

CLASSIFIED SERVICE EMPLOYEE'S HANDBOOK



May, 1998

**State University of New York
College of Agriculture and
Technology at Cobleskill**

An Equal Opportunity/Affirmative Action Employer

This handbook is a joint effort on the part of the College Human Resources Office and the CSEA Labor Management Committee. It is designed to assist Classified Service employees in understanding the various policies and procedures adhered to by New York State employees at the College at Cobleskill. Statements herein have been extracted from the Attendance Rules Manual, NYS Civil Service Law, NYS Code of Ethics, and negotiated agreements between the State and the employee organizations and are subject to change.

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ORGANIZATION AND HISTORY

State University of New York
College of Agriculture and
Technology at Cobleskill

History of the College

The College was chartered by act of the Legislature in 1911 and officially began its program in 1916 as the Schoharie State School of Agriculture. A year after instruction in Agriculture began a Home Economics Program was added. From this program divisions of Food Service Administration and Nursery Education developed as curricula fulfilling the needs for different kinds of preparation. For a brief period a rural teacher training program was offered. In the early 1950s the Business Division evolved from the Agricultural Division. Courses in the liberal arts and sciences have been offered continuously.

An important milestone in the history of the College occurred in 1948 when it was incorporated into the newly organized State University of New York. Today, the State University of New York is the largest centrally managed system of public higher education in the nation with more than 393,000 students.

The College now operates as the State University of New York College of Agriculture and Technology at Cobleskill and offers two-year Associate and four-year Bachelor of Technology in Agriculture degree programs.

THE NEW YORK STATE EMPLOYER

Equal Employment Opportunity in State University of New York

State University of New York, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this University Policy of Equal Employment Opportunity.

It is the policy of State University of New York to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent unit of the University.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, age or sex, except where sex is a bonafide occupational qualification.
2. Applies equally to all job classifications and titles in State University and to all types of appointments under University jurisdiction, whether full-time or part time.
3. Governs all University policies, practices and actions including but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature.
4. Applies equally to all State University organizational units.
5. Expects each contractor, supplier, union, public agency or other cooperative agent to support this policy by complying with all applicable State or Federal equal employment opportunity laws and regulations.

In support of this policy, State University affirms its right to take appropriate action if it or other duly constituted authority should determine that applicable Federal and State equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy have been willfully or habitually abrogated.

The development of programs, plans and procedures necessary to carry out a campus program for Equal Opportunity in Employment is coordinated by the Director of Affirmative Action. Any employee who believes that he or she has been discriminated against in any personnel decision or condition of employment may file a complaint with the Director of Affirmative Action.

Policy on Sexual Harassment

The State University College of Agriculture and Technology at Cobleskill as an educational institution, is responsible for providing a sex-fair environment for both employees and students in which acts of gender or sexual harassment are not tolerated. Such acts are defined as unwelcomed comments, gestures, or physical contact which are experienced by the recipient as either unwanted sexual advances or

demeaning to his/her gender or sexuality and which have the effect of creating an intimidating, hostile, or offensive environment for learning or working.

Alleged incidents of sexual harassment of employees and students are appropriately addressed through the SUNY Internal Discrimination Grievance Procedure. Formal complaints of this nature should be filed with the Director of Affirmative Action.

Classified Service Appointments

All positions in the classified service at the College are subject to laws and regulations administered by the New York State Department of Civil Service. Your job was classified according to its duties and given its title and salary by the Department of Civil Service. Classified service positions fall into four categories:

1. **Competitive**—those positions filled by means of an examination supervised by the Department of Civil Service.
2. **Non-Competitive**—those jobs for which examinations are not held, but which have minimum education and/or experience requirements e.g. Registered Nurse, Skilled Tradesman.
3. **Labor Class**—unskilled positions requiring manual labor.
4. **Exempt**—those jobs for which an examination is not practical (usually because of the small number of people to be appointed to a title).

Employees serving in non-statutory (NS) hourly positions are subject to all Civil Service rules and regulations with the exception of Section 130 of the Civil Service law. Unless specifically legislated employees in these positions are not entitled to negotiated across-the-board increases, longevity pay or bonus pay.

