

A Practical Guide to Supervision at SUNY Cobleskill

1st things 1st: Please keep in mind that 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 herein.

100 Things: The Human Resources Office publishes a list of 100 things to know about working at SUNY Cobleskill. This list provides practical information about a variety of areas of interest to employees. An electronic copy is available on the [HR website](#).

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. An academic year appointment is available ONLY to faculty. Anyone with an academic appointment earns only sick time and does not report to work when the students are not on campus (except for those extra days designated in the annual announcement from the President's Office). Academic year obligation applies only to 10-month faculty.

Accommodations: The Americans with Disabilities Act (ADA) and the NYS Human Rights Law require employers to accommodate any individual with a documented disability. Individual supervisors do NOT make these decisions. If you have an employee who requests a modification of their work due to a disability, contact the Human Resources office right away. If you would like more information: <http://www.dol.gov/dol/topic/disability/ada.htm> or <http://www.dhr.state.ny.us/>.

Accruals: Employees earn time each month. Annual leave is equivalent to 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 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 ¼ day increments. Supervisors approve biweekly (CSEA, PBA, and overtime –eligible UUP) or monthly (everyone else) time sheets AND leave requests.

ADA, or the Americans with Disabilities Act: This act, now in place for over 20 years, was designed to create equality for individuals with disabilities in the workplace. Employers are required to consider work modifications for both applicants and current employees. Simply dismissing an individual's request for a change in duties or hours or a hundred other things they could request will land the college (and the supervisor) in serious legal trouble. The ADA does not require that you modify the job or work environment to the employee's request, but rather than you make a "Reasonable Accommodation" (see also "Accommodations" above). Contact the HR office any time an applicant or employee makes such a request. You'll be glad you did.

Adjuncts: Adjunct instructors are hired on a semester to semester basis to teach classes beyond the normal workload of our full time faculty. Adjuncts do accumulate more employee rights the longer they remain in the college employ [including term appointments (see below)]. For details, contact the HR Office. Additionally, a new policy implemented in the Fall of 2010 requires all adjuncts to turn in their keys and ID cards to the HR office by the day their final grades are due UNLESS we have documentation from the department that they are returning for the upcoming semester. A newly created handbook for adjunct instructors may be found [HERE](#).

Alternate work schedules: To assist employees in maintaining a healthy work/life balance, the college offers varying schedules for employees who may wish to work fewer days or alternate hours. The revised schedule must be agreed upon by both the employee and the department. Schedules are

tentative until vetted by the Human Resources office. A form is available on the [Human Resources forms webpage](#).

Appointments: Employees are appointed to the college in a variety of ways. All specific types of appointments are described in more detail below but can range from temporary to term to permanent (professionals) to continuing (academics). Appointment types are determined by the appointing Vice President and approved by the President in line with policies established by the Board of Trustees and various union contracts. [Starting on page 10 HERE](#) .

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 [HERE](#) .

Board of Trustees: All New York State campuses are governed by the SUNY Board of Trustees. The Board provides comprehensive policies and procedures across all areas of campus governance. General policies may be accessed [HERE](#) or you may find the full policies and procedures [HERE](#).

Breaks: CSEA employees are given two 15-minute paid breaks during their work day per a local agreement, not contract and not state law. They are entitled to these breaks, the time for which is established by the department. If an employee does not take one of these breaks during the day, the break is forever lost and can never be banked, made up, or added to the beginning or the end of the work day. Lunch breaks are unpaid and vary from department to department as to time and duration. In facilities, lunch is typically one-half hour. In all other areas the lunch break varies between 45 minutes and one hour. If an overtime-eligible employee (all CSEA and certain UUP) works through their lunch break (with their supervisor's permission), this must be noted on their biweekly time sheet AND they do get paid for it. It is up to the supervisor to make sure their employees get this lunch time since it is automatically deducted from their reported time.

Bridge Program: This is a local agreement program to advance classified employees into positions outside their bargaining unit (CSEA). Generally, this program requires consideration of internal candidates for certain open positions before going off campus to recruit. Full text of this policy is available [HERE](#).

Budgets: Annual fund allocations are prepared by the Business Office in cooperation with individual departments. Vice Presidents typically have access to non-state funds for purchases that do not conform to the restrictions of NY State law.

Bullying: Whether physical or verbal, bullying is considered workplace violence and should be treated as such. SUNY Cobleskill has zero tolerance for such behavior and it should be addressed without delay. Contact HR if you believe one of your employees is either bullying or being bullied. Our workplace violence policy and procedures may be found [HERE](#) .

