

State University of New York
College at Brockport

Orientation Guide
For
Classified Staff

Office of Human Resources

TABLE OF CONTENTS

Section 1 Welcome from the President

Section 2 History and Organization

Section 3 Employee Benefits and Services

Benefits

Health Insurance

Dental Plan

Vision Care Program

Retirement

Supplemental Retirement Programs

Life, Home, Auto Insurance

NYPEARL (60 day enrollment period with no medical exam)

Flexible Spending Account

Dependent Care Account

College Savings Program

Tuition Assistance Programs

Savings Bonds

Services

ATM Access

Bookstore

Credit Unions

Day Care Center

Dining Services

Employee Assistance Program

Information Technology Services

Library

Newspapers

Notaries

Parking Services

Recreation and Fitness Center

Telecommunications

Campus Events Box Office

Section 4 Work Place Policies and Procedures

Affirmative Action
Non-Discrimination
Alcohol and Controlled Substances
Internet and E-Mail Guidelines
Property Control
Smoking Policy
Workplace Visitor Policy
Health and Safety
Accident/Workers' Compensation Procedures
Family and Medical Leave Policy
Firearm & Weapons Policy

Section 5 Attendance and Leave

Attendance Records
Jury Duty
Personal Leave
Sick Leave
Sick Leave at Half Pay
Vacation Leave

Section 6 Payroll and Salary Information

Pay Day
Direct Deposit
Payroll Deductions
“Lag Time”
Holiday Pay Waiver

Section 7 Conduct and Job Performance

Appointments
Performance Evaluation
Code of Ethics

Section 8 Human Resources

Faculty and Staff Handbook
Mission Statement

HISTORY AND ORGANIZATION

History

On March 12, 1948, the State Legislature enacted legislation creating the State University of New York, which came into being on July 1, 1948. At the outset SUNY consisted of 32 colleges, which had previously acted independently of each other. They included 11 colleges devoted to teacher education, the core of today's Colleges of Arts and Sciences; five Institutes of Applied Arts and Sciences, which later became community colleges; six Agricultural and Technical Institutes; and five statutory colleges, whose administration is shared with private institutions.

The '50s were devoted to development and organization. Significant achievements included establishment of the Health Sciences Centers in Brooklyn and Syracuse, and the Research Foundation of the State University. The SUNY System received accreditation of the State University as a single institute by the Middle States Association.

The '60s saw academic and physical growth, which was without precedent in the history of education. State University was reshaped into strong liberal arts institutions and four major university centers; the Stony Brook Health Sciences Centers was founded, and the framework for today's 30 locally sponsored community colleges was set into place.

Today, State University of New York stands as an integrated unified system of 64 campuses enrolling over 380,000 students. The State University's faculty provides instruction in more than 3,700 academic programs leading to 49 different kinds of degrees from undergraduate certificate and associate degrees through doctoral and professional degrees.

Organization

All 64 campuses of the State University function under the overall authority and responsibility of the University Board of Trustees; subject to the general guidelines of the Board of Regents of the State of New York. Day-to-day operations of the University are delegated by the Trustees to the Chancellor and staff, known as Central Administration, which carry out University-wide academic, fiscal, personnel and facilities policies.

The authority of the Board and the Chancellor is absolute over only 29 of the 64 campuses—those that are State-supported and operated by the State of New York. You are employed by one of these campuses and are an employee not only of the State University of New York, but also the state of New York. The Central Administration staff serves in the role of liaison with such offices as the Division of the Budget, Governor's Office of Employee Relations, Department of Civil Service, and the State Comptroller's Office. Their role includes implementation of various laws, rules and regulations, and development of policies and procedures that allow for a consistent University-wide conformity to mandated requirements.

A President, who serves as the chief administrative officer, and carries the overall responsibility for operating the campus, leads each campus. Each campus devises its own structures, programs and procedures within the general policies and goals of the University and within its specific mission. Each campus has a 10-member council comprised of nine gubernatorial appointees serving nine-year terms and a voting student member. The council advises the President on local policy matters.

