at x5540.

Smoking Policy: New York State forbids smoking in any state building. Additionally, there is a smoking restriction within 25 feet of any campus residence. When you are ready to quit: 1-866-NY-QUITS (1-866-697-8487). Some cessation programs may also be covered by your Health Insurance.

Software: The campus standard for software is Microsoft Office. A copy of Office is available through the bookstore for $14.95 for your home use. You can also purchase a variety of software at extraordinary educational discounts through the college bookstore.

Summer hours: In an effort to conserve energy and to allow employees to more fully enjoy the nice weather of summer, SUNY Cobleskill has instituted a voluntary summer hours program. This program, when running, calls for working longer hours Monday through Thursday and then closing up shop at noon on Friday. This program typically runs from the end of May through the middle of August.

Supplemental retirement: Have you ever tried to sit on a two-legged stool? As you may guess, you would have very little stability. Just as a three-legged stool would provide stability, so does a supplemental retirement program. Social security and your state pension only go so far. Financial advisors would tell you that you need the third leg of a personal supplemental retirement account to provide you with the financial stability you would like in retirement. Stop by HR to take a look and the large variety of programs offered.

Survivor Benefits: In the event of your tragic demise while employed by the State of New York, your survivors are entitled to certain benefits regarding your retirement income, health insurance, etc. Detailed information is available from NYS Civil Service at: http://www.cs.state.ny.us/pio/survivorbenefit/tocssurvivorinfo.cfm. Of course, you might want to share this information with your loved ones now.

Tchochtke: This Yiddish word for ‘knick knacks’ is the perfect description of the kinds of Cobleskill merchandise you can buy at a discount through the college bookstore. They have a great variety of clothing and tchochtke that is always 10% off with your Coby ID card. And, Coby wear is always appropriate wear.

Term appointment: In the language of SUNY, a term appointment is a guaranteed length of time of employment. Professional positions, other than M/C, may be granted a one, two, or three year term appointment. Term appointments typically do not start until at least the second year of employment. The appointment letter you receive from HR will have the details of when your term appointment starts and ends. A variety of state rules dictate who can get a term appointment, when they can get a term appointment, and how much notice must be given to the employee if a term appointment is not to be renewed. For more detail, consult the SUNY Board of Trustees policies here: http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf starting on page 13.

Time off: Annual leave must be requested in advance. Any employee who will be absent from work due to illness must call in to their supervisor or department as soon as practical and consistent with the
policies of the department. The employee is responsible for tracking their own benefit time balances. CSEA has a formal leave request form that must be completed for all leaves.

**Time Sheets:** All employees must complete time sheets. CSEA and overtime-eligible UUP members turn in time sheets every two weeks. All other employees complete a monthly benefits use form. Copies of all time sheets may be found [HERE](http://www.cobleskill.edu/about/administrative-offices/business-affairs/time-sheet-lookup.cfm).

**Title IX/Nondiscrimination:** SUNY Cobleskill is an Affirmative Action/Equal Opportunity/Title IX compliant educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities, services, and educational opportunity shall be available to all people without regard to an individual’s race; color; national origin; sex; religion; age; disability; gender; pregnancy; gender identity; sexual orientation; predisposing genetic characteristics; or marital, veteran, military, domestic violence victim, or ex-offender status. The Director of Human Resources is the Affirmative Action Officer and can be reached at x5514 with any questions or issues. More information may be found here: [http://www.cobleskill.edu/about/discrimination-disclaimer.asp](http://www.cobleskill.edu/about/discrimination-disclaimer.asp).

**Tours of campus:** The Admissions office conducts campus tours most days of the week. You can contact them at x5525 to reserve a slot. They are also a good resource for helping to arrange tours for other visitors to the campus.

**Training:** SUNY Cobleskill provides both mandatory and enhancement training for our employees. If you would like training on Microsoft Office products, including use of your email and scheduling software, call Instructional Support at x5869. Contact HR at x5423 for opportunities in your area.

**Travel authorization:** Travel must always be approved in advance since it is an expense budgeted to individual departments. The rules related to travel are both extensive and detailed. Everything you ever wanted to know about travel can be found at [http://www.cobleskill.edu/about/administrative-offices/business-affairs/travel.asp](http://www.cobleskill.edu/about/administrative-offices/business-affairs/travel.asp).

**Tuition waivers:** Members of UUP can receive tuition waivers when taking a class at any SUNY college (except community colleges). All other employees may be eligible for tuition reimbursement. M/C employees have additional online training opportunities. All M/C information may be found at: [http://www.goer.state.ny.us/Training_Development/Management_Confidential/index.cfm](http://www.goer.state.ny.us/Training_Development/Management_Confidential/index.cfm), everyone else can apply through the HR office. A reminder in all cases that tuition benefits can be used only by the employee, not their family members.

