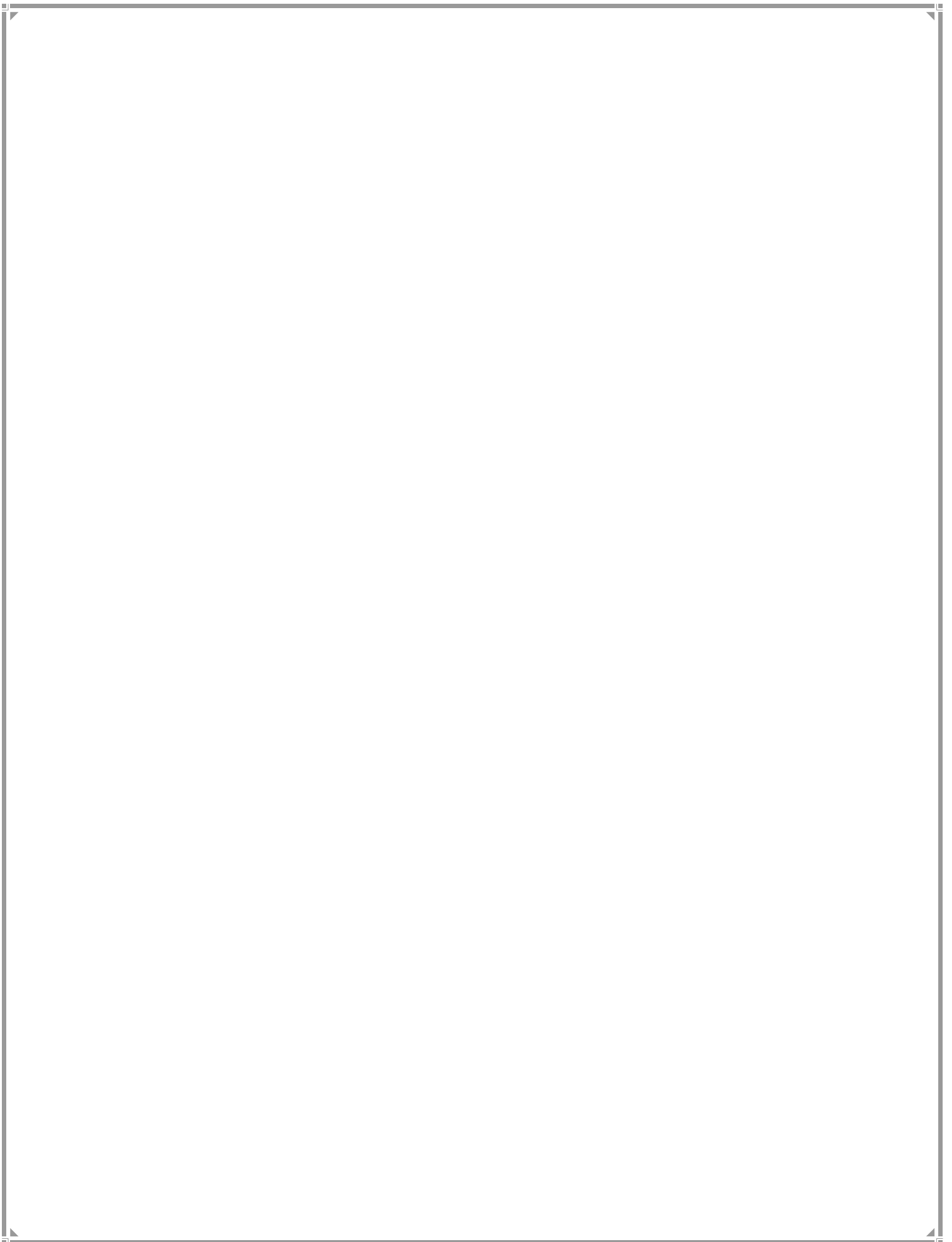


Morrisville State College  
Employment Handbook  
Classified Staff

April 1, 2008



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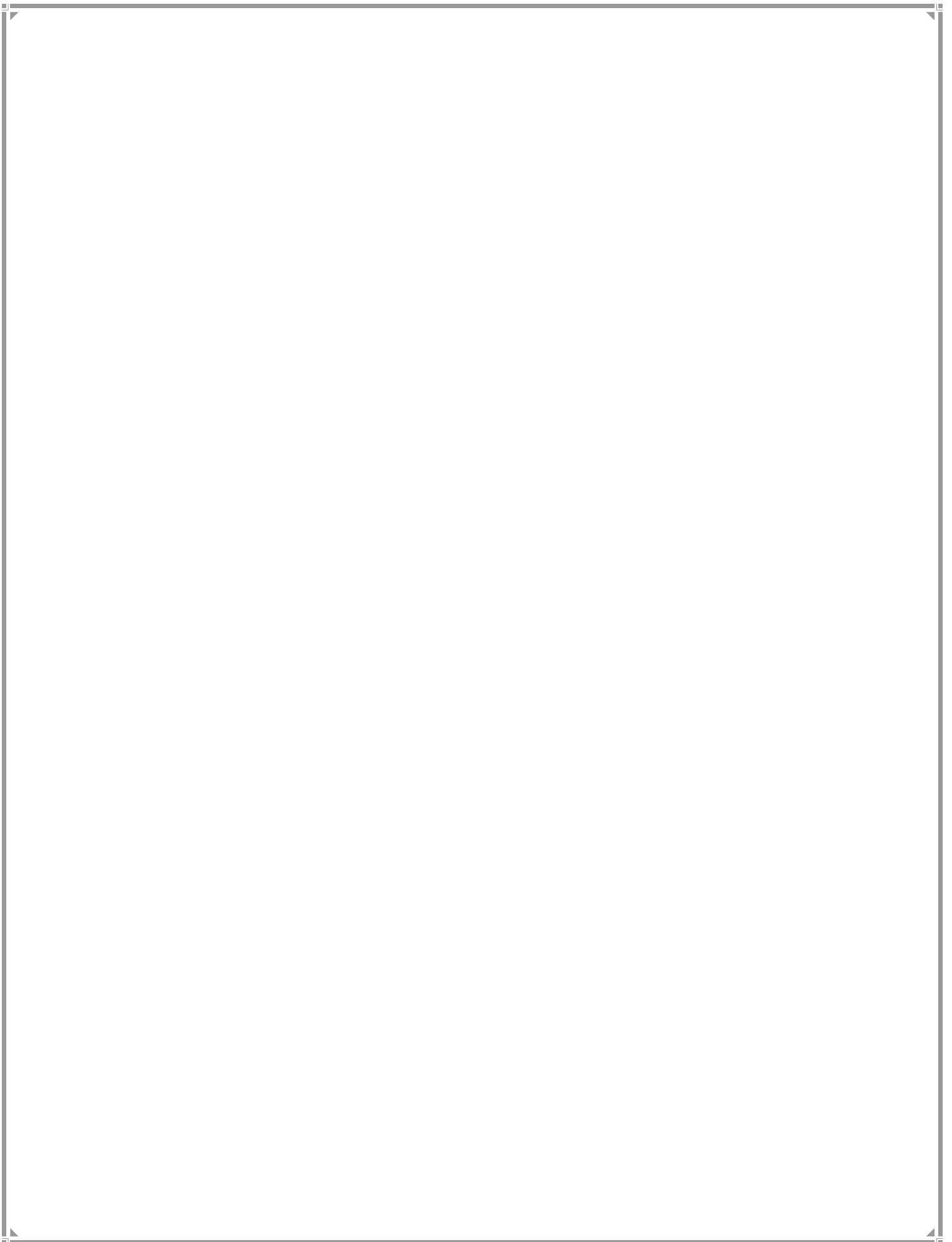
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Dear Classified Staff,

I would like to extend a warm welcome to new members of the classified staff. You have joined a community with a rich historical legacy and strong commitment to excellence.

As you know, operating a college on a day-to-day basis takes a lot of hard work, dedication and attention to detail. As a member of the classified staff, you are part of a great Morrisville State College team.

Morrisville State College's mission centers on our students. The formal mission statement reads:

Morrisville State College is a public undergraduate institution which exists to offer a high quality educational experience for students leading to [associate and baccalaureate degrees](#) by utilizing cutting-edge technology, innovative methods of instruction and an entrepreneurial focus.

The college is committed to providing students the knowledge and opportunity to grow intellectually and socially as citizens of the world community.

