

**SUNY COBLESKILL'S
2022**



CSEA EMPLOYEE HANDBOOK

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HISTORY OF THE COLLEGE

SUNY Cobleskill was chartered in 1911 and opened in 1916 as the Schoharie State School of Agriculture with one building, five faculty members and eight students, all young men desiring post-secondary education in agriculture.

By 1928 the College consisted of four main buildings, now known as the Old Quad, with Frisbie Hall being the headquarters for the teacher training classes, an outcropping of the home economics program which had been started for young women. Directly opposite Frisbie, in the building now called the Old Gym, the upstairs served as a basketball court and as a facility for physical education. The original basketball court lines on the floor of what is now Grosvenor Art Gallery are still clearly visible.

The basement of the Home Economics building housed the home economics program, as well as the college cafeteria. The building now called Alumni Hall served as the headquarters for the agricultural programs.

From 1947 to 1960 enrollment grew rapidly. The advent of degree programs resulted in a doubling of enrollment in a 10-year period prior to the fall of 1961. In the 1960s, facilities were expanded to meet the needs of the growing campus community, and in the period between 1960 to 1973, most of the buildings which are presently on campus were built. The arches sculpture and Bouck Hall Mall, a focal point for the campus, were constructed between 1975 and 1976.

In 1987, the College began offering its first Bachelor of Technology in agriculture, and now also offers bachelor and associate degrees in more than 55 programs across two schools — Agriculture and Natural Resources and Business and Liberal Arts & Sciences — as well as a wide array of extended learning and professional development opportunities, including certificate programs and micro-credentials. SUNY Cobleskill is now officially recognized as a comprehensive college.

SUNY Cobleskill has grown to include 902-acres and more than 70 buildings, over 100 faculty members and 1,825 students. It has grown and changed but stayed true to its original charter. The college charts its future with a clear sense of purpose that, for the most part, has not changed since its founding. SUNY Cobleskill prides itself on giving individual attention to students, on programs that marry theory with practice, and on commitment to preparing students for a lifetime of learning and accomplishment.

THE NEW YORK STATE EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY IN THE STATE OF NEW YORK

The State University of New York (SUNY), in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this University Policy of Equal Employment Opportunity.

It is the policy of the State University of New York to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent unit of the University.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, age, or sex, except where sex is a bona fide occupational qualification, sexual orientation, military status, disability, or marital status.
2. Applies equally to all job classifications and titles in State University and to all types of appointments under University jurisdiction, whether full-time or part time.

3. Governs all University policies, practices and actions including but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature.

4. Applies equally to all State University organizational units.

5. Expects each contractor, supplier, union, public agency, or other cooperative agent to support this policy by complying with all applicable State or Federal equal employment opportunity laws and regulations.

In support of this policy, State University affirms its right to take appropriate action if it or other duly constituted authority should determine that applicable Federal and State equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy have been willfully or habitually abrogated.

The development of programs, plans and procedures necessary to carry out a campus program for Equal Opportunity in Employment is coordinated by the Director of Human Resources. Any employee who believes that they have been discriminated against in any personnel decision or condition of employment may file a complaint with SUNY Cobleskill's Director of Human Resources.

POLICY ON SEXUAL HARASSMENT

Harassment based on sex is a direct violation of Title VII of the Civil Rights Act of 1964 as amended by interim guidelines 1604.11, Sexual Harassment, established by the Equal Employment Opportunity Commission. The guidelines state that such "unwelcomed behavior" may be either physical or verbal in nature. Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment of SUNY College of Agriculture and Technology at Cobleskill employees or of students which imposes requirement of sexual cooperation as a condition of employment or academic advancement is inimical and will not be tolerated in this academic community. Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action to investigate the allegation will be taken.

Initial complaints should be referred to the Director of Human Resources as soon as possible. SUNY College of Agriculture and Technology faculty, staff and/or students may file a formal grievance in writing with the Affirmative Action Office within forty-five (45) calendar days of the alleged discriminatory act. Questions relative to this campus policy and procedure should be referred to the Affirmative Action Officer.

POLICY ON WORKPLACE VIOLENCE

SUNY Cobleskill is committed to providing a safe work environment for all employees. The University will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others. This policy sets forth the standards for employee conduct and guidelines for reasonable precautions.

The University will not tolerate any act or threat of violence made in the workplace, on university property, or while in work status. No person may engage in violent conduct or make threats of violence, implied or direct. This includes but is not limited to: the use of force with intent to cause harm, engage in behavior that diminishes others through racial, religious, sexual, or ethnic harassment, and/or engage in acts that are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm either directly or indirectly.