Business cards: New employees may order cards through the HR office. Existing employees order them through the Print Shop.

Calendar year: Any employee who works 12 months per year is given a calendar year appointment. This is contrasted with an Academic Year appointment and a College Year appointment. See those categories for details.

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: This is the governing body for all things CSEA. The biggest impact this body has on supervisors is that virtually all employees in the CSEA bargaining unit must be hired and administered under the rules established by Civil Service. Hiring in particular is very specific and not open to interpretation of the department or supervisor. Most positions under Civil Service must be hired from a list of candidates who were successful in taking the Civil Service examination for that position. In other words, you will rarely ever get to hire “off the street” for your openings. 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 [online](#). 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](#) AND be in the top three scores to be considered for promotion. See also “classified” below.

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). There are forms to complete and only HR can make an offer to a candidate. So, stop by.

Cobynet: This term stands for the one-stop shopping portal on the Cobleskill website. Links to virtually every page can be found [HERE](#).

College year: The SUNY Board of Trustees’ policy defines a college year appointment as “anything less than a calendar year”. Some employees on campus work 10-month or 11-month appointments with benefit accruals and salary adjusted accordingly. There is also a twist where a college year employee

can have a calendar year obligation. Basically they work all year, but get a month or two off over the course of the calendar year. These individuals DO work when the students are not here. Contact HR if you have anyone interested in that kind of arrangement.

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. For more information, go [HERE](#).

Comp Time: Additional time built up past the normal obligation is typically called compensatory time or “comp time”. Any employee who will work beyond their normal hours and wants comp time must first discuss and be approved for such time. Supervisors are allowed to say no. Comp time is treated differently depending on the bargaining unit and on whether the employee is eligible for overtime (see also “FLSA” below). Only CSEA employees who work less than 40 hours per week (typically clerical only) are allowed to accrue comp time. All other CSEA employees receive pay (at time and a half) (see also “overtime issues” below). For salaried, non-overtime-eligible employees (typically UUP folks), working extra hours is not necessarily grounds for comp time, particularly if it was not discussed in advance with the supervisor. If, in discussion with a professional employee, the supervisor feels the employee will exceed their normal professional obligation, they may create a written comp time agreement before the additional work is to be performed. Comp time should NEVER be an hour-for-hour swap (long story short...it could forever make them eligible for time and a half). Sample agreement and full text from the UUP contract appear [HERE](#) . Contact HR at x5514 with ANY questions regarding this issue.

Computer use: It is important to remind employees that computer equipment, accounts, and networks belong to the State of New York and that there should be no expectation of privacy. Policy allows review of any information on any computer, account or network at any time. The full policy is [HERE](#).

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. You can update your information any time by calling (255-5423) or emailing us (humanresources@cobleskill.edu) Address or status changes must also ALWAYS be reported to the Human Resources Office.

Continuing appointment: Only 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 [SUNY Board of Trustees' Policies](#).

Contracts: All employees except for those designated as Management/Confidential (M/C) are governed by union contracts. There are three unions on campus with five separate and distinct contracts: CSEA (trades and clerical), UUP (faculty and professionals), and PBA (University Police). [All contracts may be found in their entirety](#) on the GOER website. Paper copies of contracts are given to all new employees by HR.

Counseling: This is considered the final step before any disciplinary action is taken against an employee. A formal counseling session is between the supervisor and the employee and involves a mutual dialogue of the issue, listening to both sides, developing a plan of correction, 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). [Online training in the counseling process](#) is available.

Crime Statistics, Campus Safety and University Police: Cobleskill is one of the safest places to live and work. For verification, check out the [University Police Department \(UPD\) website](#) for the annual report as well as helpful links to parking and safety training. Check the HR website for our [Violence Prevention policy and procedure](#).

CSEA: Also called “classified” employees, members of the CSEA union are generally trades and clerical employees. Approximately 25% of the campus is represented by this union. There are three distinct units under this union on this campus, each with their own contract. The Operational Services Unit (OSU) covers the trades folks, the Administrative Services Unit (ASU) covers clerical staff, and the Institutional Services Unit (ISU) covers the farm workers. [Each contract](#) has slightly different provisions and should be specifically consulted when questions arise. Or, of course, you can call HR at 255-5423.

Direct Deposit: Employees are paid every two weeks and strongly encouraged to direct deposit their pay. This is a safe and convenient way to put pay into ANY bank, anywhere. Employees who do not direct deposit must pick up their paychecks in the HR office during our normal hours. [Here's the form](#).