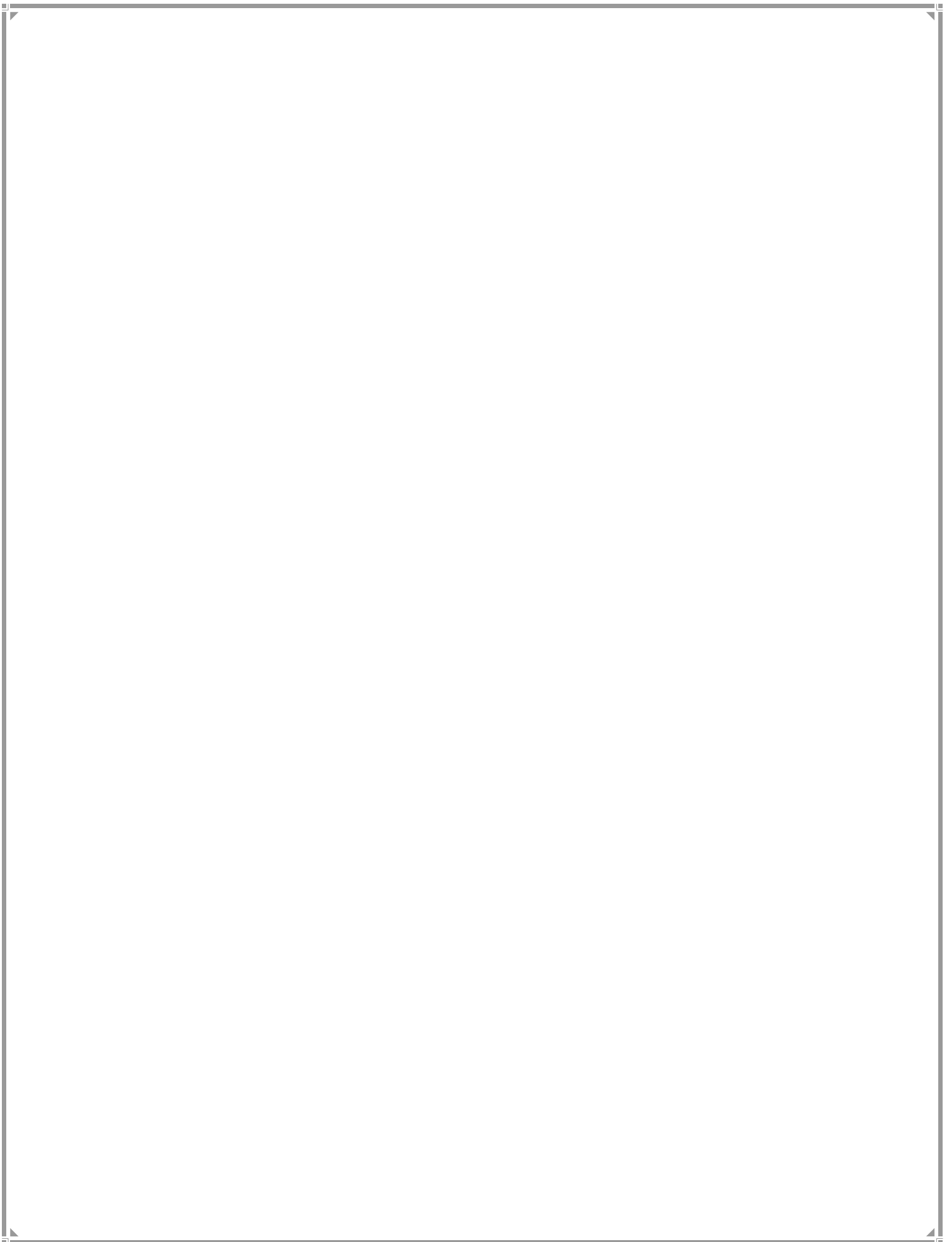
In many ways, our students are our customers. Providing them with the best service possible so that they can work, learn and live in a productive and enjoyable environment must be our ultimate goal. We all, regardless of title or position, play prominent roles in making sure the college meets this goal. Collaboration is an important part of our success as an institution—to succeed, we must constantly evolve. Please feel free to share any suggestions and ideas you may have with your supervisors, the Human Resources Office or my office.

So, as we enter the college's 100<sup>th</sup> year of providing top-notch education to students across the state and nation, let us commit ourselves to making our second century as successful as our first.

I look forward to working with you.

Sincerely,

Dr. Ray Cross  
President, Morrisville State College



## College Mission, Core Values, and History

### **Mission**

Morrisville State College is a public undergraduate institution which exists to offer a high quality educational experience for students leading to associate and baccalaureate degrees by utilizing cutting – edge technology, innovative methods of instruction and an entrepreneurial focus. The college is committed to providing students the knowledge and opportunity to grow intellectually and socially as citizens of the world community.

### **Our Core Values**

These values reflect what we hope the Morrisville State College learning and working environment is and what it will continue to be:

**STUDENTS:** First and foremost, our commitment is to our students, who are the central focus of our mission.

**LEARNING AND DEVELOPMENT:** We will be dedicated to the lifelong task of discovering, disseminating, preserving and applying knowledge for the development of an educated citizenry. Additionally, we will strive to foster the opportunity for intellectual, physical, social, moral and cultural development of the whole person.

**INNOVATION AND CREATIVITY:** We will encourage creativity, entrepreneurialism and innovation in our employees, our students, and our partners.

**EQUITY/DIVERSITY:** We will strive to create an open and accepting environment free of bias or favoritism respecting the dignity and value of all individuals.

**QUALITY:** We will strive to measure ourselves by external standards whenever possible and to expect all individuals associated with the college to continually strive for excellence.

**COMMUNITY AND FAMILY:** We will strive to create an environment where the interests of the workplace are not in conflict, but in concert with community and family interests. We will strive to involve faculty and staff through open, honest communications.

**HUMOR AND FUN:** We will strive to create a “fun” working and learning environment.

**INTEGRITY:** We will strive to hold ourselves to the highest standards of honesty, fairness and professional and scholarly ethics.

**ACCESS AND AFFORDABILITY:** We will strive to promote access by working to eliminate financial barriers, distance barriers and readiness limitations.

**DEBATE:** We will strive to create an environment open to debate in our classrooms, our laboratories and our governance systems.

**GRACIOUS AND FRIENDLY:** We will strive to display a friendly, courteous and helpful attitude. We will strive to give students, faculty and our staff our individual attention.

**CIVILITY:** We are an organization which values differences and debate. Civil behavior, good manners and respect provide the lubrication necessary for productive discussion and harmonious interaction.

## **History**

The history of Morrisville State College began when the county seat of Madison County moved from the village of Morrisville to Wampsville, New York in 1908. That move meant the county records building, the county court house, the county jail, and the county jailer's home were now available for some other use. At the same time in the history of New York State, there was a movement underway to establish state-supported Schools of Agriculture and Home Economics. The citizens of Morrisville seized the opportunity to promote such a school in Central New York, using the former county buildings.

On May 11, 1908, Governor Charles E. Hughes signed into law a bill establishing a School of Agriculture at Morrisville. The first students were accepted in 1910 and the first class graduated 12 students in 1912. During the early years, the school at Morrisville offered programs in Agriculture and Home Economics and accepted students who had completed eight grades or more of education. Students were accepted for one, two, or three years of study, depending on their educational background. The courses were practical in nature, designed to prepare young men for successful participation in agricultural vocations and to prepare young women to be successful homemakers. Through the years, programs such as teacher training, practical nursing, aircraft instruments curriculum, food processing technology, jewelry technology, laboratory technology, and others were added and deleted as the economic climate demanded specific skill-training programs and the economy shifted from an agricultural to an industrial base.

In 1937, the School became a Technical Institute and required high school graduation for matriculation. On April 1, 1948, the Institute, formally called the New York State Agricultural and Technical Institute, became part of the newly established State University of New York. In 1974, the College was renamed the State University of New York Agricultural and Technical College at Morrisville; and in 1987, the name was changed to the State University of New York College of Agriculture and Technology at Morrisville. Morrisville State College was first authorized to grant an Associate Degree in Applied Science in 1951. As an integral part of the State University, Morrisville has been accredited by the Middle States Association of Colleges and Secondary Schools since 1952 and has been a member of the American Association of Junior Colleges since 1942.

## **Affirmative Action**

The college is committed to the principles of nondiscrimination and equality of opportunity in all places of its personnel procedures and practices. The college recruits, selects, hires, trains and promotes staff without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental ability, except where sex, age, or disability have been construed by Executive Order 11246, as amended, to be bona fide occupational qualifications. Further, in accordance with the Vietnam Veterans Readjustment Assistance Acts and the Rehabilitation Act of 1973, the handicapped and Vietnam-Era Veterans are ensured of nondiscriminatory treatment.

## **INTRODUCTION TO THE CLASSIFIED SERVICE**

Morrisville State College, here after referred to as the "College", has two employee groups, unclassified and classified service employees. Unclassified employees are the faculty and professional employees of the College. Classified service employees are governed by the rules and procedures of the New York State Department of Civil Service and are members of one of the following employee bargaining units: Civil Service Employee's Association (Administrative, Institutional, and Operational Units) and Council 82.

## **UNION AFFILIATION**

All employees, except those designated management/confidential, are represented by a union. Our largest union for classified employees is Civil Service Employees Association (CSEA). CSEA has three separate bargaining units at the College:

1. The Administrative Services Unit (ASU) – composed of classified service employees, primarily office and administrative support staff, including, but not limited to keyboard specialists, clerks, calculations clerks, secretaries, and administrative aides.
2. The Operational Services Unit (OSU) – composed of craft workers, maintenance and repair personnel and machine operators. Examples include cleaners, janitors, maintenance, grounds, etc.
3. The Institutional Unit (ISU) – composed of farmers in the agricultural operations and Licensed Practical Nurses in the Student Health Services office.

The campus university police and supervisors are represented by Council 82. Unclassified employees are the faculty and professional staff and are in the professional services bargaining unit represented by United University Professions (UUP).

## **TYPES OF POSITIONS**

The classified service at Morrisville State College consists of three position types:

### *Competitive Class:*

Appointments are made from Civil Service lists based upon the results of examinations that measure knowledge and skills required for the job. The examinations are either open-competitive (open to all qualified people) or promotional (open to qualified New York State employees only). Exams result in eligible lists that contain the names of candidates who pass the test ranked in the order of their test scores. Appointments to vacant positions must be from the top three acceptors to a canvass of the eligible list or be a lateral transfer.

### *Non-competitive Class:*

There are no examinations for this class. Appointment to higher salaried vacant positions is made on the basis of seniority from among interested employees provided the candidate meets the posting qualifications, meets the legitimate operating needs of the campus, and has the ability to perform the duties and responsibilities.