For a full copy of SUNY Cobleskill's Policy on Workplace Violence, including a statement on the Workplace Violence Advisory Team, please visit www.cobleskill.edu/hr.

POLICY ON DOMESTIC VIOLENCE AND THE WORKPLACE

Domestic violence permeates the lives and compromises the safety of thousands of New York State employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with a child/children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or have dated in the past.

Domestic violence is defined as a pattern of coercive tactics that can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the individuals it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism and increased employee turnover.

SUNY Cobleskill, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.

To review SUNY Cobleskill's Domestic Violence and the Workplace Policy in full, please visit www.cobleskill.edu/hr.

AFFIRMATIVE ACTION PLAN

SUNY Cobleskill is firmly committed to providing equal educational and employment opportunities for all persons, without regard to age, carrier status, citizenship status, color, disability, gender, genetic disposition, marital status, national or ethnic origin, prior arrest or conviction status, race, religion, Sabbath observance, sexual orientation, or veteran status.

The equal opportunity policy incorporates, as applicable, affirmative action obligations that are not only state and federal laws but illustrate the College's and the State University of New York's longstanding commitment to the ideals of fairness, access, and excellence. In addition, the College believes that its mission as an institution of higher education demands that it be committed to increasing the representation of protected groups throughout the workforce. To this end, SUNY Cobleskill has developed an Affirmative Action Plan to promote diversity on our campus and among our workforce.

For a full copy of SUNY Cobleskill's Affirmative Action Plan please visit www.cobleskill.edu/hr.

CLASSIFIED SERVICE APPOINTMENTS

All positions in the classified service at the College are subject to laws and regulations administered by the New York State Department of Civil Service. Your job was classified according to its duties and given its title and salary by the Department of Civil Service. Classified service positions fall into four categories:

1. Competitive - those positions filled by means of an examination supervised by the Department of Civil Service.
2. Non-Competitive - those jobs for which examinations are not held, but which have minimum education and/or experience requirements e.g. Skilled Tradesman.
3. Labor Class - unskilled positions requiring manual labor.

4. Exempt - those jobs for which an examination is not practical (usually because of the small number of people to be appointed to a title). Such positions are not tenure bearing.

Employees serving in non-statutory (NS) hourly positions are subject to all Civil Service rules and regulations with the exception of Section 130 of the Civil Service law. Unless specifically legislated, employees in these positions are not entitled to longevity pay or bonus pay.

If you have any questions regarding your appointment status, please contact a representative of Human Resources.

PROBATION

All permanent appointees serve a probationary period during which ability to do the job will be carefully evaluated. If their performance, conduct, and attendance are fully satisfactory, they will be made permanent employees. An "unsatisfactory" rating from their supervisor will result in termination of their services during the probationary period.

New appointees serve a 26 to 52 weeks probationary period. Permanent employees who have been promoted serve a probationary period of 8 to 26 weeks for positions at SG-13 and below or 12 to 52 weeks for positions at SG-14 and above.

COMPENSATION AND PERFORMANCE EVALUATIONS

The salary schedule in effect for classified employees paid on an annual basis contains a hiring rate, interim advancement rates, three longevity steps, and job rate for each grade. Employees advance from the hiring rate to the job rate of the salary grade based on periodic evaluations of work performance. These evaluations are conducted once a year based on the employee's date of appointment or promotion to the salary grade. In addition to the above, employees may receive periodic salary increases resulting from negotiations between the State and the employee organizations (unions). All of the current agreements also provide for longevity increments after five and ten years of service at or above the job rate.

GENERAL INFORMATION

IDENTIFICATION CARDS

All employees of the College are issued identification cards upon initial appointment. This will allow you to use the College facilities and admit you to various functions and events at reduced rates. Any employee who loses or misplaces their identification card should report it to the Human Resources Office so that a replacement form can be filled out and a new identification card issued. Employees are required to turn in their identification card to the Human Resources Office if they terminate their employment with the College.

PAY CHECKS

The state payroll is on a two-week lag basis. Therefore, you will receive your first paycheck three to four weeks after you begin work. Thereafter, payday is every other Wednesday. The state withholds one day of salary for the first five consecutive pay periods of employment. Upon separation from the state, you receive payment for the days withheld at your current rate of pay to be paid three pay periods after you separate employment.

Direct deposit of your pay can be made to any active direct deposit account and is ensured to be in your account on payday. Manual checks will be mailed to the address on file.

Federal and State income taxes, Social Security, retirement and employee organization dues are automatically deducted from your salary.

VEHICLE

If you intend to bring your automobile, truck, or motorcycle on campus, you are required to register each vehicle and pay an annual registration fee for each vehicle online. When you register your vehicle(s), you will be given a decal(s), which must be attached to your vehicle as directed. You will also be provided a parking map.