**Tuition for kids:** UUP members only have a benefit they can apply for that will award up to $500 per semester for each child attending college. Check out the UUP website at [www.uupinfo.org/scholarships/scholarship.html](http://www.uupinfo.org/scholarships/scholarship.html) for more information.

**Union information:** Each union has its own website that provides valuable information for its members. The GOER site also has comprehensive information for each union under SUNY. If you are unsure which union you belong to, contact the HR office at x5423. Pertinent websites are listed below:

- **UUP:** [www.uupinfo.org/](http://www.uupinfo.org/)
- **CSEA:** [www.csealocal1000.org/](http://www.csealocal1000.org/)
- **PBA:** [www.nystpba.org/Home.aspx](http://www.nystpba.org/Home.aspx)
**UUP**: This is the official union for all teaching faculty and non-teaching professionals. The United University Professionals is the largest union on campus and the largest higher education union in the country. Check their website for more information: [www.uupinfo.org/](http://www.uupinfo.org/).

**Vacation**: The term used on campus for vacation time is annual leave. Employees earn annual leave every month and cannot use the time until it has been earned or accrued. Annual leave must be requested in advance. While every effort will be made to grant all annual leave requests, management does reserve the right to deny an annual leave request if the absence will severely affect the functioning of the department. Also take note that most employees have maximum accrual levels and time will be lost if not taken. Consult your union contract or handbook for details.

**Van certification**: Any employee who may be transporting students or staff in a 12-passenger or larger van must take the van certification course offered by UPD. Check SharePoint for available classes or contact UPD at x5317.

**Vehicle reservation**: Campus vehicles are the preferred mode of transportation for any state business that will take you off campus. We have a large fleet of cars varying from a Toyota Prius to a 15-passenger van. Employees must have their license verified through LENS (see above) before driving a college vehicle. Reservations may be made online by going to the Employee SharePoint page and clicking on the “Vehicle reservations” tab at the top. All vehicles are picked up and dropped off at the facilities building across the road from the main campus.

**Vision**: If you were looking for glasses, then see “eyeglasses” above, otherwise, our vision statement: “*With a focus on Real Life ♦ Real Learning, SUNY Cobleskill provides its stakeholders with transformative experiences that are engaged, dynamic, and uncommon.*”

**Waiting periods**: Tuition waivers and reimbursement, no waiting period. Health insurance, 42-day waiting period (56 days for M/C). Dental insurance, 42-days (6-months for M/C). Long-term disability insurance, one-year waiting period.

**Weather closures**: Only the governor can close a campus, but sometimes classes are cancelled due to weather issues. Teaching faculty would not have to report in this case, nor would they charge time. Employees are urged to use their own judgment, but if you leave early or do not report due to weather, you will have to charge your annual leave for the absence. The Weather Emergency Plan may be found here: [http://www.cobleskill.edu/about/administrative-offices/human-resources/policies.asp](http://www.cobleskill.edu/about/administrative-offices/human-resources/policies.asp).

**Wellness Center**: Is the campus clinic for student counseling and illness. It is easily confused with the campus Fitness Center which is where staff can go to work out (see above).

**Winter Break**: The period between Fall and Spring semesters is typically designated as a “liberal leave time” meaning employees will unconditionally be granted permission to take annual leave. Some exceptions will always apply, particularly with essential personnel. As an energy-saving measure, many of the campus buildings are closed during this period, including the dorms. Employees not using liberal leave are typically relocated during this time.
**Work orders:** All repairs and upgrades must be scheduled through the facilities office. The new electronic work order system is available online by going to the Employee SharePoint webpage and clicking on the “work orders” link to the right.

**Workplace violence policy:** SUNY Cobleskill is committed to providing a safe work environment for all employees. Employees may contact their supervisor, the Human Resources office (255-5423) or University Police (255-5317) if they have questions, concerns, or problems. Both the policy and the procedure related to this policy may be found on [the HR Policy website](#).

**Zeitgeist:** From the *Cultural Dictionary*: “The general moral, intellectual, and cultural climate of an era.” SUNY Cobleskill’s zeitgeist has been one of inclusion, participation, growth, learning, camaraderie, informality and fun. There is no reason that future Cobleskillians will look back and say anything different. Welcome to SUNY Cobleskill, we’re glad you decided to join us!

*Revised October 2011*