### *Labor Class:*

There are no examinations for this class. Appointments are filled by open recruitment, with training and experience being considered.

## **TYPES OF APPOINTMENTS**

There are four types of appointments to New York State Civil Service.

### *Permanent:*

Competitive, non-competitive, labor classes - A permanent appointment is one to a permanent position, with no holds on the position. A probationary period of 8 to 52 weeks must be served before an original appointment is permanent.

### *Contingent Permanent:*

Competitive class only - This is an appointment to a permanent position, however, an employee's ability to become permanent in the position depends on the previous incumbent passing probation in his/her new position or ending a Leave Without Pay. Except in the case of the previous incumbent having return rights to the position, the contingent permanent appointee has all the rights and benefits of a permanent appointee.

### *Provisional:*

Competitive class only - Employees who are holding provisional appointments have been determined qualified and selected to fill a position for which no appropriate eligible list exists at the time. In order to obtain permanent status in the position, employees must take the appropriate exam when it is held and rank high enough to be appointed.

### *Temporary:*

(Competitive, non-competitive, labor classes) - Temporary appointments are appropriate in some situations. A temporary employee may be filling the position of a permanent employee on leave of absence; may have been appointed for a few weeks pending the appointment of someone who will fill the position permanently; or may have been appointed for a short period to carry out some project of a temporary nature. Temporary appointments are usually of a specific limited duration.

## **POSITION CLASSIFICATION**

Generally defined, "position classification" is the means by which a job, comprising specific duties and responsibilities, is analyzed and assigned into a class or title. Positions are classified by title, duties, responsibilities, minimum qualifications and compensation rates.

A job cannot be reclassified solely because:

- The incumbent is qualified to do more responsible work;
- The incumbent has rendered long service;
- The incumbent has not had an increase in salary for a long time;
- The incumbent is very efficient; or
- The incumbent has passed an exam for a higher-level position.

Reclassification of a position does not mean that the incumbent will automatically receive the higher title and the pay. For example, unless the incumbent is on an appropriate eligible list, he/she must qualify for a reclassified position in competition with others who may also be qualified.

## **PROBATIONARY PERIOD**

The probationary period is a part of the selection process for permanent employees. The length of that probationary period is determined by civil service law. During probation, employees are observed to determine how well they perform the specific duties of their jobs, how well they work with other people, and whether they possess other abilities that Civil Service examinations may not reveal. Attendance is also an important factor in determining probationary performance. The probationary period will vary depending upon the type of appointment. When promoted, a permanent employee serves a probationary period in the new position.

## **PROMOTION**

Examination announcements are posted on the Civil Service website and various campus locations. The Human Resource Office notifies eligible employees of promotional exam opportunities. Vacancies for classified positions are posted on designated bulletin boards throughout campus and in the Human Resource Office.

## **SEPARATION FROM SERVICE/REQUEST FOR NOTICE**

Employees planning to resign from state service or request a transfer to another organization must provide at least two (2) weeks written notice to their supervisor and to the Human Resource Office. At the time of separation, full-time employees are entitled to receive cash payment for accrued and unused vacation credits up to a maximum of 30 days. Part-time employees receive payment for vacation credits on a prorated basis. No such payment will be made, however, if an employee is removed from State service as a result of disciplinary action or resigned after charges of incompetence or misconduct have been served.

Provision is made for the transfer of leave credits when employees transfer to another State agency or from classified service to unclassified service. According to Section 23.1 of the New York State Attendance Rules, the campus may withhold payment for vacation if an employee resigns without giving written notice of resignation at least two weeks prior to the last day of work.

## **STAFF REDUCTIONS**

It is possible that an employee may be demoted or laid off for reasons of economy or because of other circumstances that do not reflect on the character or performance of the employee. In these situations, the least senior appointees in the State service are the first to be demoted or laid off. Complete procedures relating to reductions in force can be found at <http://www.cs.state.ny.us/>

A permanent employee who is demoted or laid off under these circumstances will be placed (by the Department of Civil Service) on a preferred eligible list for appointment to a position similar to the one formerly held. It may also be possible to transfer to another position if a vacancy exists.

## **ATTENDANCE AND LEAVE**

### **ATTENDANCE RECORDS**

All classified employees must maintain an accurate daily record of attendance. This is an official record which serves as the basis for payment of wages. Attendance records require the employee's signature and the supervisor's signature and must be submitted to the Human Resource office immediately following the end of the pay period. Deliberate falsification of attendance records is a basis for discipline.

### **COMPENSATORY TIME**

Employees who have a basic workweek of 37½ hours and who are required to work extra hours with supervisory approval receive compensatory time for the hours worked between 37½ and 40 hours (i.e. 2½ hours maximum per week). The compensatory time accrued may be used, with supervisory approval, in a manner consistent with how vacation or personal leave credits are typically used. All accrued compensatory time must be used by the close of the New York State fiscal year following the fiscal year in which it was earned. For example, compensatory time earned between April 1, 2006 and March 31, 2007 must be used by March 31, 2008.

Employees may take compensatory time accruals with them if they move to another position within SUNY. However, if employees leave State service or move to another State position outside SUNY, they will be paid for unused compensatory leave credits up to a maximum of 30 days.

## **HOURS OF WORK and WORKWEEK**

It is very important to maintain a good attendance record. The campus attaches considerable importance to reliable attendance and it is a significant factor in probation and promotion decisions.

Depending on the position held, the basic workweek for full-time annual salaried employees is 37½ or 40 hours a week. The normal workday is 8 hours, plus mealtime, for employees working 40 hours per week, and 7-1/2 hours, plus mealtime, for those working a 37-1/2 hour week. The workweek begins on Thursday and ends at the close of business the following Wednesday.

## **MEAL BREAKS**

Employees must take a daily meal break of at least 30 minutes in length if they are working more than six hours. This meal break should be midway through the work day (i.e. if an employee is scheduled to work 8:00 a.m. to 4:30 p.m., the meal break should be between the hours of noon and 1:00 p.m.). Failure to take a meal break does not permit employees to shorten the workday, nor does it entitle employees to compensatory time or overtime payment.

The college may require employees to remain on duty during their meal period if the responsibility of such position demands it, for example, night time heating plant personnel required to watch the boilers throughout their shift. In this case, the employee's workday will generally be shortened to exactly 8 or 7½ hours and will be paid for their meal break.

## **OVERTIME**

All overtime and comp time must be approved in advance by the supervisor. For overtime computation, the basic workweek for Morrisville State College is from Thursday through the following Wednesday. Hours worked in excess of a 8 hour per day constitute overtime for which eligible persons are entitled compensation at time and one-half, subject to the rules established by the Office of the State Comptroller and the Division of the Budget.

Depending upon the bargaining unit, employees may also be eligible for payment for meals if they work a minimum amount of overtime or six hours on a pass day. Refer to the appropriate bargaining unit agreement to determine eligibility requirements and amount of meal allowance.

## **REST BREAKS**

Rest breaks are granted at the discretion of the College. There may be times when circumstances (e.g. workload, emergency situation, short staffed, etc.) prevent employees from taking a break. Scheduled rest breaks may not be used or accumulated to cover late arrivals, early departures, or to extend the meal period. Break time includes travel time to and from the break location.

## **TARDINESS**

Employees are expected to be ready to begin work at the start of their assigned shift. Late arrival at the workstation constitutes tardiness. Except for unforeseen emergencies, employees are required to notify the supervisor of a late arrival prior to beginning of the shift or established work period. Employees who are tardy more than seven minutes may be required to charge leave credits in 15-minute intervals. If no leave credits are available, the late time may be deducted from the paycheck. In addition to these

penalties, an unsatisfactory performance rating may be given and/or disciplinary action taken in the case of chronic offenders.

## **LEAVE ELIGIBILITY**

The information described in this section applies to all full time employees or, all part time employees who have completed 19 pay periods of qualifying service and work at least half time on a regularly scheduled basis.

## **BEREAVEMENT LEAVE**

As referenced in the sick leave policy statement, when approved, employees may charge sick leave, not exceeding a total of 15 days in one calendar year, for illness or death in the immediate family. A request for leave because of a death in the family will not be denied if properly verified.

## **COURT ATTENDANCE/JURY DUTY**

Employees who are required to appear for jury duty or are subpoenaed as a witness in court are entitled to leave with pay without charge to leave credits if they are not a party to the action. Proof that such absences are required must be submitted to the employee's supervisor prior to the leave. Certification of actual hours of attendance in court is also required. Employees attending court for a partial day are required to report to work for the remaining portion of the workday. Leave for jury duty purposes includes time actually spent in court plus necessary travel time to get to the location of the court proceedings. Employees are not entitled to compensatory time off in lieu of an ordered appearance or jury attendance on a pass day or holiday.

## **SEVERE WEATHER EMERGENCY POLICY / CAMPUS CLOSURE PROCEDURES**

State offices and other state facilities may be closed only by order of the Governor. The President of each campus, or his/her designee, is authorized to cancel classes and recommend that only essential employees report to work. In a rare circumstance when the campus must be closed and / or classes canceled, an announcement will be made on the following WIXT-TV 9, WSTM 3, WTVH 5, WUTU 20, WKTV-TV 2, NEWS 10 television stations and WNTQ-FM 93.1, WCHN-AM 970.0, WBBS-FM 104.7, WMCR-FM 106.3, WRVO-FM 89.9, WKXZ-FM 93.9, WSYR-AM 570.0, WYYY-FM 94.5, WSKS-FM 102.5, and WFRG-FM 104.3.