To register your car online, please visit <https://www.permitsales.net/SUNYcobleskill>.

TELEPHONES

The College is equipped with telephone service that provides direct inward and outward dialing on a 24-hour basis. The College Directory gives dialing directions and number.

SAFETY

The Environmental Health and Safety Officer is charged with ensuring that all employees are advised of their rights and responsibilities regarding issues of health and safety, including all applicable Occupational Safety and Health (OSHA) standards, NYS Department of Labor health and safety standards (PESH), environmental regulations, NYS Fire Codes, as well as campus policies and procedures. The Environmental Health and Safety Office maintains a number of written programs and policies which explain these issues, most notably the Campus Safety Manual and the Hazard Communication written program (both are available through the Environmental Health and Safety Office, Physical Plant X 5411) and Hazardous Waste Disposal guidelines.

The Environmental Health and Safety Officer also works with appropriate department heads and supervisory personnel to ensure that employees attend mandated safety training on a variety of topics such as chemical handling and storage, hazard communication, blood borne pathogens, and respirator use. The Environmental Health and Safety Office coordinates the necessary scheduling of occupational health exams for eligible employees such as our in-plant asbestos team, all respirator users, and those who handle certain substances such as lead or formaldehyde.

The Environmental Health and Safety Officer coordinates annual fire drills and works with the Public Safety Department to coordinate campus emergency evacuation procedures. Further information on any environmental health or safety issue at SUNY Cobleskill is available by contacting the Environmental Health and Safety Office at x. 5411.

PERSONAL INFORMATION CHANGES

The Human Resources Office must be kept up to date on employees' status at all times. If you experience any changes in address, marital status, number of dependents or similar information, please notify the Human Resources Office as soon as possible. This information is necessary for your personnel file, retirement, health insurance, W-2's, etc. both on campus and in the SUNY Systems Administration Office.

REVIEW OF PERSONNEL FILE

The Human Resources Office maintains a personal history folder for each member of the College Staff. This file contains all memoranda and documents related to an employee's work performance. In accordance with the employee organization agreements, copies of this material are sent to the employee at the same time they are placed in the folder. The personnel folder also contains documents related to payroll actions (e.g. special payments received such as overtime compensation).

An employee has the right to examine their personal history folder in the presence of an appropriate College official. Employees may also place in the folder a response to any item considered adverse. Consult the appropriate employee organization agreement for more information regarding reviewing your personal history folder.

CONFIDENTIAL INFORMATION

The Oath of Office requires that employees uphold the provisions of the code of ethics, which state in part: "A state employee shall not disclose confidential information acquired in the course of official duties, nor shall such information be used to further the State employee's personal interest." As an employee, you may have access to information concerning fellow employees or students. We urge you to be conscientious of your agreement to uphold the Code of Ethics when dealing with confidential information.

EMPLOYEE SUGGESTION PROGRAM

Several years ago, the Civil Service Department launched a formal award program to recognize and reward those who think of ways to improve state operations. Under this program, the state welcomes your suggestions and ideas, and gives cash awards or Certificates of Merit to employees whose suggestions are accepted. Your suggestion must directly contribute to the economy, efficiency, or increased effectiveness of state operations.

Suggestions should be submitted to New York State Employee Suggestion Program, Department of Civil Service, State Office Building Campus, Albany, New York 12239. All suggestions are acknowledged and then returned to your department or agency for evaluation. The Civil Service Commission then passes final review. If your suggestion is used, you will receive a Certificate of Merit and possibly a check. If your suggestion is not accepted, you will receive a letter of explanation.

WORKPLACE GRIEVANCES

Occasionally, employees encounter problems resulting from working conditions, college policies, or interpersonal relationships. If you encounter a problem, we urge you to first discuss it with your supervisor and if desired, the Director of Human Resources. When discussed frankly and openly, most grievances turn out to be easily reconciled misunderstandings.

However, if a problem cannot be resolved through informal discussion, a formal grievance procedure exists. The current union agreement details this procedure systematically. If such a condition develops in your work environment, you may contact your union President, CSEA Local 616 or the Director of Human Resources who can advise you how to proceed.

DISCIPLINE

When problems arise involving an employee's conduct or performance, every effort is made to resolve them through informal discussions. If this is ineffective, counseling memoranda and/or evaluation appraisals providing written documentation may be placed in the employee's personnel file. Should these methods fail to produce an improvement in performance or conduct, a formal disciplinary procedure may be initiated. Details of this procedure, as well as employee rights, are explained in the current union agreement. If you find yourself in such a situation, you are urged to contact your union President and/or the Human Resources Office.