Discipline: Formal discipline is an extraordinarily complex undertaking in the State system. If you feel that an employee’s behavior has risen to the level that discipline is required, please contact the HR office but do NOT discuss the issue with the employee. This may sound counterproductive, but employees have tremendous rights in the system and discussing potential discipline with them actually negates your ability to discipline them. Additionally, employees are entitled to union and even legal representation during this process. So, please...call us first at 255-5514. **Cautionary tale:** Disciplinary results are often based on the negotiations that take place between HR and the union. Supervisors should never expect that the discipline that they want to mete out will be the actual discipline imposed upon the employee.

Driving State Vehicles: 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! The college prefers that employees drive state vehicles rather than their own. Mileage reimbursement will typically not be paid if a state vehicle was available for a trip.

Duties: 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 duties in the form of a Performance Review Program (PRP) or preliminary evaluation. This list of duties will NOT be inclusive of everything the employee may be expected to do in their position, but it WILL be a list of things you will evaluate them on during the coming year. Forms vary by union and are available [HERE](#).

EAP: Or Employee Assistance Program is a free and confidential referral system if you, a loved one, or an employee is experiencing difficulties of any kind; personal, financial, stress-related, etc. Our local campus contact is available at x5327. You can also visit [their website](#) to get more information about a variety of mental and physical health issues. Tread very carefully when referring an employee to the EAP and please discuss it FIRST with the HR office at 255-5514.

EEO: SUNY Cobleskill is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, or sexual orientation. The hiring process is strongly influenced by our quest for a balanced, diverse workforce. The Director of Human Resources

coordinates all searches and is the Affirmative Action Officer and can be reached at x5514 with any questions or issues.

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 have your employees sign up for NY Alert (see below).

Employee Recognition: Starting with the tenth year of service, the college acknowledges employee service with a luncheon and awards. All supervisors are strongly urged to recognize the good work our employees do at every opportunity. Even a thank you note or an "attaboy/girl" email can work wonders. Options for additional recognition programs are in the works. Check with HR if you have your own ideas.

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 [HERE](#).

Evaluations: All new, non-teaching employees must receive an evaluation plan within the first 30 days of hire. This plan, written by the supervisor, outlines the duties that the new employee will be evaluated on during the coming year. It is NOT a list of every duty they may be asked to perform. All non-teaching employees must be evaluated on an annual basis. CSEA employees in their first year of service are evaluated every two months. HR sends out monthly notices as to evaluations pending, due, and overdue. A general rule of any evaluation, however, is that the evaluation is done jointly with the employee, not by the supervisor who then hands it to the employee. **Major caution here:** Marginal employees can achieve permanent status (see category below) by default because the supervisor did not do 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. We have made the evaluations as streamlined as we can, but you need to do your part as well. Please be diligent about completing evaluations and giving our employees the necessary feedback to do their best for the college. And just FYI, employees do have the right to formally protest an evaluation marked as "unsatisfactory". Forms are available...wait for it...on the [HR forms page](#).

Extra Service: This is additional pay for additional work here at the college. UUP, MC, and CSEA employees are eligible for this payment. There are several approval levels before any extra service is paid. Forms are available [HERE](#). In addition, faculty are eligible for overload pay based on a number of criteria set up by Academic Affairs. The exact formula is currently under committee review and will be posted once complete.

Fair Labor Standards Act (FLSA): This federal law dictates the conditions under which an employee is, or is not, eligible for overtime pay (that is, 1.5 times their normal pay rate). All CSEA and PBA positions are overtime eligible. UUP positions are evaluated by the HR office to determine if they are overtime eligible or not (the majority are not). Always consult with HR when modifying job duties or developing new positions so that an appropriate determination can be made. To [read more](#)...

Family Medical Leave Act (FMLA): This federal law guarantees an employee up to 12 weeks of leave for a variety of medical and personal reasons. This leave cannot be denied to the employee no matter the hardship to the department. Contact HR if any employee asks for an extended leave of any kind. Details of this policy may be found [HERE](#).

Financial Disclosure: Individuals making above a certain salary threshold or who are designated as "policymakers" to the state must complete an annual financial disclosure statement. Individuals who

meet the criteria established by the state are contacted annually to complete this. Any questions regarding the process should be forwarded to the HR office. Here is a [link to the FAQs](#).

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

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. In other words, for the first five paychecks, employees will be paid for nine days, not ten. We warn them, but you might want to as well. These five days are paid to the employee at retirement or separation from employment at their rate of pay at the time of separation. We tell them this, but you might get questions too.

Flexible (or Alternate) 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. Supervisors must review the request to ensure it does not adversely affect the operations of their department and are allowed to say no. HR may modify a request if there are overtime issues. Feel free to discuss these with us first at 255-5423. Application form is [HERE](#).