In these instances, essential employees such as heating plant staff, designated physical plant staff, food service employees, health center staff, University Police officers, and animal care positions will be asked to make every effort to report to work. In addition to announcements in the local media, a message regarding closure will be placed on the main campus phone line (684-6000) and the college website. The College has had a long standing practice of authorizing early employee departures during severe weather conditions. In these instances, employees are required to charge appropriate leave accruals.

## **FAMILY MEDICAL LEAVE (FMLA)**

In accordance with the Family and Medical Leave Act of 1993, the College will grant 12 weeks per calendar year of leave to eligible employees. Employees who have completed one year of service with New York State and have worked at least 1250 hours in the last 12 months may be eligible for FMLA.

FMLA may be taken for the following reasons:

- Birth of son or daughter
- Placement of a son or daughter with the employee for adoption or foster care
- To care for spouse, child or parent with a serious medical condition

- Serious health condition of the employee

Employees must notify their supervisor and the Human Resource Office as soon as possible regarding the possibility of requiring this leave. The College requires medical documentation confirming the necessity of such leave.

The medical certification, given to the Human Resource Office, will be held in strict confidence and must include:

- The date the condition commenced
- The probable duration of the condition
- The appropriate medical facts to support that the patient has a serious health condition

When appropriate

- A statement that the employee is needed to provide care for the family member
- An estimate of time that the employee will be needed to provide care
- A statement that the employee is unable to perform the functions of his/her job
- An estimate of the duration of the condition that prevents the employee from working

## **HOLIDAY LEAVE**

The following days are observed as legal holidays by all state agencies:

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

\*For employees in certain negotiating units, Lincoln's Birthday and Election Day has been designated a floating holiday. Please refer to the appropriate collective bargaining agreement.

Employees absent from work on sick leave at half-pay or leave without pay are not entitled to charge any absence during such leave as a holiday nor credit themselves with compensatory time in lieu of a holiday.

## **PARENTAL/CHILD CARE LEAVE**

Employees are entitled to parental/child care leave for up to seven months following the date of delivery. Requests for parental leave should be submitted in writing to the employee's supervisor and then forwarded to the Human Resource Office for final approval. FMLA will run concurrently with parental/child care leave.

Absences during pregnancy and following childbirth may be charged to vacation, personal leave or compensatory time or may be taken as leave without pay. The use of sick leave and sick leave at half pay, however, is limited to the period of time during which the employee is disabled, as determined and verified by the employee's physician.

## **MILITARY LEAVE**

Members of the National Guard, the Naval Militia, or an organized reserve unit are entitled to leave with pay up to 30 calendar days or 22 work days, whichever is greater, during one calendar year

when they are ordered to perform this essential service. The College requires copies of official orders as verification of the necessity for such a leave.

## **PERSONAL LEAVE**

Personal leave is intended to provide employees with time off without loss of pay to attend to matters of a personal matter. CSEA, and Council 82 employees will be credited with five days of personal leave each year on their anniversary date. The use of personal leave requires advance approval by your supervisor and must be used in ¼ hour increments. Unlike vacation and sick leave, personal leave is not cumulative. Any personal leave credits remaining unused on an employee's anniversary date shall be canceled. Unused personal leave is not liquidated in cash at the time of separation, retirement or death.

## **SICK LEAVE**

Sick leave is to provide employees with a reasonable measure of income protection from absences necessitated by illness or other disability. Sick leave may be used in ¼ hour increments for personal illness, medical and dental appointments. When approved, employees may charge sick leave, not exceeding a total of 15 days in one calendar year, for illness or death in the immediate family. A request for leave because of death in the family cannot be denied if properly verified. In the case of family illness, usage of sick leave credits may be considered appropriate only when absence is necessary to provide direct care for members of the family who are ill.

If employees are sick and cannot report to work, they are expected to notify their supervisors before or at the start of the workday, but no later than 2 hours after the beginning of the workday. At times, employees may be required to provide medical documentation to support requests for the use of sick leave. To be considered acceptable, medical certificates must include the following information:

1. Patient's name
2. Statement of diagnosis may be required in some cases
3. The inclusive dates (and/or times) of disability
4. Certification that the employee is disabled from the performance of his/her job duties
5. Anticipated return to work date
6. The original signature of the health care provider

Failure to provide an acceptable medical certificate may result in the absence being considered as unauthorized leave resulting in a salary deduction and disciplinary action. Employees may also be required to be examined by a New York State health care provider during an extended sick leave or prior to their return to work. All required medical documentation will be held in strict confidence and should be given directly to the Human Resource Office.

Employees begin to accumulate sick leave as soon as they start working. Most full-time employees earn sick leave credits at the rate of 1/2 day per biweekly pay period provided they are in full-pay status at least 7 out of 10 days during that pay period. This is the equivalent of 13 days per year. Eligible part-time employees earn sick leave credits on a prorated basis. Check the appropriate Agreement for the maximum number of sick days employees may accumulate.

## **SICK LEAVE AT HALF PAY**

Permanent employees, who have completed more than one year of service and who have exhausted all accumulated leave credits and meet the conditions of the appropriate Agreement, may be granted sick leave at half pay for personal illness for a duration determined by their years of permanent service.

Requests for sick leave at half pay are considered on an individual basis and approval is subject to supporting medical documentation. Although employees on sick leave at half pay receive personal leave and bonus vacation credits on their anniversary date, they do not earn vacation and sick leave credits normally earned in each payroll period.

**SICK LEAVE USE AND ACCRUAL**

The College is very concerned that employees who continually use an excessive amount of sick leave will not have enough accrued sick leave to cover them in the event of an unforeseen accident or illness. The Human Resource Office periodically reviews the attendance records of all classified employees and encourages employees whose sick leave balances are low to build their time. Some employees will be required to provide complete medical documentation for each absence until such time as their accruals improve.

State agencies do not participate in the New York State Disability Program. In addition to protecting employees during a long-term illness, a maximum of 200 days of sick leave accruals can help offset the cost of health insurance during retirement and if applicable, up to 200 days of unused, unpaid sick leave may be used to increase your service credit in the calculation of retirement benefits a little over nine months of service credit.

**VACATION LEAVE**

Vacation requests must be submitted in writing and require prior supervisory approval. Employees wishing to schedule vacation should request such leave as far in advance as reasonably possible, but preferably at least five workdays in advance of the requested day or period and at least two weeks prior to any vacation blocks of one week or longer. Requests for vacation shall be granted upon approval of the supervisor; unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of service. Vacation requests shall not arbitrarily or unreasonably be denied.

Full-time employees start to earn vacation upon completion of 13 pay periods (six months) of employment. Six and one-half days are credited after this period, after which vacation is accumulated at the rate of one-half day per pay period. Part-time employees who work at least half time earn vacation accruals on a prorated basis. Employees must be in a full-pay status for at least seven working days during each biweekly pay period to earn vacation credits for that pay period. Accruals cannot be used before they are earned. An employee who charges more accruals in a pay period than are available will have a lost time deduction taken from a subsequent paycheck, even though the employee may in the interim earn enough accruals to cover the deficit.

At the completion of each full year of continuous service on the anniversary of appointment to State service, employees are credited with additional annual leave accruals following the schedule below:

Complete Years of Service (CSEA, and Council 82,)	Additional Vacation Credits*
One	One day
Two	Two days
Three	Three days
Four	Four days
Five	Five days
Six	Six days
Seven	Seven Days

After seven completed years of service, vacation accrues at the rate of 20 days per year. The bargaining unit agreements contain a schedule of additional credits employees will receive upon completion of further years of continuous service.

Full-time employees may accumulate a maximum of 40 vacation day credits. However, if an employee has requested vacation leave in writing and it has been denied in writing, vacation credits may continue to accrue in excess of the maximum. On April 1 of each year, leave accrual records will be adjusted to reflect the maximum. Upon separation from State service, employees may be reimbursed for up to 30 days of unused vacation time. Part-time employees have a pro-rated maximum.

## **STATE CIVIL SERVICE EXAMS AND INTERVIEWS**

Employees are entitled to leave with pay, without charge to credits to take New York State Civil Service promotional or open competitive exams provided they give their supervisors sufficient notice. (This includes written, oral, physical and performance examinations). Time off without charge to credits is also granted to employees being interviewed for State positions as a result of the establishment of eligible lists. Time off to take exams for Federal and local government positions and leave to attend an interview initiated by the employee for a lateral transfer must be charged.

## **COLLEGE POLICIES**

### **CAMPUS TELEPHONE POLICY AND PROCEDURES**

This policy describes the assignment, use and management of desk and cellular telephones by employees of the Morrisville State College. The College provides for the use of desk telephones by employees and cellular telephones for those individuals whose duties and responsibilities require immediate or remote communications capabilities.

#### **Desk Phone Policy**

It is the policy of Morrisville State College that college telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using College desk phones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance.

Employees are required to reimburse the College for any personal long distance calls in accordance with the Cellular and Desk Telephone Procedures.

College issued desk telephone bills are not private or secure. The College has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

Desk telephones may not be used to defame, harass, intimidate or threaten any other person.

#### **Cellular Phone Policy**

Cellular telephones are the property of Morrisville State College and are to be used for official Morrisville State College business only. Personal use of an assigned cellular phone shall be occasional, for example, while away on business related trips, or for emergencies.

Individuals to whom cellular telephones are assigned are responsible for the security and maintenance of the phones and must promptly report any damage or theft to their appropriate supervisor or department head.

