

*State University of New York
College at Brockport*

*Orientation Guide
For
Professional Staff*

Office of Human Resources

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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

HMO's

Empire

* 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 and Vision Plans

Please refer to the Benefits website at URL:

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

Retirement

Membership in a retirement system is mandatory for all full-time employees. Employees must complete a retirement application and accompanying forms within 30 days from the date of employment. If an election is not made within thirty days you will be automatically enrolled in a Defined Benefit Plan.

Defined Benefit Plans:

New York State Employees' Retirement System (ERS) and Teacher's Retirement System (TRS) are the Defined Benefit Plan retirement options. A "Defined Benefit Plan" has benefits based on employees' final three years average salary, years of service and age at retirement.

- Vested after 5 years of full time service credit
- Employee contribution is 3 percent of salary for those joining on or after July 27, 1976. No contribution required after 10 years

Defined Contribution Plans:

As an employee of SUNY, TIAA-CREF, AIG Retirement, ING and MetLife tax deferred annuities are available to you. When you sign up, you direct SUNY to put a portion of your salary into a retirement fund similar to a 401K or mutual fund on a pre-tax basis.

New employees contribute 3% of their gross salary for 10 years.

State Contribution:

1- beginning of year 8: 8%

8- beginning of year 10: 10%

10 – separation: 13%

Refer to the benefits website for detailed information at URL:

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

Additional Retirement Savings Programs

Employees may participate in one or both of the participating tax deferred programs through payroll deduction; TIAA-CREF, MetLife, ING, AIG Retirement, Fidelity 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 Contributions Allowable Per IRS Regulations</u>
2009	\$16,500	\$33,000

Survivor's Benefit Program

<http://www.brockport.edu/hr/Benefits/Fringe%20Benefits/Fringe.htm>

Life Insurance

Life, auto, home and other insurance policies are available to UUP employees privately through a union affiliated group, NYSUT. You may contact NYSUT at phone number 1-800-626-8101.

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.

College Savings Account

This program enables eligible 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 that file their taxes jointly. 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

UUP Tuition Assistance Programs

Please see the Tuition Assistance section of The College at Brockport Web Page at:
<http://www.brockport.edu/hr/procedures/#ben>

Savings Bonds

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

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 discount, a 19% AT&T 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

An ATM (HSBC) is available on the first floor of the Seymour College Union.

Bookstore

The Barnes and Noble bookstore 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 depending on your negotiating unit (union). Please see the following link for contact information:

<http://www.brockport.edu/hr/Benefits/BenefitsDirectory.pdf>

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, and TRAX our pizza/sub shop located on the ground floor of Harrison Hall. There are dining services available until 1:00 a.m. seven days a week.

For a listing of additional services provided by BASC please visit the following website: <http://www.basc1.com/index.htm>

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 one's self 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.

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

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 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.

Harassment Policy

<http://www.brockport.edu/hr/procedures/documents/harassmentpolicy.doc>

Full Policy Listing:

<http://www.brockport.edu/hr/resources/handbook.html>

Office of Human Resources Policies:

Drug and Alcohol

Internet and E-mail Guidelines

Smoking

Workplace Visitor Policy

Extra Service Policy

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

Property Control

<http://www.brockport.edu/facilities/propertycontrol/>

Possession of Firearms and Weapons

<http://www.brockport.edu/hr/resources/documents/550%20Possession%20of%20Firearms%20and%20Weapons.doc>

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 member of the SUNY Brockport community has 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 immediately . 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 the Office of Human Resources, immediately by phone</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 The College at 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.

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

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>

Family and Medical Leave Act:

<http://www.brockport.edu/hr/Leaves/index.html>

Sick and Vacation Accrual Rates (July 2, 2008):

Based upon your salary, vacation and sick leave are accrued as follows:

*Faculty only earn sick leave accruals.

Non-teaching Professionals (Part-Time):	<u>Salary</u>	<u>Days Earned</u>
	Up to \$12,120	¼ day per month
	\$12,121 to \$18,287	½ day per month
	\$18,288 to \$24,453	1 day per month
	\$24,454 or higher	1 ¼ day per month

Hourly Non-teaching Professionals – same as above (annualize hourly rate)

*PT NTP must work 8 hours per week for 3 out of 4 week to accrue

Faculty (Part-Time)	<u>Who Teach</u>	<u>Sick Leave Accruals</u>
	1 course	¼ day per month
	2 courses	½ day per month
	3 courses	1 day per month

Faculty and Non-teaching Professionals (Full-Time):	<u>Years of Service</u>	<u>Days Earned</u>
	0-1	1 ¼ a month (15 days)
	2	1 1/3 a month (16 days)
	3,4,5	1 ½ a month (18 days)
	6	1 2/3 a month (20 days)
	7	1 ¾ a month (21 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 UUP employees. Union dues or agency fees are mandatory for all employees appointed to titles placed in the UUP negotiating units. Full-time UUP employees pay 1% towards union dues, part-time pay .9%.

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

Annual Performance Evaluation

It is the policy of the College to evaluate formally the performance of all professional employees at least once each year. In addition, an immediate supervisor may conduct informal evaluations at any time. Formal evaluations of professional employees in the Professional Services Negotiating Unit shall be made in accordance with procedures established in the “Memorandum of Understanding between the University and the UUP”.

The evaluation of an academic employee shall be the appraisal of the extent to which the employee has met his/her professional obligation. Such evaluation will be considered by the President and appropriate administrative officers in making decisions or recommendations with respect to continuing appointments, renewal of term appointments, promotions, discretionary increases to annual salary, and for any other purpose where an academic employees’ performance may be a relevant consideration.

Following are the performance evaluation due dates by Negotiating Units:

Group	Evaluation Period	Evaluation Due Date
MC employees	7/1-6/30	July 1
UUP Professional Employees	7/1-6/30	July 1
Academic Annual Reports		August 30

Code of Ethics/Financial Disclosure

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”.

If your agency has designated you as a policymaker, or if you earn over the SG-24 rate (\$80,468 per year in 2008) and have not received an exemption, then you must file an annual financial disclosure statement with the Ethics Commission by May 15. If you begin public employment after May 15 of any year and must file, you must do so within thirty days of joining State service.

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://www.brockport.edu/hr/resources/handbook.html>

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 at 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
- Supervisor Orientation Checklist
- Time & Attendance Guidelines
- Parking Permit Information
- Benefits Directory
- Long-term Disability Coverage Form

Bound:

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

Back Pocket:

- Flex Spending Account (**60 day enrollment period**)
- NYS Tax Deferred Annuity Programs
- Property Control
- EAP Guide
- MyNYSHIP
- New York State Deferred Compensation Letter
- Out-n-About (Day trips around Rochester)