Forms: There are, of course, forms for just about everything here on campus. You can find the HR and payroll forms needed to process any employee transaction, respectively, [HERE](#) and [HERE](#).

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 the HR Director who serves as the FOIL officer for the campus. For more information about FOIL and open government in general, you can go [HERE](#).

GOER: "As the Governor's representative in employee relations matters, the Governor's Office of Employee Relations (GOER):

- Negotiates, implements, and administers collective bargaining agreements
- Provides advice and technical assistance to managers, supervisors, and human resource professionals related to personnel rules, regulations, policies, and contract administration issues
- Ensures compensation and benefit programs for State employees are cost-effective
- Offers training and development programs designed to increase the competency of the State workforce
- Plans for a changing workplace in partnership with the unions and the Department of Civil Service
- Promotes and maintains a safe and healthy workforce"

[Contracts for all unions](#) are available at the GOER website as well as a [variety of training resources](#). HR serves as the point of contact with GOER, so do not contact them directly with employee issues.

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. For full details, check the Faculty Handbook, starting on page 30 [HERE](#). Local login is required (same as your email login).

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. It is imperative that the supervisor does not take the filing of a grievance “personally”. This is the right of the employee and often leads to more positive outcomes that benefit the employee, the supervisor, and the department.

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 [HERE](#).

Help: Is available from a variety of sources. Computer help is available by calling x5800 or logging in to: sharepoint.cobleskill.edu/techsupport/ (of course if your computer isn’t working, this could be a tough one). Maintenance help is available at x5228 or logging into our [automated work order site](#). Police help for non-emergencies is available at x5317. For campus emergencies, dial x5555 or 911. For help with your own or others’ stresses, the Employee Assistance Program is available 24/7 (see EAP above).

Hiring: Oh my goodness, you wouldn’t believe how many rules there are to follow for hiring! It does, however, all start with the completion of the [Personnel Action Request form](#). Non-Civil Service positions are typically filled using a search committee. Positions must also typically be posted for between 10 and 30 days depending on bargaining unit. There are also two internally bargained advancement programs that many positions are subject to: See both “Bridge program” above and “Internal Career Advancement Program” below. In general, these programs require consideration of internal candidates before going outside the college community for recruitment.

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. You, as the supervisor, decide who is 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 make an annual designation 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 collective bargaining agreement, local agreement or by the campus academic calendar (found on SharePoint).

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 or get paid as well. 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 an 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 approximately five weeks surrounding Christmas and New Years are typically designated as “Liberal Leave Days” (see also category below). 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, UUP has contractually agreed to eliminate the February floating holiday for a set holiday on the Day after Thanksgiving. The official list of state holidays can be found [HERE](#).

Honoraria: Title 19 of the New York Codes Rules and Regulations requires permission of the campus and annual disclosure of any payments made to campus employees by off campus sources related to additional duties they perform unrelated to their jobs. Full information may be found [HERE](#).

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. In Knapp Hall, all student services must be provided until 5pm, Monday-Thursday.

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 (ask HR if you are unsure which category your employees fall under). Salaried UUP and M/C employees have a “professional obligation” (see below) and may work longer hours.

Human Resources: For all things HR, please visit [our website](#), stop by our offices in Knapp Hall, or call us at 255-5423.

ID cards: All employees must have these. As the campus continues to improve security and safety, more buildings will be accessible only with an electronic card. Any individual, paid or unpaid, who will be on campus with any kind of regularity must have an ID card. Authorization sheets must be obtained from HR in Knapp 126 prior to going to the Coby Card office.

Injuries: All campus employees and registered volunteers are covered under 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 then completes an [accident form](#). Worker’s comp covers both medical expenses and lost wages. See also “Worker’s Comp” below. Word of caution: Not all medical expenses may be covered if the employee seeks treatment outside NY State. Accident reports are sent to the Environmental Health and Safety Officer in the facilities building.

In-kind Funds: Cobleskill Auxiliary Services or CAS is a separate not-for-profit corporation serving the needs of the campus. They donate money to the campus that may be used at the discretion of the President and Vice Presidents. Often this money is used for improvements or recognition events that cannot be paid under the rules governing the use of state monies. Since this is a non-state source of revenue, there is greater flexibility (but no less accountability) than when using state money. Any requests for these funds must be made through your governing Vice President.