EMPLOYEE BENEFITS AND SERVICES

Benefits

*Note: additional benefits information may be found on the Benefits website at URL:
<http://www.brockport.edu/hr/Benefits/>

Health Insurance

New York State has provisions for health insurance coverage for its employees and their dependents. Several types of plans are available. **Your coverage becomes effective 42 days following your date of employment.*** New employees who apply for health insurance more than 30 days after their employment first date on the payroll may be subject to an extended waiting period.

*For most bargaining units

You may choose to enroll in a single or family plan. Dependents are covered to age 19 or age 25 if a full-time student. Your contribution toward the cost of the plan will be 10% for single coverage and 25% for family coverage. Premium payments will be deducted directly from your paycheck.

The available options are substantially different, and your choice will depend upon your needs and those of your family. A short comparison of the types of benefits available from the various plans follows. For more specific information on benefits and the cost of coverage, see a summary description of the options at the Department of Civil Service web site at www.cs.state.ny.us/ebd. Click on Employee Benefits and Services for information including:

- Health insurance choices and rates
- Qualifying events and effective date rules governed by IRS regulations
- Participating provider directories for the Empire Plan

Health Maintenance Organizations In Comparison to the Empire Plan

<u>HMO's</u>	<u>Empire</u>
* Must choose primary care physician/ obtain referrals	* May elect any listed provider for standard procedures
* Benefits provided by one organization	* Benefits provided by five different organizations
* World wide hospitalization coverage (in most cases, verify with specific carrier)	* World wide hospitalization coverage
* Some plans allow for out of state coverage	* Participating providers in every U.S. state and allows for overseas primary care

Annual Option Coverage

Annually, (**usually in November**) employees are given the opportunity to change health insurance plans during the "Option Change Period." This change will be effective the pay period closest to January 1st. Employees who have their health insurance deduction taken on a pre-tax basis must have a qualifying event in order to change from family to individual coverage, or to cancel their insurance entirely other than during this period.

Dental Plan

Dental coverage is available after a 28-day waiting period. Dental coverage is provided by Civil Service Employees Association (CSEA) through a union benefit fund. You will be sent policy details by CSEA after signing up for the policy. There is no employee contribution for this plan.

Vision Care Program

Vision coverage is available after a 28-day waiting period. You will be sent policy details by CSEA after signing up for the policy. There is no employee contribution for this plan.

Retirement

Membership in a retirement system is mandatory for all full-time employees appointed for more than three (3) months. Employees must complete a retirement application within 30 days from the date of employment.

New York State Employees' Retirement System (ERS) is the retirement plan option for most classified employees. ERS is a Defined Benefit Plan. A "Defined Benefit Plan" basis benefits on employees' highest three years average salary, years of service and age at retirement.

- Vested after 5 years in New York State Employees' Retirement System
- Employee contribution is 3 percent of salary for those joining on or after July 27, 1976. No contribution required after 10 years of service for members of the New York State Employees' Retirement System

Additional Retirement Savings Programs

Employees may participate one or both of the participating tax deferred programs through payroll deduction, TIAA-CREF or the New York State Deferred Compensation Plan. Due to new federal guidelines the dollar amounts listed below may be contributed to each plan annually. These plans include various provisions that may allow eligible employees to contribute additional funds. Contact information may be found in your Employee Benefits Directory.

<u>Calendar Year</u>	<u>Limit</u>	<u>Total Cont. Allowed Per IRS Regulations</u>
2009	\$16,500	\$33,000

NOTE: The following programs are not administered by the Human Resources Office. For details contact the vendor directly (Phone numbers available in the “Employee Benefits Directory” included in this book).

College Savings Account

This program enables employees to contribute pre-tax monies to a college savings account for their children, up to \$5,000 for a single parent or \$10,000 per couple as of January 2001. Beginning January 2002, monies taken from this account for qualified higher education expenses will not be subject to New York State tax. To learn more or enroll call 1-877-NYSAVES or visit www.nysaves.org

CSEA Tuition Assistance Programs

CSEA members have a number of tuition options available to them. Directly through CSEA an employee is eligible for two tuition assistance vouchers per year, which pay up to 100% of the cost of a single course each. Contact the CSEA Employee Benefit Fund for further details. (Note: must use tuition assistance vouchers before eligible for a B-140 waiver).

