

Supervising Employees at SUNY Cobleskill

Basic Information You Need to Know

This document is designed to provide guidance to supervisory staff and is not intended to be a replacement for official College policies and union contracts. If any information in this document is in conflict with said policies and contracts, those documents always govern appropriate action and supersede any information provided here.

Absence reporting: In the event that an employee is sick or needs to be absent for any other reason, they must contact their supervisor as soon as possible in order to request the day off. The supervisor must confirm, either verbally or in writing, that the request was received and approved. If the employee does not receive approval from a supervisor, they must report to work. Faculty must notify both their department chair and their school secretary so that appropriate measures can be taken to cover classes and to answer student questions.

Accommodations: The Americans with Disabilities Act (ADA) and the NYS Human Rights Law require employers to accommodate individuals with a documented disability. If you have an employee who requests a modification of their work due to an injury or disability, contact the Human Resources office right away. The disability could be permanent or temporary, physical or emotional. A form for an employee to request accommodations is on the HR website: <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/ADA%20accomodation%20form.pdf>. If you would like more information: <http://www.dol.gov/dol/topic/disability/ada.htm>.

Accruals: Employees earn time off each month. Annual leave is vacation time and is earned only by non-academic employees and twelve-month faculty. Sick time may be used either for personal illness, family illness, or medical appointments. You may not use time before you have earned it. CSEA and University Police 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 ¼ day increments. Supervisors approve biweekly (CSEA, NYSPPA, and overtime – eligible UUP) or monthly (everyone else) time sheets AND leave requests in the SUNY time and attendance system. University Police and hourly employees submit paper time sheets.

Adjuncts: Adjunct instructors are hired on a semester-to-semester basis to teach classes beyond the normal workload of our full time faculty. To hire adjuncts, work with your school secretary to complete an Adjunct Faculty Teaching Contract in Interview Exchange. If you need to advertise an adjunct position, please contact Nicole Field in HR.

Alternate work schedules: If a non-faculty employee wishes to work an alternate work schedule, the revised schedules must be agreed upon by both the employee and the department. A form is available on <https://www.cobleskill.edu/about/offices-services/human-resources/forms.aspx>

Benefits: Employees are entitled to a variety of benefits depending on status (full-time, part-time, etc.) and bargaining unit. Nicole Field in HR is the campus Benefits Administrator. In addition, an excellent resource for detailed benefits may be found on <https://www.suny.edu/benefits/benefit-summaries/>

Board of Trustees: All New York State campuses are governed by the Policies of the SUNY Board of Trustees. The Policies of the Board of Trustees explain the process for different appointment types and renewals/reappointments, as well as other aspects of College governance. General policies may be

accessed on <https://www.suny.edu/about/leadership/board-of-trustees/> or you may find the full policies and procedures on <https://www.suny.edu/sunypp/>

Breaks: CSEA employees are given two 15-minute paid breaks during their work day per a local agreement (not contract and not state law). If an employee does not take these breaks during the day, the break is lost and cannot be banked, made up, or added to the beginning or the end of the work day or meal break. In Facilities, lunch is typically one-half hour. In all other areas, the lunch break varies between 45 minutes and one hour. It is up to the supervisor to make sure their employees get this lunch time since it is automatically deducted from their reported time and a lunch break is required by law. One cannot “skip lunch” to leave work early or arrive late.

Business cards/name tags/desk signs: New employees may order business cards, name tags and desk signs through the HR office. Existing employees order business cards through the Print Shop, and name tags and desk signs through their department. They are ordered from WaDaYaNeed in Warnerville.

CAS/Research Foundation HR: Both CAS and the Research Foundation handle their own HR and payroll.

