



The State University of New York at Fredonia

Classified Staff Employment Handbook

CSEA, PEF, & PBANYS Represented Employees

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Fredonia Vision Statement

The State University of New York at Fredonia ("Fredonia") aspires to be a comprehensive, selective, diverse, residential institution that is above all a community of learners. Fredonia educates, challenges, and inspires students to become skilled, connected, creative, and responsible global citizens and professionals. The university enriches the world through scholarship, artistic expression, community engagement, and entrepreneurship. It aims to provide a challenging, safe, and supportive educational environment in which every participant has the flexibility to develop his or her best talents, attaining the highest standards of excellence in liberal arts and in one or more chosen fields. At the center of our curricula is a broad, integrated General College Program that will increasingly emphasize writing, problem-solving, scientific reasoning, a global perspective, and socio-ethical understanding, while introducing students to arts, humanities, mathematics, and natural and social sciences. All specializations build from this core.

Fredonia's faculty will continue to be dedicated teachers and also practicing scholars and performers/artists whose continuous learning animates their teaching. *The university both requires and will foster their research, creativity, and other professional service as members of our learning community.*

A broad range of liberal arts and professional programs at the undergraduate level and increasing numbers of programs at the master's level provides a great variety of academic choices. Academic programs offered by Fredonia include, but are not limited to; fields which will continue to attract large numbers of students:

- professionally accredited programs in the fine and performing arts, including nationally renowned and comprehensive programs in music
- nationally recognized programs in elementary and secondary education and speech pathology
- successful programs in the natural sciences, including a unique undergraduate program in recombinant gene technology
- significant programs in psychology and in social sciences with applied and international orientations
- distinctive programs in English, centered on American and world literature, and in communication
- professional programs in business, accounting, and computer science, with a focus on applications of information technology

These academic strengths will increasingly be enhanced by writing across the curriculum, a variety of interdisciplinary programs, the appropriate use of new technologies, and an emphasis on international and multicultural studies.

Fredonia's commitment to high standards for our students and to individual learning and development will continue to find expression in a college-wide emphasis on student-centered teaching and advising. The resulting close relationships among students, faculty, and staff will be augmented by ever easier access to faculty outside of class, by an emphasis on joint student/faculty research, and by opportunities for internships and independent studies in all programs. Our Honors Program, which provides unusual intellectual challenges in specially designed courses, will grow in scope. Hallmarks of the university will continue to be genuine collaborative education and exceptional graduation rates.

In a setting of well-maintained buildings and grounds, co-curricular activities and sports will continue to develop leadership and unite participants in the pursuit of shared interests. Fredonia's professional staff will continue its strong contribution to student development and learning outside of class.

As a community of learners, we must respect both individual and cultural differences. We will strengthen understanding of and respect for others through general education requirements, multicultural courses, academic programs, student activities, and opportunities for study abroad.

Our service to our region will include an increasing range of volunteer services and greater support for the region's economic and educational development. Fredonia also aspires to bring our distinguished cultural programming to wider audiences in our area.

Fredonia believes in its students' ability to excel. They will leave us prepared to think and communicate critically and creatively, to see themselves as self-respecting men and women responsible for the consequences of their choices, engaged with their communities, able to work together with diverse people, and ready to face unpredictable challenges in a rapidly changing world.

Introduction

The information contained in this handbook is presented as a guide for Classified employees of Fredonia.

The contents of this handbook are not all inclusive nor a promise or contract between Fredonia and its staff. The guidelines and policies contained herein are intended to be an introduction to university policies and procedures.

This document is subject to change, so please often refer to the links provided. All Fredonia Classified employees shall know, understand, and follow the contents of the handbook. The university reserves the right to modify, change, suspend or cancel all or any of the policies, procedures and programs contained in the handbook unless governed by negotiated Agreement.

Every effort has been made to assure accuracy. However, should a conflict arise between the explanations presented in this handbook and the text of labor Agreement that governs your employment, the text of the Agreement shall govern.

Fredonia History

Fredonia joined the newly-formed State University of New York System in 1948 as one of the 11 teacher's colleges within the university and in 1961 became the State University of New York College at Fredonia with an expanded mission. Its history dates back to its roots as the Fredonia Academy, established in 1826 by the citizens of Fredonia. In 1867 it was named one of the new State Normal Schools.

About Fredonia

Fredonia is a comprehensive, selective, public, residential, liberal arts university. Founded in 1826, the university is among the oldest in the SUNY system. Consistently ranked as one of the finest public universities in the North, Fredonia is recognized for high academic standards, strong graduation rates, and outstanding student services. Fredonia's exceptional academic reputation is generated by a commitment from the entire campus community to prepare students for the opportunities and challenges of the twenty-first century. Our core curriculum immerses students in an understanding of global perspectives and cultures, encourages them to sharpen their communication skills, and allows them to explore academic disciplines with up-to-date applications of emerging technologies.

Fredonia is home to a world-renowned School of Music and awards both bachelor and master degrees in over 100 degree programs in the liberal arts, natural and social sciences, mathematics, education, and business. Fredonia also features cutting-edge programs in the emerging fields of technology, service, and communication. Fredonia regularly holds a top ranking among public, master granting universities in the North in "America's Best Colleges," published by U.S. News & World Report.

Appointment & Civil Service Status

Congratulations on your appointment to State service! As an employee of New York State, and more specifically, to The State University of New York at Fredonia, you are a member of the classified service. As a SUNY institution, Fredonia has two employee groups, **classified** and **unclassified** service employees.

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 bargaining units: Civil Service Employee's Association (CSEA), PBANYS University Police, or the Public Employee's Federation (PEF).

Unclassified employees, faculty and non-teaching professionals, are represented by the United University Professions (UUP) or designated as management/confidential (MC).

Union Affiliation

All university employees, except management/confidential, are represented by a union. Most classified employees are represented by CSEA. CSEA has three separate bargaining units at the university:

- CSEA Administrative Services Unit (ASU)—primarily office and administrative support staff, including, but not limited to (e.g. Office Assistants, Secretaries, Library Clerks, etc.) and Administrative Aides.
- CSEA Operational Services Unit (OSU)—composed of skilled and semi-skilled craft workers (e.g. Carpenters, Plumbers, Electricians, etc.), maintenance and repair personnel and machine operators. Examples include Cleaners, Janitors, Maintenance Helpers, Groundworkers, etc.
- CSEA Institutional Unit (ISU)—composed of a small number of employees who perform auxiliary services for the university.

The campus university police are represented by PBANYS and certain Nurses are represented by PEF.

Types of Positions

The classified service at Fredonia 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 only to qualified New York State employees). Exams result in eligible lists that contain the names of candidates who passed the test; ranking said candidates in the order of their test scores. Appointments to vacant positions must adhere to the "rule of three" based upon the list of eligibles or a qualified transfer within the competitive class.

Non-Competitive Class

There are no examinations for this class. Appointment to 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.

A list of campus-based competitive, non-competitive and labor class titles is available at:

fredonia.edu/humanresources/classification.asp.