If you have any questions regarding your appointment status please contact a representative of the Human Resources Offices.

Probation

All permanent appointees serve a probationary period during which ability to do the job will be carefully evaluated. If their performance, conduct, and attendance are fully satisfactory, they will be made permanent employees. An “unsatisfactory” rating from their supervisor will result in termination of their services during the probationary period. New appointees serve a 26 to 52 week probationary period. Permanent employees who have been promoted serve a probationary period of 8 to 26 weeks for positions at SG-13 and below or 12 to 52 weeks for positions at SG-14 and above.

Compensation and Performance Evaluations

The salary schedule in effect for classified employees paid on an annual basis contains a hiring rate, interim advancement rates and two longevity steps (job rate) for each grade. Employees advance from the hiring rate to the job rate of the salary grade based on periodic evaluations of work performance. These evaluations are conducted once a year, based on the employee's date of appointment or promotion to the salary grade. In addition to the above, employees may receive periodic salary increases resulting from negotiations between the State and the employee organizations (unions). All of the current agreements also provide for longevity increments after five and ten years of service at or above the job rate.

GENERAL INFORMATION

Identification Cards

All employees of the College are issued identification cards upon initial appointment. This will allow you to use the College facilities and admit you to various functions and events at reduced rates. Any employee who loses or misplaces his/her identification card should report it to the Human Resources Office so that a replacement form can be issued. Employees are required to turn in their identification card to the Human Resources Office if they terminate their employment with the College.

Pay Checks

The state payroll is on a two-week lag basis. Therefore, you will receive your first pay check three to four weeks after you begin work. Thereafter, you will be paid every other Wednesday. The state withholds one day of salary for the first five consecutive pay periods of employment. Upon separation from the state, you receive payment for the days withheld at your current salary level or the rate of pay at the time of withholding (whichever is higher). You will receive your last pay check three to four weeks after you separate.

Federal and State income taxes, Social Security, retirement and employee organization dues are automatically deducted from your salary. You can also elect to have deductions for things such as savings bonds, annuities, health insurance, and credit union savings.

Vehicle Registration

If you intend to bring your automobile, truck, or motorcycle on campus, you are required to register each vehicle and pay an annual registration fee for each vehicle at the Public Safety Office in Johnson Hall. When you register your vehicle(s) you will be given a decal(s) which must be attached to your vehicle as directed.

Telephones

The College is equipped with telephone service which provides direct inward and outward dialing on a 24-hour basis. The College Directory gives dialing directions and numbers. You will be issued a telephone charge number by the telecommunications office for business long distance calls. Arrangements for personal calls can also be made.

Safety

The Environmental Health and Safety Officer is charged with ensuring that all employees are advised of their rights and responsibilities regarding issues of health and safety, including all applicable Occupational Safety and Health (OSHA) standards, NYS Department of Labor health and safety standards (PESH), environmental regulations, NYS Fire Codes, as well as, campus policies and procedures. The Environmental

Health and Safety Office maintains a number of written programs and policies which explain these issues, most notably the Campus Safety Manual and the Hazard Communication written program (both are available through the Environmental Health and Safety Office, Physical Plant 5411) and Hazardous Waste Disposal guidelines.

The Environmental Health and Safety Officer also works with appropriate department heads and supervisory personnel to ensure that employees attend mandated safety training on a variety of topics such as chemical handling and storage, hazard communication, bloodborne pathogens, and respirator use. The Environmental Health and Safety Office also coordinates the necessary scheduling of occupational health exams for eligible employees such as our in-plant asbestos team, all respirator users, those who handle certain substances such as lead or formaldehyde.

The Environmental Health and Safety Officer also coordinates annual fire drills and works with the Public Safety Department to coordinate campus emergency evacuation procedures. Further information on any environmental health or safety issue at SUNY Cobleskill is available by contacting the Environmental Office at 5411.

Personal Information Changes

The Human Resources Office must be kept up to date on employees' status at all times. If you experience any changes in address, marital status, number of dependents or similar information notify the Human Resources Office as soon as possible. This information is necessary for your permanent record file, both on campus and in the Systems Administration Human Resources Department.