PERSONAL PROBLEMS AND EMPLOYEE ASSISTANCE PROGRAM

At certain times, you may have a personal problem that has nothing to do with work. It might be a transportation problem, financial, family or health problem. You can discuss such problems in confidence with your supervisor, the Employee Assistance Office, or Human Resources Officer. While these parties may not have ready solutions, they may be able to assist you in resolving such problems.

There is also an Employee Assistance Program that provides confidential assistance to employees who have personal problems that impair their job performance. Check the bulletin boards and college directory for office location, hours and phone number.

DRUG-FREE WORKPLACE

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities (Campuses) Act of 1989, the College has adopted a policy, which states, in part, that the unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.

SMOKING POLICY

In compliance with New York's Clean Indoor Air Act, the College has adopted a policy that prohibits smoking in all buildings on campus, and in college-owned vehicles. Tobacco use is permitted only in designated outdoor areas and campus parking lots, all of which are located at least 25 feet from campus buildings.

The littering of cigarette butts, tobacco packing, and smokeless tobacco in parking lots or any area (indoor or outdoor) is prohibited.

KEY POLICY

Employees of the college who are issued keys to the buildings, offices, storage and supply areas, vehicles, and other college property shall assume responsibility for the use and security of such keys.

Loss of key(s) must be reported immediately by employees to their immediate supervisor and to the University Police Department. Replacement of key sets will only be made after a reasonable length of time has elapsed to make certain that the key(s) cannot be found.

CAMPUS FACILITIES & ACTIVITIES

LIBRARY: The Van Wagenen Learning Resources Center has over 80,000 volumes in addition to numerous magazine and newspaper subscriptions. Borrowing privileges are available to staff. College employees are required to borrow on behalf of family members desiring to use library materials.

FITNESS CENTER: Staff members may use the Fitness Center by paying a fee each semester through the Student Accounts office. Lockers are available for usage.

SWIMMING POOL: Located in the rear addition of Bouck Hall, the swimming pool is open during the school year on regularly scheduled weeknights to faculty and staff members. The pool is also open during weekend hours for open recreation swim. Faculty, staff, and students may swim without any charge. All others must pay a nominal usage fee.

ROLLING HILLS BISTRO: The Culinary Arts Department operates a dining facility for faculty and staff serving a noon meal during approximately fourteen (14) weeks of each semester. This serves as a quantity foods laboratory for students and

provides a varied menu at modest prices for staff members. The Rolling Hills Bistro is located in Prentice Hall. Reservations are recommended by calling 5429 or 5425.

DINING OPTIONS: Dining options include Twisted Whiskers, Champlin, Farm Fresh Café, Brickyard Brewhouse and Coby's.

SPECIAL EVENTS: Classified service staff and their families may also wish to attend the many regular special events held during the school year. These include weekly films, lectures by well-known speakers, Little Theater Productions, art exhibits, concerts, and athletic events. You can keep up to date on upcoming events through the weekly campus publications and Coby Now.

PERSONNEL CHANGES

PROMOTION

Higher-level positions at SUNY Cobleskill are filled by promotion of present employees whenever possible. There are many opportunities for advancements in State service and while higher positions are not available every day of the year, it pays to plan by preparing yourself for a future opportunity.

Promotions in the competitive class are made based on written, oral, and/or performance tests administered by the Department of Civil Service. Announcements of Civil Service Examinations are posted on bulletin boards at a number of campus locations. Promotion appointments are made from the top three eligible on the list who are willing to accept the position, and the selection is made by the supervisor based on the interview and your training and experience.

Promotion in the non-competitive and labor classes are made based on job performance, skills, experience, and seniority. Announcements of vacancies in non-competitive and labor class positions are posted around campus and one may apply by going to the Current Openings section of the website www.cobleskill.edu/hr.

Temporary, non-competitive, labor class, as well as permanent competitive employees will find opportunities for advancement through the many open competitive examinations held by the Department of Civil Service. Announcements of such examinations are similarly posted around campus the same as promotional announcements.

REASSIGNMENT WITHIN THE COLLEGE

You may request a reassignment from one office to another where an opening in the same title may occur. While the College tries to give each request for reassignment due consideration, employees must recognize that is not always possible to honor such requests.

TRANSFER

You may request a transfer to a position in the same or lower salary grade in another state agency. Such request for transfer will be honored if the heads of both agencies agree and the Civil Service Commission approves. The transfer must not interfere with the promotion rights of other employees. The probationary term for an employee transferred to another agency is the same period of time required for a promotion. During this time, the employee's old position cannot be filled permanently. At any time, you may return to your old job giving reasonable notice. If the probationary service proves to be unsatisfactory, you will be restored to your previous position.