Barbara Furlong – CAS
Prentice 219
518 255 5580
furlonbd@cobleskill.edu

Becky Yung - Research Foundation
Knapp Hall 143
518 255 5627
yungr@cobleskill.edu

Child protection: If your department is hosting any events on campus where non-matriculating minors under the age of 17, will be present without a parent, legal guardian or chaperone also in attendance, the SUNY Child Protection Policy takes effect. The event requires Cabinet approval, and those working at the event (faculty, staff, students, volunteers) must complete specific training, complete a sex offender registry check, and wear a specific name tag at the event. For more information:
<https://www.cobleskill.edu/about/offices-services/human-resources/child-protection-policy.aspx>

Classified positions: Positions under CSEA and NYSPBA 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). There are extensive rules governing civil service work:
<https://www.cs.ny.gov/ssd/Manuals/SPMM/index.cfm>

Contact information: As part of our emergency management plan, all employees are required to maintain their current street address and emergency contact information with the Payroll & HR office. Address and status changes must be reported to Donna Magill in the Payroll Office. An address change form is located [here](#).

Continuing appointment: Faculty are eligible for continuing appointment which means they have achieved tenure in their position. This appointment is granted only by the Chancellor of the State University System at the recommendation of the college President. Typically, tenure is granted after

completing seven years at the college. For more details, see Article XI, title B of the <https://www.suny.edu/about/leadership/board-of-trustees/>

Contracts: All employees except for those designated as Management/Confidential (M/C) are governed by union contracts. There are three unions on campus with four separate and distinct contracts: CSEA (trades and clerical), UUP (faculty and professionals), and NYSPPA (University Police). All contracts may be found in their entirety on the GOER website <https://goer.ny.gov/state-union-contracts>

Employee Assistance Program (EAP): This is a free and confidential referral system if you, a loved one, or a colleague is experiencing difficulties of any kind; personal, financial, stress-related, substance abuse, etc. Our local campus contact, Marie Gerhardt, is available at x5352. You can also visit the EAP website at <https://goer.ny.gov/employee-assistance-program> to get more information about a variety of emotional and physical health issues.

Employee relations: Addressing employee job performance is a key part of a supervisor's job. When informal coaching of an employee fails to drive change, it may be time to move on to counseling, which documents that conversations have occurred. Counseling is not discipline.

- **Counseling:** A formal counseling session between a supervisor and employee involves a mutual dialogue about the issue, listening to both sides, developing a plan of corrective action, and finally, documenting both sides of the conversation in the form of a memo, with a copy to the personnel file (this MUST be stated in the memo). Both the supervisor and employee signs the memo. The signature does not necessarily mean that the employee agrees with every word in the memo; just that the discussion took place.
- **Discipline:** If after counseling an employee, you feel that an employee's behavior still has not improved, please contact the Lynn Berger in Human Resources. She will work with you on collecting data related to the problem, so HR can conduct an investigation. Part of the investigation will likely be an "interrogation" of the employee, which is a formal process governed by the union contracts, to hear their side of the story. Contrary to popular belief, it is possible to discipline, and even terminate, a "permanent" employee for severe misconduct or repeated offenses. This takes time and patience so it is very important to document all performance issues and counseling conversations.
- **Grievances:** When an employee feels they have been treated unfairly, they have the contractual right to complain about it through the filing of a formal grievance. The specific process varies slightly by bargaining unit, but basically the complaint is filed with the Human Resources Office by the union. The HR Office is then charged with investigating the issue.

Employee separations: When an employee makes the decision to leave SUNY Cobleskill they will need to provide a signed resignation letter with copies to both their supervisor and the Human Resources Office. This letter will begin the check-out process for the employee. A check-out form will be required to ensure that the employee turns in all keys, ID cards, uniforms, credit cards and electronics that are issued by the College and New York State. The check-out form can be accessed [here](#).

Ethics: All employees of the College are bound by New York State Public Officers Law. These rules set out very specific codes of conduct for all public employees, with stricter rules for senior level staff ("policy makers"). Acceptance of gifts, outside compensation, working with relatives, and doing business

with the State are just a few of the topics covered under this law. For full details, go to <https://jcope.ny.gov/>

Evaluations: All non-teaching employees must receive a performance evaluation and a performance plan annually. This applies to both full time and part time employees. Returning temporary employees must also receive performance evaluations and plans. It is important that employees know what they are expected to focus on, what they did well, and where they need to improve.