Review of Personnel File

The Human Resources Office maintains a personal history folder for each member of the College Staff. This file contains all memoranda and documents related to an employee's work performance. In accordance with the employee organization agreements, copies of this material are sent to the employee at the same time they are placed in the folder. The personnel folder also contains documents related to payroll actions, e.g. special payments received such as overtime compensation.

An employee has the right to examine his/her personal history folder in the presence of an appropriate College official. He/She may also place in the folder a response to any item considered adverse. Consult the appropriate employee organization agreement for more information regarding reviewing your personal history folder.

Confidential Information

The Oath of Office requires that employees uphold the provisions of the code of ethics, which state in part: "A state employee shall not disclose confidential information acquired in the course of official duties, nor shall such information be used to further the State employee's personal interest." As an employee, you may have access to information concerning fellow employees or students. We urge you to be conscientious of your agreement to uphold the Code of Ethics when dealing with confidential information.

Employee Suggestion Program

Several years ago the Civil Service Department launched a formal award program to recognize and reward those who think of ways to improve state operations. Under this program the state welcomes your suggestions and ideas, and gives cash awards or Certificates of Merit to employees whose suggestions are accepted. Your suggestion must directly contribute to economy, efficiency, or increased effectiveness of state operations.

Suggestions should be submitted to New York State Employee Suggestion Program, Department of Civil Service, State Office Building Campus, Albany, New York 12239. All suggestions are acknowledged and then returned to your department or agency for evaluation. The Civil Service Commission then passes final review. If your suggestion is used you will receive a Certificate of Merit and possibly a check. If your suggestion is not accepted you will receive a letter of explanation.

Grievances

Occasionally, employees encounter problems resulting from working conditions, college policies, or interpersonal relationships. If you have such a problem we urge you to first discuss it with your supervisor and if desired, the Director of Human Resources Office. When discussed frankly and openly, most grievances turn out to be easily reconciled misunderstandings.

However, if a problem cannot be resolved through informal discussion, a formal grievance procedure exists. The current union agreement details this procedure step by step. If such a condition develops in your work environment you may contact your employee organization representative or the Director of Human Resources who can advise you how to proceed.

Discipline

When problems arise involving an employee's conduct or performance, every effort is made to resolve them through informal discussions. If this is ineffective, counseling memoranda and/or evaluation appraisals providing written documentation may be placed in the employee's personnel file. Should these methods fail to produce an improvement in performance or conduct, a formal disciplinary procedure may be initiated. Details of this procedure, as well as employee rights, are explained in the current union agreement. If you find yourself in such a situation you are urged to contact your union representative and/or the Human Resources Office.

Personal Problems

At times you may have a personal problem which has nothing to do with work. It might be a transportation problem, financial, family or health problem. You can discuss such problems in confidence with your supervisor or Human Resources Officer. While they may not have ready solutions, they may be able to assist you in resolving such problems.

There is also an Employee Assistance Program which provides confidential assistance to employees who have personal problems that impair their job performance. Check the bulletin boards and College directory for office location, hours and phone number.

Drug-Free Workplace

In compliance with the Federal Drug-Free Workplace Act of 1988, the College has adopted a policy which states, in part, that the unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.

Smoking Policy

In compliance with New York's Clean Indoor Air Act, the College has adopted a policy which prohibits smoking in all buildings on campus.

Key Policy

Employees of the college who are issued keys to the buildings, offices, storage and supply areas, vehicles, and other college property shall assume responsibility for the use and security of such keys.

Loss of key(s) must be reported immediately by employees to their immediate supervisor and the Public Safety Department. Replacement of key sets will only be made after a reasonable length of time has elapsed to make certain that the key(s) cannot be found.

Campus Facilities and Activities

LIBRARY: The van Wagenen Learning Resources Center has a total of over 80,000 volumes in addition to numerous magazine and newspaper subscriptions. Borrowing privileges are available to staff. College employees are required to borrow on behalf of family members desiring to use library materials.

BOUCK and ATHLETIC FACILITIES: Staff members may use the TV lounge, weight and exercise room during their free time. Special lockers are available for those who may like to use the gym or exercise room. The bowling alleys in Bouck are open to staff members on weekends for a small fee.