Insubordination: One of the big employee no-nos. It is typically defined as the willful or intentional failure to follow the lawful and reasonable request of a supervisor. While obviously not as simple as it may appear, insubordination can be a firing offense for even permanent (see below) or even tenured employees. See “discipline” above, but generally you need to contact HR about this type of situation as soon as it occurs. You do NOT want to address this directly with the employee if you are considering disciplinary action. Trust me...proceed with extreme caution and always call HR at 255-5423.

Internal Career Advancement Program: This is another locally bargained advancement program available only to UUP professional staff and is similar to the “Bridge program” described above. Internal candidates for positions are given first review before any external recruitment takes place. Full details of this program may be found [HERE](#).

Job posting requirements: Civil Service and CSEA positions are posted for a minimum of ten or fifteen days (depending on the unit). UUP positions must be posted for at least 30 days. M/C positions are posted at the discretion of management. Plan accordingly when you have openings.

Keys: Supervisors are responsible for obtaining keys for new and current employees. Contact the Facilities office at x5228 with your request.

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 should be made to grant an employee’s request, supervisors may say no. There are no “good” or “bad” reasons but your reason must be put in writing and given to the employee.

Leaves: There are a variety of leaves all governed by various contracts. General overviews are listed below, but consult the [specific contract](#) for your specific employee. 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 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).

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 [HERE](#).

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 PBA 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 you suspect abuse of sick time. Consult with HR BEFORE you make any such requests of the employee.

Sick leave at half pay: If a CSEA or PBA 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 they are entitled to depends on their length of state service. Contact HR 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.

Sick leave for family illness: All employees may use sick time to care for a family member who is ill. How much time they are able to use is dictated by [contract](#). Or consult with Human Resources.

Liberal leave: Certain periods during the year may be designated by management as "liberal leave days". This time is basically global permission to take time off. All leave requests should be granted during liberal leave times unless there will be a huge, documented hardship created in your department. Typically, liberal leave is designated during winter break and in the summer. Employees still must submit leave requests to the supervisor.

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 your department. Employees are not permitted to have personal packages or mail sent to the campus.

Management/Confidential: Or "M/C" employees are non-union employees and serve at the pleasure of the college President. Of our almost 500 employees, only 17 on campus are designated as M/C. An M/C designation is obviously 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](#).

Mileage reimbursement: While staff are strongly encouraged to use state vehicles for any work-related travel; ONLY 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 can be found [HERE](#).

Mission:

With an emphasis on experiential education, SUNY Cobleskill prepares students for successful careers, advanced studies, and engaged citizenship. Click on the link for more information on our [Strategic Plan](#).

Name Tags (and desk plates): The Human Resources office has a budget to supply new employees with official college name tags and desk plates (if desired). Feel free to contact HR at 255-5423 for details.

Nepotism: No campus individual may take part in any hiring or employment decision relating to a family member. If a hiring or employment matter arises relating to a family member, then the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the matter. In addition, if a contracting matter arises relating to a family member, then the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the matter. The term "family member" shall mean any person living in the same household as the employee, and any person related to the employee within the third degree of consanguinity or affinity. For full details and authority, see [HERE](#).

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.

Nursing mothers: [New York State](#) and [Federal Laws](#) require that any nursing mother who wishes to express milk while working be accommodated with a private location to do so (and NOT a bathroom). And just FYI, under NY State law, this accommodation can last up to three years. If you receive a request of this nature, contact HR right away as there are a variety of rules to follow regarding this.

Nonrenewal: A UUP employee who has been on a term appointment (see also "term" below) for two full years must be given a full year's notice if their employment is not to be continued. This notice of nonrenewal is requested from the HR office and signed by the President. Nonrenewal may be initiated for a variety of reasons but no reason is required to have a nonrenewal occur. If you are thinking of nonrenewing an employee, contact HR as soon as possible. **Major caution:** If a term employee is on the last year of a term appointment leading to permanent status (see also "permanent" below), you MUST give a notice of nonrenewal more than one year before their permanent status occurs. If you are even one day late, namely 364 days before their permanent status, the employee gains additional rights and you have an extraordinarily complex process you must go through in order to non-renew. Contract reference may be found [HERE](#).

Office supplies: General office supplies are budgeted by the 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. 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).

Organizational charts: A comprehensive organizational chart of the campus is available through the HR office. Please make sure to keep us up to date with changes in your area.

Orientation: HR and Payroll conduct a new employee orientation scheduled within the first few weeks of initial hire. We go over such things as insurances, time sheets, obtaining an ID card, etc. In addition to what we do, there is a page long list of orientation tasks assigned to the supervisor (such things as ordering keys, assigning office space, noting bathroom locations, etc.) that must also be signed off by the employee and the supervisor.