B-140 Tuition Waivers

After use of the available CSEA tuition assistance (The Partnership), The College at Brockport provides for its employees the use of a B-140 waiver per semester. A B-140 currently covers up to \$425 of the tuition cost at any SUNY affiliated school. B-140 waivers are available on a first come, first serve basis.

Credit-by-Examination Fee Reimbursement

Partial or full reimbursement of CLEP, DANTEs, TECEP, and Excelsior College exams is available in addition to your standard tuition benefits. For more information call 1-800-253-4332 or visit www.nycseapartnership.org.

Savings Bonds

United States Savings Bonds are available for purchase through Payroll deduction. To enroll, please call 1-800-426-9314.

Survivor’s Benefit Program

This program is a supplemental death benefit payable by the ERS. It offers assistance to your beneficiaries if they do not qualify for a death benefit of at least \$10,000. The Retirement System administers the Survivor’s Benefit Program.

Life Insurance

Life, auto, home and other insurance policies are available to CSEA employees privately through Pearl Carroll and Associates.

NYPEARL (60 days to enroll without medical underwriting)

This is a New York State sponsored program to provide for long-term care insurance. New employees have up to 60 days to apply without needing medical underwriting. More information for this program is available directly from NYPEARL.

Flexible Spending Account (60 days to enroll from date of hire)

This program enables employees to set aside from \$100-\$4,000 annually on a pre-tax basis to pay for health related expenses not reimbursed by health insurance. New employees have 60 days to enroll in this program from your date of hire. The program is set up to have bi-weekly deductions taken from your paycheck on a pre-tax basis and reimbursed to you for medical bills not covered by your insurance plan. Over the counter medications are eligible expenses under this plan.

Dependent Care Account (60 days to enroll from date of hire)

This program allows eligible employees to set aside up to \$5000 annually on a pre-tax basis to help pay for dependent care. Qualified dependents include children under the age of 13; handicapped children of any age; and adults who live in your home who are incapable of caring for themselves. You have 60 days to enroll in this from your date of hire.

Regional Area Recreation Employee Services (RARES)

The RARES Employee Benefit program offers The College at Brockport employees discounted tickets for various entertainment and services. You as an employee, have access to discounts with approximately 65 local vendors.

To take advantage of these discounts, simply pick up your employee discount card at the Conrad Welcome Center anytime between 7:30 am - 5:30 pm, Monday through Friday.

Summer hours are 7:45 am - 4 pm. Please be prepared to show your campus ID.

Then check out the RARES Web site at www.rares.org to order tickets and to periodically check for updates and specials.

Employee Discounts

Some examples include a 19% Verizon Wireless and AT&T Wireless discount and Entertainment Books. Please contact the Welcome Center and Parking Services for more information or visit their web page at <http://www.basc1.com/parking/index.htm#>

SUNY-wide PC Discount Program

All SUNY Employees may take advantage of a discount provided by the following computer companies: Apple, Dell, IBM, and Gateway. To access this benefit please visit the following web page:

<https://www2.sysadm.suny.edu/employeeservices/login/login.cfm>

Services

ATM

ATM is available on the first floor of the Seymour College Union.

Bookstore

The Barnes and Noble bookstore, located on the first floor of the Seymour College Union, sells textbooks, art supplies, personal books, college clothing, and memorabilia. Employees receive a 20% discount on purchases other than textbooks when they show their staff identification card.

Credit Union

Membership in the Brockport Federal Credit Union and the Rochester Area State Employees Federal Credit Union is available to all employees. The credit union offers a variety of services, including savings accounts, checking accounts, Christmas clubs and loans.

Day Care Center

The Brockport Child Care Center, Inc. is located on our campus in Cooper Hall (Office B7 and C255A). Hours of operation are 6:30 a.m. to 5:30 p.m. Subsidized funding is available through SUNY and Monroe and Orleans County Department of Social Services. All subsidized funding is based on income eligibility. For further information about the Center, please call 395-2273.

Dining Services

The Brockport Auxiliary Services Corporation (BASC) would like to welcome you to The College at Brockport campus and introduce you to our #1 rated dining services! You'll be glad to hear that there are eight locations for on-campus dining. Of particular interest may be Harrison and Brockway Dining Halls, which feature grilled foods, vegetarian entrees, deli bars and numerous other hot and cold menu items during regular meal times. We offer a faculty/staff meal plan.

Also available: Union Square Food Court in the Seymour College Union, Jitterbugs Café across from the Barnes and Noble Bookstore, the Health Court at Tuttle Athletic complex, Aerie Café at Drake Memorial Library, the Gallery Lounge and Game Room and TRAX our pizza/sub shop located on the ground floor of Harrison Hall. Although the hours vary, there are dining services available until 1:00 a.m. seven days a week.

If you need further information, please contact Dining Services at 395-2570.

Employee Assistance Program

The New York State Employee Assistance Program (EAP) is a cooperative effort of management and labor. It was created to help employees cope with personal problems such as alcoholism, drug abuse, emotional stress, financial difficulties and family illness or death. EAP is not a direct service provider, but it is an assessment and referral service that can connect employees with local service providers and support services to address

their needs. This program emphasizes information, intervention, and health maintenance and illness prevention. It is available at no cost to all New York State employees. If you or any members of your family are facing personal problems, EAP is designed to assist you. The EAP Coordinator will discuss your situation confidentially and will refer you to a resource provider available in your community.

Information Technology Services

Information Technology Services (ITS): Campus technology services include technical support staff information and equipment to help you with your technical needs, questions, and problems. ITS will grade exams, tabulate course evaluation forms or other survey data or process any other data you have on optical scanning forms. It maintains computer hardware, installs and troubleshoots software, and through Media Services assists faculty in meeting their classroom needs for audio-visual equipment (projectors, recorders, etc.) Each semester, it also offers training workshops for a variety of computer applications.

The Faculty/Staff Technology Help Desk offers assistance to employees experiencing problems with their computers. The help desk is located in Room 211 in Dailey Hall and can be reached by dialing extension 5151. The ITS Help Desk is open 8:00 a.m. to 5:00 p.m., Monday through Friday, on all days that the College is open. Outside of these times, users may submit their questions via the Web at www.brockport.edu/its/helpdesk.

Library

Faculty/staff may check out materials in the Drake Memorial Library collection (you will need your faculty/staff ID card), use its Inter-Library Loan services, avail oneself of its database searching service, put course materials on reserve, and much more.

Recreation and Fitness Center

Campus Recreation, located in Tuttle North, features some of the finest and most extensive sports facilities in New York State: Olympic-sized pool, six gyms, handball/racquetball courts, recently renovated weight room/fitness facility, indoor ice arena, outdoor playing fields, and aerobics program.

Membership may be purchased from the HUB located at B286, Tuttle North. The cost is based on the type of pass that you purchase. Should you have specific questions, feel free to call a HUB associate at 395-2681.

Telecommunications

The College provides telephone and voicemail service to all faculty, staff, and students on campus. Each individual is assigned a Personal Billing Number (PBN), which can be used to make personal, off-campus calls from any phone on campus. For an application, please contact The Office of Telecommunication at x5151. You will receive a monthly telephone bill at your permanent home address. Payments can be made to the Bursar's Office. Any calls made without a PBN will be listed on the Monthly Departmental Bill. Additionally, the

The College at Brockport Calling Guide includes dialing instructions, voicemail features, billing information, etc.

<http://www.brockport.edu/telecom/>

Campus Events Box Office

Located in Seymour College Union on the first floor. Tickets available for on and off campus art, recreation, and sporting events.

WORK PLACE POLICIES AND PROCEDURES

Affirmative Action

The Affirmative Action Office is responsible for administering the College's recruitment, hiring and equal employment opportunity policies and procedures ensuring the College's compliance with related laws, rules, and regulations dealing with human rights. The office is also responsible for developing and administering the College's Affirmative Action Compliance Plan, including the collection and analysis of data, the maintenance of required records, and the preparation and submission of required internal and external reports.

The Office investigates all human rights and discrimination complaints on campus, whether brought by faculty, staff, or students, and administers the internal grievance procedures.