SWIMMING POOL: Located in the rear addition of Bouck Hall, the swimming pool is open during the school year on regularly scheduled weeknights to faculty and staff members. The pool is also open during weekend hours for staff members and their families.

AMERICAN HERITAGE RESTAURANT: The Culinary Arts, Hospitality and Tourism Department operates a dining facility for faculty and staff serving a noon meal during approximately fourteen (14) weeks of each semester. This serves as a quantity foods laboratory for students and provides a varied menu at modest prices for staff members. The American Heritage Restaurant is located in Prentice Hall.

The American Heritage Restaurant also serves gourmet dinners three nights weekly in Prentice Dining Hall for members of the campus community and their guests. Reservations are recommended by calling 5429 or 5425.

VIEWPOINT SNACKBAR: Located on the main floor of Bouck Hall, the ViewPoint SnackBar offers sandwiches, burgers, pizza and beverages to campus community on a year-round basis while college is in session.

SKI AREA: The Faculty Student Association operates a ski area which may be used by College faculty, staff and students. All persons using the ski tow are subject to a required test administered by the person in charge. All users must sign in at the ski lodge, present proper identification, and show proof of having passed the basic proficiency test.

FIELD HOUSE: This facility, adjacent to the athletic fields, is available for tennis and walking when there are no classes or intramural activities scheduled. Scheduled open hours are available Monday through Friday from 7:00 a.m. to 9:00 a.m.

SPECIAL EVENTS: Classified service staff and their families may also wish to attend the many regular special events held during the school year. These include weekly films, lectures by well-known speakers, Little Theater Productions, art exhibits, concerts, and athletic events. You can keep up to date on upcoming events through the weekly campus publications and The Bulletin.

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PERSONNEL CHANGES

Promotion

Higher level positions at SUNY Cobleskill are filled by promotion of present employees whenever possible. There are many opportunities for advancements in State service and while higher positions are not available every day of the year, it pays to plan ahead by preparing yourself for a future opportunity.

Promotions in the competitive class are made on the basis of written, oral, and/or performance tests administered by the Department of Civil Service. Announcements of Civil Service Examinations are posted on bulletin boards at a number of campus locations. Promotion appointments are made from the top three eligibles on the list who are willing to accept the position, and the selection is made by the supervisor on the basis of the interview and your training and experience.

Promotion in the non-competitive and labor classes are made on the basis of job performance, skills, experience, and seniority. Announcements of vacancies in non-competitive and labor class positions are posted around campus and one may apply by stopping at the Human Resources Office and completing a promotional application form.

Temporary, non-competitive, labor class, as well as permanent competitive employees will find opportunities for advancement through the many open competitive examinations held by the Department of Civil Service. Announcements of such examinations are likewise posted around campus the same as promotional announcements.

Reassignment Within the College

You may request a reassignment from one office to another where an opening in the same title may occur. While the College tries to give each request for reassignment due consideration, employees must recognize that is not always possible to honor such requests.

Transfer

You may request a transfer to a position in the same or lower salary grade in another state agency. Such request for transfer will be honored if the heads of both agencies agree and the Civil Service Commission approves. The transfer must not interfere with the promotion rights of other employees. The probationary term for an employee transferred to another agency is the same period of time required for a promotion (see page 4). During this time his/her old position cannot be filled permanently. At any time you may return to your old job giving reasonable notice. If the probationary service proves to be unsatisfactory you will be restored to your previous position.

Resignation

If you consider resigning, we encourage you to discuss the possibility with your supervisor and the Director of Human Resources before making a final decision. If you

decide to resign be sure to give your supervisor a written notice at least two weeks prior to the effective date of your resignation. By doing this you guarantee that you will be paid for accumulated vacation and overtime or compensatory time credits unused at the time of separation.

Reinstatement

If you resign from a permanent position and within one year ask to be rehired you may be reinstated in the same job title at no loss in salary without taking an examination. However, reinstatement is not mandatory; there must be a vacancy available and your previous work record must have been satisfactory. If you are reinstated you must serve a probationary period similar to that required of a new employee.

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INSURANCE and OTHER BENEFITS

Details of the benefits summarized in this section can be found in the Employee Benefits Manual, available in most department offices and the Human Resources Office.