Utilizing a hand-held cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of College policy.

Employees are required to reimburse the College for any personal long distance calls in accordance with the Cellular and Desk Telephone Procedures.

College issued cellular telephone bills are not private or secure. The College has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

The purchase of cellular telephones must be in accordance with Morrisville State College and Desk Telephone Procedures.

Cellular telephones may not be used to defame, harass, intimidate or threaten any other person.

### **Personal Cellular Phone Policy**

Allowing employees to use a personal cellular phone during work periods is at the discretion of the department head. If allowed, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of College phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. In most cases, employees are accessible through the voice mail system, secretarial/administrative support, or the customer service center, so the need to use personal cell phones is limited to exceptional situations. Flexibility will be provided for these situations and in circumstances demanding immediate attention. The employee must discuss it with the supervisory staff in advance. If this privilege is abused, the supervisor may exercise his/her authority to restrict the carrying of personal cellular phones while working.

The College will not be liable for the loss, theft, or damage of personal cellular phones brought into the workplace.

### **Policy Violations**

Violation of these policies may lead to suspension or loss of service or privileges and may lead to more serious sanctions including disciplinary action.

### **Desk Telephone Procedures**

If it is necessary to place an urgent long distance personal call from a College phone, the call will be charged to the employee's campus extension. Reimbursement for these personal long distance calls must be made to the Business Office by cash, personal check payable to Morrisville State College, or credit card. Employees are responsible for making such payments.

## **Telephone Calling Cards**

Telephone calling cards will be available to all departments as required for college business. All calling card charges and details will be billed to the employee's campus office extension. As the security of college calling card numbers is essential, cardholders are responsible for reviewing their charges monthly and advising the Business Office (ext. 6445) immediately if it appears that a calling card number has been compromised.

The Business Office (ext. 6445) should be notified immediately when a calling card or authorization code holder is transferred to another Major Budgetary Unit or leaves the employ of the College. The Business Office will make the appropriate arrangements with the long distance carrier.

## **Cellular Telephone Procedures**

Cellular telephones belong to Morrisville State College and are assigned to departments, even though they may be intended for the use of a designated employee. The appropriate Vice President must approve justification for the purchase or lease of a cellular telephone and for the payment of a contract for ongoing airtime charges.

A monthly usage bill will be provided to each employee assigned a cellular phone. The employee is responsible for reviewing the monthly usage bill and must reimburse Morrisville State College for personal calls where appropriate. Reimbursement for personal calls must be made to Student Accounts/Bursar's Office by cash or personal check made payable to Morrisville State College. A six percent charge for administrative overhead is added to the cost of the phone call. Employees are responsible for making such payments.

In the event of a disaster or emergency affecting the College, cellular telephones in non-critical areas may be redistributed.

When an employee assigned a cellular telephone terminates employment, the cellular telephone must be immediately returned to the Human Resources Office.

The Purchasing Department will not honor requisitions for cellular telephone equipment or charges to airtime suppliers unless a properly executed form is attached.

Any and all service required on cellular telephone functionalities and service problems should be taken up with the cellular telephone provider.

To ensure the best airtime rates, when existing airtime contracts expire for already-purchased Morrisville State College cellular telephones, a form must be filled out through the Purchasing Department.

The purchase of cellular telephones and the contracts for airtime are coordinated through the Purchasing Office.

## **COMPUTER POLICY**

Every Morrisville State College student, faculty, and staff member is entitled to a personal computer account and is given e-mail privileges. It is each individual's responsibility to use computing systems ethically and legally. As you exercise e-mail and computing privileges, please keep the following college-wide policies in mind.

Morrisville State College computing facilities are a resource for members of the campus community, to be utilized for work consistent with the goals of the College.

Computer facilities may not be used to produce services in exchange for personal financial gain. The faculty/staff e-mail distribution list is not to be used for personal messages.

Computer accounts and ID's are only for the identified, authorized user. User names must be kept secure by keeping passwords secret and changing them often.

Users may not utilize computing facilities or systems anonymously or by means of an alias and may not send messages and print files which do not show the correct username of the person performing the function/sending the message.

Using computers to harass, abuse, or intimidate another person is prohibited.

Obscene language in electronic mail, messages, process names, file names, file data, and other publicly visible forms is prohibited.

Computer facilities, accounts, and web pages may not be used to send messages, documents, music, or print files containing the works of others unless the copied material falls within the guidelines set forth in the Fair Use of Copyrighted Materials policy of Morrisville State College or has the permission of the author.

At the discretion of campus authorities, any off campus entity that sends *unsolicited* e-mail to members of the campus community will automatically have their electronic account and/or address blocked for further submissions. Failure to comply with these and other policies that have been published can result in the revocation of computer privileges and accounts.

### **Limitations on Users' Rights and Expectations**

E-mail messages are **not** personal and private. E-mail system administrators will **not** routinely monitor individual staff member's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, program managers and technical staff may access an employee's e-mail.: E-mail messages sent or received in conjunction with agency business maybe releasable to the public under the Freedom of Information Law; require special measures to comply with the Personal Privacy Protection Law. All e-mail messages including personal communications may be subject to discovery proceedings in legal actions.

### **CONFIDENTIALITY**

Confidential information includes but is not limited to such personal information as student name, address, social security number, type and/or amount of debt owed, payment, banking, and medical information. Financial information, including financial statements, purchases; computer programs and/or systems information is confidential. Information relating to College operations, methods, strategies and techniques and their use and effectiveness may be confidential. Employee information, including disciplinary actions and medical condition, is confidential. This information may be on paper, contained in software, visible on screen displays, in computer readable form or otherwise.

Any questions regarding the release or sharing of confidential information should be discussed with a supervisor. Questions from any public media (radio, television) should be referred to the Director of Public Relation/ Government Affairs at ext. 6041. Any breach of confidentiality is a serious policy violation and may result in discipline, up to and including immediate termination from state service.

### **DRIVER'S LICENSE**

A valid driver's license is required by any employee that drives a campus vehicle, including the GEM cars, whether it is a routine requirement of the position (e.g. grounds crew, motor vehicle operators,

university police, etc.) or for occasional College related travel. If at anytime an employee's driver's license is suspended, revoked, or otherwise invalid, the employee must not operate any vehicles and if required to do so by the nature of the position, the employee's supervisor must be notified immediately.

## **DRUG FREE WORKPLACE**

Morrisville State College is committed to the development and maintenance of a Drug and Alcohol Free work environment and, in accordance with the Federal Drug Free Workplace Act of 1988 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession or use of controlled substances or on-the-job use or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment with Morrisville State College.

Morrisville State College employees are subject to the following:

1. The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Federal Controlled Substance Act (21 USC 812).
2. The unlawful manufacture, distribution dispensation, possession or use of a controlled substance by an employee in all College work locations is prohibited. An employee may possess and use a controlled substance which is properly prescribed for him or her by a medical practitioner.
3. On-the-job use of or impairment from alcohol by an employee in all College work locations is prohibited.
4. An employee who unlawfully manufactures, distributes, dispenses, possesses or uses controlled substances in the workplace will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.
5. An employee who uses alcohol on the job or is impaired from the use of alcohol in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.
6. An employee convicted of a drug or alcohol related criminal statute violation occurring in or on property owned or controlled by the College is required to give a signed written notice of the conviction to the Chief of University Police within five (5) calendar days following the conviction.
7. Morrisville State College will notify the appropriate federal agencies, if applicable, within ten (10) days of receipt of a notice of an employee drug conviction.
8. Morrisville State College will make every effort to maintain a drug and alcohol free workplace. This effort will include drug and alcohol awareness education, an employee assistance program and the implementation and strict enforcement of this policy.

## **EMPLOYEES WITH DISABILITIES/AMERICANS WITH DISABILITIES ACT**

It is the policy and intent of Morrisville State College that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be excluded from applying for employment or be subject to discrimination if employed by the College.

The College will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The College will employ, advance in employment, and otherwise treat individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices including, but not limited to, advertising, recruitment, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

Adoption of the above policy is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.

The term "disabled individual" is one who has a physical or mental impairment that substantially limits one or more of an individual's major life activities; refers to an individual having a record of such impairment; or refers to an individual who is regarded as having such impairment. Impairment "substantially limits" a major life activity if an individual is unable to perform such an activity or is significantly restricted in performing it.

A "qualified disabled individual" is an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired and, with or without reasonable accommodation, can perform the essential job functions.

All applicants for employment and current employees who believe themselves to be covered by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, and who wish to benefit under the Affirmative Action Program, are invited to identify themselves when applying for employment or are asked to self-identify when completing hiring paperwork in the Human Resources Office. Reasonable accommodation for disabled persons will be determined through consultation with line management and advisory groups and will be made with consideration of business necessity, financial costs, and expense.

If a reasonable accommodation is required or sought, employees must contact the campus ADA Compliance officer at 684-6349 located in the Academic Support Center in the campus Library.

## **ESSENTIAL PERSONNEL DEFINITION FOR CAMPUS CLOSINGS**

Essential personnel include: heating plant staff, designated physical plant staff, food service employees, health center staff, University Police officers, and animal care staff.

## **ETHICS IN STATE GOVERNMENT**

Every officer and employee in State service is bound by the provisions of the State ethics laws, which establish specific standards of conduct, restrict certain business and professional activities – both while in State service and after leaving government. Violators face serious penalties.