Alcohol and Controlled Substances

In compliance with the Drug-Free Workplace Act of 1988 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, and in keeping with its mission, The College at Brockport will not tolerate the unlawful possession, manufacture, use, distribution, or dispensation of any illicit drugs and/or alcohol on the campus of The College at Brockport, its satellites (i.e., REOC and MetroCenter), its off-campus facilities, or as a part of any of its activities. This policy is also available on The College web page, along with additional Human Resources policies, by clicking on <http://www.brockport.edu/hr/documents/drugalco.doc>

Internet and E-mail Guidelines

The College at Brockport provides employees with access to the Internet for the benefit of the College. Every employee has a responsibility to use the Internet in a productive and responsible manner. To ensure that all employees are responsible, productive Internet users and are protecting the College's public image, the following guidelines have been established for using the Internet.

Personal use of computers and the Internet is prohibited. Employees should accept personal responsibility for appropriate use of the Internet, appropriate conduct on the systems, and for reporting any misuse of the network.

For further information on this guideline, please refer to The College at Brockport web page, along with additional Human Resources policies, by clicking on: <http://www.brockport.edu/hr/documents/internet.doc>

Property Control

College property and services, including letterhead, forms, other stationery, postage, mailing service, computer services, printing services, photocopy, and other duplicating services are available for the conduct of College business, and are not to be used for personal purposes or in connection with private or professional activities conducted for profit. However, with permission from you supervisor, they may be used for work related to professional societies and public service organizations.

Similarly, College equipment is restricted to job-related use and no item of College property may be removed from campus unless a Property Removal Authorization form (with appropriate administrative signatures has been filed). For more information on this process, see the Faculty/Staff Handbook.

Smoking

Since July 1, 1993, The College at Brockport has been smoke-free. Smoking has been strictly prohibited in all campus buildings, including the Educational Opportunity Center and the MetroCenter, located in Rochester, **and in all vehicles owned by the college or the Brockport Auxiliary Service Corporation (BASC)**. Doorway areas are considered part of the building and are likewise smoke-free.

Workplace Visitor Policy

The College values family life and has worked to develop employment policies and benefits that are supportive of families. While the College seeks to focus on providing an environment open to work and family issues, it also believes that the workplace should not be use in lieu of a childcare provider.

Further, the College believes that it is inappropriate for minor children of employees to be in work areas during work hours for several reasons: the potential liability to the university; risk of harm to the children; and decreased employee productivity due to distractions and disruptions.

It is the policy of the College that minor children of employees not be present at an employee's workplace—for example, office, classroom or shop area—in lieu of other child care arrangements during the employee's work hours.

This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to attend classes or cultural and sporting events.

The frequent or extended presence of friends or adult family members of College employees or off-duty employees is discouraged. These occurrences at the work site create the potential for injury to the visitor and significant liability to the University as well as adversely affecting work efficiency of employees.

Health and Safety

The Office of Environmental Health and Safety (EHS) at The College at Brockport is responsible to develop, implement and oversee environmental, health and safety programs that will positively impact working, learning and living conditions on campus. EHS staff function as consultants to all members of the college community, students, faculty, staff and administrators.

EHS programs include, but are not limited to: Right-to-Know Law, Lab Safety, Hazardous Waste and Emergency Spill Response, Ergonomics, Blood Borne Pathogens, Biohazards, Asbestos, Fire Safety, Personal Protective Equipment, Confined Spaces, Respiratory Protection and Indoor Air Quality.

If an employee, supervisor or other members of The College at Brockport community have questions or concerns regarding any of the above-mentioned programs or environmental health and safety issues in general, EHS is available for assistance at 395-2005 or dturkow@brockport.edu (David Turkow, Director of EHS).

Also, training seminars are provided on a variety of EHS topics periodically and notifications of training are sent to the appropriate department. If you need training in a specific area, please contact EHS.

ACCIDENT/WORKERS' COMPENSATION PROCEDURES

<u>RESPONSIBILITY</u>	<u>ACTION</u>
<u>EMPLOYEE</u>	Reports work related accident or illness to supervisor <u>immediately</u> . Seeks medical attention as needed.
SUPERVISOR	Gives the employee the Injury Report Form (available on the WEB) to fill out. After the injured employee signs the form, the supervisor also signs and forwards to the Office of Human Resources within 24 hours . <i>Supervisor must notify Classified Staffing/Benefits Manager in the Office of Human Resources, immediately by phone at 395-2995.</i>
<u>EMPLOYEE</u>	Calls 1-888-800-0029 to report the injury to NYS Accident Reporting System.
HUMAN RESOURCES	Receives the injury report from the supervisor and processes the C 2 in the NYS Accident Reporting System. The report is electronically sent to the Workers' Compensation Board. Workers' Compensation will forward to State Insurance Fund , the carrier for SUNY Brockport. This will initiate the claim process.
STATE INSURANCE FUND	Sets up claim and notifies the Office of Human Resources once a claim has been established. Contacts employee to verify information on accident report.
<u>EMPLOYEE</u>	In order for bills to be paid, medical reports must be received by the State Insurance Fund. Employee must ensure that their doctor transmits medical reports to the State Insurance Fund. In addition, employee must submit a medical statement to SUNY Brockport Human Resources Office verifying diagnosis and estimated date of return to work.
STATE	Upon receipt of acceptable medical reports, processes claim for insurance fund payment to doctor.
<u>EMPLOYEE</u>	Employees must charge accruals for lost time. If the employee has no accruals, they will be placed on leave without pay. Professional employees charge accruals until accruals run out.
<u>EMPLOYEE</u>	Responsible for keeping Human Resources Office and supervisor informed of status during absence and supply medical documentation before they return to work.

DEPT./HR

Determines whether alternative duty assignment is appropriate. Employee must be no more than 50% disabled and able to return to full duty within **60 calendar days**.

EMPLOYEE

Before returning to work, employees must present to Human Resources a statement from the treating doctor allowing employee to return to work. Human Resources will provide the supervisor with a copy of the medical release.

HUMAN
RESOURCES

Will notify Payroll and State Insurance Fund when the employee returns to work.

Possession of Firearms and Weapons

General Policy

Possession of rifles, shotguns, firearms, or weapons is strictly prohibited in or upon any building or grounds of The College at Brockport or the Educational Opportunity Center without the written authority of the President of the College or his/her designee.

Authorization for Use

The President of the College or his/her designee may grant authorization for the possession of rifles or shotguns only if such possession is required or permitted for specifically authorized (a) educational programs, (b) scientific research, (c) skeet, trap or other target shooting activities carried on under the supervision of the College or (d) the storage of sporting arms. Except as otherwise provided in this chapter, any such authorization granted pursuant to this section may be rescinded at any time, but in no event shall be valid for longer than one semester, and shall be non-transferable.

Storage of Firearms

The President of the College or his/her designee may grant written permission or authorization to students, faculty, or staff to permit the storage of rifles, shotguns, or weapons only when such possession is required or permitted for purposes of Section 376.02 of this Chapter. Concealable firearms are not authorized for storage. When authorized for storage on campus, rifles, shotguns, and weapons shall be stored in unloaded condition with the University Police and shall be labeled with a tag bearing the owner's name, address, telephone number (both home and campus), date of storage, and other pertinent information deemed necessary. Only the owner of such weapons, upon presentation of proper identification, may obtain possession of them after they have been stored.

University Police Authorization

The President of the College may authorize sworn members of University Police to carry firearms while on duty. Such authorization shall require strict compliance with Article 4, Part 590 of Subchapter C of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York and Rule 080.1 of the SUNY Board of Trustees and all University Police General Orders related to the possession and/or use of firearms.

POSSESSION BY MILITARY OR POLICE PERSONNEL

This policy shall not apply to the possession of firearms, rifles, shotguns, or weapons by persons of the military or other service of the United States or New York State or to police when acting in pursuit of official duty when duly authorized by federal or state law, regulation or order to possess same.

Disciplinary Actions

Any violation of this policy governing firearms, rifles, shotguns, or other weapons on campus shall be cause for administrative and disciplinary action.

Definitions

The term "firearm," "rifle," and "shotgun" are used herein as defined by New York state Penal Law, Section 265.00. The term "weapon" means any firearm, electronic dart-gun, dagger, dangerous knife, razor, stiletto, imitation pistol, or any dangerous or deadly instrument, including any instrument or article from which a shot or projectile, may be discharged (bows, gas or air powered pellet guns, or a switchblade knife, gravity knife, dirk, cane sword, billy, blackjack, bludgeon, metal knuckles, chukka stick, sandbag, sandclub, slungshot, or slingshot.) of the articles or instruments that are specified in Sections 265.01 through 265.06 of the New York State Penal Law.

ATTENDANCE AND LEAVE

Attendance Records

Faculty and staff are required to maintain a daily attendance record on the appropriate report form. Failure to submit timesheets in a timely manner may result in paychecks being delayed or held. For further information **contact Payroll at Extension x2744** or go to the web page at <http://www.brockport.edu/hr/payroll/timesheets.html>

Personal Leave “Classified Employees Only”

Personal leave may be used for conducting personal business, religious observances, and absences due to extraordinary weather conditions or vacation. Personal leave is granted each year on your anniversary date. Employees are credited five personal leave days per year and unused personal leave expires after one year.

Sick Leave

Accruing Sick Leave Credits (Full-Time)

Employees who work 37.5 hours per week:

Accrue 3.75 hours biweekly

Employees who work 40 hours per week:

Accrue 4 hours biweekly

Sick Leave at Half Pay

An employee may be eligible for discretionary sick leave at half pay if they are absent due to personal illness, have at least one year of State service, have permanent non-probationary status and have exhausted all their accrued leave credits, including personal leave, vacation and sick leave.

An employee may be granted sick leave at half pay equivalent to one biweekly pay period of sick leave at half pay for each six months of State service. In some bargaining units, employees who meet certain additional criteria, including serving a waiting period, must be granted sick leave at half pay. Sick leave at half pay is not available to employees enrolled in the Income Protection Plan (IPP).

Vacation Leave

- Accruing Vacation Credits (Full-Time)

Employees who work 37.5 hours per week:

Accrue 3.75 hours biweekly, if employee has seven years or less State service

Accrue 5.75 hours biweekly, if employee has more than seven years of State service

Employees who work 40 hours per week:

Accrue 4 hours biweekly, if employee has seven years or less State service

Accrue 6 hours biweekly, if employee has more than seven years of State service

- Bonus vacation days are earned after the completion of a year of State service as follows:

Full-time Vacation Bonus Days for Administrative and Operational Service Units

<u>Years of Service</u>	<u>Bonus Days</u>
1	1 day
2	2 days
3	3 days
4	4 days
5	5 days
6	6 days
7	7 days

Full-time Vacation Bonus Days for Administrative Services Unit

<u>Years of Service</u>	<u>Bonus Days</u>
15-19	1 day
20-24	2 days
25-29	3 days
30-34	4 days
35 or more	5 days

Full-time Vacations Bonus Days for Operational Services Unit

<u>Years of Service</u>	<u>Bonus Days</u>
20-24	1 day
25-29	2 days
30-34	3 days
35 or more	4 days

PAYROLL AND SALARY INFORMATION

Pay Day

The New York State payroll period is two weeks long. It starts on a Thursday and ends two weeks later on a Wednesday. Paychecks are issued every other Wednesday for the Administrative payroll cycle. You will receive your first paycheck approximately four weeks after you start. It is your responsibility to complete your time sheet and submit it correctly and promptly, as this is the basis for generating an accurate and timely paycheck.

Paychecks are processed in Albany by the Office of the State Comptroller based on information provided by this agency. When you receive your first paycheck, review it to make sure it is accurate.

Direct Deposit

Checks may be deposited directly to any financial institution that is a member of the Automated Clearing House (ACH). Some banks offer special benefits to employees who elect direct deposit. Employees are strongly encouraged to participate in the Direct Deposit program.

Payroll Deductions

Federal and state tax withholding, social security deductions, Medicare deductions, and union dues or agency fees are required for all CSEA employees. Union dues or agency fees are mandatory for all employees appointed to titles placed in the CSEA negotiating units.

“Lag Time”

CSEA employees are subject to a five-day lag pay deduction, one day for each of their first five paychecks. This money shall be held until separation from New York State service or retirement from the college. Upon separation, the five days of lag pay shall be paid to the employee at their rate of pay at that time.