Health Insurance

Employees with appointments expected to last a minimum of three months (and who work a minimum of .50 FTE) and their dependents are eligible for either the Empire Plan (Blue Cross and Major Medical) or HMO (Health Maintenance Organization). A comparison of the two plans and full details on eligibility and benefits are contained in the brochures available in the Human Resources Office. The state pays 90% of individual coverage and 75% of the cost of family coverage. New employees are subject to a 42-day waiting period (56 days for PEF) before coverage may become effective. We encourage you to enroll within 7 days from the date of employment to avoid delays in coverage.

Prescription Drug Plans

The CSEA Employee Benefit Fund provides prescription drug coverage for employees and their families in the three CSEA bargaining units. Other classified employees may be covered under the Health Insurance Plan chosen. Generally, employees are able to buy drugs and medicines prescribed by a doctor at a cost of \$3.00 to \$8.00 per prescription. Further details regarding eligibility and benefits may be obtained at the Human Resources Office.

Dental Insurance

Most classified service employees and their families are eligible to receive dental benefits. Details may be obtained at the Human Resources Office.

Vision Plan

Most classified employees and their families are eligible to receive vision care benefits which cover partial or full costs of examinations and eye glasses. Details may be obtained at the Human Resources Office.

Retirement Benefits

All full-time permanent employees are required to join the Employees' Retirement System (ERS) within 30 days of appointment. Optional membership is available to employees working less than 30 hours per week, employees on temporary or provisional appointments, or employees working on less than a 12 month per year basis.

Retirement plan provisions are extremely complex and four distinct classes of Retirement System members exist:

1. **TIER 1** —Those who enrolled prior to July 1, 1973
2. **TIER 2** —Those who enrolled between July 1, 1973 and June 30, 1976.
3. **TIER 3** —Those who enrolled between July 1, 1976 and August 31, 1983.

4. **TIER 4** —Those who enrolled after September 1, 1983.

Employees contribute 3% of their salary to the retirement system.

In addition to varying classes of membership, there are several forms of retirement: regular service, ordinary disability retirements, and accidental disability retirements. Each of these has a distinct method of computing benefits and a number of options are available under each.

Additional information is available in the Human Resources Office. We also encourage you to visit a Retirement Service Representative in Albany for your pre-retirement planning.

Death Benefits

Ordinary and accidental death benefits are provided to your beneficiaries by both the Retirement System and the Department of Civil Service, provided certain eligibility requirements are met. The Human Resources Office can provide information on these benefits.

Social Security

In addition to the State Employees' Retirement System, all College employees are also covered by Social Security. Social Security is paid half by the employee and half by the state. (Social Security payments are listed under FICA on employees' paycheck stubs.)

Social Security provides a retirement allowance, (retirement benefits cannot be drawn until age 62 under Social Security) a survivor's allowance for children under 18, and benefits for an employee who becomes permanently disabled.

Information regarding Social Security benefits may be obtained from your Social Security Administration Office.

Workers' Compensation

The State Workers' Compensation Program provides benefits to employees in the event of a disability or death due to a job-related injury or disease. Any accident which results in injury, even if it seems minor at the time, must be reported to your supervisor and to the Human Resources Office. Details regarding Workers' Compensation leave may be found in your union contract.

Employee Training Courses and Professional Development

Opportunities for training and development are offered by the campus, state, unions and joint labor/management committees. These range from specific job-related programs to career enhancing training. Additional information is available in the Human Resources Office.

Tuition Assistance

Employees taking courses at Cobleskill or other colleges may be eligible for tuition assistance through either Union funds or the locally administered tuition waver program.

The Human Resources Office can provide information and applications to interested employees

Employee Organizations (Unions)

All classified employees have the right to join, or refrain from joining, an employee organization. Whether or not you join, agency shop fees will be deducted from your wages. The organizations represented on this campus are the Civil Service Employees Association (CSEA), Council 82, AFSCME, AFL-CIO (Public Safety Unit employees) and the Public Employees Federation (Professional, Scientific and Technical employees). These organizations represent the employees during collective negotiations with the State concerning terms and conditions of employment. Membership packets are available in the Human Resources Office.