OSC: Stands for the Office of the State Comptroller. This office is your gateway to all things retirement, payroll, and spending in NY State. They are the rule makers for how we spend the taxpayers' money and they are the generators of our paychecks. Here is their website: <http://www.osc.state.ny.us/>. However, if you are having issues with paychecks or retirement or spending, you might want to start with a call to Payroll (255-5412), HR (255-5423) or the Business Office (255-5532) first.

Overtime Issues in CSEA: There's overtime and then there's overtime. CSEA clerical employees are normally scheduled for 37 ½ hours per week. Time worked between 37 ½ and 40 hours is not "overtime", it's comp time (see also above). Anything over 40 hours for CSEA employees is overtime and is paid at 1 ½ times their normal rate. In the 2007-2011 contract, CSEA bargained away the right for their members to collect "over-40" comp time. In other words, CSEA employees who work more than 40 hours ALWAYS receive pay for their overtime...they NEVER accumulate additional time. Plug that one into your budgets. Additionally, as far as the law is concerned, if an employee works overtime, they MUST be paid for it, EVEN if the supervisor did not approve it. If you have employees who are working overtime without your permission, you must specifically, in writing, tell them they are not authorized to work OT. AND, if you catch them working overtime, you must tell them to stop and leave. If you "suffer" them to work (which means you knew they were doing OT and you didn't intervene), you are still on the hook for the OT payments. And, just fyi, an employee who is working OT after you told them not to, is guilty of insubordination (see above) and subject to disciplinary action.

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 that must be paid back at the time the employee receives their first paycheck.

Payroll and deductions: Employees get paid every two weeks on Wednesday. All employees are strongly encouraged to have direct deposit. Employees who receive a check must pick it up in the HR office every two weeks. Due to internal controls, payroll staff are not permitted to give out paychecks. Deductions from paychecks are limited in the sense that NY State processes and prints checks for all NY State employees. We have very limited flexibility in what we can deduct. Student payroll may be reached at 255-5424; staff payroll may be reached at 255-5412. AND, all the wonderful forms they have developed for your enjoyment may be found [HERE](#).

PBA: This is the official union of all university police officers. There are two distinct units in this union, officers and supervisors. Their current contract may be found [HERE](#).

Permanent appointment: After seven years of employment in an eligible non-faculty UUP title, an employee achieves permanent status. See Article XI, title C of the [Board of Trustees Policies](#) for more details. For supervisors, permanent does not mean an employee cannot be let go. What it does mean is significant documentation or a truly egregious act since the employee now enjoys prodigious rights to employment. Two additional cautions: 1) Seven years in a "temporary" position does make an employee eligible for permanent appointment, and 2) Not all UUP titles are eligible for permanent status (see Appendices A, B, and C of Article XI referenced above). CSEA members become permanent after ONE year. They may, however, be let go without notice at any time during that first year after eight weeks.

Pets in the Workplace: 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.

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 [HERE](#).

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. Specific duties must be outlined for the employee by the supervisor through the Performance Review Program as well as by formal and informal communication. Please keep in mind though that the Performance Review is designed to list duties that will be EVALUATED. It is not necessarily intended to be a list of the only things an employee may be expected to do. You are within your rights as a supervisor to ask an employee to perform tasks not listed in their program. Of course, employees also have the right to perform the task and then file a grievance if they feel the duties performed are outside their job description. Additionally, 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, the standard 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 employees 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. Also keep in mind that when you believe an employee will exceed their obligation, “comp time” should be discussed (see above).

Promotions: There is a difference between a promotion and a raise. For general information on raises, see below. For a discussion on the promotion process for UUP members, please consult the UUP contract [HERE](#).

Public Officers Law: Embodies a variety of state laws which govern the ethical behavior of all public employees (see also “Ethics” above). All new employees sign off in their appointment letters that they have received an electronic copy of the provisions of Public Officers Law and agree to abide by them. Your very own copy is available [HERE](#).

Raises: These, for the most part, are contractual. Individuals may also request a raise based on a change in responsibilities, educational attainment and/or market conditions. Contractual raises are automatically applied to paychecks by OSC (see above). Individual requests for increases may be channeled through the HR office.

Retiree Hiring: Individuals who have retired from state service may be re-employed, however, there are a variety of rules (of course!) to follow. An individual cannot be rehired into a similar 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 but only if they are willing to suspend their pension payments while employed. For more information, [here is the SUNY policy](#).