RESIGNATION

If you are considering resigning, we encourage you to discuss the possibility with your supervisor and the Director of Human Resources before making a final decision. If you decide to resign, be sure to give Human Resources and your

supervisor a written notice at least two weeks prior to the effective date of your resignation. By doing this you guarantee that you will be paid for accumulated vacation and overtime or compensatory time credits unused at the time of separation.

REINSTATEMENT

If you resign from a permanent position and within one year ask to be rehired, you may be reinstated in the same job title at no loss in salary without taking an examination. However, reinstatement is not mandatory; there must be a vacancy available, and your previous work record must have been satisfactory. If you are reinstated, you must serve a probationary period similar to that required of a new employee.

INSURANCE and OTHER BENEFITS

Details of the benefits summarized in this section can be found in the Employee Benefits Manual, available in most department offices and the Human Resources Office.

HEALTH INSURANCE

New employees are subject to a 42-day waiting period before health coverage may become effective. Employees with appointments expected to last a minimum of three months and their dependents are eligible for either the Empire Plan (Blue Cross and Major Medical) or HMO (Health Maintenance Organization).

Part-time employees are expected to work at least half time (.50 FTE) on a regularly scheduled basis and are expected to work for at least three months to be eligible for health insurance.

For employees whose pay rate is equated to Salary Grade 9 and below, the State will pay 88 percent of the cost of the premium for enrollee coverage and 73 percent for the additional cost of dependent coverage.

For employees whose pay rate is equated to Salary Grade 10 and above, the State will pay 84 percent of the cost of the premium for enrollee coverage and 69 percent for the additional cost of dependent coverage.

We encourage you to enroll within 7 days from the date of employment to avoid delays in coverage.

PRESCRIPTION DRUG PLANS

The CSEA Employee Benefit Fund provides prescription drug coverage for employees and their families in the three CSEA bargaining units. Other classified employees may be covered under the Health Insurance Plan chosen. Generally, employees are able to buy drugs and medicines prescribed by a doctor at a cost of \$3.00 to \$8.00 per prescription. Further details regarding eligibility and benefits may be obtained at the Human Resources Office.

DENTAL INSURANCE

Most classified service employees and their families are eligible to receive dental benefits. Details may be obtained at the Human Resources Office.

VISION PLAN

Most classified employees and their families are eligible to receive vision care benefits that cover partial or full costs of examinations and eyeglasses. Details may be obtained at the Human Resources Office.

RETIREMENT BENEFITS

All full-time permanent employees are required to join the Employees' Retirement System (ERS) within 30 days of appointment. Optional membership is available to employees working less than 30 hours per week, employees on temporary or provisional appointments, or employees working on less than a 12-month per year basis. Retirement plan provisions are extremely complex and four distinct classes of Retirement System members exist:

1. TIER 1 - Those who enrolled prior to July 1, 1973
2. TIER 2 - Those who enrolled between July 1, 1973 and June 30, 1976.
3. TIER 3 - Those who enrolled between July 1, 1976 and August 31, 1983.
4. TIER 4 - Those who enrolled between September 1, 1983 and December 31, 2009.
5. TIER 5 – Those who enrolled between January 1, 2010 and March 31, 2012.
6. TIER 6 - Those who enrolled on April 1, 2012 or after.

Employees who are enrolled at Tier 4 contribute 3% of their salary to the retirement system for 10 years. Employees who are enrolled at Tier 5 contribute 3% of their salary for all years of public service. Employees enrolled at Tier 6 contribute to the retirement system for the length of their state service according to the following salary schedule:

\$45,000 and under:	3%
\$45,000.01 – \$55,000:	3.5%
\$55,000.01 – \$75,000:	4.5%
\$75,000.01 – \$100,000:	5.75%
More than \$100,000:	6%

In addition to varying classes of membership, there are several forms of retirement: regular service, ordinary disability retirements, and accidental disability retirements. Each of these has a distinct method of computing benefits and a number of options are available under each.

Additional information is available in the Human Resources Office. We also encourage you to visit a Retirement Service Representative in Albany for your pre- retirement planning.

DEATH BENEFITS

Ordinary and accidental death benefits are provided to your beneficiaries by both the Retirement System and the Department of Civil Service, provided certain eligibility requirements be met. The Human Resources Office can provide information on these benefits.

SOCIAL SECURITY

In addition to the State Employees' Retirement System, all College employees are also covered by Social Security. Social Security is paid half by the employee and half by the state. (Social Security payments are listed under FICA on employees' paycheck stubs.)

Social Security provides a retirement allowance, (retirement benefits cannot be drawn until age 62 under Social Security) a survivor's allowance for children under 18, and benefits for an employee who becomes permanently disabled.