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ATTENDANCE RULES

Classified service employees are generally covered by the Attendance Rules for Employees in New York State Departments and Institutions. This manual is a lengthy, somewhat complex compilation of the legal and contractual items which make up the Attendance and Leave Provisions of your employment. The following section is a very brief synopsis of the major provisions of this manual. Specific questions should be referred to the Human Resources Office. The Attendance Rule Manual is available for your use in resolving questions at any time.

Tardiness

You are responsible for keeping tardiness to a minimum. Excessive tardiness will not be permitted, as it is a violation of the working agreement as well as a possible indication of other poor work practices.

There is no charge to leave credits if an employee is late no more than twice in a pay period and the total time involved is less than 15 minutes. This includes late returns from lunch. Any employee who is late 15 minutes or more must charge such tardiness to compensatory time, vacation, or personal leave in quarter hour units. All absences due to tardiness must be recorded on your time card.

Working Hours and Time Records

The basic workweek at the College is 37 1/2 hours. Some positions are designated as 40 hours per week. Office employees generally work from 8:00 am to 4:15 pm with 45 minutes for lunch. Other workers have a wide variety of shift hours, reflecting the need to provide around the clock coverage in some areas. Changes in the working hours may occasionally occur of either a temporary or permanent duration. In some cases such changes involve consultation with appropriate employee organizations. In addition, the campus may be able to accommodate requests for alternative work schedules that can benefit employees and enhance services while continuing to meet operational needs. Information on the Alternative Work Schedule Program can be obtained from the Human Resources Office.

Each employee is charged with the responsibility of recording his/her time. Depending on your work assignment you may actually punch a time clock, or simply record the times at which you begin and end work and take your lunch break each day on a bi-weekly time sheet. In either case, it is important that you keep an accurate record of your own time. Falsification of any record of attendance shall be cause for disciplinary action. You must turn in your time record to the payroll office after obtaining your supervisor's signature at the end of each pay period.

Rest and Lunch Periods

While neither the Civil Service regulations nor the union agreements require a general rest period, the College does allow two fifteen-minute rest periods during a full working day. Each supervisor will schedule the definite times for these rest periods.

Rest periods may not be used to permit employees to arrive late, leave early, or extend a lunch period.

Lunch periods will vary depending upon your work location and the needs of the department. Lunch periods should be arranged with your supervisor to provide for proper coverage. Lunch must be completed by 2:00 p.m. unless approved by supervisor or included as part of a flex (alternate) working schedule.

Overtime and Compensatory Time

Hours worked in excess of 40 during any workweek shall constitute overtime and eligible persons shall be entitled to compensation at time and one-half for such.

For employees whose basic workweek is 37 1/2 hours, time worked between 37 1/2 and 40 hours is compensated by equivalent time off. Compensatory time credits may be accumulated to a maximum of 30 work days. In the event of resignation or retirement compensatory time credits up to the maximum will be paid.

Overtime and compensatory time must be approved in advance by your supervisor.

Meal Allowances

If you work overtime you may be entitled to a meal allowance. Eligibility requirements differ by bargaining unit.

Request and Approval of Leave (Vacation, Personal, Compensatory Time, and Holiday Leave)

All requests for leave need to be personally submitted in writing to your immediate supervisor. If a properly submitted leave request is denied, your supervisor is required to provide you with a written explanation within five (5) workdays of receipt. We encourage you to submit leave requests as far in advance as possible to allow your supervisor enough time to provide proper coverage in the affected work area. As a courtesy, employees should try to provide a minimum of 48 hours notice when practicable. Employees are responsible for ensuring that approval by the immediate supervisor has been granted before taking the leave. Supervisors are responsible for responding to leave requests promptly.

Vacation

Upon completing thirteen bi-weekly pay periods, you will be credited with 6 1/2 days vacation. Thereafter you will earn vacation credits at the rate of 1/2 day per bi-weekly pay period. Upon completion of each full year of service up to and including seven years, you will be credited with vacation "bonus days" one day for each year of completed service. Following the anniversary date on which you are credited with seven "bonus days" you will thereafter earn vacation at the rate of 20 days per 26 pay periods. Additional vacation credit is accrued by certain employees who have 15 or 20 or more years of continuous service. Provisions regarding such additional days are spelled out in the various contractual agreements and in the Attendance Rules, available in the Human Resources Office.