Holiday Pay Waiver (Need to fill out within 30 days, eligible if hired May – March)

Employees who are required to work on a holiday will receive, at their option, additional pay for the holiday worked, or additional time off. In April of each year, employees will have the option of selecting compensatory time off in lieu of pay for holiday work for the following fiscal year. Holiday Pay Waiver forms are available in the Payroll Office.

Salary Increments and Increases

Employees receive periodic increases in salary based upon the terms and agreements negotiated between the State and the unions representing State employees.

If you have any questions on the above information please call the Office of Payroll at 585-395-5136

You may also visit the Office of Payroll website at:

<http://www.brockport.edu/hr/payroll/>

CONDUCT AND JOB PERFORMANCE

Appointments

Appointment Letter – Employees should receive a letter signed by the appointing authority, which confirms their employment. This letter usually contains important information such as the title of the position, base salary, date of appointment, and type of appointment.

Probationary Period – If an employee receives a permanent or contingent permanent appointment, the letter will also state the length of the probationary period. During this period, your supervisor will evaluate your work performance in regard to quality of work, quantity of work, interpersonal relations, attendance, and need for additional training. Your supervisor will discuss the evaluation with you. Most open competitive appointments and all original permanent appointments in the non-competitive, exempt, and labor classes have a probationary period of 26 to 52 weeks. Promotional appointments also require a probationary terms of 8 to 26 weeks for positions of G-13 or lower and 12 to 52 weeks for G-14 and higher. Probationary periods for trainee titles are for the duration of the traineeship. For further information contact the Human Resources Office.

Performance Evaluation

In accordance with New York State policy, employee performance is evaluated regularly. While each bargaining unit has its own performance evaluation program, each one generally involves the development of performance plan by an employee with his or her supervisor, a review of employee performance, recognition of positive employee accomplishments, and suggestions for further improving the employee's contribution to the organization. Such reviews are usually conducted annually for each New York State employee. The performance evaluation period is January 1 through December 31 and the evaluation is due on January 1.

Code of Ethics

The Code of Ethics sets forth ethical standards to be observed by all employees. If you have questions regarding the Code of Ethics or potential conflicts of interests, you may submit questions to the Office of Human Resources at extension 2126. The Code of Ethics is contained in Appendix V, "NYS Ethics Law".

HUMAN RESOURCES

Phone Number: 585-395-2126

Fax:

585-395-5275

Faculty and Staff Handbook

Article IX, Section 3 of the State University of New York, Policies of the Board of Trustees, 2001, states:

“Handbook. The chief administrative officer of each college shall be responsible for the preparation and publication of a college handbook, subject to the approval of the Chancellor. Such handbook should include an administrative organization chart, a statement of administrative responsibilities, faculty by-laws, local policies and such other information concerning the college as he may deem advisable and shall be made available to all members of the academic staff of the college.”

The Handbook presents the policies, rules, regulations and procedures necessary for efficient and effective administration of College business. The handbook can be found at: <http://winnt01.admc.brockport.edu/handbook.nsf>

Human Resources Website

<http://www.brockport.edu/hr>

From here you can access current announcements, benefit and payroll information, along with most college policies and guidelines.

Mission Statement Office of Human Resources The College Brockport

Human Resources provides the College community with consultation and innovative solutions in the areas of Personnel, Payroll, Benefits, and Affirmative Action and assists the college in hiring, retaining, developing and rewarding highly qualified workforce.

LIST OF APPENDICES

Front Pocket:

- Verification of Attendance
- Classified Employee Handbook
- Time and Attendance Guidelines
- Benefits Directory
- Parking Permit Information
- Holiday Pay Waiver

Bound:

- Holiday Schedule
- Example of a New York State Paycheck
- Academic Calendar
- Campus Map
- Organizational Chart

Back Pocket:

- Supplemental Retirement Programs
- Flex Spending Account (**60 day enrollment period**)
- NYS Deferred Compensation Program
- EAP Guide
- My NYSHIP
- Property Control
- Out-n-about (Day trips around Rochester)
- Life works