Information regarding Social Security benefits may be obtained from your Social Security Administration Office.

WORKERS COMPENSATION

The State Workers' Compensation Program provides benefits to employees in the event of a disability or death due to a job-related injury or disease. Any accident that results in injury, even if it seems minor at the time, must be reported to your supervisor and to the Human Resources Office. Details regarding Workers' Compensation leave may be found in your union contract.

EMPLOYEE TRAINING COURSES AND PROFESSIONAL DEVELOPMENT

Opportunities for training and development are offered by the campus, state, unions, and joint labor/management committees. These range from specific job-related programs to career enhancing training. Additional information is available in the Human Resources Office.

TUITION ASSISTANCE

Partial assistance is available for additional courses. Fees are not covered by the Tuition Assistance program. Courses must be taken at SUNY state-operated campus. NYS/CSEA Partnership offers full waiver of tuition for limited undergraduate courses taken at participating institutions; partial waiver for graduate courses; partial reimbursement available upon successful completion of courses at accredited institutions.

EMPLOYEE ORGANIZATIONS (UNIONS)

All classified employees have the right to join, or refrain from joining, an employee organization. These organizations represent the employees during collective negotiations with the State concerning terms and conditions of employment. Membership packets are available in the Human Resources Office.

ATTENDANCE RULES

Classified service employees are generally covered by the Attendance Rules for Employees in New York State Departments and Institutions. This manual is a lengthy, somewhat complex compilation of the legal and contractual items that make up the Attendance and Leave provisions of your employment. The following section is a very brief synopsis of the major provisions of this manual. Specific questions should be referred to the Human Resources Office. The Attendance Rule Manual is available for your use in resolving questions at any time.

TARDINESS

You are responsible for keeping tardiness to a minimum. Excessive tardiness will not be permitted, as it is a violation of the working agreement as well as a possible indication of other poor work practices.

There is no charge to leave credits if an employee is late no more than twice in a pay period and the total time involved is less than 15 minutes. This includes late returns from lunch. Any employee who is late 15 minutes or more must charge such tardiness to compensatory time, vacation, or personal leave in quarter hour units. All absences due to tardiness must be recorded on your timecard in the time and attendance system.

WORKING HOURS AND TIME & ATTENDANCE SYSTEM

The basic workweek at the College for Administrative is 37.5 hours. Occupational positions are designated as 40 hours per week. Office employees generally work from 8:00 a.m. to 4:15 p.m. with 45 minutes for lunch. Other workers have a wide variety of shift hours, reflecting the need to provide around the clock coverage in some areas. Changes in the working hours may occasionally occur of either a temporary or a permanent duration. In some cases, such changes involve consultation with appropriate employee organizations. In addition, the campus may be able to accommodate requests for alternative work schedules that can benefit employees and enhance services while continuing to meet operational needs. Information on the Alternative Work Schedule Program can be obtained from the Human Resources Office.

Each employee is charged with the responsibility of recording their time in the Time and Attendance system. There are no paper timecards. It is important that you keep an accurate record of your own time. Falsification of any record of attendance shall be the cause of disciplinary action. You must submit your time record to your supervisor for review before it goes to the payroll office to be processed.

REST AND LUNCH PERIODS

While neither the Civil Service regulations nor the union agreements require a general rest period, the College does allow two fifteen-minute rest periods during a full working day. Each supervisor will schedule the definite times for these rest periods.

Rest periods may not be used to permit employees to arrive late, leave early, or extend a lunch period.

Lunch periods will vary depending upon your work location and the needs of the department. Lunch periods should be arranged with your supervisor to provide proper coverage. Lunch periods must be completed by 2:00 p.m. unless approved by supervisor or included as part of a flex (alternate) working schedule.

OVERTIME AND COMPENSATORY TIME

Hours worked more than 40 during any workweek shall constitute overtime and eligible persons shall be entitled to compensation at time and one-half for such.

For employees whose basic workweek is 37.5 hours, time worked between 37.5 and 40 hours is compensated by equivalent time off. Compensatory time credits may be accumulated to a maximum of 30 workdays. In the event of resignation or retirement compensatory time credits up to the maximum will be paid.

Your supervisor must approve overtime and compensatory time in advance.

MEAL ALLOWANCES

If you work overtime, you may be entitled to a meal allowance. Eligibility requirements differ by bargaining unit.

REQUEST AND APPROVAL OF LEAVE (ANNUAL, PERSONAL, COMPENSATORY TIME AND HOLIDAY LEAVE)

All requests for leave need to be personally submitted to the Time and Attendance System (TAS). If a properly submitted leave request is denied, your supervisor is required to provide you with a written explanation within five (5) workdays of receipt. We encourage you to submit leave requests as far in advance as possible to allow your supervisor enough time to provide proper coverage in the affected work area. As a courtesy, employees should try to provide two weeks' notice for use of annual leave, or a minimum of at least 48 hours-notice when practicable for unpredicted circumstances.