### **Conflicts of Interest**

Officers and employees of State government are restricted in the activities in which they may engage while in State service. Basically, they may not engage in activities that would create or appear to create a conflict with their public duties. Some of the specific restrictions are:

- They may not sell goods or services to the State or any agency of the State except through a competitively bid contract;
- They may not appear before any State agency or render services for compensation in a matter before any State agency in connection with such subjects as the purchase or sale of goods, assessing rates, funding or licensing;

More generally, State officers and employees should not have any interest in or engage in any business or activity "in substantial conflict" with the discharge of their public duties. This restriction prohibits them from:

- Disclosing confidential information acquired in the course of their official duties or using such information to further their personal interests;
- Using or attempting to use their official positions to secure unwarranted privileges or exemptions for themselves or others;

- Giving reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they are affected by the kinship, rank, position or influence of any party or person.

Finally, State officers and employees should endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their public trust.

State officers and employees may not accept or solicit gifts under any circumstance as it could be inferred that the gift was intended to influence or reward the recipient for performing official duties. In 1994, the Commission issued Advisory Opinion No. 94-16 outlining its interpretation of these provisions of the law. Further information can be found on the website at <http://www.nyintegrity.org>.

### **Post-employment Restrictions**

Although these restrictions do not apply while an individual is in State service, every State officer and employee should keep in mind that when he or she leaves State service, the following restrictions apply:

- Two-year bar – Former State officers or employees may not, within a period of two years after leaving State service, appear or practice before their former agency or receive compensation for any services rendered in relation to any case, proceeding, application or other matter before their former agency.
- Lifetime bar – Former State officers and employees may not appear, practice, communicate or otherwise render services before any State agency, or receive compensation for such services in relation to any case, proceeding, application or transaction with which they were directly concerned and in which they personally participated while in public service, or which was under their active consideration.

### **SEXUAL HARASSMENT POLICY**

Every state employee is entitled to a working environment free from sexual harassment. Sexual harassment in the workplace is not merely an offensive working condition, it is against the law. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.

Every student and employee is entitled to an environment free of sexual harassment. Complaints of discrimination or sexual harassment should be directed to the Affirmative Action Officer who is located in the Human Resources Office on the fourth floor of the Whipple Administration Building at telephone number 684-6038. Violations of the employment-based restrictions contained in the *New York Public Officers Law* may lead to civil and criminal penalties, as well as termination of employment. Breaches of professional ethics standards, may also prompt disciplinary action. Moreover, serious misconduct associated with sexual harassment raises the risk, under federal law, of personal responsibility in terms of both litigation defense and liability exposure.

## **INTERNAL CONTROL LAW**

Employees and students share a responsibility to make the Morrisville State College environment safe and effective. One important way to achieve this goal is to establish and follow appropriate campus policies on internal control.

Internal controls are methods and measures adopted by the College to promote the thoughtful and efficient use of state resources. For example, internal controls help ensure that all funds and cash receipts are properly accounted for and promptly deposited in bank accounts. Internal controls make certain that complete and accurate records are kept of transactions involving students, and that college equipment is properly cared for and used only for its intended purposes. In short, a well-designed system on internal controls safeguards college assets and ensures accuracy and reliability in the use of such assets and in the performance of our respective jobs. Morrisville employees are responsible for adhering to the institution's applicable internal controls. All employees are expected to comply with all College policies and standards as described in the following applicable documents: job descriptions, performance programs, Policies of the Board of Trustees, collective bargaining agreements, the Public Officers Law, and the College Handbook.

## **PARKING PERMITS**

All motor vehicles parking on campus must be registered with the University Police Office. Parking permits are issued 7 a.m. – 3:00 p.m. at the University Police Office in Bailey Hall, Room 105. Cost for either yearly or semester parking permits may be obtained by calling 684-6410. Presentation of a valid vehicle registration is required before the permit will be issued.

To be clearly visible, permit decals should be displayed inside the driver's side rear window.

## **PARKING REQUIREMENTS**

Vehicles must be parked in the lined spaces and not across walkways, on walks, in roadway, on grassed areas or where signs or road markings prohibit parking. The College is required to keep fire lanes open for fire engines and other emergency vehicles.

- Parking and driving on sidewalks is strictly prohibited.
- Service drives are fire lanes and delivery only.
- Vehicles parked in violation of College regulations or where signs and road marking prohibit parking, will be removed at the owner's expense.
- The State of New York does not carry liability insurance for parked vehicles. Cars are parked on the campus at the owner's risk.
- The speed limit on campus is 20 miles per hour unless other wise marked.
- It is the responsibility of the owner of the registered vehicle to see that other drivers of his or her vehicle know and adhere to these regulations.
- The owner of a registered vehicle who sells or exchanges it for another vehicle is responsible for removing the parking permit decal before it is sold or exchanged and re-registering the new vehicle.

## **PERSONAL USE OF STATE EQUIPMENT and USE FOR UNION ACTIVITIES**

It is improper for employees to use State equipment for activities not related to their official assignment, job responsibilities, or the mission of the agency. This includes using State equipment to engage in activities that are solely related to the union. Use of State equipment to support union-sponsored political action (letter writing campaigns to the legislature, protests over legislation, etc.), is

forbidden. Similarly, employees are not permitted to use telephones, copiers, computers, e-mail, or any other State equipment to provide support for the union in negotiations. Such activities are not related to the official assignments or job responsibilities of employees or the mission of State agencies and are, therefore, strictly prohibited.

### **POLITICAL ACTIVITIES**

The Morrisville State College encourages employees to exercise their constitutional right to vote and to support the political party and candidate of their choice. Employees should be aware, however, that if their position is one that is funded by federal monies, any political activities pursued might be subject to the provisions of the Federal Hatch Act. Also, please remember that participation in any political activities must not occur during work hours and they must never involve the use of State equipment, supplies, or services of any kind.

### **REVIEW OF PERSONNEL HISTORY FILE**

Employees may review their personnel records by scheduling an appointment with the Human Resource Office. An employee's personnel record typically contains copies of personnel transactions, official correspondence with the employee, and evaluation reports prepared by supervisors. To review this file, request an appointment by calling the Human Resource Office at least five days in advance.

### **RIGHT-TO-KNOW**

Under the New York State "Right-to-Know" Act, employees may request safety information on any toxic substance found or used in the workplace. Employees should contact the Environmental Health Officer, ext. 6450, for information regarding safety in the workplace.

### **WORKPLACE VISITOR POLICY**

The College's employment policies and benefits 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 activities of the workplace should be aimed at accomplishing the work of the college. Further, the College believes that the frequent or extended presence of visitors in the workplace during work hours generally is inappropriate for several reasons: decreased employee productivity, risk of harm to the visitor and the potential increased liability to the College.

Consequently, the College does not permit the frequent or extended presence of minor children that may require direct supervision, in the workplace in lieu of other childcare arrangements. The College fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise, the employee and his/her supervisor, in consultation with the Human Resource Office, will develop a plan that will accommodate the situation with as little disruption as possible. Similarly, the College does not permit the frequent or extended presence of friends or family members of employees in the workplace. This policy is not intended to prohibit or prevent the presence of family members and friends on campus to attend classes, cultural or sporting events or other authorized use of campus facilities.

### **SMOKING POLICY**

The College has adopted a Smoking Policy that prohibits smoking in all buildings, including residence halls, state operated motor vehicles, and within 20 feet of the perimeter of any building on campus.

## **VETERANS (VIETNAM ERA and SPECIAL DISABLED VETERANS)**

It is the policy of Morrisville State College that no qualified disabled veteran or Vietnam Era veteran shall be excluded from participation in employment or be subject to discrimination as a result of such employment. The College will employ, advance in employment, and otherwise treat disabled veterans and Vietnam Era veterans without discrimination in all employment practices, including, but not limited to, advertising, recruitment, employment, promotion, demotion, or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training. Adoption of this policy is in compliance with Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 and the Veterans Employment Opportunities Act of 1998.

A "special disabled veteran" is defined by law as a person who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Veterans Administration for a disability rated at 30 percent or more; or rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S. Code, to have a serious employment disability; or a person who was discharged or released from active duty because of a service-connected disability.

The term "serious employment disability" means a significant impairment of a veteran's ability to prepare for, obtain, or retain employment consistent with such veteran's abilities, aptitudes, and interests.

A "Vietnam Era veteran" is a person who: 1) served more than 180 days of active military, naval, or air service, any part of which occurred during from the period August 5, 1964 through May 7, 1975 or any part of which was during the period from February 28, 1961 through May 7, 1975 if the person served in the Republic of Vietnam; or 2) who was discharged or released there from with other than a dishonorable discharge; or 3) was discharged or released from active duty because of a service-connected disability.

The Veterans Employment Opportunities Act (VEOA) public law 105-339 of 1998 extended affirmative action to an additional group of veterans: "Other Eligible Veterans." Employees or applicants who identify themselves as "Other Eligible Veterans" are defined as those veterans who: (1) served on active duty during a war, or (2) served in a campaign or expedition for which a campaign badge has been authorized.

Employees or applicants who believe themselves to be covered by Section 408 of the Vietnam Era Veteran's Readjustment Act of 1974 or the Veterans Employment Opportunity Act of 1998 and who wish to benefit under the Affirmative Action Program, are invited to identify themselves by completing the appropriate form which is available in the Human Resources Office. In order that they may qualify for positions which they presumably might be unable to fill because of their disability, employees identifying themselves as special disabled veterans, Vietnam Era veterans, and/or other eligible veterans will be asked to describe any special methods, skills, and/or procedures that would qualify them for available positions. The College is then aware of the need for potential changes to the physical layout of the job or modification of certain nonessential duties related to the job.