- **Professional staff:** Professional (UUP) Performance Evaluations are due July 1st of each year, and no later than the time of renewal if they are in their first 2 years of appointment. The UUP Professional Evaluation Form can be found at <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/Evaluation%20From%20Final%202014.pdf>
- **CSEA and University Police:** Employees in their first year of service are evaluated every eight weeks using a Probationary Evaluation Form. Once probation is passed, CSEA and University Police employees are evaluated annually on their anniversary date. HR sends out monthly calendar notices as to upcoming evaluations for CSEA and UPD. Be aware that marginal employees can achieve permanent status (see category below) by default even if the supervisor did not complete an evaluation. The evaluation period is just that, your time to make sure this person is the right fit for your department and the College. CSEA evaluation forms can be found at <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/classified-evaluation.pdf>

Please be diligent about completing performance plans and evaluations and giving your employees the necessary feedback to do their best for the College. Employees do have the right to formally protest an evaluation marked as “unsatisfactory” so please contact Lynn Berger in Human Resources before giving an unsatisfactory review.

A general rule for any evaluation, is that the evaluation be completed jointly with the employee, not by the supervisor who then hands it to the employee. A conversation, and perhaps some edits, is an expected part of the process.

Excessive absenteeism: Employees who are excessively absent or tardy may be counseled and or disciplined for this disruptive behavior. Contact Lynn Berger or Nicole Field in HR to discuss individual situations.

Extra Service: This is additional pay for additional work at the College; specifically non-job related work done outside of usual work hours. UUP, MC, and CSEA employees are eligible for this payment. There are several approval levels before any extra service is paid. Forms are available in Interview Exchange. In addition, faculty are eligible for overload pay based on criteria set up by Academic Affairs: <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/ExtraServiceFeeSchedule.pdf>

First paycheck: The SUNY system uses a lag payroll, which means that the first paycheck is typically delayed up to four weeks from the first day of work. Regular paychecks will arrive every two weeks thereafter, and the employee will continue to be paid after he/she leaves (to recoup the lag). Feel free to contact the Payroll office to find out the exact date of an employee’s first paycheck.

Freedom of Information Law (FOIL): With few exceptions, all information generated by the College is available to the public under the Freedom of Information Law. All requests for information should be

forwarded to James Feldman in Communications and Marketing, who serves as the FOIL officer for the campus. For more information about FOIL and open government in general, you can go to <https://www.dos.ny.gov/coog/foil2.html>

Holidays: NY State designates 12 holidays during the year. 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. There is an agreement on the Cobleskill campus for UUP to use the floating Lincoln’s Birthday holiday on the Day after Thanksgiving. Therefore, all non-essential UUP members, teaching and non-teaching, are off the day after Thanksgiving. CSEA and M/C employees must use their accrued time for this day. The official list of state holidays can be found at https://bsc.ogs.ny.gov/sites/default/files/BSC_Announcement_NYS_Holiday_Announcement_2018_2019.pdf

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

Injuries/Workers Compensation: All campus employees, including student assistants and work-study students, are covered under NYS Worker’s Compensation. Anyone who becomes injured or ill as a result of their job or service to the campus must contact their immediate supervisor who completes an accident form <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/employee-accident-report.pdf>

Worker’s Comp covers both medical expenses and lost wages. Employee accident reports are sent to the Environmental Health and Safety Officer, Jan Herrick, and to Donna Magill in the Payroll Office. It is your responsibility as a supervisor to try to prevent accidents in the workplace. Contact Jan Herrick if you need specialized safety training in your area.

Interview Exchange: The College uses Interview Exchange for many things HR, such as hiring, renewals, status changes, and extra service pay processing. You can log into Interview Exchange by going to <https://www.interviewexchange.com/login.jsp>. Information on what forms are available in Interview Exchange and when to use them can be found at <https://www.cobleskill.edu/about/offices-services/human-resources/hiring-process-info.aspx>

Supervisors should check their email (including “clutter” and “spam” folders) for emails from Interview Exchange, letting you know there is a requisition you need to approve. At a minimum, you should check the Requisitions screen in Interview Exchange once per week. Approve requisitions as soon as possible to not delay the process.

Keys: Supervisors are responsible for obtaining keys for new and current employees. Contact the Facilities office at x5228 with your request. Separating employees MUST return their keys to Facilities Management.

Leaves: There are a variety of leaves which are governed by law and union contracts. General overviews are listed below. Contact Human Resources with any questions or concerns.

- **Annual leave:** This is the term used on campus and in the union 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 should be 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. Also take note that most employees have maximum accrual levels and time will be lost if not

taken. If an employee separates from State service, any accrued annual leave balances are paid out (to a maximum of 30 days).

- **Condolence leave:** The union contracts do not provide for condolence leave, but employees can use any form of accrued time for this purpose, upon the death of an immediate family member.
- **Family medical leave:** This federal law guarantees employees up to 12 weeks of leave either for themselves or to care for an immediate family member. FMLA provides job-protected, unpaid leave (employees may charge their sick time) for eligible employees to bond with a new child, care for a loved one with a serious health condition, and assist with relieving family pressures when a loved one is called to active military service abroad. If an employee is using sick leave for more than a week, or they have a medical condition that requires ongoing treatment, they likely are eligible for FMLA. FMLA may be continuous or intermittent. FMLA requires pre-approval, where possible, and employees must note on their time sheets when FMLA is used. Please contact Nicole Field in HR when these situations occur. More details can be found at <https://www.cobleskill.edu/about/offices-services/human-resources/benefits.aspx>
- **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 provide the attendance sheet provided by the court to the Payroll department.
- **Paid family leave (UUP & M/C only):** NYS PFL provides job-protected, paid leave for eligible employees to bond with a new child, care for a loved one with a serious health condition, and assist with relieving family pressures when a loved one is called to active military service abroad. This benefit is calculated as a percentage of average weekly pay.
- **Personal leave:** CSEA and NYSPBA 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 supervisory approval must be obtained, but no reason needs to be given for using the leave.
- **Promotional leave:** A CSEA employee who must take time off work for a promotional job interview at SUNY Cobleskill or any other State employer is entitled to take that time and not charge accruals.
- **Sick leave:** All campus employees accrue sick time (at different rates depending on the bargaining unit). Each department also has specific call-in procedures to record employee absence, but at a minimum, employees must notify their supervisor. Employees will be asked to provide a doctor’s note if they are absent more than three days in a row, or after returning from surgery, or recovering from an injury (the note must specify that the employee is fit for duty). Consult with HR before you make any such requests of the employee.
- **Sick leave at half pay:** If a CSEA or NYSPBA employee has exhausted all their accrued benefit time and remains out of work, they can request sick leave at half pay. How much additional leave they are entitled to depends on their length of State service. Contact Donna Magill in Payroll if you have an employee who may be eligible for this benefit.
- **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. 10 month faculty are ineligible to participate as they do not accrue annual leave.

- **Sick leave for family illness:** All employees may use sick time to care for an immediate family member who is ill. How much time they are able to use is dictated by contract. Please consult with Human Resources as this may constitute FMLA.

Mandatory reporting: Supervisors **must report** any incidents of harassment, discrimination or sexual violence that they observe or know of, even if no one is objecting to the harassment, the supervisor thinks the conduct is trivial, or he harassed individual asks that it not be reported. Supervisors and managers are held to a high standard of behavior and are expected to model appropriate workplace behavior. Your actions (or inactions) can create liability for the College. Contact Lynn Berger in HR if you become aware of any faculty, staff, student, vendor or visitor issues in these areas.

New employee orientation: The College holds a new employee orientation program twice/year; in August and January. Please clear your new employee's calendar so they can attend. The program will help your new hire be more successful and productive by helping them develop contacts in offices campus-wide.