Employees are responsible for ensuring that approval by the immediate supervisor has been granted before taking the leave. Supervisors are responsible for responding to leave requests promptly.

ANNUAL LEAVE

Upon completing thirteen bi-weekly pay periods, you will be credited with 6 1/2 days of vacation. Thereafter you will earn vacation credits at the rate of 1/2 day per bi-weekly pay period. Upon completion of each full year of service up to and including seven years, you will be credited with vacation "bonus days" one day for each year of completed service. Following the anniversary date on which you are credited with seven "bonus days" you will thereafter earn vacation at the rate of 20 days per 26 pay periods. Additional vacation credit is accrued by certain employees who have 15 or 20 or more years of continuous service. Provisions regarding such additional days are spelled out in the various contractual agreements and in the Attendance Rules, available in the Human Resources Office. Annual leave must be used in 15-minute increments.

You must be in full pay status for at least seven of the ten working days in each pay period to receive vacation credits for that period.

You may accumulate up to a maximum of 40 days of vacation. However, you will only be paid for a maximum of 30 days of unused vacation upon separation from State service. Employees should pay particular attention to these accruals, so vacation time is not "lost" by exceeding the maximum. CSEA employees may exceed the 40-day maximum for one pay period if their request for leave is denied.

It is necessary to obtain advanced approval from your supervisor to use accumulated vacation days. (See procedures for requesting and approval of leave.)

SICK LEAVE

Sick leave is absence with pay necessitated by illness or other physical disability of the employee. It is not to be used for personal business, vacation, or other non-health related absences. Unwise use of sick leave may endanger an employee's financial security during a prolonged illness.

Sick leave credits are earned at the rate of 1/2 day per bi-weekly pay period (or 13 days per year) if you are in full pay status at least seven days during the period. Sick leave may be accumulated up to a total of 200 days. Sick leave credits may not be used in units of less than 15 minutes.

Unused sick leave accruals may be converted into a monetary value to offset out of pocket health insurance premiums during retirement.

Accumulated sick leave may be used for maternity purposes, providing the employee be medically disabled from the performance of her duties. Sick leave for maternity may only be used for the period of actual disability as specified by the attending physician.

CSEA staff must talk to their supervisor or another designated person when calling in sick. Employees should not leave messages on voice mail unless their supervisor approves of this procedure. Call-ins must be made within two hours after the beginning of the workday.

If you are absent more than four consecutive working days, you may be required to present a physician's certificate. This statement should give the nature of illness and expected date of return to work. Such information will be requested by the Human Resources Office if considered necessary and will be kept strictly confidential.

An employee who has been absent because of an extended personal illness may be required to furnish evidence that their ability to perform their normal duties is not impaired or be examined by a college-appointed physician before they are permitted to return to work.

FAMILY SICK LEAVE

A portion of one's sick leave credits may be used for absences necessitated by illness in the employee's family. "Family Sick Leave" should be restricted to times when the services of the employee are required to provide direct care for members of the family who are ill. It is not intended to be used to perform routine housekeeping or home-making chores for ill family members.

Family Sick leave can be used in cases of a death in the family or if it is necessary to take an invalid parent or young child to the doctor or dentist. A maximum of fifteen (15) days in any one calendar year may be used as "Family Sick Leave."

The term "family" shall be defined as the employee's spouse, child, parent, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, or a relative living in the employee's household. In special circumstances other relatives may be included, inquire at the Human Resources Office if in doubt.

SICK LEAVE AT HALF PAY

To be eligible employee must have exhausted all sick leave, vacation, personal leave, and compensatory time prior to being placed on sick leave at half pay.

Sick leave at half pay shall be granted for personal illness to a permanent employee who has completed one or more years of service. The employee must use all sick leave, vacation, personal leave, and compensatory time prior to being placed on sick leave at half pay.

The total amount of Sick Leave at half pay that an employee may be granted during their entire State service is one pay period for each completed six months of service, subject to satisfactory medical documentation.

PERSONAL LEAVE

When you begin employment, you will be credited with five (5) or two and a half (2.5 for 50%) days personal leave, not to exceed five (5) days per year. Thereafter, you will receive five (5) days of personal leave annually on the anniversary date of your employment. Personal leave is leave with pay for personal business, including special religious observances.

Personal leave time is not cumulative and any credit remaining unused by an employee at the close of business on the date immediately preceding the anniversary date shall be canceled. Unused personal leave will not be compensated at the time of separation.

While an employee is not required to give a reason when requesting usage of personal leave, it is necessary to obtain advanced approval from your supervisor to charge an absence to personal leave.

Employees who are unexpectedly and unavoidably absent from work may be allowed to charge such an absence to personal leave credits if an acceptable satisfactory explanation for the absence is provided. Notification must be made to the supervisor within two hours of the beginning of the workday. CSEA employees must talk to either their supervisor or another designated person. Staff should not leave messages on voice mail.

Absences that are not requested, reported, and approved in accordance with the procedures explained above and in the union contracts will be considered unauthorized and will result in lost-time payroll deductions. Repeated violations may result in disciplinary action.

FAMILY MEDICAL LEAVE ACT (FMLA)

Under the provisions of FMLA, eligible employees are entitled to 12 weeks of unpaid leave, during which they have the option of using leave accruals, due to:

- (a) the birth of a child or placement of a child with you for adoption or foster care;
- (b) a serious personal health condition; or
- (c) a serious health condition affecting your spouse, child, or parent for which you are needed to provide care.

Employees who are absent for more than (3) three consecutive days for any of the reasons stated above must immediately notify their supervisor and the Human Resources Office.

MATERNITY AND CHILD REARING LEAVE

Employees are entitled to sick leave for the period of disability as specified by the attending physician. In addition, employees, regardless of sex, are entitled to unpaid leave for childcare purposes for up to seven months following the date of delivery or adoption. Leave credits may be used for childcare. A full explanation of this benefit is available in the Human Resources Office and in the union contracts.

HOLIDAY LEAVE

The following are holidays for State employees:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Election Day
Thanksgiving Day
Christmas Day

Since the College is normally in session on some of these holidays, you may be required to work on one or more of them. If so, you will receive an extra day of compensatory time. If you prefer to receive Holiday pay you need to have a signed holiday waiver on file. You have the opportunity once a year to sign a waiver of holiday requesting you to switch from pay, thus entitling you to compensatory time or vice versa. Such time is recorded in a separate Holiday Leave category and must be used within one year of the date it was earned.

OTHER LEAVES

Extraordinary weather conditions-when weather conditions are severe enough to disrupt transportation or endanger the health of employees, the College may authorize early departure for affected employees and/or cancel classes. Charges to leave credits must be made for early departure and/or cancellation of classes for students. The College is not authorized to cease operations under such conditions.

Jury Duty - Leave with pay without charge to accrual is given for jury duty or if you are required to appear in court as a witness in a case to which you are not a party. Jury duty leave is appropriate for the time of the court proceedings plus reasonable travel time. Employees who are assigned to the night shift may request a change to the day shift for the duration of the jury duty assignment.

Military Leave - Members of Armed Forces Reserves or National Guard can receive twenty-two (22) up to thirty (30) days per year with pay to discharge their military obligations, without charge to leave credits.

Civil Service Examinations - If a New York State Civil Service Exam which you are taking is held during your normal work hours, you may be excused without loss of credit, provided you give your supervisor sufficient notice. You may also be excused without charge to leave credits to report for an interview because of being canvassed for another State position.

Breast Cancer and Prostate Cancer Screening Leave - Legislation enacted in August 2002 and February 2005 respectively amended the Civil Service Law to entitle employees to take up to four hours of paid leave annually for screening for breast cancer and prostate cancer.

The benefit is available to all employees beginning November 11, 2002, for the current calendar year. Beginning January 1, 2003, the benefit is available for the full calendar year. Leave for breast cancer and prostate cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Breast cancer and prostate cancer screening includes physical exams and mammograms for the detection of breast cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to leave credits.

Employees are entitled to a leave of absence for breast cancer screening scheduled during the employees' regular work hours. Employees who undergo screenings outside their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for breast cancer screenings that occur on a pass day or a holiday.

PROCEDURES FOR REPORTING ABSENCES

Employees who are absent due to an unanticipated illness or emergency are required to notify their supervisor on the first day of such absence within two hours after the beginning of the workday. It is also your responsibility to keep your supervisor informed about your anticipated date of return to work.

LEAVE DONATION PROGRAM

This program provides a means for assisting employees who have exhausted their leave credits due to a personal illness. Donations may be solicited by the employee or on their behalf by coworkers or local union representatives. Employees are eligible to donate or receive annual leave credits for sick leave across bargaining units or Management Confidential staff. For additional information, please contact the Human Resources Office.

LEAVE WITHOUT PAY

In certain circumstances, such as depleted leave accruals, personal or family needs, educational or training opportunities, leave without pay may be possible. Written requests must be submitted to the Human Resources Office following discussion with your supervisor.