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 must be served prior to achieving permanent status.

Contingent-Permanent

Competitive, non-competitive, labor classes—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.

Provisional

Competitive class only—Employees who hold provisional appointments have been determined qualified and selected to fill a position for which no appropriate eligibility list exists. 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 usually of a specific limited duration and may be terminated at any time. 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 to the **competitive** class must be in accordance with the following Civil Service rules:

- three months—any qualified person may be appointed to a position expected to last less than three months.
- six months—a person **must** be on the appropriate Civil Service eligibility list to be appointed to a position expected to last from three to six months.

Probationary Period

The probationary period is a part of the selection process for permanent employees. During probation employees are evaluated to determine how well they perform the specific duties of their jobs as prescribed in the Performance Program, 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. Periodic probationary performance reviews are distributed to supervisors for use during this period. Such reviews will be discussed with you by your immediate supervisor.

The probationary period will vary depending upon the appointment, but it is Fredonia's general policy to keep all new employees on probation for one full year. Part-time employees are given a pro-rated probationary period. In addition, when permanent employees are promoted, a probationary period must be served in the new title. The length of that probationary period is dependent upon the grade level.

Reassignment

Employees may request a reassignment from one work area to another within the university. Custodial employees wishing to request a change of building are encouraged to discuss this matter with their immediate supervisor and Facilities Services Management. Any reassignment request is subject to managerial approval. Secretarial/clerical employees must generally wait until an appropriate vacancy occurs to apply for a transfer to another office.

Reinstatement

If an employee has held a permanent position and has resigned from the state, he/she may be reinstated at the discretion of Fredonia to the same title within one year provided a position is available. Reinstated employees serve new probationary periods in the same manner and are subject to the same requirements as the original appointment. For employees who are absent from State service for more than one consecutive year, reinstatement to Civil Service status is still a possibility, but it requires the university to undertake a formal process that includes submitting justification and receiving approval from the New York State Civil Service Commission.

Separation from Service (Resignation or Retirement)

Employees planning to resign from state service or who request a transfer to another organization must provide at least two weeks written notice to their supervisor and to Human Resources. At the time of separation, employees are entitled to receive cash payment for accrued and unused vacation credits up to a maximum of 30 days. 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. Section 23.1 of the New York State Attendance Rules stipulates that Fredonia 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.

Payments for unused vacation and earned overtime due to eligible employees who have retired or died will be made upon Payroll Services receipt of their final time sheet. Payments for unused credits to employees who have resigned will be paid after they have been off the payroll for two pay periods.

When an employee separates from State service, the employee is responsible for promptly returning all university property including, but not limited to, keys, university-issued ID cards, all library books, cell phones, laptops and related peripherals, and audiovisual department or grant equipment belonging to the university or grant sponsor. Monies outstanding for payroll, travel advances and tickets, phone use, etc., shall be paid to the appropriate office(s) prior to separation from service. Employees who are considering retirement need contact Human Resources to review health, dental, vision etc. coverage in retirement. Customarily, employees provide 30 calendar days notice prior to leaving the University.

Should you be considering retiring, please contact Human resources at least 6 months in advance to allow for complete and proper counseling.

Reemployment and Placement (R/P) Rosters

R/P rosters are established to provide a "safety net" to eligible State employees as a result of a reduction in the workforce. Additional information pertaining to each roster is provided below.

Reemployment

Generally, reemployment rosters contain the names of former permanently appointed employees who have been separated from State service. These rosters provide the employees with additional mandated opportunities for reemployment in State service in addition to those provided by preferred lists. The names of employees are placed on reemployment rosters when they have obtained preferred list rights pursuant to Civil Service law.

Placement

Generally, placement rosters contain the names of permanently appointed employees of New York State who may be affected by future abolition of positions, reductions in the workforce, mandated reassignments, or reorganizations. Placement rosters are established to provide employment opportunities prior to layoff and reduce the number of employees who must be suspended or demoted as a result of a layoff. The names of certain permanent employees are placed on placement rosters pursuant to Civil Service law.

Employee Benefits

Fredonia is proud of the comprehensive benefit package afforded eligible classified staff. Current benefits available to eligible employees include: health, dental and vision coverage; participation in the NYS Employees Retirement system; training and development, etc. Additional detailed information on benefits may be found at: fredonia.edu/humanresources/benefits.asp. New hires must contact Human Resources to schedule a mandatory benefit consultation.

Additional benefits available to university employees include:

Employee Assistance Program

The Employee Assistance Program (EAP) provides free, confidential information and referral services to help employees and their families resolve problems that affect their personal lives or job performance. No information may 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 can contact the EAP Coordinator via the confidential phone line at 673-3586 or by email at eap@fredonia.edu. More information on EAP may be found at: fredonia.edu/eap.

Promotion/Internal Bidding

The university may fill higher-grade positions by promotion from the lower grades when possible. In this way, employees may advance as they become more proficient or attain a “reachable” score on a promotional exam (competitive positions only), and assume more responsibility. Note, a transfer applicant competes on equal-footing with a promotional applicant when bidding on a promotional item.

Vacancies are posted on the Human Resources web site at:

<https://fredonia.interviewexchange.com>.

Examination announcements are posted on the Civil Service web site at:

cs.state.ny.us/announ/mainpages/exams.htm.

Recreational and Wellness Facilities

Fredonia encourages employees to maintain a healthy life style. One component of a healthy life style is regular physical exercise. To that end, the university makes available various exercise facilities and equipment to all university staff. Employees may use the recreational/wellness facilities on campus during **non-work** hours or, with supervisory approval and appropriate charge to leave accruals during regular work hours. Employees are required to show a valid identification card when using the facilities. Please be sure and use any of the exercise equipment in a safe manner. For information about University recreational facilities visit: fredonia.edu/recsports.

Training and Development

The university supports employee training and development. To that end, release time to attend educational seminars, workshops, and classes may be granted. Requests for time off to attend development opportunities should be discussed with your immediate supervisor-**and their approval secured**-prior to attending any such program.

Fredonia Library

As a Fredonia employee you have access to the services and collection of the campus Library. Your university employee photo identification card (FREDCard) is also a library card. The University encourages you to take advantage of Reed Library.

Further information on library collections and services is available at: fredonia.edu/library/.

Workers' Compensation

All workplace injuries occurring on campus or during the course of employment, no matter how small, should be reported as soon as possible to your immediate supervisor and Human Resources. Additionally, you will need to complete the Report of Workplace Injury/Illness form, available from your supervisor or from Human Resources, and call the New York State Accident Reporting System (ARS) at 1-888-800-0029.

If a workplace injury/incident results in lost time from work or medical attention, it may qualify the employee for coverage under Workers' Compensation, for up to one year. The university reserves the right to terminate an employee after 365 days of Worker's Compensation-related leave. In certain cases, employees may be credited for leave accruals used as a result of a Worker's Compensation injury. Please contact Payroll Services for additional information regarding the crediting of time.