Searches: Recruitment for vacancies falls to the HR department who makes decisions about where to recruit and how much to spend. HR works closely with search committees to find the best candidates for openings at the college. Search committees are formed of various campus members to evaluate candidates and make a final recommendation to the governing Vice President who, in turn, makes a recommendation to the President, who is the final say in hiring. Search committees, in cooperation with HR, design all interview questions, interview all desired candidates, and set up the on-campus experience for finalists. For the more detailed handout given to search committee members, please contact the HR office at 255-5423.

Seniority: Seniority, in this context, is uniquely a CSEA concept and is defined by contract in a variety of ways, often depending on the nature of why you want to know. Generally, seniority is defined as time on campus, rather than time in title, but could also be defined as time working for NY State. Seniority affects who gets certain promotions, who has preference for time off, who gets which work shift, who gets to choose to work overtime, etc. Consult your union contracts and HR if someone starts waiving the seniority flag.

Sexual harassment: HR provides training for prevention of sexual harassment and also investigates complaints of sexual harassment. The college maintains a zero tolerance for this kind of behavior and deals with complaints in a swift and effective manner. If an employee complains, even informally, to you about a harassment issue, you are obligated as their supervisor to report it to Human Resources. If you want to take a more proactive approach and prevent these behaviors in your employees, it is a discussion you should have on occasion with them at staff meetings. Also feel free to show them the 21-minute Sexual Harassment Prevention video available on our [Violence and Harassment Prevention](#) page.

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 there. 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 and clicking on Faculty/Staff SharePoint. Access is restricted for "Official/ Administrative" postings. Contact HR for details.

Sick leave donations: An employee who has exhausted all leave benefits may 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. HR should always be contacted if an employee is in this situation.

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 for your area at extraordinary educational discounts through the college bookstore. Check with the computer department first for compatibility issues.

Solicitation policy: It is permitted to sell things to your unsuspecting coworkers as long as you do it on your breaks and do not interrupt either your, or your coworkers, work time. As a supervisor, you are allowed to restrict selling activity to break time or after work time only. Generally, outside vendors

(non-college employees) are permitted on campus ONLY if they have permission from NY State and/or are affiliated with one of the state-sanctioned unions. In all cases, vendors need to coordinate their visit with the HR office who will find them suitable space on campus to meet with eligible employees.

Strategic plan: SUNY Cobleskill routinely plans for our future at least five years in advance. All departments and supervisors are expected to be active partners in our mission, vision, and strategic direction. For full details, go [HERE](#).

Sunshine Fund: This fund is included as part of the HR annual In-Kind budget and is to be used to show support and encouragement to members of our College community during significant events in their lives. The Human Resources Office will handle all purchases from the Flower Fund account and all cards will be signed "SUNY Cobleskill College Community". It is the intention of this fund to ensure impartial recognition of events and to avoid duplicate purchases. If your employees experience a birth, adoption, hospitalization, or a death in their family, contact the HR office.

Temporary appointment: This, by its very nature, is temporary. This is the appointment typically given in the first year of employment and the employment relationship can be ended at any time. These appointments are considered short term and should be used judiciously and only for jobs of limited duration. See the [Board of Trustees policies starting on page 19](#) for details. The upside to temporary appointments is that you do not have to follow the posting and search process. Of course, if you haven't filled the temporary position by a search and you want to make a position into a term appointment (see below), you must post the position and do a search. You know, if you think about it, aren't we all just temporary here in these fragile shells wandering on this rocky bubble we call earth?

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, the position must have been searched. In other words, you cannot change a temporary appointment to a term appointment without a posting and search. Once a UUP member has achieved permanent status (see above), no further term appointments are necessary. As a supervisor, you should also 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 the class or if the class is cancelled).

Time Sheets: All employees must complete time sheets (available [HERE](#).) CSEA and overtime-eligible UUP members turn in time sheets every two weeks. All other employees complete a monthly benefits use form. Supervisors sign all sheets verifying that the information is correct...so be diligent in your review.

Titles (budget vs. local): New York State has its own titling system that is tied statewide to the state budget system. In many cases, these titles are generic and designed to fit a variety of positions across very different state agencies. Here at the college, we offer employees both their budget title and a local title. The local title is usually more descriptive of the responsibilities of the position on our campus. The only restriction on a local title is that it cannot be the same as a budget title unless the person also holds that budget title (and of course the title should reflect the actual job being performed). For example, our Dairy Herd Manager (local title) has a state budget title of Instructional Support Technician. If you have a suggestion for a local title, please let the HR office know at the time of your position opening or whenever it occurs to you.

Training: Both the HR office and GOER (see above) offer a variety of in-person and online training. Your one-stop shop for this training may be found on the HR website [HERE](#). Most trainings can be viewed or taken online at any time without advance permission.