Obligation:

- **Faculty obligation:** 10-month Faculty have obligation dates from the middle of August through the middle of June every year, with payroll dates that start September 1 and go through August 31. 12-month faculty fall under a calendar year obligation (see below).
- **Professional obligation:** Professional staff members' obligation is based on the nature of the job and the duties of the position. Those duties must be outlined annually for the employee by the supervisor through the Performance Review Program. While the campus does have hours of operation and also has a general work week of 37 ½ to 40 hours, the professional obligation focuses on the completion of tasks and duties which may go beyond a standard work day or work week. It is up to the supervisor, in conversation with the employee, to determine what obligation each employee has related to their position. Professional employees fall under either a calendar year obligation or a college year obligation depending on the position (see below).
- **Academic year:** This is an annual designation from the Office of the President which specifies the exact dates during which faculty are obligated to be on campus (middle of August through the middle of June). An academic year appointment is available **ONLY** to 10-month faculty.
- **Calendar year:** Any employee who works 12 months per year is given a calendar year appointment. M/C, CSEA and University Police employees are all calendar year employees.
- **College year:** The SUNY Board of Trustees' policy defines a college year appointment as "anything less than a calendar year". Some employees work 10-month or 11-month appointments with benefit accruals and salary adjusted accordingly. Time off contract may be in a block (i.e.: one month) or staggered (i.e.: 2 weeks at a time) based on the job.

Overtime and comp time: When CSEA and NYSPBA employees work more than 40 hours/week, they are entitled to overtime pay. Hours worked between 37.5 and 40 are paid at a straight time rate. UUP Professional staff may be eligible for comp time if they work significantly more than is expected in a given week. UUP Professional staff required to work on Thanksgiving, Christmas and New Year's Day

may opt to receive overtime pay instead of comp time. Supervisory approval is necessary prior to working any overtime hours.

Performance plan (Professional, CSEA & UPD): Within the first 30 days of onboarding a new employee at SUNY Cobleskill, the supervisor is required to give the new employee a list of goals and key duties in the form of a Performance Review Program (PRP). It should emphasize what you will evaluate them on during the coming year. Forms vary by union and are available at <https://www.cobleskill.edu/about/offices-services/human-resources/forms.aspx>

Permanent appointment: After seven years of employment in an eligible full-time, non-faculty UUP title, an employee is eligible for permanent status (upon recommendation by the President and approval by the Chancellor). See Article XI, Title C of The Board of Trustees at <https://www.suny.edu/about/leadership/board-of-trustees/> for more details. Three cautions: 1) Seven years in a “temporary” position does-not make an employee eligible for permanent appointment, but the time does count towards permanent appointment if they move into a term appointment; 2) Not all UUP titles are eligible for permanent status (see Appendices A, B, and C of Article XI referenced above); and 3) UUP employees do not automatically become permanent on a designated date. Faculty continuing appointment is covered in Article XI, Title B of the Board of Trustees at <https://www.suny.edu/about/leadership/board-of-trustees/>
New CSEA members become permanent after ONE year

Policies: SUNY Cobleskill has a comprehensive College-wide policies website. Please familiarize yourself with College policies at <https://www.cobleskill.edu/about/leadership/campus-policies/index.aspx>

Renewals and non-renewals: Rules for renewals and non-renewals can be found in the <https://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-Jan2019.pdf>

A UUP employee who has been on a term appointment (see also “term” below) must be given notice of a new appointment or if their employment is not to be continued.

- First year - 3 months’ notice
- Second year- 6 months’ notice
- 1-year notice for everything after

The renewal process for Professional staff is initiated by Human Resources with a Professional Renewal Form in Interview Exchange. The faculty renewal process can be found in Section 2.1 of the faculty handbook: <https://www.cobleskill.edu/about/offices-services/human-resources/faculty-handbook/section-2-1.aspx>

If you are thinking of non-renewing an employee, contact HR as soon as possible. Non-renewals should not be a surprise to an employee; you should be having ongoing performance conversations with them.