Reasonable physical accommodation for disabled individuals and special disabled veterans will be determined through consultation with management. Business necessity and financial costs will be considerations affecting the decisions.

According to the Americans with Disabilities Act of 1990, the College may request a pre-employment comprehensive medical examination at its expense only after an offer of employment has been made to an applicant and prior to commencement of the applicant's employment duties. The Act also specifies that an employer may make the offer of employment contingent on the results of the examination, provided certain conditions are met.

## **EMPLOYEE HEALTH AND SAFETY**

### **BLOODBORNE PATHOGENS: HEPATITIS B AND HIV**

#### **Diseases and Transmission**

Hepatitis B is a disease of the liver caused by a virus, which is usually contracted through sexual contact, needle sharing, through skin wounds or other breaks in the skin, or by mucous membrane contact with blood or other infectious materials. The usual symptoms of acute infections include fatigue, mild fever, muscle and joint pains, nausea, vomiting, abdominal pain, diarrhea, and jaundice. Some infected people become chronic carriers, and the condition may develop into cirrhosis, liver cancer, or death. A vaccine against Hepatitis B is available.

HIV, (AIDS) Acquired Immune Deficiency Syndrome, is an immune system disorder caused by a virus that is transmitted in ways similar to the Hepatitis B virus. The virus invades the body, damages the immune system, and thereby allows other infectious agents to invade the body and cause disease and death. At this time there is no vaccine against HIV.

To transmit HIV or Hepatitis B, an infectious fluid must come into contact with non-intact skin, eye, mouth or other mucous membranes, or must be injected under the skin through events such as a needle stick or cut. Without such contact, called an exposure incident, disease transmission cannot occur.

The Centers for Disease Control list the following fluids as potentially infectious for Hepatitis B and HIV: blood, any body fluid visibly contaminated with blood, semen, vaginal secretions, cerebrospinal fluid, seminal fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Additionally, human breast milk has been implicated in disease transmission from mother to child. All of these fluids should be considered infectious for viruses that cause diseases such as AIDS and Hepatitis B at all times, even if they come from an individual who appears healthy.

The CDC does not consider as infectious for HIV or Hepatitis B the following body fluids unless they are visibly contaminated with blood: feces, nasal secretions, sputum, sweat, tears, urine, and vomit. (Saliva in dental procedures is always considered infectious as it is presumed to be contaminated with blood.) Obviously, contact with even these fluids should be minimized as they could transmit other diseases, and normal precautions, such as hand washing should be taken.

#### **PESH/OSHA Regulations**

To minimize occupational transmission of these and similar diseases, the Occupational Safety and Health Administration (OSHA) has promulgated the Blood borne Pathogen Standard. NY State employees are also covered by the Public Employee Safety and Health Act (PESH). The standard, which covers only occupational exposures, requires employers to identify personnel at risk, review work practices, provide training, and offer Hepatitis B vaccines to personnel at risk.

Unless employees have been trained in the requirements of this standard, they are not expected to deal with blood or other infectious materials. If employees believe that occupational duties may expose them to blood or other potentially infectious materials, they should contact their supervisors and ask them to contact the Environmental Health Officer at 684-6450 so that the situation can be analyzed and the proper protective measures implemented.

#### **Good Samaritans**

Even people who do not have occupational exposures that would be covered under the PESH/OSHA regulation may unexpectedly come into contact with blood or other potentially infectious materials in the workplace. For example, although a particular job may not involve first aid duties, if a

person suffers a bloody nose, an employee may decide to assist him or her. Employees need to know how to protect themselves.

### **General Precautions**

Always endeavor to minimize contact with blood or other potentially infectious materials. Encourage the injured person to attend to his or her own wounds as much as possible. If a little blood has dripped onto the floor, the person who bled should clean up the drops whenever practical. (For larger spills, the custodial staff should be contacted and trained people will respond.)

### **Universal Precautions**

(Assume that all blood or body fluids visibly contaminated with blood are a source of infection.) If blood is encountered and contact is unavoidable, as soon as possible wash the contacted skin area with soap and warm water. Eyes and other mucous membranes, if exposed, should be rinsed with plenty of clear water. If blood or another potentially infectious fluid comes into contact with non-intact skin, eye, mouth or other mucous membrane, or by injection, employees should document the incident and get a medical opinion as to the seriousness of the event and advisability of medical treatment. Workplace exposures will be covered under the provisions of workers' compensation. In some cases, the faster a doctor is seen and treatment started, the better the outcome.

### **Documentation and Follow Up**

At the College, documentation of an incident requires the completion and filing of a standard accident report, CS-13 with Human Resources, and contacting the Environmental Health & Safety Office at ext. 6450. Completion of an Exposure Incident Report documenting the exposure to blood is also required.

If an employee has exposed someone else, the Environmental Health Officer will request that the employee consider having his/her blood tested and the results released to the physician treating the person who was exposed. This information may save the "Good Samaritan" from needless concern.

## **CHEMICAL SAFETY**

The College recognizes the employer's responsibility to provide information and training to individuals in its employ so that those individuals may make informed decisions concerning their exposures to the hazardous chemicals in their workplaces.

These rights are protected by the Federal Hazard Communication Standard (29 CFR 1910.1200) and the New York State Right-to-Know Law (NYSLL Article 28). The College has a formal policy describing compliance with the standard. Employees may request information on any chemicals in their workplace or a copy of the formal policy from the Environmental Health Officer at ext. 6450.

## **EMPLOYEE BILL OF RIGHTS**

Under the NYS Right-to-Know Law and/or the Federal Hazard Communication Standard, you have the right to:

- Be informed about the chemicals in your work area.
- Be informed about the possible toxic effects of those chemicals.
- Be informed about the laws designed to protect you from those hazards.
- Be trained in the employer's methods to protect you and how to use protective equipment correctly.

- Refuse to work with chemicals for which your employer has not provided you with information within three days of your request.
- Access any records concerning your exposure to chemicals in the workplace.
- Examine a copy of the plans that your employer has to comply with the requirements of the laws.
- Make an informed decision on the need for corrective action based on observed symptoms of toxicity.
- Receive satisfactory responses to your questions, concerns, and complaints.
- Have a representative (e.g. union or family member) act on your behalf in these matters.

Employees may request Material Safety Data Sheets (MSDS) and other information from a supervisor or from the Environmental Health Officer at ext 6450.

## **FIRE SAFETY**

Anyone who witnesses fire or smoke should call 8-911 immediately to report the fire. When you discover a fire (or suspect a fire):

- Alert your co-workers.
- Use the pull station to evacuate the building.
- If you initiated the alarm, exit the building and try to contact University Police (ext 6410) or fire department (8-911) personnel to identify the location of the fire.

If you hear a fire alarm:

- Keep calm.
- Immediately evacuate the building.
- Close doors behind you.
- Do not use the elevator.
- Remain near the building so that you may be accounted for.
- Do not assume it is a drill.

### **Fire Extinguisher Use** (*only for those trained*):

If an employee feels that the fire is small and might be extinguishable, (e.g., a small waste paper basket fire), pull the fire alarm, and then use the nearest fire extinguisher, provided it is the right type.

Fire Extinguishers are marked as to the type of fires they will extinguish:

- A: for combustibles like paper and fabric
- B: for flammable liquids
- C: for electrical equipment

Operation instructions are printed on the extinguisher. Please read and understand the instructions before a fire occurs. The general instructions to use most fire extinguishers are:

- P Pull the pin.
- A Aim at the base of the fire.
- S Squeeze the handle.
- S Sweep side to side.

Most fire extinguishers discharge their contents within thirty seconds. Do not use a second extinguisher: exit the building and wait for the fire department. When using a fire extinguisher, always keep a safe path to the exit. Don't let the fire get between you and the door. If the fire has been put out, immediately contact University Police (ext. 6410) to investigate, confirm the fire is indeed extinguished, and replace the extinguisher.

## **False Alarms of Fire**

State Penal Law Section 240.55: Falsely Reporting an Incident in the Second Degree. A person is guilty of falsely reporting an incident in the second degree when, knowing the information reported, conveyed, or circulated to be false or baseless, s/he:

1. Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire or an explosion under circumstances in which it is not unlikely that public alarm or inconvenience will result; or
2. Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger of life or property, an alleged occurrence or impending occurrence of a fire or an explosion which did not in fact occur or does not in fact exist. Falsely reporting an incident in the second degree is a class A misdemeanor.

## **Fire Drills**

In accordance with Education Law 807, "Fire Drills," Sections 3 and 4: "It shall be the duty of the person in charge of every public or private college or university within the State, having more than twenty-five students, or maintained in a building two or more stories high to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills should be held between September first and December first of each year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations. Neglect by any president or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fines to be paid to the pension fund of the local fire department where there is such a fund. Items of discussion shall include preventative measures, location of fire alarms, handling of fire control apparatus and fire drill regulations for that residence. There shall be at least one fire drill each quarter, preferably six to eight per year." College fire drills shall be conducted under the direction of the Environmental Health Officer.

## **FIREARMS POLICY**

The possession of firearms, explosives and other dangerous weapons is expressly forbidden. Failure to adhere strictly to this policy will necessitate disciplinary action for the guilty person and the possibility of arrest under Section 265.01(3) of the Penal Law of the State of New York.

## **MEDICAL EMERGENCIES**

The University Police Department, ext. 6410, or Nextel #87, will summon emergency medical personnel to respond to medical emergencies occurring on campus. In the event of a medical emergency or accident:

1. Call the University Police at 6410 or Nextel #87.
2. Be specific about the location of the emergency; include building name and room number.
3. If the accident is work related please call the University Police ext. 6410, as soon as possible.

## **PROTECTIVE EQUIPMENT/DRESS FOR PERSONAL SAFETY**

All employees of the College are expected to adhere to any and all job related safety precautions. If a job responsibility calls for the use protective equipment, including but not limited to, safety glasses, overcoats, gloves, hard toed shoes, etc, the safety equipment must be used. Failure to follow all required safety precautions may pose significant risk of injury to self or others and may be cause for disciplinary action. Outer Clothing - Employees should wear outer clothing pertinent to the prevailing weather conditions. This includes gloves, boots, jackets, parkas, etc., which should be in good condition\* and provide adequate protection from the elements.\*Good condition is defined as- not ripped, torn, cut, and not bearing excessive or unsightly patches, profanity, or vulgar messages.

## **WORKPLACE INJURIES/WORKERS' COMPENSATION**

All workplace injuries occurring on campus or during the course of employment, no matter how small or insignificant should be reported as soon as possible to University Police on a Form CS-13 – Report of Workplace Injury/Illness and by calling the New York State Accident Reporting System (ARS) at 1-888-800-0029. The expeditious processing of any injury reports will aid in the processing of any workers' compensation claims that may be necessary. If a workplace injury/incident results in lost time from work or medical attention, it may qualify the employee for coverage under workers' compensation insurance.

## **EMPLOYEE PERFORMANCE**

### **PUBLIC OFFICERS LAW**

New York State employees are bound by the Code of Ethics set forth in the Public Officers Law. Under this law, employees are required to pledge to support the Federal and State constitutions and to perform faithfully the duties of their positions. Employees are also expected to maintain the highest standards of conduct in carrying out their responsibilities and to conduct themselves in a way that will reflect favorably on themselves and their departments.

The Secretary of State is required by law to obtain and file an Oath of Office for New York State employees (labor class is exempt), along with a signed statement that employees have received, read, and will conform to the provisions of Sections 73s-78 of the Public Officers Law. These provisions are set forth in a pamphlet entitled "Public Officers Law" which is distributed at the time of appointment.

### **COUNSELING**

Counseling is the College's opportunity to provide an employee with feedback regarding on-the-job activity. Counseling is not discipline. It is an avenue to identify and outline an action plan to correct or modify behavior. Counseling may be either verbal or written. Written counseling memos should be signed by both the supervisor and employee and are then placed in the employee's personnel file.

### **DISCIPLINE**

Disciplinary procedures have been established pursuant to Civil Service Law and the Agreements negotiated between the State and the employee organizations. Discipline may be in any the following forms, or a combination of the following: oral warning, written reprimand, monetary fine, demotion, suspension, and termination. For specific information about the procedural aspects of discipline, call the Human Resource Office, ext. 6038.

The following is a list of some, but not all, of the acts that may result in disciplinary action up to and including immediate termination from state service, consistent with the appropriate bargaining unit agreement:

- Any acts of dishonesty, theft, or falsification of official records
- Disorderly conduct, including striking another and abusive, threatening or harassing language/behavior
- Possessing, using, buying, or selling illegal drugs
- Working while under the influence of alcohol
- Repeated absences or tardiness
- Breach of confidentiality
- Insubordination or refusal to perform assigned work
- Obtaining employment or promotion on the basis of false information
- Possessing firearms or weapons while on College property
- Sleeping on the job
- Failure to follow work rules or procedures
- Leaving work area during work hours without permission
- Continual refusal to accept overtime
- Unsatisfactory work performance

## **PERFORMANCE EVALUATION**

Supervisors are required to evaluate work performance based on the duties and responsibilities of the job and of the standards or objectives reasonably expected. Supervisors meet with subordinates and establish a performance program at the beginning of each employee's evaluation cycle. A written notice of performance evaluation and overall rating based on work performance is given on an annual basis.

## **SALARY INFORMATION**

### **DIRECT DEPOSIT**

The College does provide employees with the option of arranging for the direct deposit of paychecks. Forms are available in the Human Resource Office. For more information, contact the Human Resources Office at 684-6038.

### **PAYCHECK DEDUCTIONS**

There are a variety of deductions that may be withheld from paychecks. Some deductions are mandatory, such as State and Federal income taxes, Social Security taxes, agency shop fees, and Tier III or IV Retirement System contributions. Other deductions are voluntary; such as insurance premiums, savings bonds, credit union, deferred compensation, tax deferred annuities, or flexible spending account deductions. Unauthorized absences or absences not covered by leave credits will result in a payroll deduction. Paychecks are also subject to garnishments or liens made according to court order or law.

Each paycheck is accompanied by a paycheck stub that shows the amount of biweekly salary and describes deductions. Periodic, if not biweekly, monitoring of check stubs is important to ensure that proper deductions are being made.

### **PAYDAYS**

Salary is paid by State check on a lag basis every other Wednesday. When you receive your paycheck, you are being paid for the two week period which ended two weeks prior to payday, not for the two week period just ended.

Paychecks will be distributed from the Business Office on paydays as soon as the checks have been counted, sorted and recorded in accordance with New York State Department of Audit and Control

Procedures. Distribution of paychecks varies from department to department on campus. Employees should check with their supervisors regarding the proper procedures for receiving their paychecks.

## **SALARY INCREMENTS AND INCREASES**

All classified positions are allocated to one of 38 salary grades in the New York State Salary Plan. Each grade has a minimum (hiring rate) and a maximum (job rate). The maximum salary rate is reached through a series of increments that vary according to bargaining unit, amount of time in grade, and a satisfactory performance evaluation rating. Increments stop when the maximum salary rate for the grade is reached. Refer to the bargaining unit agreement for additional information.

## **SERVICES**

This section of the Handbook is meant to summarize a variety of campus offices/services that employees will encounter during their first several weeks on this campus.

### **MORRISVILLE AUXILIARY CORPORATION (MAC)**

The Morrisville Auxiliary of the State University of New York College of Agriculture and Technology at Morrisville, Inc. (MAC) is a not-for-profit corporation which operates a wide range of services for the benefit of the college community.

At Morrisville State College, MAC operates the following facilities:  
Dining Services: Seneca Dining Hall, Mustang Alley, Smooth Jazzy Joz ,Stix – Ice Plex Snack Bar, Laptop Café, Pit Stop vending operation,- Conference and Catering Services.

Also MAC is responsible for the- Campus Store, - Nelson Farms & Nelson Farms Training Institute, Honors House,- Morrisville State College Ice Plex Ice Plex Pro Shop- Cable Television Vending- Trash and Cleaning Laundry Technology Center- Dairy Plant ID Cards- Copper Turret Restaurant, Morrisville Commons

### **COLLEGE LIBRARY**

The College employee photo identification card is also a library card. Please present it when charging out library materials. Employees may borrow books from the general collection. Further information on library collections and services is on the web. General questions concerning library services may be directed to ext. 6055.

### **JOHN W. STEWART CENTER FOR STUDENT ACTIVITY**

Known as STUAC, this facility contains a gymnasium, the fitness center, [Mustang Alley](#) food court, the [Smooth Jazzy Joz](#) snackbar, a theatre, pool, athletic offices and student lounges. It is located in the Administrative Quad.

### **EMPLOYEE IDENTIFICATION CARDS**

The College's official photo identification card is a multipurpose, video-imaged identification card. ID cards may be obtained, upon presentation of eligibility and another form of photo identification, at the MAC Office in Hamilton Hall from 8:30 to 4:30PM, Mondays through Fridays. The Office of Human Resources provides verification of employee eligibility. In addition to being a form of identification, the card may be used for signing out library materials, using the recreational and wellness facilities and gaining admission to college events.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) was established at Morrisville State College for the purpose of providing free, confidential information and referral services to help employees and their families resolve problems that affect their personal lives or job performance. For help with stress, family problems, financial or legal difficulties, alcoholism, drug abuse, employees are urged to contact the EAP Coordinator 684-6207.

All contact with the EAP Coordinator is absolutely confidential. No information can be released without written permission from the employee. Supervisors and others who refer employees to the Employee Assistance Program are reminded to respect this confidentiality. Employees may leave a message on the 24-hour confidential answering machine, ext. 6207. The voice mail is checked daily. Our EAP coordinator office is located in Brooks Hall., meeting by appointment only.

## **FITNESS CENTER**

Employees may use some recreational/fitness center facilities on campus. Employees must show an official validated identification card when using the facilities. For further information on the costs and the facilities available contact the Fitness Center or the Athletics Department.

## **UNIVERSITY POLICE DEPARTMENT**

Law enforcement and personal safety are coordinated by the University Police Department. State University of New York Police Officers must meet the highest standards in New York State for law enforcement officers. The officers have passed basic training administered by SUNY at regional police academies and undergo continuous training to upgrade their skills. The University Police Department conducts foot, bike, and vehicular patrols on the campus and residence hall areas 24 hours a day. The objective of the University Police Department is the protection of the lives and property of the students, employees and visitors at Morrisville State College. This objective is pursued within the framework of the State University of New York rules and regulations and all local, state, and federal laws.

The investigation of crimes committed on campus fall under the jurisdiction of the University Police Department. The University Police Department is located in Bailey Hall. For emergencies call University Police at 6410.

## **CONCLUSION**

Morrisville State College welcomes you and asks your participation in furthering our mission. This handbook has been created to give you a better insight into the policies and procedures of Morrisville State College. Should you have further questions, please contact your immediate supervisor or the Human Resource Office. This is the beginning of what the College hopes will be a long term relationship between you and Morrisville State College.