Travel policy: Make sure any employee travelling off campus fills out a Travel Order. This protects both them and the college should anything happen to them while travelling. Staff are strongly encouraged to use college vehicles when travelling. For details on the travel policy, go [HERE](#) (scroll down for additional links to the left). And if you just can't get enough travel rules, [here's all of them](#).

Tuition waivers: Members of UUP can receive tuition waivers ([Article 49 of the contract](#)) when taking a class at any SUNY college (except community colleges). All other employees may be eligible for the SUNY tuition reimbursement program. M/C employees must apply through GOER (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. There is, however, for UUP members, a [\\$500 scholarship available](#) for dependent children.

Union contracts: These are the guides by which we do business on the campus. There are currently three unions on campus: CSEA (trades and clerical), UUP (faculty and professionals), and PBA (University Police). Each has their own contract, all of which may be found in their entirety here: http://www.goer.state.ny.us/Labor_Relations/Contracts/index.cfm.

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. Even most supervisors belong to a union. Pertinent websites are listed below:

UUP: www.uupinfo.org/
CSEA: www.csealocal1000.org/
PBA: <http://www.pbanys.org/site/>
GOER: www.goer.state.ny.us/Labor_Relations/Unions_Units/index.cfm

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 "driving state vehicles" 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: 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.* Our vision coverage: [Vision benefits by bargaining unit](#).

Violence in the workplace: 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. The policy, procedure, and a variety of resources related to this policy may be found [HERE](#).

Voluntary Reduction in Work Schedule (VRWS): This program, available to all full-time, 12-month employees with at least one year of service, allows you to propose a desired modification of your work schedule. The foundation of this plan is the ability to trade salary for additional time off. This additional time can be taken in large chunks, such as the summer or the winter break, or intermittently, such as creating a four-day or even three-day work week. In all cases, modified schedules require approval by the unit vice president with primary consideration given to programmatic and budgetary needs. And if you change your mind...these programs, by contract, can run no longer than the fiscal year without renewal, so you are not locked into a permanent schedule change. Our fiscal year ends June 30th. Employees continue to be covered under health insurance and continue to receive a regular paycheck, even during an extended break as long as the modifications conform to the program rules. UUP professionals and M/C employees, in addition to this program, may also explore the option of reducing their percentage of effort to gain additional time off. This option is subject to mandatory bargaining for union members. If your employees are interested in learning more, you may contact the Human Resources office at 255-5423.

Volunteers: The campus has a variety of individuals who give their time and effort to the college with no expectation of pay. In order to protect these individuals and to give them access to campus facilities and email accounts, and give them an ID card, we must bring them on board as an official volunteer. You do your part by completing the [form](#) and returning it to the HR office.

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 use vacation or personal or comp time to do so. An employee who is directed to go home by their supervisor will not have to charge benefit accruals (please don't do this as we have to talk to GOER first!). Under no circumstances can an employee be told to stay home and not to report to work. They may, however, elect to stay home and use the appropriate benefit time to do so. For Cobleskill's full policy on weather, go [HERE](#). The full state policy on severe weather and closings may be found [HERE](#). Or if you just want to know what the weather is doing, go to: <http://www.wunderground.com> .

Wellness Center: The [Beard Wellness Center](#) is the campus clinic for student counseling, illness, and health education. It is easily confused with the campus Fitness Center which is where staff can go to work out.

Winter Break: The period between Fall and Spring semesters is typically designated as a "liberal leave time" meaning employees are generally unconditionally 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. As the supervisor, you must let HR know if your employees need relocation. The list of building closures are posted in advance on SharePoint.

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 far right.

Workers Compensation: All employees are protected when they become injured on the job or ill because of their job. As the supervisor it is your responsibility to make sure any injured employee completes an accident report [accident report](#) AND follows the [procedures for reporting an accident to NY State](#). Finally, it is your responsibility as the supervisor to try to prevent accidents and illness in the workplace. If you feel you would like additional or specialty training for your area, contact the Human Resources office (255-5423) and we will work with you to help create a safer work environment.

Zyzzle: As the final entry in this guide, I thought I would just thank you for being a supervisor here at SUNY Cobleskill and let you know that you have the support of the Human Resources office although at times you may not think so because of all the rules we throw at you. It seemed appropriate to end this, then, with the last word in the dictionary, which is also appropriate to the situation you may find yourself in at times as a supervisor. According to my Funk & Wagnalls New Standard Dictionary of the English Language (dated 1959), zyzzle is “to make a sputtering or hissing sound”, which you may find yourself doing in your supervisory role. Just know we are behind you, and we offer Stress Management seminars regularly.

Last revision April 2012