Search process & hiring:

The process to fill vacant jobs varies by union. Please contact Nicole Field in HR to review the process to follow for your specific opening. There are specific job posting requirements, canvassing and advertising requirements, and a search committee needs to be formed in most instances. Where opportunities present themselves, the College desires to increase diversity representation (women, underrepresented minorities, people with disabilities, veterans) in accordance with the campus Affirmative Action Plan. Information about the hiring process can be found here: <https://www.cobleskill.edu/about/offices->

[services/human-resources/search-committee-resources.aspx](https://www.cobleskill.edu/about/offices-services/human-resources/search-committee-resources.aspx). A guide to Interview Exchange forms which are used during key points in the hiring process can be found here:
<https://www.cobleskill.edu/about/offices-services/human-resources/hiring-process-info.aspx>

- **Temporary appointment:** These appointments are considered short term and should be used judiciously and only for jobs of limited duration. See the Board of Trustees policies Article XI, Title F at <https://www.suny.edu/about/leadership/board-of-trustees/> for details. You do not have to post the job or conduct a search for these positions. Contact Nicole Field in Human Resources with any questions about the process.
- **Term appointment:** This appointment is a guarantee of employment for the time period stated. These appointments are only available to UUP members and may be set for one, two, three or five (only in the case of very limited titles) years. In order to grant a term appointment, a search must have been conducted. You **cannot** convert a temporary employee to a term employee without posting the job and conducting a search. Once a UUP member has achieved permanent status (see above), no further term appointments are necessary. As a supervisor, you should know that once a term appointment is made, the College is obligated to maintain employment or pay salary to the appointee for the term specified. A modified version of term appointment is also available to long-term adjunct instructors. HR tracks when an adjunct is eligible (typically after two years) and will inform the supervisor. This term adjunct has top priority rights to classes, is given a guaranteed number of classes per semester (but may be bumped if a full-time faculty needs to be assigned a class, or if the class is cancelled).
- **Hiring retirees:** Individuals who have retired from State service may be re-employed, however, there are a variety of rules to follow. An individual cannot be rehired into a similar fulltime position for at least one year following retirement. If under 65, the rehired retiree cannot make more than \$30,000 per year unless a special waiver process is followed (the UP-211 process). If 65 or older, earnings are unlimited. Retirees may be rehired without any restrictions if they are willing to suspend their pension payments while employed. For more information, here is the SUNY policy https://www.suny.edu/sunypp/documents.cfm?doc_id=572

Student employment: Students, like any other employee, must complete new hire paperwork on or before their first day of work. Their I-9 form, by law, needs to be completed by their third day of work. Student new hire paperwork can be found here: <https://www.cobleskill.edu/about/offices-services/human-resources/student-employees-info.aspx>. Student employees enter their hours worked using the SUNY Time and Attendance system. You must approve their hours every two weeks. If you don't approve their time, the student doesn't get paid, and that affects morale and retention. If a student's name does not show up on your payroll roster, the student shouldn't be working! Questions about student payroll should be directed to Amanda Reinhart in HR. If you need to post a job for students, go to College Central Network: <https://www.collegecentral.com/cobleskill/>

Titles (budget vs. campus): New York State has its own titling system that is tied to the State budget system. A budget title must be provided to Human Resources when submitting the Request to Fill form. Not all positions require a campus title (in many cases it is the same as the State title). Budget titles tend to be generic and designed to fit a variety of positions across very different state agencies. The campus title is usually more descriptive of the responsibilities of the position on our campus.

Tuition waivers: Members of UUP can receive tuition waivers (See [Article 49 of the UUP contract](#)) when taking a class at any SUNY college. Link to form: https://www.cobleskill.edu/about/offices-services/human-resources/pdf/UUP_WaiverRegistrationForm.pdf All other employees may be eligible for the SUNY tuition reimbursement program; link to form: <https://www.cobleskill.edu/about/offices-services/human-resources/pdf/tuition-waiver.pdf> CSEA offers some additional tuition waivers: <https://nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm#.XRJHw5WWxMw>. Tuition benefits can be used only by the employee, not their family members.

Volunteers: Individuals in the community may volunteer their time and effort to the College with no expectation of pay. In order to identify and protect these individuals, give them access to campus facilities and email accounts, and get them an ID card, this [form needs to be completed](#), and returned to Human Resources.

Weather emergencies: Only the Governor can close the campus, but on occasion we do cancel classes due to inclement weather. Employees who choose to stay home, or go home as a result of weather, must charge vacation, personal or comp time to do so.

Who to contact in HR:

Lynn Berger

Director of Human Resources and Affirmative Action

bergerla@cobleskill.edu

518-255-5465

Nicole Field

Human Resources Advisor

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