The specific coverage offered by Worker's Compensation varies by bargaining unit. Please refer to the appropriate Agreement article or contact Human Resources.

Position Classification/Reclassification

Positions are classified based upon duties, responsibilities, staff supervised, minimum qualifications and other such factors. If an employee believes the work s/he performs and the responsibilities s/he holds are those of a position classified higher or differently from the one held, a possible reclassification and/or title change should be discussed with the supervisor who will, in turn, contact Human Resources. Employee reclassification requests should be submitted through Human Resources for review prior to submission to Civil Service. While employees may submit proposed reclassification requests directly to Civil Service, employees are encouraged to work in conjunction with Human Resources so as to be informed of any restrictions or other information that may be relevant to the request.

In order to be reclassified from a current competitive title/position to a higher-graded competitive title, the incumbent must be immediately "reachable" (e.g. rule of three) or eligible for transfers into the title sought.

Compensation

Specific information regarding your salary and the rate ranges for the grade your position is assigned to may be found in the Agreement that governs your employment or at the Human Resources web site at: fredonia.edu/humanresources/classification.asp.

Please direct any questions regarding your compensation to Human Resources, Payroll Services, or your Union representative.

Attendance and Leave

Attendance

The university **values** the contributions you provide on a daily basis. **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. Therefore, please take every effort to ensure you demonstrate good attendance habits.** Recognize that failure to maintain a good attendance record may expose you to discipline, consistent with the terms and conditions of the Agreement. All classified employees must maintain an accurate daily record of attendance on the '**Fredonia—Annual Salaried Employee Time Sheet**' form. This is an official record which serves as the basis for payment of wages. Attendance records require the signatures of the employee and the supervisor. The attendance record must be submitted to Payroll on time or paychecks may be inaccurate or may be held. **Falsification of attendance records may be a basis for discipline consistent with the terms of your governing Agreement.**

Clean-Up Time (OSU & ISU Staff)

Clean-up time is allotted for, among other things, storing tools, completing paperwork and cleaning the work area. Like rest breaks, this is not a contractual requirement but is provided by the university. OSU staff is allotted a 10-minute clean-up time immediately prior to their meal period and a 10-minute clean-

up period immediately prior to shift end. Clean up time is not to be used to extend the break period or end the work day early.

Compensatory Time

Employees who have a 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 (e.g. 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 used. All accrued compensatory time must be used by the close of the fiscal year following the fiscal year in which it was earned.

Employees will 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

Depending on the position held, the basic workweek for full-time employees is 37½ or 40 hours a week. The normal workday is 8 hours, plus mealtime, for employees working 40 hours per week (CSEA-OSU, CSEA-ISU, PEF, and PBANYS), and 7.5 hours, plus mealtime, for those working a 37.5 hour week (CSEA-ASU). The workweek begins on Thursday and ends at the close of business the following Wednesday.

Consult with your immediate supervisor to ensure you know your daily/weekly work hours.

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 (e.g. 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. Consult with your immediate supervisor to determine the meal time for your shift.

In an emergency situation, the university may require employees to remain on duty during their meal period. In such an instance, consult with your immediate supervisor regarding how to complete your time sheet.

Overtime

Fredonia attempts to schedule workload so that the need for overtime is kept to a minimum. However, situations may arise that makes overtime unavoidable—employee illness, special projects, emergencies, etc. If such situations do arise, the supervisor may direct employees to work overtime. If so directed, employees are required to work the assigned overtime unless certain extenuating circumstances (e.g. child or elder care issues, family emergency, etc.) are present. Overtime must have prior approval from supervisor.

Hours worked in excess of a 40 hour week constitute overtime. Eligible employees are entitled to overtime compensation at time and one half. Refer to the appropriate Agreement for information about when overtime payments must be made. All overtime requires advance supervisory approval.

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. Please refer to the [Agreement](#) pertaining to your job to determine eligibility requirements and amount of meal allowance.

If employees are required to work overtime immediately following the end of the normal workday, they must take a half hour meal break within six hours following their last meal break.

Break Periods

Employees who work a shift of at least four consecutive hours will receive one paid 15-minute break period and employees who work a full shift (e.g. 7.5 or 8 hours), will receive two 15-minute break periods, one in the morning and one during the afternoon. Scheduled 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.** Therefore, you are encouraged to take your break near the area you are working in.

Please consult with your immediate supervisor to determine the break time(s) for your shift.

Tardiness

To ensure productive use of State time and resources, your immediate supervisor will tell you when and where to report to work. "Where" is just as important as "when." Late arrival at the reporting work location, either at the start of the workday or after the lunch or break, constitutes tardiness. For example, if employees are expected to report to a specific place at 8 a.m., being in the employee lounge or in the parking lot at 8 a.m. does not meet the requirement for beginning work at that time.

Employees, who know they will be late for work shall notify the supervisor before the shift begins. Since being late places an unfair burden on others, tardiness may subject an employee to counseling or discipline.

Appreciate that it is your obligation to know and abide by these important facts.

Leave Donation

Classified staff may donate, or receive, donated vacation credits to assist colleagues whom are experiencing an extended leave and have exhausted leave credits due to illness. Contact Payroll Services for more information.

Leave Eligibility

The information described in this section applies to the following employees in the classified service:

- 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

Consistent with the terms of the [Agreements](#), employees may charge **sick** leave, not exceeding a total of 15 days in one calendar year, due to death in the employee's immediate family.

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 immediate 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.

Extraordinary Weather Circumstances

When the continuation of employees on the job might reasonably be assumed to endanger their health and safety, the university may direct employees to leave work. Under these circumstances, such directed time off will not be required to be charged to accrued leave credits.

When similar but less severe weather conditions exist and Fredonia does not direct employees to leave work, employees may request to leave their jobs and such requests should not be denied unreasonably. Under these circumstances, however, employees must charge such absences against accumulated vacation, compensatory time, or personal leave credits.

Consult with your immediate supervisor to determine if Fredonia considers you an "Essential Service" employee. If you are so designated, you may, as a function of the particular emergency, be required to report to or stay at your job until otherwise directed.

Family Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act, the university will grant a maximum 12 weeks of leave per calendar year of leave to eligible employees. FMLA leave may be unpaid or paid using accruals.

Questions pertaining to FMLA should be directed to Human Resources. Additional information pertaining to the FMLA is available at: dol.gov/whd/fmla/index.htm.

Holiday Leave

The following days are observed as legal holidays by Fredonia:

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 has been designated a floating holiday. Please refer to the union Agreement for details.*

Unless required to work, eligible employees are entitled to these legal holidays as days off without charge to leave credits. Generally, employees who are required to work on a holiday will receive, at their option, additional pay for the holiday worked or additional time off. Once during the year (usually in April), employees have the option of selecting compensatory time off in lieu of pay for holiday work. Such election is binding for the next 12 months.

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.

Leave of Absence Without Pay

A permanent employee may, at the discretion of the university, be granted a leave of absence without pay for a period not exceeding one year. Generally, the purposes for such leaves will be limited to permitting employees to finish a degree in progress or an emergency situation. Partial leaves, a reduction in work effort, may also be granted.

Parental/Child Care Leave

Eligible employees may secure parental/child care leave for up to seven months following the date of delivery. Questions regarding parental/child care leave should be forwarded to Human Resources.

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 a calendar year when they are ordered to perform this essential service. Good audit practice requires the university to secure a copy of official orders as verification of the necessity for such a leave.

Expression of Breast Milk

The university provides a reasonable and private location and break time for lactation purposes for the expression of breast milk for up to three years after the child's birth. Questions related to this should be referred to Human Resources.

Personal Leave

Personal leave is intended to provide employees with time off without loss of pay to attend to matters of a personal nature. CSEA, PBANYS, and some PEF employees will be credited with five days of personal leave each year on their anniversary date. PEF employees appointed on or after April 1, 1982 receive three personal days annually. **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 after an employee's anniversary date shall be canceled. Unused personal leave is not paid at the time of separation, retirement or death.

Sick Leave

Sick leave is to provide employees with a 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. 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 employee's immediate family who are ill.

If employees are sick and cannot report to work, they are expected to notify their immediate supervisor 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 certification must include the following information:

- Patient's name;
- Brief statement of diagnosis if the illness or injury absents the employee for more than 30 consecutive calendar days;
- The inclusive dates (and/or times) of disability;
- Certification that the employee is disabled from the performance of his/her job duties;
- Anticipated return to work date;
- The 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 Human Resources.

An employee who "calls-in" to report an absence due to personal or family illness is required to charge such absence to sick leave accruals.

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 equates to 13 days per year. However, PEF employees appointed on or after April 1, 1982 earn 10 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.

In concluding remarks regarding Attendance, the university is 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 prolonged illness. Excess use of sick leave also deprives an employee the ability to "buy-down" their health insurance premiums after they leave State service. (Note that 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 165 days of unused, unpaid sick leave may be used to increase service credit in the calculation of retirement benefits.) Finally, constant use of sick leave places an unfair burden on your co-workers. At a university where collegiality is valued, such behavior is deemed inappropriate. Employees will be required to provide acceptable medical documentation for each absence until such time as their accruals improve.

Employees who used sick leave that the University considers excessive may also expose themselves to discipline subject to the terms of the Agreement.

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. Time off to take exams for Federal and local government positions and leave to attend an interview initiated by the employee must be charged to appropriate accruals.

Vacation

To ensure eligible employees are afforded the opportunity to relax and enjoy time away from their daily work environment, vacation credits are provided. To ensure continuity of operations and to afford staff with the opportunity to select a preferred time, Fredonia requests that employees submit, in writing, their vacation preference. **All vacation requests 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 interfere with the orderly performance and continuity of service. A properly submitted written request to use vacation accruals shall be responded to within 5 working days of receipt.

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.

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, PBANYS, PEF)	Additional Vacation Credits*
One	One day
Two	Two days
Three	Three days
Four	Four days
Five	Five days
Six	Six days

Seven	Seven Days
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**Note-PEF employees hired after April 1, 1988 will not earn bonus days until the completion of three years of service, at which time their bonus days are credited.*

After seven completed years of service, vacation accrues at the rate of 20 days per year. The bargaining units 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. In any event, 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.

University Policies

Office of Diversity, Equity, and Inclusion

It is the policy of the State University of New York that all employment within the University system shall be free of discrimination on the basis of an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. In filling competitive, non-competitive and labor class vacancies, the candidate shall be selected in accordance with Civil Service regulations and governing sections of the Agreement. An employee may report a claim of discrimination to: the Director of Diversity, Equity, and Inclusion ("EDI"), his/her immediate supervisor, divisional Vice President or the Director of Human Resources.

If an employee has a question pertaining to the University's Affirmative Action policy, s/he should contact Fredonia's Office of EDI or visit: fredonia.edu/aaoffice.

Campus Telephone Policy

Desk Phone Policy

University telephones are to be used for State business purposes only. On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum and charged to the personal pin# assigned to the employee.

Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity, departmental operations and be distracting to others. Employees should make personal calls during non-work times. Note also that **employees are required to reimburse the university for any personal calls in accordance with established protocol**. Desk telephones may not be used to defame, harass, intimidate or threaten any other person.

University desk telephones are not private or secure. Fredonia reserves the right to monitor telephone usage to determine if misuse or abuse exists. Misuse of any university-owned resources (e.g. desk phone) may lead to discipline consistent with the term of the governing Agreement.

Cellular Phone Policy

Cellular telephones issued to employees by the University are the property of Fredonia and are to be used for official Fredonia 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. Note that **employees are required to reimburse the university for any personal calls in accordance with established protocol.**

Utilizing a university-issued cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of University policy. Cellular telephones may not be used to defame, harass, intimidate or threaten any other person.

University issued cellular telephone bills are not private or secure. The university has the right to monitor telephone bills and usage to determine if misuse or abuse exists. Campus issued cell phones may not be used to defame, harass, intimidate or threaten any other person.

When an employee assigned a State-issued cellular telephone terminates employment, the cellular telephone must be immediately returned to the office to which it was originally assigned and any outstanding personal debts related to the use of said phone paid in full.

Personal Cellular Phone Policy

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of university phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity, disrupt departmental operations and can be distracting to others. Employees should make personal calls during non-work times.

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 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 so long as the employee discusses it with 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 or initiate disciplinary action.

The University is not liable for the loss, theft, or damage of personal cellular phones brought into the workplace.

Utilizing a cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of University policy.

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 conducted in accordance with the governing Agreement.

Desk Telephone Procedures

- If it is necessary to place a long distance personal call from a university phone, the call will be charged to the employee's personal PIN. Prompt reimbursement for personal long distance calls must be made.

- It shall be the responsibility of users to review the detail, identify their personal toll charges, and certify by signature or initials that those charges represent either appropriate business usage or personal calls for which the University will be reimbursed.

Children in the Workplace

Fredonia does not permit continual presence of children who require direct supervision in the workplace. Emergencies should be discussed with your supervisor and may be accommodated on an individual basis. This policy applies to all campus buildings.

This policy is not intended to prohibit family members, minors, and dependents from attending cultural or sporting events, or authorized use of the gymnasium and natatorium. Children and infants are welcome to visit the workplace on an occasional basis for brief visits. Employees should be aware that requesting fellow employees to provide childcare is an unacceptable practice.

Compliance Training (CT)

On an annual basis, all Fredonia employees are required to take mandatory compliance training. Presently, the modules assigned to Classified staff include: Diversity and Inclusion, Child Protection Policy, Mandatory Reporting and Prevention of Child Sexual Abuse, Domestic Violence in the Workplace, HazCom 2012 and NYS Right-to-Know, Internal Control, Workplace Violence Prevention Policy and Program, and FERPA. Fredonia reserves the right to modify the requirements governing CT. Employees are required to know all CT policies and ensure their actions comply with all such policies.

Computer Policy

Fredonia computing facilities are a resource for members of the campus community, to be utilized for work consistent with the goals of the University. Your job may require the use of a Fredonia issued computer. If so, you will be provided with a computer account and e-mail privileges. It is each individual's responsibility to use computing systems in an ethical and legal manner and ensure all related activities are in full compliance with Fredonia's policy governing computer usage.

Employees are expected to check their e-mail on a frequent basis in order to stay current with university-related communications.

Computer facilities may not be used to produce goods or services in exchange for personal financial gain. Nor should the University's e-mail system be used for personal financial gain.

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. **Failure to maintain confidentiality of these sensitive data elements may expose an employee to discipline subject to the terms and conditions of the appropriate Agreement.**

Using computers to harass, abuse, or intimidate another person is prohibited and may expose an employee to discipline subject to the terms and conditions of the appropriate Agreement.

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 established Fredonia guidelines or has the permission of the author. Obscene language in electronic mail, messages, process names, file names, file data, and other publicly visible forms is prohibited as is the viewing of pornographic materials.

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 from further submissions.

Failure to comply with Fredonia computer-usage policies may result in the revocation of computer privileges and accounts as well as discipline consistent with the governing Agreement.

E-mail Limitations on Users' Rights and Expectations

E-mail messages are **not** personal and private. Fredonia does 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:

- for a legitimate business purpose (e.g., the need to access information when an employee is absent for an extended period of time);
- to diagnose and resolve technical problems involving system hardware, software, or communications; and/or
- to investigate possible misuse of e-mail when a reasonable suspicion of abuse exists.

A staff member is prohibited from accessing another user's e-mail or Fredonia computer account without their permission.

E-mail messages sent or received in conjunction with agency business may:

- be 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 are subject to review and discovery. There is no expectation of privacy.

Employees who do not have access to e-mail or require instruction in use of the system need to contact their immediate supervisor to secure access.

Additional information pertaining to university computing policies is available at:

fredonia.edu/Helpdesk/netpolicy.asp.

Confidentiality

As an employee of the University, you may be exposed to information that is considered confidential. Employees may be given or have access to personal information regarding employee, customer, student, parent and/or vendor accounts with the University (e.g. name, address, social security number, type and/or amount of debt owed, payment, banking, medical and/or other similar information, salary, etc.) and other information that is confidential including, but not limited to, students, parents, custodians, customers and lists (actual or prospective and including charges and payment histories); financial information, including financial statements, computer programs and/or systems information; information relating to University operations, methods, strategies and techniques and their use and effectiveness; and employee information (including disciplinary and other similar matters). This information may be on paper, contained in software, visible on screen displays, in computer readable form or otherwise. Any such information should not be disclosed.

Any questions regarding the release or sharing of confidential information should be discussed with your supervisor or Human Resources. **Any breach of confidentiality is a serious policy violation and may result in discipline-subject to the terms of the appropriate Agreement, up to and including immediate termination from State service.**

Consensual Relationship

Relationships of a romantic and/or sexual nature between a Fredonia employee and a student can present conflict of interest. As there may be the perception of favoritism and as such relationships can undermine the trust upon which the educational process depends, ethical principles preclude Fredonia employees from entering into a romantic/sexual relationship with a student.

Relationships of a romantic and/or sexual nature between members of the university community other than students can also present a conflict of interest in violation of the New York Public Officers Law whenever one party has any position of power over, or professional responsibility for, the other. As there may be a perception of favoritism and as such relationships are built, ethical principles preclude individuals from evaluating the work of those with whom they have these relationships. The party with the power or status advantage may not officially approve, recommend, or vote on such approval or recommendation of, the appointment, reappointment, promotion, or salary adjustment of the other. Nor may that party evaluate the performance of the other.

Additional information on the university's Consensual Relations policy, as well as other pertinent campus-Policies is available at: fredonia.edu/humanresources/policies.asp.

Driver's License

A valid driver's license is required by any employee who drives a personal or 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 university-related travel. If at any time an employee's driver's license is suspended, revoked, restricted, or otherwise invalid, the employee must not operate any vehicles and if required to do so by the nature of the position, and the employee's supervisor and Human Resources must immediately be notified. Note that failure to maintain a valid driver's license may negatively impact your ability to maintain employment with Fredonia.

Alcohol & Drug Free Workplace

Fredonia 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 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession, use of controlled substances; on-the-job use or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment with Fredonia.

Fredonia employees are subject to the following:

- The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Federal Controlled Substance Act.
- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee in all University 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.

- On-the-job use of or impairment from alcohol by an employee in all University work locations is prohibited.
- 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.
- 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.
- An employee convicted of a drug or alcohol related criminal statute violation occurring in or on property owned or controlled by the University 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.
- Fredonia will notify the appropriate federal agencies, if applicable, within ten (10) days of receipt of a notice of an employee drug conviction.
- Fredonia will make every effort to maintain a drug and alcohol free workplace. This effort will include referring staff to the campus-based Employee Assistance Program and the implementation and strict enforcement of this Policy.

Emergency Closing

Area radio and television stations will carry weather-related announcements. At times when severe weather conditions affect university operations, appropriate announcements will be carried by several local radio and television stations serving the Fredonia area. Consult the Campus Phone Directory or your immediate supervisor for the designated stations.

The following information concerning state regulations applies to members of the classified staff, professional and teaching staff, and management-confidential:

- If an employee is unable to report to work because of weather conditions, the time off must be charged to leave credits, even though local ordinances regarding travel are enacted. Staff members who have been designated as essential to such operations of the university as University Police, heating, and grounds maintenance should make every effort to report (see "Essential Personnel Definition").
- Severe weather conditions during the work day may cause some employees to request permission from supervisors for early departure. Supervisors, however, are responsible for the continued functioning of offices and departments unless the president or his designee authorizes otherwise. Early departure must be charged to employee leave credits (e.g. vacation, personal leave or compensatory time.) Administrators are not authorized to close buildings or departments under such conditions.
- Occasionally, weather conditions may deteriorate so severely that the president or his designee may seek authority from the Governor's Office to close the facility. If authorization is obtained and employees are then directed to leave, the employee is not required to charge the absence to leave accruals.

- There may be instances of planned shutdown for physical plant purposes such as major electrical, heating plant, or water system repairs. Personnel affected by this work will be given proper advance notification. Employees may use appropriate accruals or be given an alternate assignment.

Employees with Disabilities—Americans with Disabilities Act (ADA)

It is the policy of Fredonia that no otherwise qualified disabled individual shall, solely by reason of his or her disability, be excluded from applying for employment or be subject to discrimination if employed by the university.

The university will not discriminate against any employee or individual with a disability in regard to any position for which the employee or applicant for employment is qualified. The University will employ, advance in employment, and otherwise treat disabled individuals without discrimination based upon their 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.

Should you have questions on ADA or have inquiries regarding reasonable accommodation, please contact the Office of Diversity, Equity, and Inclusion.

Employee Conduct

The university highly values **team-work and collegiality** among staff. Actions that undermine these principals are inappropriate. Working in concert together, we can accomplish much. Occasionally, there will be instances where personal conflict or internal or external stressors will cause employees to become frustrated or distracted. When such instances arise, you are encouraged to promptly bring such issues to the attention of your immediate supervisor or Human Resources.

It is important that you conduct yourself in a manner that is consistent with acceptable workplace decorum. The University fully expects that employee's actions will show respect for each other and the constituencies we serve; display a student/colleague focus; facilitate collaboration; promote ethical behavior; not engage in 'bullying' behavior; encourage flexibility, and provide efficient and effective service.

Additional information on employee conduct expectations may be found in the following sections: Consensual Relations, Domestic Violence, Drug Free Workplace, Ethics, Internal Control, Performance Evaluation, Prevention of Violence in the Workplace, Sexual Harassment and other such related topics.

Essential Personnel

For On-campus Emergencies or winter weather related issues, essential personnel include:

- University Police Department
- Facilities Services employees
- Residence Life & Health Center staff
- Others to be determined by appropriate Vice President in accordance with nature of the emergency

Ethics

Every State employee is bound by the provisions of the New York State Ethics and Public Officers Law, which establish specific standards of conduct and restrict certain business and professional activities while in State service. 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 required 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.

Violators of ethics provisions or Public Officers Law face possible fines and discipline consistent with governing Agreements and laws.

Additional information on New York State's Public Officers Law and ethics regulations is available at: nyintegrity.org/.

Conflicts of Interest

State employees may not engage in activities that would create or appear to create a conflict with their official state 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, ratemaking, 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.

Gifts

State officers and employees may not accept or solicit any gift under circumstances in which it could be inferred that the gift was intended to influence or reward the recipient for performing official duties. A gift may be determined to be unlawful if it is in substantial conflict with an employee's official duties.

Grievance Procedure

It is the intent of Fredonia to apply its policies in a fair and consistent manner. However, disagreements may occur. When you feel your contractual rights may have been violated you have the right to file a grievance, consistent with the terms of the Agreement that governs your employment. The parties involved will, to the full extent possible, attempt to informally resolve the matter at the local level.

For additional information on this matter, please consult with your immediate supervisor, Union representative or Human Resources.

Internal Control

All employees are required to comply with University 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 all other applicable Federal, State and Fredonia Policies. Please see the following web sites for a complete list of all campus policies: fredonia.edu/admin/ic.

Please review all the documentation contained on the Internal Control web site as well as that of Human Resources. **It is your obligation to know, understand and comply with the policies contained on the noted web sites.**

Liability Claims

Fredonia is an institution of the State of New York. The State of New York is protected against claims of civil liability. This program requires that any person or corporation that feels they have a legal claim against New York State must entertain a lawsuit through the New York State Court of Claims. The Office of the New York State Attorney General is responsible for representing New York State in these matters.

Lost or Abandoned Property

Periodically, lost property or abandoned item(s) (e.g. clothing, wallet, electronics, etc.) are found on campus. Any such item, regardless of value, is considered lost property. Lost or abandoned property found in and around the residence halls should be turned over to the Residence Hall Director in the residence hall in which the property was found.

Lost or abandoned property found in and around any non-residential area should be returned to either University Police in Gregory Hall or the Campus Life office in the William's Center. Custodial employees working in these areas should return these items to the Supervising Janitor in charge of their shift. Supervising Janitors will refer these items to University Police.

It is never appropriate for a Fredonia employee to take any found item or property from campus- including items found in and around a dumpster or garbage can-without following this policy and securing Director level approval. Failure to comply with this policy may subject an employee to disciplinary action.

The only exceptions to this policy are for recyclable items and cans or bottles returnable for deposit.

Off-Campus Employment

As a university employee, there are restrictions on how much outside work may be performed and limitations on conducting outside business while employed. Please follow the regulations below if you hold employment separate from the University while employed by Fredonia.

- Employment that interferes with ability to complete official State obligation is prohibited.
- Personal business may not be conducted during your working hours (e.g., selling materials, in person or on the phone/fax/computer, or via personal cellular phone, etc.)
- Intra-campus mail, e-mail or computer system may not be used to promote personal business.
- Performing extra service work for another state agency requires supervisory approval. Earnings are limited to a maximum of 20% of annual salary for extra service with another State agency. Please contact Human Resources for additional information regarding off-campus employment.

Parking

All motor vehicles parking on campus must be registered with Student Accounts. The parking permit may be accessed at: fredonia.edu/admin/studentaccounts/forms.asp. Upon successful registration, employees will be issued an annual parking permit. Permits should be displayed inside the left rear door window.

Parking Regulations

- Vehicles must be parked in a designated spot and not across walkways, on walks, in roadway, on grassed areas, curbs, or where signs or road markings prohibit parking. The University is required to keep fire lanes open for fire engines and other emergency vehicles.
- Parking and driving on sidewalks is strictly prohibited unless supervisory approval is secured. Such approval is the exception rather than the norm.
- Vehicles parked in violation of university regulations or where signs and road marking prohibit parking may be removed at the owner's expense.
- The State of New York does not carry liability insurance and cars are parked on the campus at the owner's risk.

To ensure a safe environment for all staff, students and visitors, the university will enforce the noted regulations as well as all governing vehicle and traffic laws. It is your responsibility to ensure you operate the vehicle that you drive in full compliance with all State, SUNY and campus traffic and parking regulations.

Personal Use of State Equipment

It is improper for employees to use State equipment for activities not related to their official duties. This includes using State equipment to engage in activities that are solely related to personal financial gain, political activities or other unauthorized activities. Employees are not permitted to use telephones, copiers, fax machines, computers, e-mail, or any other State Equipment to provide support for a personal business, political causes, etc. Such activities are not related to an employee's official assignments or job responsibilities or the mission of State agencies and are, therefore, strictly prohibited.

Further, all employees who are issued State owned tools or equipment are required to keep them in good order. The university appreciates that normal wear and tear will render tools and equipment obsolete. However, careless or improper use of State owned tools or equipment may subject an employee to discipline consistent with the terms and conditions of the Agreement that governs their employment at Fredonia.

Finally, employees shall not remove any material(s) used in completing assignments.

Note also that Fredonia vehicles are only to be used for official State business. It is inappropriate to leave campus to attend to personal business using a State vehicle.

Political Activities

The State University 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.

Posters

Posters may not be posted on university property or grounds without proper permission. Posters are not permitted on doors, windows, walkways, in or on elevators, on cement columns, floors, signposts, parked cars, bus shelters, vending machines, or building exteriors. In addition, posters may not be posted on bulletin boards next to classroom entrances. These boards are intended for use by the instructors to post pertinent class information. The chalking or painting of sidewalks or cement columns is also prohibited. Questions regarding securing approval for a proposed posting should be directed to your immediate Supervisor.

Purchasing (P-Card/Blanket PO)

As part of your obligation, you may be required to purchase goods and or services on behalf of the university. If so, you will be assigned a purchasing card (P-Card) or a PO number. The P-Card/PO should only be used to purchase goods or services that will be used in the discharge of official State business. It is the cardholder's responsibility to inform the Property Control (PC) Office when equipment is purchased. A photocopy of the packing slip must be sent to the PC Office to facilitate the issuance of an inventory tag.

Review of Personnel File

Employees may review their personnel records by scheduling an appointment with Human Resources. 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 Human Resources at least 72 hours in advance.

Right-to-Know (RTK)

Under the New York State "Right-to-Know" Act, employees may request safety information on any toxic substance found or used in the workplace. Most requests for Safety Data Sheets (SDS) will be responded to within a day or two. SDS sheets are available by contacting your immediate supervisor or Environmental Health and Safety.

At Fredonia, **safety is a shared responsibility**. If you feel you are being asked to perform unsafe work, immediately bring this matter to your immediate supervisor's attention, your union representative, or notify Environmental Health and Safety. They will make a determination pertaining to your inquiry. Prior to their determination, you are not required to perform the work in question, as long as you informed your supervisor of the safety issue and can demonstrate that there is a reasonable basis for your belief that the work would endanger your health or safety.

Additional information regarding workplace safety matters is available through the office of Environmental Health & Safety or at: fredonia.edu/admin/envhealth.

Sexual Harassment

The university is committed to maintaining an environment which is free of inappropriate and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one on another, and which adversely affects an employee's working environment or a student's learning experience.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, visual depictions, and other verbal or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or when submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting such person; or when such behavior has the purpose or effect of substantially interfering with a person's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a prohibited practice at Fredonia. It is the responsibility of every employee to create and maintain an environment that is free of discrimination and that allows full access and opportunity to all members of the University community. Whenever such conduct is found to exist, the supervisor is required to take prompt and corrective action. The Office of Diversity, Equity, and Inclusion has responsibility for investigating claims of discrimination under this policy (see also: fredonia.edu/aaoffice.)

Tobacco Free Workplace

To promote employee wellness and a "greener" environment, smoking and tobacco use is prohibited while on all University-managed property, both indoors and outdoors. This includes any vehicle owned or leased by the University. Additionally, smoking in building entrances is prohibited. Please ensure your actions are consistent with this Policy. For more information on this policy, please visit:

fredonia.edu/healthcenter/tobaccofree/tobaccofreepolicy.asp.

Travel

From time to time, you may be required to travel on official State business. Good audit practice requires that you obtain your immediate supervisor's approval prior to commencing said travel. Note also that you are required to complete a Travel Authorization Voucher prior to your trip. Reasonable and customary costs associated with your travel will be reimbursed by the university.

For additional information on employee travel: fredonia.edu/admin/accounting/.

Veterans

Fredonia recognizes and greatly appreciates the services rendered by Veterans. It is the policy of Fredonia that no qualified special 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 University will employ, advance in employment, and otherwise treat special disabled Veterans and Vietnam Era Veterans without discrimination in all employment practices including, but not limited to, advertising, recruitment, employment, promotion, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selection for training.

Employees who are Veterans are encouraged to bring any concerns related to their employment to either the Office of Diversity, Equity, and Inclusion or Human Resources.

Workplace Violence Policy and Prevention of Domestic Violence in the Workplace Policy

Fredonia employees deserve to be free from fear of harassment or physical abuse in the workplace. Acts directed against individuals based on race, religion, ethnicity, gender or sexual orientation are unacceptable, and will be subject to discipline consistent with the governing Agreement. This campus will not accept any behavior that threatens a person's safety. It is, therefore, campus policy that any violations of the below listed restrictions will not be tolerated. These include, but are not limited to:

- The use of force with the intent to cause harm (e.g. physical attacks; any unwanted contact such as hitting, fighting, pushing, or throwing objects, etc.).
- Acts or threats which are intended to intimidate, coerce, or cause fear of harm.
- Acts or threats made directly or indirectly by oral or written words, gestures, or symbols that communicate a threat of physical or mental harm.

Also included in these restrictions are any related acts that are violations, misdemeanors or felonies under the law as well as infractions of SUNY and campus policies.

Harassment/violence prevention depends upon the awareness of faculty, staff, and students. Compliance with the following procedures, and effective and timely responses to early warning signs and threats is essential.

- Faculty and staff should report all harassment, threats, or violent incidents to their immediate supervisor. Supervisors should report all incidents to Human Resources. If criminal charges are a consideration, or in situations where a person believes they or others are in immediate danger, University Police should be contacted.
- The University ensures that there will be fair treatment of employees and students involved in harassment, threats or violent incidents. Where appropriate, referral to EAP (Employee Assistance Program) or other organizations established to assist individuals experiencing personal or family crisis situations may occur.

Additional information regarding the Prevention of Domestic Violence in the Workplace Policy and Workplace Violence Prevention Policy can be found at: fredonia.edu/humanresources/policies.asp.

Employee Health and Safety

Bloodborne Pathogens—Hepatitis B

A vaccine against Hepatitis B is available. Contact your immediate supervisor to learn how to obtain a vaccination designed to minimize possible negative effects related to exposure to this disease.

Employees, particularly those in Facilities Services and University Police, are encouraged to utilize universal precautions in their daily activities. Employees are encouraged to use PPE to minimize contact with blood or other potentially infectious materials. Employees whose jobs may bring

them in contact with blood or other bodily fluids will receive training on how to properly handle such situations.

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 immediate supervisor or their union representative and ask them to contact Environmental Health & Safety so that the situation can be analyzed.)

Employees should promptly report an incident that exposes them to potentially infectious material. Documentation of an incident (which is particularly important when filing a workers' compensation claim) includes completing and filing an accident report form, reviewing the incident with your supervisor and by contacting Human Resources.

Campus Emergency Procedures

Employees shall familiarize themselves with campus emergency procedures regarding such things as medical emergencies, bomb threats, fire safety, suspicious packages, evacuation procedures, serious injury/accident, reporting crime/threatening individual, homeland security, mental health emergency, etc. Campus Emergency Procedure booklets are located throughout campus in classrooms and offices, and can be found online at:

fredonia.edu/admin/envhealth/SUNY%20Fredonia%20Emergency%20Procedures%20Booklet.pdf.

Firearms

The university takes responsibility for providing a safe environment for all staff, students and visitors. To ensure the safety of all university constituents, **Fredonia expressly prohibits the possession of firearms, explosives and other dangerous weapons on university grounds, building and vehicles including non-State vehicles.** Failure to adhere strictly to this policy may result in disciplinary action, consistent with the applicable Agreement, and may expose the offending party to the possibility of arrest under the Penal Law of the State of New York. Even if you have a valid state permit to carry a firearm, you are not authorized to carry the firearm on university property. If you know of a violation of this policy, immediately notify your supervisor and University Police.

Personal Protective Equipment

All employees of the University are required to adhere to all job-related safety precautions. If an assigned job responsibility calls for the use of personal protective equipment (e.g. 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.

Operational Services Unit Employees

To minimize potential workplace injuries the following policy is intended to ensure that all Operational Services employees maintain and use safety equipment and clothing that provides protection to the employees as they carry out assignments in the work environment.

- Protective Equipment–All employees are required to wear protective gloves, goggles, safety glasses, safety shields, toe guards, safety shoes, welding aprons, helmets, earplugs, dust masks, respirators, etc.

- Footwear—Employees are required to wear footwear which fully encloses the foot and is in good condition*. Those engaged in grounds operations, central warehouse, shipping/receiving, mail services, and motor equipment repair are required to wear safety shoes. Custodial personnel should wear shoes which incorporate slip-resistant soles. Sandals and open-toed shoes are examples of footwear which are unacceptable in the work place.
- Pants/Trousers—Employees are required to wear long (ankle length) pants/trousers that do not restrict movement, are in good condition*, and not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. Shorts (except as noted below), cut-offs, and sweatpants are examples of clothing that are unacceptable in the work place.
- Shorts—must be knee length with finished edges. Employees may keep long pants in a locker or other appropriate area to change into if needed.
- Shirts/Blouses—Employees are required to wear long or short sleeve shirts/blouses providing that such clothing is in good condition*, does not restrict movement, and is not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. Undershirts and tank tops are examples of clothing that are unacceptable in the work place.
- 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—not ripped, torn, cut, or bearing profanity, or vulgar messages.*

Employee Performance

Performance Evaluation

Performance evaluation is important to employees, supervisors, and the university. Supervisory appraisal of work performance is, therefore, a constant process. All employees undergo evaluations of job performance. Depending on union affiliation, the form and procedure surrounding the system varies. Supervisors will be required to annually evaluate work performance based on the duties and responsibilities of the job and of the standards or objectives reasonably expected as outlined in the performance program, where applicable. Once an employee has passed probation, they are placed on an annual evaluation cycle.

Performance Program

Classified employees represented by CSEA, PBANYS and PEF will, on an annual basis, have their duties and performance objectives listed in a written document—a Performance Program. The Performance Program is the basis for your annual performance evaluation.

On occasion, there may be cause for you, your supervisor, and possibly Human Resources to meet to review issues that arise relating to your performance and workplace conduct. It is anticipated that this will be a rare, yet important meeting. The meeting could, as a function of the incident involved, take any number of paths including the need for the following:

Counseling

Counseling is the University's opportunity to provide feedback regarding on-the-job activity. **Counseling is not discipline.** It is a method to identify and outline an action plan to correct or modify behavior to make an employee as successful on the job as possible. These sessions should focus on substandard behaviors or performance. Counseling may be either verbal or written. Written counseling memos are signed and dated by the supervisor and placed in the employee's official personnel file. Counseling is best conducted on a one-on-one basis. Accordingly, the need for Union representation—or inclusion of a representative from Human Resources—in a Counseling session is not warranted or provided for in the various Agreements.

For specific information about counseling, please contact Human Resources or your Union representative.

Discipline

The purpose of discipline is to help an employee improve within their position. Generally, discipline is progressive in nature, beginning with a counseling session and ending, if necessary, with termination. The university reserves the right to suspend an employee if his/her presence is likely to prove disruptive to good order in the workplace or cause an unsafe condition. Disciplinary actions shall be carried out as per the specifics in the appropriate Agreement.

For specific information about the procedural aspects of discipline, call Human Resources at ext. 3434. Additional information regarding both counseling and discipline is available at: goer.state.ny.us/Labor_Relations/Contracts/index.cfm.

Salary Information

Direct Deposit

The University provides employees with the option of arranging for the direct deposit of paychecks. **Fredonia strongly encourages employees to avail themselves to this safe and secure function.**

Forms are available in the Payroll Office or at: fredonia.edu/admin/payroll/dirdep.asp.

Paycheck Deductions

There are a variety of deductions that may be withheld from paychecks. Some deductions are mandatory; state and federal income taxes, social security taxes, agency shop fees, and retirement contributions. Other deductions are voluntary; savings bonds, credit union, deferred compensation, tax deferred annuities, or flexible spending account. Paychecks are also subject to garnishments or liens made according to court order or law.

Paydays

Salaries are paid 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.

Employees who have enrolled in direct deposit will have their pay stubs mailed to their home address. Employees who have not enrolled in direct deposit will have their paychecks distributed from the Accounting Office on paydays. 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

The salary grade assigned to your position title establishes the salary range for the position you hold. The salary range for your position is listed in the Agreement that governs your employment or at: fredonia.edu/humanresources/classification.asp.

The date and amount of future salary increases is collectively negotiated between the Union that represents your position and the State of New York. Information on the date and amount of your next salary increase may be found at: goer.state.ny.us/cna/bucenter/index.html.

You may also wish to contact Human Resources or your union representative for information pertaining to salary adjustments.

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. However, employees are still eligible for across-the-board increases or other increases that are negotiated by the union.

Campus-Based Services

Faculty Student Association (FSA)

FSA is a private corporation governed by the Not-for-Profit corporation laws of New York State. Its primary purpose is to identify and provide appropriate goods and services to the campus community which may not be otherwise provided by the State of New York. Primary FSA services include:

- University Bookstore—located in University Commons;
- Food Service—The food service operation on campus consists of Cranston Marché, Center Pointe, Starbucks, Tim Hortons, various cafes, and catering services;
- Alumni House and College Lodge; and
- Vending and various student services.

Fredonia employees are invited to establish a FREDFunds account with FSA. The account is a prepaid convenience card account available exclusively to students and university employees. FREDFunds may be used to make on-campus purchases as well as several off-campus locations. Additional information regarding FSA and/or the FREDCard may be found at: fsa.fredonia.edu.

Credit Union

The Fredonia Federal Credit Union (SFFCU) is a cooperative not-for-profit financial institution organized under the supervision of the National Credit Union Administration. The objective of the SFFCU is to help members manage their money through systematic savings and intelligent use of credit.

Each member of the credit union is a part owner of this cooperative. The SFFCU provides cost-effective financial services for all members and seeks to continually develop new services for the good of the

members. Membership is open to Fredonia employees, their immediate family members or persons living in the employees household.

For more information on the services provided by the Credit Union please visit: sunyfredoniafcu.com.

Employee Identification Cards (FREDCard)

The FREDCard, the university's official photo identification card, is a multipurpose identification card and key access card required for all employees. FREDCard's may be obtained, upon presentation of eligibility and another form of photo identification, at the FSA Office in Gregory Hall.

University Police

University Police Officers are represented by PBANYS and are provided with a copy of the University Police Manual of General Orders ("Orders".)

If you are employed as a University Police Officer, it is your responsibility to know and comply with Orders and ensure that your conduct and performance is in full compliance with same. Questions pertaining to the Orders should be referred to the University Chief of Police.

More information about UP may be found at: fredonia.edu/univpolice/homepage.html.

Conclusion

We hope that this handbook has been informative and that you have gained a better insight into our culture, policies and procedures. We realize that you may have questions yet unanswered, and we encourage you to seek out your immediate supervisor or Human Resources and discuss these questions.

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