You must be in full pay status for at least seven of the ten working days in each pay period to receive vacation credits for that period.

You may accumulate up to a maximum of 40 days of vacation. However, you will only be paid for a maximum of 30 days of unused vacation upon separation from State service. Employees should pay particular attention to these accruals so vacation time is not "lost" by exceeding the maximum. The Human Resources Office will attempt to notify an employee in writing when 30 days of vacation are accrued. However, if for some reason the employee fails to receive such notice, it in no way waives the maximum accrual permitted. CSEA employees may exceed the 40-day maximum for one pay period if their request for leave is denied.

It is necessary to obtain advanced approval from your supervisor to use accumulated vacation days. (See procedures for requesting and approval of leave.)

Sick Leave

Sick leave is absence with pay necessitated by illness or other physical disability of the employee. It is not to be used for personal business, vacation or other non-health related absences. Unwise use of sick leave may endanger an employee's financial security during a prolonged illness.

Sick leave credits are earned at the rate of 1/2 day per bi-weekly pay period (or 13 days per year) if you are in full pay status at least seven days during the period. One exception to this is employees in the PEF unit hired on or after April 1, 1982 who earn sick leave credits at the rate of 10 days per year. Sick leave may be accumulated up to a total of 190, 200, or 225 days depending upon one's bargaining unit. However, no more than 165 days of such credits may be used for retirement service credit or to pay for health insurance at retirement. Sick leave credits may not be used in units of less than 15 minutes.

Accumulated sick leave may be used for maternity purposes, providing the employee is medically disabled from the performance of her duties. Sick leave for maternity may only be used for the period of actual disability as specified by the attending physician.

CSEA staff must talk to their supervisor or another designated person when calling in sick. Employees should not leave messages on voice mail unless their supervisor approves of this procedure. Call-ins must be made within two hours after the beginning of the workday.

If you are absent more than four consecutive working days you may be required to present a physician's certificate. This statement should give the nature of illness and expected date of return to work. Such information will be requested by the Human Resources Office if considered necessary, and will be kept strictly confidential.

An employee who has been absent because of an extended personal illness may be required to furnish evidence that his/her ability to perform his/her normal duties is not impaired, or be examined by a college-appointed physician before he/she is permitted to return to work.

Family Sick Leave

A portion of one's sick leave credits may be used for absences necessitated by illness in the employees family. "Family Sick Leave" should be restricted to times when the services of the employee are required to provide direct care for members of the family who are ill. It is not intended to be used to perform routine housekeeping or home-making chores for ill family members.

Family Sick leave can be used in cases of a death in the family or if it is necessary to take an invalid parent or young child to the doctor or dentist. A maximum of fifteen (15) days in any one calendar year may be used as "Family Sick Leave."

The term "family" shall be defined as the employee's spouse, child, parent, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, or a relative living in the employees household. In special circumstances other relatives may be included, inquire at the Human Resources Office if in doubt.

Extended Sick Leave Credits

Sick leave credits may be advanced to an employee for personal illness when all other credits have been exhausted. Such an advance of sick leave must be repaid as soon as possible after return to work from subsequent accumulations of time credits.

The outstanding unrepaid sick leave credits advanced to any employee under this rule cannot at any time exceed a total of five days. Nor can such credits be advanced simply to postpone a leave of absence without pay. Thus, this provision is most applicable to a new employee who has not had an opportunity to accumulate enough credits to cover even a fairly short period of illness.

Sick Leave at Half Pay

Sick leave at half pay shall be granted for personal illness to a permanent employee who has completed one or more years of service. The employee must use all sick leave, vacation, personal leave and compensatory time prior to being placed on sick leave at half pay.

The total amount of Sick Leave at half pay that an employee may be granted during his/her entire State service is one pay period for each completed six months of service, subject to satisfactory medical documentation.

A portion of one's sick leave credits may be used for absences necessitated by illness in the employees family. "Family Sick Leave" should be restricted to times when the services of the employee are required to provide direct care for members of the family who are ill.

Personal Leave

Employees are entitled to personal leave, not to exceed *five (5) days in one year. Personal leave is leave with pay for personal business, including special religious observances. When you begin employment you will be credited with *five (5) days personal leave. Thereafter, you will receive *five (5) days of personal leave on the anniversary date of your employment.

**Three (3) days for PEF unit employees hired on or after April 1, 1982.*

Personal leave time is not cumulative and any credit remaining unused by an employee at the close of business on the date immediately preceding the anniversary date shall be canceled. Unused personal leave will not be compensated at the time of separation.

While an employee is not required to give a reason when requesting personal leave it is necessary to obtain advanced approval from your supervisor to charge an absence to personal leave.

Employees who are unexpectedly and unavoidably absent from work may be allowed to charge such an absence to personal leave credits if an acceptable satisfactory explanation for the absence is provided. Notification must be made to the supervisor within two hours of the beginning of the work day. CSEA employees must talk to either their supervisor or another designated person. Staff should not leave messages on voice mail.

Absences that are not requested, reported, and approved in accordance with the procedures explained above and in the union contracts will be considered unauthorized and will result in lost-time payroll deductions. Repeated violations may result in disciplinary action.

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Family Medical Leave Act (FLMA)

Under the provisions of FLMA, eligible employees are entitled to 12 weeks of unpaid leave, during which they have the option of using leave accruals, due to:

- (a) the birth of a child or placement of a child with you for adoption or foster care;
- (b) a serious personal health condition; or
- (c) a serious health condition affecting your spouse, child or parent for which you are needed to provide care.

Employees who are absent for more than (3) three consecutive days for any of the reasons stated above must immediately notify their supervisor and the Human Resources Office.

Maternity and Child-Rearing Leave

Employees are entitled to sick leave for the period of disability as specified by the attending physician. In addition, employees, regardless of sex, are entitled to unpaid leave for childcare purposes for up to seven months following the date of delivery or

adoption. Leave credits may be used for childcare. A full explanation of this benefit is available in the Human Resources Office and in the union contracts.

Holiday Leave

The following are holidays for State employees:

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

Since the College is normally in session on some of these holidays, you may be required to work on one or more of them. If so, you will receive an extra day pay. If you prefer to receive compensatory time instead of pay, you have the opportunity once a year to sign a waiver of holiday pay, thus entitling you to compensatory time. Such time is recorded in a separate Holiday Leave category and must be used within one year of the date it was earned. There is no maximum number of days that can be accumulated and no authorization to pay for such leave upon separation.

Other Leaves

Extraordinary weather conditions—when weather conditions are severe enough to disrupt transportation or endanger the health of employees, the College may authorize early departure for affected employees and/or cancel classes. Charges to leave credits must be made for early departure and/or cancellation of classes for students. The College is not authorized to cease operations under such conditions.

Jury Duty—Leave with pay without charge to accrual is given for Jury duty or if you are required to appear in court as a witness in a case to which you are not a party. Jury duty leave is appropriate for the time of the court proceedings plus reasonable travel time. Employees who are assigned to the night shift may request a change to the day shift for the duration of the jury duty assignment.

Military Leave—Members of Armed Forces Reserves or National Guard can receive up to thirty (30) days per year with pay to discharge their military obligations, without charge to leave credits.

Civil Service Examinations—If a New York State Civil Service Exam which you are taking is held during your normal work hours, you may be excused without loss of credits, provided you give your supervisor sufficient notice. You may also be excused without charge to leave credits to report for an interview as a result of being canvassed for another State position.

Procedures for Reporting Absences

Employees who are absent due to an unanticipated illness or emergency are required to notify their supervisor on the first day of such absence within two hours after the beginning of the work day. It is also your responsibility to keep your supervisor informed about your anticipated date of return to work.

Leave Donation Program

This program provides a means for assisting employees who have exhausted their leave credits due to a personal illness. Donations may be solicited by the employee, or on his/her behalf by coworkers or local union representatives. Employees are eligible to donate or receive annual leave credits for sick leave across bargaining units or Management Confidential staff. For additional information, please contact the Human Resources Office.

Leave Without Pay

In certain circumstances, such as depleted leave accruals, personal or family needs, educational or training opportunities, leave without pay may be possible. Written requests must be submitted to the Human Resources Office following discussion with your supervisor.

NOTES: