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FOREWORD

Supportive source documents to be used in conjunction with this handbook include:

SUNY University Wide Policies and Procedures: (http://www.suny.edu/sunypp/)

"Agreement between Civil Service Employees Association and the State of New York” (Human Resources Office) (www.goer.ny.gov)

"Agreement between the State of New York and United University Professions” (Human Resources Office) (www.goer.ny.gov)

"The College Catalog" (http://www.delhi.edu/academics/catalog_14/)

"The Student Handbook and Planner (Vice President for Student Life Office) (http://www.delhi.edu/campus_life/pdfs/planner.pdf

"Agreement between Security Supervisors Unit, Law Enforcement Officers Union, Council 82 AFSCME, AFL-CIO and the State of New York” (Human Resources Office) (www.goer.ny.gov)


“New York State Department of Civil Service Attendance and Leave Manual” (Human Resources Office) (http://www.cs.ny.gov/attend_leave_manual/)


INTRODUCTION

This Faculty and Staff Handbook is a compendium of selected information, policies and procedures, primarily related to employment. It is a general source of information and is not intended as a legal or technical statement of contractual relationship or as a complete statement of rights and responsibilities.

In the event of discrepancies, the most recently published Policies of the Board of Trustees, contractual agreements, Federal and State legislation and other major source documents will supersede this handbook.

SUNY Delhi is a public institution with a long-standing commitment to equal opportunity for all. SUNY Delhi has a strong commitment to the principles of Affirmative Action and Cultural Diversity. The State University of New York, College of Technology at Delhi, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted a grievance procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation. This policy statement includes student admissions, counseling, housing, financial aid, employment, as well as all academic programs and activities.
SUNY Delhi's Mission Statement

To prepare students for lifelong success through academic programs, experiential learning, cultural activities, and civic engagement.

Our Institutional Values

The SUNY Delhi experience is defined by the campus community’s commitment to creating opportunities for student success. SUNY Delhi is a student-centered community that values:

• Freedom, openness, and excellence in academic inquiry, expression, and achievement;
• Diversity, inclusiveness, dignity, and respect in our relationships;
• Honesty, integrity, and responsibility;
• Innovation and stewardship with regard to our resources; and
• Engagement, service, collaboration, and compassion, both within and outside our campus community.

Our Institutional Culture

Therefore, based on our values, SUNY Delhi:
• Is a student-centered campus community that values all individuals, practices inclusiveness, and embraces diversity;
• Emphasizes hands-on, experiential, and applied education in small classes;
• Develops and expands internship and service learning opportunities;
• Provides opportunities in classrooms, residence halls, and campus activities for students to realize their personal, intellectual and professional goals;
• Delivers programs that overcome geographic barriers and provide students substantial flexibility in pursuing their degrees through technology and inter-campus collaboration;
• Practices rigorous academic and professional standards of learning and assesses the extent to which programs and students meet or exceed these standards;
• Supports scholarship and intellectual creativity;
• Supports faculty and staff not only in scholarly and creative activities, but also in continuous professional development;

For more information please visit SUNY Delhi's Strategic Plan 2015-2020 online at http://www.delhi.edu/administration/president/pdfs/StrategicPlan2015-2020.pdf

DEFINITIONS

The terms used in this Handbook are, for all practical purposes, the same as those listed and defined in Articles II, XI, XII, and XIII of the State University of New York Policies of the Board of Trustees. They are provided here so as not to confuse the reader of the Handbook with many commonly used terms which are "campus coined."

A second list of definitions taken from Articles 4, 7, and 33 of the 2011-2016 Agreement between the State of New York and United University Professions is also provided to assist the reader in cross referencing the terminology established by the Board of Trustees.

Any UUP definitions in which the language was identical to the Board of Trustees definitions were not repeated.
BOARD OF TRUSTEES DEFINITIONS

Unless otherwise specified, the following terms as used in the SUNY Policies of the Board of Trustees shall mean:

**University**  
State University of New York.

**Board of Trustees**  
The Board of Trustees of State University of New York.

**Chancellor**  
The Chancellor of State University of New York.

**College**  
A State-operated institution of State University of New York.

**Contract College**  
A statutory or contract college of State University of New York.

**Community College**  
A locally sponsored, two-year college established under Article 126 of the Education Law.

**Council**  
A council for a college as provided for by Section 356 of the Education Law.

**Chief Administrative Officer**  
The head of a college or contract college, as the case may be, whether called president, dean, provost, director, or otherwise.

**Academic Staff**  
The staff comprised of those persons having academic rank or qualified academic rank.

**Academic Rank**  
Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.

**Qualified Academic Rank**  
Rank held by those members of the academic staff having a title of lecturer, or titles of academic rank preceded by the designations "clinical" or "visiting" or other similar designations.

**Professional Employee**  
Professional employee shall mean an employee in the Professional Services negotiating Unit, other than an employee with academic or qualified academic rank.

**Academic Employee**  
Academic employee shall mean an employee in the Professional Services Negotiating Unit with academic or qualified academic rank.
**Professional Staff**  
All persons occupying positions designated by the Chancellor as being in the unclassified service.

**Professional Title**  
Professional title shall mean the title of a position in the Professional Services Negotiating Unit, other than a position of academic or qualified academic rank, as shown on the budget certificate for the position on file with the State Director of the Budget.

**Continuing Appointment**  
An appointment to a position of academic rank which shall not be affected by changes in such rank and shall continue until resignation, retirement, or termination.

**Permanent Appointment**  
(a) An appointment of a professional employee in a professional title, which is eligible for a permanent appointment which shall continue until a change in such title, resignation, retirement, or termination.  
(b) A professional employee who serves in a professional title listed in Appendix B-1, B-2 or B-3, infra, shall not be eligible for permanent appointment and shall not be covered by this Title C during service in such professional title. Such professional employee shall be appointed pursuant to the procedure in Title D of this Part.

**Term Appointment**  
(Except as provided in Section 6, Title D, Article XI), a term appointment shall be an appointment for a specified period of not more than three years which shall automatically expire at the end of that period unless terminated earlier because of resignation, retirement or termination.

**Probationary Appointment**  
A probationary appointment shall be an appointment for a period of one year which must be granted to a professional employee holding a professional title in which permanent appointment may be granted at a college of the University when the employee is appointed to a different professional title in which permanent appointment may be granted in the same college, or when the employee is appointed to a professional title listed in Appendix B-1, infra, this Article at the same college. A probationary appointment may be terminated at any time in accordance with section 335.9 or 335.15 of this Part.

**Temporary Appointment**  
A temporary appointment shall be an appointment which may be terminated any time. Temporary appointments ordinarily shall only be given when service is to be part-time, consistent with section 335.11 of this Part, voluntary, or anticipated to be for a period of one year or less, or when an employee’s initial appointment in the University is made to a position vacated by a professional employee who is serving a probationary appointment pursuant to sections 335.9 and 335.15 of this Part. A temporary appointment is also appropriate
whenever a position has been vacated by an employee on approved leave.

**Calendar Year Obligation**  
An annual obligation of service for the full year, i.e., 12 months.

**Academic Year Obligation**  
An annual obligation of service for the academic year, not to exceed 10 months.

**College Year Obligation**  
An annual obligation of service for any period less than the full year, as specified in the letter of appointment.

**Promotion**  
An increase in a professional employee’s basic annual salary accompanied by movement to a higher salary level with a change in title: (1) resulting from a permanent significant increase or change in the employee’s duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different campus; or (2) resulting from a permanent significant increase in the employee’s duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee’s position.

**Immediate Supervisor**  
The person designated by the College President for purposes of evaluating a professional employee pursuant to the Policies of the Board of Trustees.

**UNITED UNIVERSITY PROFESSIONS DEFINITIONS**

For the purpose of the UUP Agreement, the following terms shall be defined as provided by Articles 4, 7, and 33 of the Agreement, and shall mean:

**Academic Employee**  
An employee serving in a position of academic rank or qualified academic rank.

**College**  
A State-operated institution of State University of New York. The central office of the University shall be deemed a "College."

**College President**  
The chief administrative officer of a college whether called a president, dean, provost, director or otherwise.

**Days**  
When used in Article 19, shall mean working days, Monday through Friday, excluding holidays.
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<td>Designee</td>
<td>When used in conjunction with the terms “Chancellor,” “Director of the Governor’s Office of Employee Relations,” “College President,” or “UUP President,” shall mean an individual designated to act on behalf of that official.</td>
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<td>Employee</td>
<td>A person serving in a position in the State University Professional Services Negotiating Unit; provided, however, when used in Article 40 shall mean any person holding a position in this negotiating unit who is eligible for enrollment in the New York State Health Insurance Program in accordance with the provisions contained in Part 73 of the Rules and Regulations of the Department of Civil Service (4 NYCRR Part 73).</td>
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<td>Grievance</td>
<td>A dispute concerning the interpretation, application or claimed violation of a specific term or provision of this Agreement; provided, however, that with respect to matters involving appointment, evaluation and promotion of employees a grievance shall be deemed to mean a claimed failure by the State to follow the procedural steps relating to appointment, evaluation and promotion of employees contained in Policies of the Board of Trustees in Article XI, Title A, Section 1; Article XI, Title D, Section 5; Article XII, Title A, Section 3; Article XII, Title B, Section 1; and Article XII, Title C, Sections 3 and 4. A grievance shall also be a claimed failure by the State to follow procedural steps contained in the Memorandum of Understanding on Contracting Out.</td>
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<td>Policies</td>
<td>The Policies of the Board of Trustees of the University.</td>
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<td>Professional or Professional Employee</td>
<td>An employee other than an academic employee.</td>
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<td>State</td>
<td>The Executive Branch of the State of New York.</td>
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<td>United University Professions</td>
<td>The union designated as Local 2190 of the American Federation of Teachers (AFL-CIO) and affiliated with the New York State United Teachers and the National Education Association.</td>
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<td>Working Days</td>
<td>When used in Article 7 and Section 23.10, shall mean Monday through Friday, excluding holidays.</td>
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<td>Initial Academic Review</td>
<td>A review and recommendation by a committee of academic employees at the departmental level or, in the event academic employees are not organized along departmental lines, at the division, school, college, or other academic employee organizational level next higher than the departmental level, which may exist for the purpose of evaluating an academic employee for continuing appointment.</td>
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Subsequent Academic Review

A review and recommendation by a committee of academic employees at the division, school, college, or other academic employee organizational level next higher than the initial academic review committee which may exist for the purpose of evaluating an academic employee for continuing appointment.

Immediate Supervisor

The person designated by the College President for purposes of evaluating a professional employee pursuant to the Policies of the Board of Trustees.

AFFIRMATIVE ACTION POLICY STATEMENTS

Non-Discrimination

Pursuant to University policy, SUNY Delhi is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to 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. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Lynn Berger
Title IX and Section 504 Coordinator, Director of Employee Relations and Affirmative Action, 103 Bush Hall, SUNY Delhi, 454 Delhi Drive, Delhi, New York 13753; phone: 607-746-4495, Email: bergerla@delhi.edu

Lori Osterhoudt
Director of Counseling and Health Services/Title IX Deputy Coordinator, 114 Foreman Hall, SUNY Delhi, 454 Delhi Drive, Delhi, New York 13753, Phone: 607-746-4692, Email: osterhlb@delhi.edu
Equal Opportunity: Access, Employment and Fair Treatment in the State University of New York

Summary

It is the policy of the State University of New York (University) that no discrimination against or harassment of individuals will occur on any of the campuses or in the programs or activities of the University. Furthermore, the University provides equal opportunity in employment for all qualified persons; prohibits discrimination in employment; and promotes 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.

Policy

I. Access and Fair Treatment

It is the policy of the State University of New York (University) that no discrimination against or harassment of individuals will occur on any of the campuses or in the programs or activities of the University. All judgments about and actions toward students and employees will be based on their qualifications, abilities, and performance. Attitudes, practices, and preferences of individuals that are essentially personal in nature, such as private expression or sexual orientation, are unrelated to performance and provide no basis for judgment. All University campuses are expected to take appropriate action to implement this policy of fair treatment.

II. Employment

A. It is the policy of the University 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:

1. applies to all persons without regard to race, creed, color, national origin, age, sex, except where sex is a bona fide occupational qualification, sexual orientation, military status, disability, or marital status;

2. applies equally to all job classifications and titles in the 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 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 University organizational units; and

5. expects each contractor, supplier, union, public agency or cooperative agent to support this policy by complying with applicable state and federal equal employment opportunity laws and regulations.

B. Full and continuing realization of this policy in the University shall be undertaken by:

1. Developing Affirmative Action Programs which shall:

   a. detail actions designed to realize the University's commitment to equal employment;

   b. analyze employment patterns within the University;

   c. set forth plans to rectify any deficiencies;

   d. identify and remove impediments to equal employment opportunity;

   e. establish goals and timetables for affirmative action;

   f. provide for the internal and external dissemination of University policy;

   g. pursue the commitment to equal employment opportunity throughout the institution; and

   h. provide for the review, assessment, evaluation, and improvement of University action in carrying out this policy and affirmative action programs.

2. Committing staff and support necessary to make effective equal employment policies and programs of the University. University-wide liaison and leadership in equal employment opportunity shall be effected through a member of the chancellor's staff. Campus liaison and leadership shall be effected through a member of the president's staff. The liaison and leadership function will embrace such activities as:

   a. developing policy statements and Affirmative Action Programs;

   b. developing internal and external communication techniques;
c. assisting in the identification of problem areas and establishment of goals and objectives:

d. assisting campus administration;

e. internally assessing compliance;

f. providing liaison among the University, enforcement agencies, minority organizations, community action groups; and

g. designing and implementing audit and reporting systems required for effective monitoring and operation of affirmative action programs.

C. The 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 has been willfully or habitually abrogated.

III. Sexual Harassment and Harassment Based on Other Protected Characteristics

A. It is the policy of the University to ensure fair treatment to all individuals, including students, consistent with federal and state law. Accordingly, harassment based on sex or other protected characteristics is prohibited in all areas of the University activity and programs.

B. Employees and students who believe they have been victims of harassment may use the University’s Discrimination Complaint Procedure for review of their allegations.

Definitions

**Sexual harassment** – Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender** – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities.

**Sexual Harassment in the Educational Setting** – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other
verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

**Sexual Harassment in the Employment Setting** – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

**Policy Statement on Discriminatory Harassment**

The State University of New York, College of Technology at Delhi, is committed to creating and maintaining a community in which all persons who participate in college programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the campus community should be aware that the college is strongly opposed to harassment, including sexual harassment, and that such behavior is prohibited both by law and by University policy. Retaliation is also prohibited toward an individual on the basis of his/her filing a complaint of harassment. It is the intention and responsibility of the college to prevent, correct, and, if necessary, discipline behavior that violates this policy. Discipline may include suspension or termination where appropriate.

**Sexual Orientation Non-Discrimination**

The State University of New York, College of Technology at Delhi, complies with the New York State Sexual Orientation Non-Discrimination Act of 2002. Discrimination on the basis of sexual orientation is prohibited.

**Complaint Procedure for Review of Allegations of Unlawful Discrimination/Harassment**

The State University of New York, in its continuing effort to seek equity in education and employment and in support of Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, sexual
orientation, disability, veteran status or marital status. Harassment is one form of unlawful discrimination on the basis of the above protected categories.

The complete Procedure is available at the Human Resources Office and online at: http://www.delhi.edu/administration/human_resources/pdf/discrimination-complaint-procedure.pdf

The Discrimination Complaint Form is available at the Human Resources Office and online at: http://www.delhi.edu/administration/human_resources/pdf/Discrimination%20Complaint.pdf

**Limited English Proficiency**

It is the policy of SUNY Delhi to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

**ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES**

- A disability, as defined in the Rehabilitation Act of 1973, is a physical or mental impairment which substantially limits one or more of a person’s basic life activities
  - A disability may be visual, auditory, mobility, or other health related impairment, emotional difficulty, or learning disability -- it may be permanent or temporary
- The Americans with Disabilities Act guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunication – including technology/internet access
- We have an obligation to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students
- At SUNY Delhi, Access and Equity Services is the office which ensures that reasonable accommodations are put in place for students
  - Human Resources is the office which ensures that reasonable accommodations are put in place for employees
- Students desiring accommodations must provide documentation of their disability, and work with Access and Equity Services to develop an accommodation plan for each semester
- It is important for faculty to document what accommodations are being made (or denied)
- There is a grievance process for students who feel that their academic accommodations have not been honored. The grievance procedure can be found at: http://www.delhi.edu/academics/learning_center/disabilities_services/grievance-procedures.php
- Students with disabilities have other rights regarding residence hall living, as protected under the federal Fair Housing Act
RECRUITMENT AND APPOINTMENT

GUIDELINES FOR SEARCH COMMITTEES

This document is intended to provide general guidance for search committees for faculty and professional staff positions. While they will not apply in every instance, these guidelines outline the steps that most committees pursue. They are intended to help organize, streamline and speed the process.

Although it does not happen often, searches fail for a number of reasons. While many of these reasons are not within the committee’s control, it is important to make sure that the committee presents a positive picture of the job and of the campus. Committees will also want to act relatively quickly. When searches are unreasonably delayed, good candidates are often lost to other institutions.

Step 1 (getting started)
Attendees: Search committee members, appointing authority (supervisor of this position), human resources/affirmative action representative
Tasks:
- Receive charge from appointing authority
- Receive an orientation from human resources/affirmative action including affirmative action guidelines and salary range
- Determine search timetable, complete timetable outline and provide copies to appointing authority and human resources/affirmative action
- Select a chair, if one has not been appointed
- Determine applicant rating matrix based on position description and qualifications

After the meeting:
- Committee members review resumes in accordance with the matrix agreed upon. Search committee members will receive instructions via email for reviewing applicant materials using Interview Exchange software. The software can be accessed through the Delhi Logins page. Please contact Human Resources with any questions.

Step 2 (determining semi-finalists):
Tasks:
- Review ratings, discuss candidates, agree on semi-finalists for telephone interviews (in some instances, committees will conclude at this stage that the pool of applicants is inadequate. Should this occur, please contact the appointing authority and the human resources office before proceeding).
- Before determining semi-finalists, please make sure that the closing date or full consideration date has passed.
- Determine questions to be asked during telephone interviews.
- Decide who will ask each question.
• Determine location and times for telephone interviews.
• Decide how candidates will be rated during/after telephone interviews.
• Determine if there are applicants who have been eliminated and notified
  (if so, contact the human resources office).
• Decide whether further applications will be accepted (if no, contact the human resources office).
• Agree who will contact candidates for telephone interviews (usually the chair).
• After the meeting:
  • Provide list of semi-finalists to human resources for online search/survey.
  • Contact candidates to arrange telephone interviews. It may be wise to mention the salary range when scheduling telephone interviews to avoid wasting time with candidates who may not be interested in a position at that salary.
  • Advise human resources if any applicants should receive “no thank you” letters and whether further applications should be accepted.
  • Notify appointing authority as to progress.

**Step 3 (telephone interviews):**
Some committees may elect to do all phone interviews at one time. Others may spread them over two or more meetings.

During telephone interviews:

• All candidates should be asked a standard set of questions.
• Candidates should be given an estimated salary range for the position (if that has not already occurred)
• Allow time to permit candidates to ask questions of the committee.
• Avoid illegal questions
• Ask candidates if they are still interested in the position. Determine Finalists:
• Some committees will elect to have a separate meeting to determine semi-finalists; others will do so immediately following telephone interviews.
• Rate applicants after phone interviews and select finalists for on campus visits.
• Determine if there are applicants who have been eliminated and notified
  (if so, contact the human resources office).
• Decide whether further applications will be accepted (if no, contact the human resources office).

**Plan On-Campus Interviews:**

• Dates (it is recommended that committees come up with more acceptable dates than there are candidates to be invited for on-campus interviews).
• Candidates’ arrival time and departure. Airport pickup? Will candidates need overnight accommodations?
• Candidate meals
• Interview questions – what will you ask and who will ask?
• Reference checks – will you do these now, after the on-campus interviews or both?
• Decide how you will rate candidates during/after interviews.
• Interview schedule. Please be sure to include:
  o Visit to Human Resources (about 30 minutes for travel reimbursement and benefits orientation).
  o Meeting with appointing authority (supervisor of this position).
  o Meeting time for other constituents, i.e. direct reports, students, department/division members, campus community, etc. (also discuss how the committee will receive feedback from these constituents).
• A campus tour.
• Time for the candidate to meet with the search committee.
• For faculty, you may want to include time for the candidate to deliver a lecture and plan an audience for that lecture.

After the meeting:

• Contact campus parties to be involved in interviews (e.g. appointing authority, HR, etc.) to ascertain availability.
• Contact candidates to schedule interviews.
• Inform candidates of our reimbursement maximums ($600 for out-of-State candidates, $100 for in-State candidates, no reimbursement for those traveling less than 50 miles round trip. If a candidate is offered the job and declines, reimbursement will be only 50% of what it would otherwise have been).
• Make arrangements for space for interviews.
• Arrange refreshments, overnight accommodations, meals, etc. if applicable
• Inform Human Resources about status of remaining candidates (send “no thank you letter or hold in reserve?)

Step 4 (on-campus interviews)

During interviews, please:

• Remember that candidates are also interviewing us.
• Be candid but positive.
• Don’t violate the law by asking illegal questions.

Step 5 (Final Recommendations)

• Review interviews, discuss candidates and determine recommendations.
• Check references if you have not already done so. Complete reference check form.
• Make recommendations to appointing authority (copy to HR), following the format agreed to at the first search committee meeting.
• Decide who will contact candidates who were not selected (it is recommended that someone from the committee call candidates who visited the campus to advise them that another individual was selected).
After the meeting:

- Once an offer has been made and accepted, call the finalists who were not selected.
- Provide search report to human resources to include: - Matrix used to evaluate candidates
- Phone interview dates, questions and individuals interviewed.
- On campus interview dates, questions and individuals interviewed.
- Telephone reference check forms
- Written recommendation to appointing authority.

The following attachments, which provide additional guidance in the search process are from the Human Resources Office or on the web (see below):

Attachment 1: Guidelines for Supervisors
Attachment 2: Sample Questions
Attachment 3: Human Rights Law
Attachment 4: Applicant Rating Methods
Attachment 5: Guidelines for Preliminary Reference Checks
Attachment 6: Search Timetable Outline


INITIAL APPOINTMENTS – UNCLASSIFIED STAFF
(Faculty and Professional Employees)

Term

A term appointment shall be an appointment for a specified period of not more than three years which shall automatically expire at the end of that period unless terminated earlier because of resignation, retirement, or termination.

One exception is the five-year appointment which may be granted only to persons who serve in a professional title listed in Article XI, Appendix A, SUNY Policies of the Board of Trustees. Consult Title D, Section 6, under Article XI for complete information.

Temporary

A temporary appointment shall be an appointment which may be terminated at any time. Temporary appointments ordinarily shall be given only when service is to be part-time, voluntary, or anticipated to be for a period of one year or less, or when an employee’s initial appointment at the college is made to a position vacated by a professional employee who is serving a probationary appointment. A temporary appointment is also appropriate whenever a position has been vacated by an employee on
approved leave.

**Probationary**

A *probationary appointment* shall be an appointment for a period of one year which must be granted to a professional employee holding a professional title in which permanent appointment may be granted at a college of the University when he/she is appointed to a different professional title in which permanent appointment may be granted at the same college, or when he/she is appointed to a professional title listed in Article XI, Appendix A, of the SUNY Policies of the Board of Trustees at the same college. A probationary appointment may be terminated at any time in accordance with Title C, Section 5 or Title D, Section 6 of Article XI of the Board of Trustees Policies.

**At the Pleasure of the President**

This appointment applies only to Management/Confidential employees and involves no term.

**Salary Limits for Unclassified Appointments**


**Special Conditions of Appointment**

In cases where special stipulations have been established as a condition of Continuing or Permanent Appointment (e.g. attainment of a degree), those stipulations will be outlined in the initial offer letter, signed by the College President.

**APPOINTMENT YEAR**

**Term of Obligation**

The term of professional obligation, except in the case of part-time or temporary employment where the obligation may be less, shall be one of the following as determined by the chief administrative officer or his/her designee.

**Calendar Year Obligation**

An *annual obligation* of service for the full year, i.e. 12 months; or
**Academic Year Obligation**

Article XI, Title H of the SUNY Policies of the Board of Trustees defines the *academic year* obligation as "an annual obligation of service for the academic year, not to exceed 10 months.

The length of the academic obligation is defined by the campus president. Normally, the starting date for the academic year obligation is a date in the late summer or early fall when persons having academic year appointments would be expected to be available for service; the ending date in the spring is that date after which academic year staff are free to leave the campus and take up other obligations or duties. Academic employees will receive annual notice of the dates of the Academic Year Obligation. Within that period, persons having academic obligations will be expected to be available for service, consistent with their departmental assignments, program responsibilities, and the college calendar.

**College Year Obligation**

An annual obligation or service for any period less than the full year. (i.e., 9, 10, 11 months)

**REAPPOINTMENTS, CONTINUING/PERMANENT APPOINTMENTS, AND TERMINATIONS**

**Permanent Appointments**

A *permanent appointment* shall be an appointment of a professional employee in a professional title, except those titles listed in Appendix A of Article XI, Policies of the Board of Trustees, SUNY, which shall continue until a change in such title, resignation, retirement, or termination.

A professional employee who serves in a professional title listed in the above-mentioned Appendix A of Article XI shall not be eligible for permanent appointment and shall not be covered by this title during their service in such professional title.

**Continuing Appointments**

A *continuing appointment* shall be an appointment to a position of academic rank which shall not be affected by changes in such rank and shall continue until resignation, retirement, or termination.

**Management/Confidential Appointments**

Because the initial appointment is at the pleasure of the president, reappointment and continuing
appointment do not apply.

TERMINATION OF SERVICE

Termination at Will

Temporary Appointments

The services of academic and professional employees having temporary appointments may be terminated at will by the chief administrative officer of the college concerned, notwithstanding any other provision of article XIV. There shall be no right of appeal from such a termination.

Automatic Termination

Term Appointments

The services of academic and professional employees having term appointments shall cease automatically at the end of their specified terms. There shall be no right of appeal from a non-renewal of a term appointment.

Procedures

In the event a term appointment is not to be renewed upon expiration, the College President or his/her representative will notify the appointee in writing not less than:

(a) Forty-five calendar days prior to the end of a part-time service term appointment;

(b) Three months prior to the end of a term expiring at the end of an appointee’s first year of uninterrupted service within the University. For such employees serving on the basis of an academic year professional obligation whose terms end in June, July or August, notice shall be given no later than March 31;

(c) Six months prior to the end of a term expiring after the completion of one, but not more than two, years of an appointee’s uninterrupted service within the University. For such employees serving on the basis of an academic year professional obligation whose terms end in June, July or August, notice shall be given no later than December 15;

(d) Twelve months prior to the expiration of a term after two or more years of uninterrupted service within the University.

In accordance with the Policy of the Board of Trustees, notification of continuing appointment shall indicate that such appointment is recommended to the Chancellor and is subject to this approval before becoming effective.
Retrenchment

Retrenchment, as used in Article 35 of the United University Professions agreement with the State of New York, shall be defined as the termination of the employment of any academic or professional employee during any appointment other than temporary appointment which may be terminated at any time, as a result of financial exigency, reallocation of resources, reorganization of degree or curriculum offerings or requirements, reorganization of academic or administrative structures, programs or functions of curtailment of one or more programs or functions university-wide or at such level of organization of the University as the Chancellor, or designee, deems appropriate.

Retirement

Staff members who wish to retire under the provision of the retirement systems of which they are members shall, prior to applying for such retirement, notify and consult with the chief administrative officer of the college concerned with respect to the effective date of such retirement.

Transfer Rights

Employees represented by the United University Professions, who desire to transfer to vacancies at other colleges within the University shall be given consideration for academic and professional positions in the State University professional Services negotiating unit. See Article 34 of the Agreement between the State of New York and UUP.

POLICIES AND PROCEDURES FOR FACULTY EMPLOYMENT

Professional Rights and Responsibilities (Faculty)

At the May 1973 meeting, the SUNY Faculty Senate adopted a Statement of Professional Rights and Responsibilities, and Guidelines for Adjudicating Allegations of Unprofessional Conduct in Violation of that statement. The statement is as follows:

The professors of the State University of New York, in order to define their professional responsibilities and to assert the rights attendant upon them, make the following statement:

I. The responsibilities of the professor in State University of New York derive from membership in a learned profession whose members, within a faculty, perform the dual function of cultivating their
respective areas of knowledge as coherently structured intellectual disciplines, and of educating students in these areas. The Professor's responsibilities are, then, to their profession, to students and to colleagues. It is in discharging these responsibilities that the professor fulfills obligations to the University and, as a professor, to society at large.

The rights of the professor in State University of New York derive, in turn, from these professional responsibilities and are such as will guarantee the professor the conditions in which he can discharge them. In addition, the professor retains all the civil rights belonging to citizens in general.

II.

A. As a scholar, the professor's responsibility is to learn and to advance learning by disciplined inquiry. The professor should pursue studies in an area of scholarship both to keep abreast of the work of fellow scholars and to contribute by his or her own study to the development of knowledge in this area.

The professor should conduct studies according to a careful methodology, should be judiciously critical of his/her own and his/her fellow scholars' work, and should avoid insofar as possible any personal or professional bias that might distort conclusions.

The professor should defend scholarly positions which in his or her judgment are well founded, and should modify or abandon positions which in his/her judgment have been shown to be faulty or untenable.

The professor should allow no subsidiary interests or occupy his/her time and energies to the detriment of scholarly and faculty roles.

The professor should cooperate with fellow scholars within the University and in the profession at large to promote learning in his/her area, and should help to establish within State University of New York the best conditions for the pursuit of scholarship.

B. As a scholar, the professor has the right to define the area of his/her scholarship, in accordance with professional training, abilities, and interests; and to pursue studies and share his/her results subject to no restraints save the professor's own professional integrity and the collective judgment of his/her work by fellow scholars. Because only these scholars are competent to evaluate his/her work, the professor has the right to be judged as a scholar solely by them. The professor has the right to determine the minimal, and to promote the optimal, conditions within the University for the discharge of his/her responsibilities as a scholar.

C. As a teacher, the professor has the responsibility of educating his/her students in an area of knowledge, seeking not to indoctrinate but to enlighten them. The professor should share with them freely, and as fully as their level of development permits, the knowledge which he/she has verified to his/her own satisfaction, and should nurture their understanding of the methods by which they may in turn become self-disciplined scholars.

The professor should distinguish fact from opinion, hypothesis from conclusion, and
present critically the variety of scholarly opinion of which he/she is aware.

The professor should train students by precept and example in intellectual integrity and the desire for further knowledge in an area of scholarship.

The professor should respect students' dignity as persons, defend their intellectual freedom, keep inviolate the confidential nature of his/her professional relationship with them, and evaluate their work in a positive attempt to enhance their understanding, without regard to other considerations than the quality of the work itself.

The professor should strive by self-evaluation, by the advice of fellow teachers, and by the reactions of his students, to increase his/her effectiveness as a teacher.

The professor should be conscientious in meeting students in class and privately at their mutual convenience, and become available to them as much as is consistent with other responsibilities.

The professor should choose teaching materials and structure courses in the way which, in the professor's judgment, will best enable him/her to discharge teaching responsibility.

D. As a teacher, the professor has the freedom to share with students, in structured courses and privately, the knowledge established by his/her study in their area of scholarship, whatever current orthodoxies outside this area may be offended.

   The professor has the further right to determine the conditions necessary for the effective exercise of this right, including among others the selection of instructional materials, the number and quality of students can effectively be taught and the style in which he/she can best do so; provided always that the professor exercises this right in such a way as not to neglect responsibilities as scholar, teacher, and colleague.

IV. A. As a member of a faculty, the professor has the responsibility of promoting an effective collegiality.

   The professor should, together with colleagues, ensure that administrative structures, rules and regulations of the University, and of his/her own institution within it, are consistent with the effective discharge of scholarly and teaching responsibilities. While the professor should not violate existing rules, he/she should be constructively critical of them in an effort to prevent what in his/her judgment may hinder scholarship or teaching, and to improve the conditions in which they are carried on. The professor should, then, study these conditions, participate with colleagues in making decisions respecting them, and counsel administrative officers candidly in the light of his/her best professional judgment, insofar as may be done without neglecting other responsibilities.
The professor should abide by the rules and regulations arrived at by colleagues, even when he/she disagrees, until such time as he/she may persuade them differently, so long as this does not violate academic freedom.

The professor should take appropriate part in evaluations of candidates for appointment or reappointment to the faculty of his/her institution, basing that judgment only on professional grounds.

The professor should participate in the governance of the University and his/her own institution, and in the establishment of procedures determined collectively by the faculty.

Professors should conduct themselves in the affairs of their campus, and exercise their rights as scholars and teachers always with consideration for the welfare of students, colleagues, institution, and the University as a whole.

The professor should, when speaking outside the University on any matter, avoid creating the impression that he/she speaks for the University or his/her institution within it, except when duly appointed as its spokesperson.

B. As a member of the faculty, the professor has the right to speak freely within the University on all matters ultimately affecting scholarship and teaching, to participate in discussions with colleagues and students on such matters without fear of overt or covert reprisal, and to be accorded the dignity of a responsive hearing when offering counsel.

Professors and their colleagues have the right to evaluate candidates for appointment or reappointment to professional positions within the University and thereby to define the membership of the profession within it.

Professors have the right to be judged in the discharge of all responsibilities by the fellow members of their profession.

NOTE: It is understood that, at any given time, there may be in force contractual agreements concerning terms and conditions of employment of members of the professional staff of State University of New York. No item in this Statement of Professional Rights and Responsibilities should be construed as violating or abrogating such agreements. The Statement is intended rather to assert that, as participants in a professional collegiality, professors in State University of New York undertake the responsibilities and enjoy the rights set forth herein, quite apart from such contractual agreements made by them and on their behalf as persons employed by the University.
Conditions of Faculty Employment

It is generally agreed that the faculty member will assume the following obligations:

- Provide instruction in such courses as assigned by the Department Chair or Dean.
- Provide instruction in such off-site credit courses as may be assigned by the Department Chair or Dean.
- Perform such administrative duties and advisorships as may be delegated by the President.
- Complete, to the satisfaction of the President, the necessary affidavits and oaths of patriotic loyalty as required by the State University of New York, including written statements of appraisal by previous employers or associates as required by law.
- Support the purposes and policies of the Trustees of State University of New York, and the objectives of the college as an employee and representative of the institution and interpret them faithfully to the students and the public.
- Pursue a continuing program of professional/academic growth in keeping with a field of specialization and as a member of the faculty.

PROMOTION IN ACADEMIC RANK

Please refer to the table providing the "Preferred Minimum Qualifications for Appointment and Promotion in Academic Rank" for specific requirements.

General Provisions

1. Initial appointment is at the rank for which an individual is judged to be qualified based on academic credentials, previous experience, favorable recommendations, and the need of the college.

2. In special cases candidates may be appointed to the rank of instructor or assistant librarian without meeting the preferred minimum qualifications. However, the preferred minimum qualifications must be achieved by such an appointee prior to subsequent promotion.

3. To receive full consideration at appointment, degrees must be in field of specialization or education.

4. A maximum of 140 semester hours of undergraduate credit can be applied to the minimum qualifications for appointment or promotion, to include a maximum of 70 semester hours of associates or lower division credits. The fifth year of a five-year professional degree will be considered graduate
level.

5. A minimum of 2/3 of credit applied to promotion must be in field of specialization or education unless prior approval has been received in writing from the Provost to broaden or change the field of specialization.

6. Non-credit course work or work experience for which credit is given may be substituted for up to 15 semester hours of college credit to achieve minimum qualifications. The level and value of such credit must be pre-determined in writing by the Provost in consultation with faculty from the appropriate discipline.

7. Only full-time professional experience will be considered to meet appointment or promotion qualifications.

8. Experience or education qualifications that exceed the minimum for appointment to a given rank may be applied to subsequent promotions.

9. Attaining the minimum qualifications does not assure promotion. Promotion is competitive and is based on outstanding performance in the evaluation criteria as documented in a promotion dossier.

**Definition of Terms Used in "Preferred Minimum Qualifications for Appointment and Promotion in Academic Rank"**

1. FIELD OF SPECIALIZATION: Generally refers to the discipline which a person has been appointed to teach or perform.

2. PROFESSIONAL EXPERIENCE: Is full-time non-teaching or non-library related work experience in the field of specialization judged appropriate by the Provost in consultation with faculty in that field of specialization.

3. ONE-YEAR FULL-TIME COLLEGE TEACHING/LIBRARY: Denotes one contract year of full-time service whether 10, 11, or 12 months or the full-time equivalent for adjuncts.

4. PROFESSIONAL LICENSE: Refers to possession of a license to practice a learned profession as recognized and regulated by the New York State Department of Education. In some cases this license may be from another state if the requirements are equal to or exceed those of New York.

**Promotion Request Procedure**

Each November, the Promotion Committee will send a memorandum to all full-time faculty announcing due dates and procedures for faculty promotion for the academic year.

Candidate's Responsibilities:
Before submission of the promotion file, the candidates must procure a Promotion Request Form (http://www.delhi.edu/administration/human_resources/Promotion%20Request%20Form%20Faculty.pdf) from the Office of Human Resources and establish that they are eligible for promotion as per the Minimum Requirements for Appointment and Promotion in Academic Rank. This form will be created in Interview Exchange. Please bring an up to date Academic Data Summary Sheet (ADSS) with you.

All promotion documentation must be submitted on Interview Exchange as an electronic document.

A grievance period of no more than two weeks after the deadline will be afforded to those individuals deemed not eligible for promotion.

Material must be subsequent to the last promotion or hiring date, if you were hired at your present rank. Please be sure that material is complete and accurate.

You may wish to contact faculty who were promoted previously, to serve as mentors to aid you in the process.

The electronic file must contain:

1. Academic Data Summary Sheet.
2. Current curriculum vitae.
4. Written evaluation of the candidate by the division dean or department chair based on a formal classroom evaluation.
5. Set of student evaluations comprised of all student responses from each of two different courses taught during the last year. This should be a summary. Specific copies may be placed in the addendum.
6. A narrative of NO MORE THAN TEN DOUBLE-SPACED TYPED PAGES that briefly describes and summarizes the candidate's endeavors in each of the promotion criteria categories.
7. Addendum materials should include limited documentation to support the narrative and should be arranged by criteria category. A section is designated for the candidate to include a summary of work previous to the last promotion or date of hire, maximum of FIVE DOUBLE-SPACED TYPED PAGES, if she/he chooses to do so.

**Note** - Please bear in mind that files cannot be larger than 2mb. If your file is larger than 2 MB, please change the resolution.

The Evaluation Criteria are required for all promotion ranks:

1. Mastery of Subject Matter: How well do you know the field in which you are teaching? Indicate academic degrees and list any awards and honors, licenses, and other evidence in the field and any workshops or seminars you have taught or presented for the college or elsewhere. It is not necessary to repeat any information.
2. Effectiveness of Teaching: How well have you imparted your mastery of subject matter to students and others? Describe any techniques or innovations you have devised or gained from attending workshops, seminars and field conferences, and your success with them. In the addendum, exhibit administrative, peer (colleague and specialist) and student evaluations. Examples may include, but are not limited to, computer based simulations or applications, a design of or unique use of audio/visual aids, the utilization of related books and publications, the utilization of special speakers or forums, the development of labs or special homework. Also, describe effectiveness of academic advisement. Examples may include, but are not limited to, student evaluations, development of new advising strategies, number of advisees, attendance at advisement workshops.

3. Scholarly Ability: How well have you imparted your mastery of subject matter to your colleagues? Indicate the ways in which you maintain your enthusiasm for teaching and your love of your academic discipline or technical specialty. In the addendum, report research and published or submitted papers in your field or to professional conferences. Include all items that are directly related to your field. Examples are: conduct or complete the scholarship and writing for a paper or publication; prepare or complete a work of scholarly synthesis or opinion; participation in performing arts activity, such as directing a community play; perform discipline-related work in a public or private setting as a consultant; hold a major office in a discipline-related local, state, or national professional organization; develop knowledge of state-of-the-art developments in the technologies areas by participating or working in a public or private setting; updated teaching and professional competence through the reading of an extensive bibliography of works at the cutting edge of the discipline as part of a preplanned program. Community service for compensation will not be considered major promotion criteria.

4. Effectiveness of University Service: What do you do for the college and university other than teach? Document this by listing those committees, etc., on which you serve or have served. Evaluation of committee service will include consideration of the nature of the committee with regard to the work and time expended. In the addendum, place evidence of effective, capable, operative, dynamic, causative, efficient, active, and adequate service.

5. Continuing Growth: What are you doing to keep up with your field? Describe professional (not teaching oriented) workshops and seminars you have attended and derived material used in your courses. Include three Faculty Annual Reports and Performance Programs (FARPP) in the appropriate section; include reports which concur with achievements since the last promotion.

If you are applying for Instructor or Assistant Professor/Senior Assistant Librarian, your portfolio is complete with the five categories reviewed above. You may include further information under "Other."

The following additional criteria are required for promotion to the ranks of Associate Professor/Librarian or Full Professor/Librarian:
6. Positive and Effective Leadership: What projects have you inspired, created, and initiated? Have you been a risk-taker as a leader? Discuss the nature and extent of department-wide or college-wide projects for which you have been primarily responsible. Report any major leadership roles.

7. Continual Professional Growth and Development: Discuss long-term and short-term career and professional goals and how you plan on attaining them. Report in the appropriate section of the addendum, your membership and participation in professional organizations, if not included in your FARPP's.

ALL CANDIDATES MAY ELECT TO INCLUDE THE FOLLOWING SECTION:

8. Other: Place in this area any items that do not fit in any of the above categories in order to establish a strong case for your promotion. For example, the candidate might wish to describe her/his community activities.

MATERIAL MUST BE SUBSEQUENT TO THE LAST PROMOTION OR HIRING DATE, IF YOU WERE HIRED AT YOUR PRESENT RANK.

The Committee will weigh the previous categories as follows:
For those seeking the level of assistant professor:

- 60% for Mastery of Subject Matter, Effectiveness of Teaching, Scholarly Ability
- 20% for Effectiveness of University Service and
- 20% for Continuing Growth.

For those seeking the associate or professor level:
- 50% for Mastery of Subject Matter, Effectiveness of Teaching, Scholarly Ability
- 30% for Effectiveness of University Service and Positive and Effectiveness of Leadership
- 20% for Continuing Growth and Continual Professional Growth and Development.

At the end of the evaluation process, a rank order recommendation will be given to the President.

PREFERRED MINIMUM QUALIFICATIONS FOR HIRE AT RANK OF INSTRUCTOR OR ASSISTANT LIBRARIAN (10 UNITS)

<table>
<thead>
<tr>
<th>AA, AS, AAS, BT</th>
<th>LIBRARY</th>
<th>CERTIFICATE, AOS</th>
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<tr>
<td>30 hour Master’s degree in specialty <strong>or</strong> 5 year professional degree in specialty</td>
<td>M.L.M. or similar degree</td>
<td>Baccalaureate degree in specialty/education and 2 years professional experience <strong>or</strong> Associate degree in specialty and 6 years professional experience <strong>or</strong></td>
</tr>
</tbody>
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REQUIRED MINIMUM QUALIFICATIONS FOR HIRE AT OR PROMOTION TO RANKS ABOVE INSTRUCTOR OR ASSISTANT LIBRARIAN

<table>
<thead>
<tr>
<th>Rank</th>
<th>Units</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>14 units</td>
<td>Must meet minimum qualifications for instructor/assistant librarian plus 4 units.</td>
</tr>
<tr>
<td>Sr. Assistant Librarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>18 units</td>
<td>Must meet minimum qualifications for instructor/assistant librarian plus 8 units. 3 units must be college teaching or librarianship.</td>
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<tr>
<td>Associate Librarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Professor</td>
<td>22 units</td>
<td>Must meet minimum qualifications for instructor/assistant librarian plus 12 units. 6 units must be college teaching or librarianship.</td>
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<tr>
<td>Librarian</td>
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One Unit Equals

- 15 Semester Hours of College Credit
- 12 Months Professional Experience
- 1 Year Full-Time College Teaching/Library
- Professional License in Field of Specialization

EVALUATION OF ACADEMIC EMPLOYEES

SUNY Policies of the Board of Trustees

It is the policy of the University to evaluate academic employees. The purpose of evaluation is to appraise the extent to which academic employees have met their professional obligation. Written communication of such appraisals are sent to the academic employees concerned. These evaluations may be considered in making recommendations with respect to continuing appointments, renewal of term appointments, promotions, discretionary increases, and for any other purpose where an academic employee’s performance may be a relevant consideration. Nothing contained herein shall prevent the chief administrative officer from taking such action as the chief administrative officer may deem appropriate to the operating requirements of the college.
Campus Statement

The SUNY Delhi system for the evaluation of instruction includes student evaluation of faculty and the classroom visitation by the department chair or division dean or his/her designee. While the primary purpose of these activities is the improvement of instruction, information derived from them also assists in college personnel decisions.

Campus Procedures

Student Evaluation of Instruction

1. Student evaluations of all full-time, part-time and adjunct faculty will be submitted to deans and/or chairs for review. This will occur on the following cycle:

   Full time faculty
   • first year faculty must have a section of each different course they teach during the academic year evaluated
   • faculty in years two through seven must have at least one section of one course evaluated per semester
   • faculty with continuing appointment must have at least one section of one course evaluated per academic year

   Part-time/adjunct faculty
   • adjuncts must have a section of each different course they teach during the semester evaluated.
   • adjuncts with term appointments must have at least one section of one course evaluated per semester.

2. Deans/chairs will review these evaluations and return them to the faculty member on a timely basis. The dean/chair may wish to include constructive, written comments when returning these materials. The provost, at his/her discretion, may review evaluations.

3. A standard evaluation instrument, developed by the Dean’s Council, will be utilized by all faculty. Individual or course specific questions may be added by the faculty member.

4. In an instance when student evaluations of faculty members indicate a cause for concern about the faculty member’s pedagogy, instructional effectiveness and/or respect for students, the dean or chair will discuss these topics with the faculty member. The purpose of this consultation is solely to assist the faculty member in improving the teaching and learning environment.

5. Should the issues raised by student evaluations need continued attention, the dean/chair, in consultation with the provost, may seek to assign an appropriate mentor to encourage and improve the pedagogy of the faculty member or suggest other means of improving
teaching and learning. The faculty member has the option of accepting or rejecting the offer of a mentor.

6. The Office of Academic Programs and Services will sponsor best practices in teaching workshops and will support institutional effectiveness and assessment efforts including workshops and other activities intended to support the faculty’s strong commitment to improving teaching and learning.

7. All members of the faculty shall assure the absolute confidentiality and anonymity of student responses and shall promptly submit sealed completed evaluations to the division or department office. The department office may not release student evaluations to the faculty member unless and until final course grades have been submitted. (See procedure outlined below)

8. The college reserves the right to develop and utilize an online student evaluation of instruction system in place of the manual system described above.

9. Online courses will also be evaluated by students. Results will be available to the dean/chair for review and returned to the faculty member.

Classroom Visits by Department Chair/Dean

Classroom visits by the department chair/dean/designee are conducted on a staggered schedule depending upon faculty rank and appointment. The staggered system provides the department chair/dean/designee flexibility to visit the classes of newer faculty members at the lower ranks and to spend more time assisting them. In each classroom visitation, the department chair/dean/designee completes a form. One copy is sent to the faculty member and one to the provost for inclusion in the faculty member’s personnel file. The department chair/dean typically consults with the faculty member on the findings from the visitation. Since this document may have bearing on personnel decisions, the faculty member can attach a personal response to the department chair’s/dean’s findings.

- The frequency of evaluation will be as follows:
  a. Faculty with a term appointment will be evaluated each year.
  b. Faculty with a temporary appointment will be evaluated at the discretion of the Department Chair/Dean.
  c. Faculty with a continuing appointment will be evaluated every third year.

- Classroom visitation by the Department Chair, Dean or designee, in consultation with faculty to be evaluated, is mandatory.

- Results of each evaluation will be in written form and handled as follows:
PROCEDURES FOR RENEWAL/NON-RENEWAL OF FACULTY

I. CANDIDATE PREPARES FILE

The candidate receives notification via email from the provost’s secretary. The renewal process is outlined, along with dates for each of the steps outlined below. The candidate is asked to prepare a file and upload it to Interview Exchange, containing the following information:

- A short paper prepared by the candidate evaluating your potential to the college and stating your career objectives. This can be a brief narrative of a few paragraphs. Candidate is encouraged to talk to your division dean or a tenured faculty member for examples of what has been submitted in the past.
- A summary of the student/peer/self-evaluation for all previous years (after the first year of employment).
- Evaluation by colleagues, if desired.
- A written evaluation by the division dean, including classroom and non-classroom activities.
- A report of classroom visitations by the dean or designee within the past twelve months.
- Completed faculty annual report/performance program for all previous years (after the first year of employment).
- Academic Data Summary Sheet.
- A summary of academic advisement activities for all previous years (after the first year of employment), as determined by student reaction, development of new advisement strategies, number of advisees and attendance at advisement updates. Candidate is also encouraged to include your own philosophy about academic advisement.

II. DIVISIONAL COMMITTEE

The Divisional Committee will consist of all full-time faculty in the division who have continuing appointment. The Divisional Committee will be convened and chaired by the faculty member who represents the division on the college-wide continuing and term appointment committee.

The Divisional Committee:
- Reviews information for renewal/continuing appointment
• May add additional relevant materials
• Makes a recommendation for renewal/non-renewal or for continuing appointment as appropriate.

III. CANDIDATE

• Has a minimum of five working days to review the file and submit additional information or statement, as desired.
• Logs into Interview Exchange to acknowledge review.

IV. DEPARTMENT CHAIR (NURSING AND VETERINARY TECHNOLOGY)

• May request written evaluation(s) by colleagues.
• Adds any additional relevant information.
• Makes a recommendation for renewal/non-renewal or for continuing appointment as appropriate.

V. CANDIDATE

• Has a minimum of five working days to review the file and submit additional information or statement, as desired.
• Logs into Interview Exchange to acknowledge review.

VI. DIVISION DEAN

• May request written evaluation(s) by colleagues.
• Adds any additional relevant information.
• Makes a recommendation for renewal/non-renewal or for continuing appointment as appropriate.

VII. CANDIDATE

• Has a minimum of five working days to review the file and submit additional information or statement, as desired.
• Logs into Interview Exchange to acknowledge review.

IX. COMMITTEE

• May interview interested parties and seek additional information from any source.
• Makes a recommendation based on the written record.
• Decisions are by majority vote.
• Enters a written report of its findings and the rationale for its recommendation in Interview Exchange.
X. CANDIDATE

- Has a minimum of five working days to submit additional material, as desired. If additional information is added by the candidate, the Committee should be notified.
- Logs into to acknowledge review

XI. PROVOST

- Reviews file.
- May meet with the Committee for consultation regarding the file.
- Makes a recommendation.

IX. CANDIDATE

- Has a minimum of five working days to review the file and submit additional information or statement, as desired.
- Logs into Interview Exchange to acknowledge review

IX. PRESIDENT

- Reviews entire file.
- May meet with Committee or other groups/individuals for consultation regarding the file.
- Makes a decision regarding reappointment or continuing/permanent appointment.

PROFESSIONAL GROWTH AND DEVELOPMENT GUIDELINES FOR FACULTY

Introduction

Under Article XII of the SUNY Policies of the Board of Trustees, five criteria are used to evaluate performance for the promotion of academic employees. These criteria are Effectiveness in Teaching, Mastery of Subject Matter, Scholarly Ability, Effectiveness of University Service, and Continuing Growth. The College's Professional Growth and Development Program seeks to assist faculty in meeting their professional responsibility under each of these criteria. To this end, the college provides both formal and informal activities.

The formal system which includes alternative activities directly related to reappointment and promotion in academic rank is governed by the Faculty annual Report/Performance Program (FARPP). Activities including in-service workshops, degree programs and course work, and sabbatical and summer work experiences, are awarded recognition and are considered in appropriate personnel decisions. The effectiveness of each faculty member's plan is determined by the college's evaluation system. That system includes information provided by the department chairs/deans through classroom visitations and faculty consultation, by students through evaluation of instruction, and by the individual faculty member through self-appraisal, and through evaluation by alumni, peers,
or professionals in the field.

The responsibility for the initiation of an acceptable Performance Program is the obligation of each faculty member. The college, while providing several alternative opportunities from which a program can be developed, is not responsible for providing all the activities for professional growth and development. The college does recognize its inherent responsibility to provide a common experience and set of general activities for the benefit of all instructors.

**Purpose**

The intent of this document is to place Delhi's Professional Growth and Development Program into a framework, define its components, and promote an understanding of the development activities available to faculty. It also provides each faculty member with the guidelines necessary for pursuing his/her performance program in a systematic fashion.

The objectives of Delhi's Professional Growth and Development Program are:

- To promote an institutional framework of opportunity and stimulation to improve the professional capabilities of faculty in the areas of instruction, academic achievement, and service to the university.
- To establish the administrative policies and procedures necessary for monitoring and rewarding the developmental efforts of the faculty.

The Professional Growth and Development Program consists of three major categories--instructional improvement, academic achievement, and university service. Within each category are a number of recognized faculty development activities which are available to the faculty and which can be incorporated in their Performance Programs.

**Faculty Annual Report and Performance Program (FARPP)**

The FARPP is an instrument which a faculty member uses to establish an annual program of professional contribution, growth, and development, the HR website hosts this document at http://www.delhi.edu/administration/human_resources/Faculty%20Annual%20Report%20Sept11.pdf. The program provides each faculty member the opportunity to develop an individualized professional growth program within the context of his/her interests and strengths and the goals of the college and department/division. The program is completed by the faculty member in conjunction with the department chair/dean. There must be mutual agreement on a plan for it to be accepted, though, once accepted, it can be modified or amended through consultation during the course of the year. The document is used for academic planning and as a primary source of information for the improvement of teaching and the assessment of performance.

FARPP's will be submitted by faculty annually. New faculty will be advised by their department chair/dean for the first year of employment. Faculty members are responsible for reporting the progress of their approved programs throughout the effective period. An annual review of the program and accomplishments will be conducted by the faculty member and the department
chair/dean. Each program is also reviewed by the provost.

**Sabbatical Leave**

Requests for sabbatical leave must be filed with the department chair/dean not later than November 15, of the academic year proceeding the year for which the sabbatical leave is requested. Approval of a sabbatical leave program from the department chair/dean and provost is required at least six months prior to taking sabbatical leave. All sabbatical leave requests must be in accordance with Article XIII, Title E, of the SUNY Policies of the Board of Trustees. To be eligible, a faculty member must have continuing appointment, and if he/she previously has had a sabbatical leave, must have completed at least six consecutive years of service within the University from the date of return from their last sabbatical leave. Each request for sabbatical leave must stipulate the requested dates of leave and be accompanied by a specific plan indicating the objectives to be achieved during the proposed leave and a statement explaining how the requested sabbatical leave would assist in accomplishing objectives found in the individual's approved program of professional growth.

Sabbatical leave requests are considered according to the following criteria:

- Benefit of the project to the department/division of the college.
- Extent of professional growth of the individual.
- Importance of the project in relation to others being proposed.
- The convenience to the department/division in regard to staffing the individual's assigned courses.
- Strength of support from the department chair.
- Economic impact on the college.

In order to meet specific needs of the college, the president or provost may request a particular faculty member take a sabbatical leave for a designated purpose.

Please note all requests for sabbatical leave must be submitted to the appropriate department chair/dean and not directly to the Provost. Department chairs and deans will transmit all sabbatical leave requests with recommendations to the provost.

**University Governance and Service Activities**

University governance and service activities afford the faculty numerous and varied opportunities to participate in the life of the college. These activities, so important to the vitality and growth of the institution and the individual, are recognized by inclusion of the FARPP completed each year by the faculty and are appropriately considered in decisions concerning reappointment and promotion in rank.
STATEMENT ON PROFESSIONAL ETHICS FOR ACADEMIC STAFF

Membership in the academic profession carries with it special responsibilities which, in the statement on professional ethics that follows, are necessarily presented in terms of the ideal, and set forth as those general standards that serve as a reminder of the variety of obligations assumed by all members of the profession.

The following statement, as printed in the Spring, 1969 AAUP Bulletin, was endorsed by the American Association of University Professors at its Fifty-Second Annual meeting and is presented in this Handbook to serve as a model for all members of the academic staff of the College to follow, and to clarify and to promote understanding of the role that should be played by the faculty member in relation to the students, to scholarship, to his/her colleagues, to the College, and to the larger community which the College serves.

The Statement

I. “The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subjects is to seek and to state the truth as he sees it. To this end, he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom in inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges their academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or
termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for his health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom”.

**ACADEMIC FREEDOM**

Title I, Section 1, of Article XI of the SUNY Policies of the Board of Trustees provides the following statement regarding academic freedom:

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom the faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to the subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedom as other citizens. However, in their extramural utterances, employees have an obligation to indicate that they are not institutional spokespersons.

**PROFESSIONAL OBLIGATION**

During the academic year, members of the faculty are held accountable for their time during the college day. Accountability for time is interpreted to mean that the department chair/dean and secretary assigned to each division/department has knowledge of where each member of the faculty can be reached during the normal day. The classroom, laboratory, and office are considered to be the normal place of business for each member of the faculty.

Without exception, meeting regularly scheduled classes punctually and fully prepared takes priority over any other responsibility assumed by a member of the faculty. Absence from scheduled classes for professional reasons can be authorized, in writing, only by the department chair/dean.

It is not intended that the faculty should be restricted to their classroom, laboratory, and office. It is imperative, however, that they inform the department chair/dean and secretary as to their whereabouts when absent from their place of work during the normal day.

The usual academic appointment in the State University of New York is for a twelve-month period. The appointment year is September 1 through August 31. The obligation period announced annually by the president, typically starts one week prior to the start of classes and extends through a ten-month period. The two month non-obligation period falls in the months of June, July and August.
The professional obligation of an employee consistent with the employee's academic rank or professional title shall include teaching, research, University service and other duties and responsibilities required of the employee during the term of the employee's professional obligation.

Any faculty member wishing to be relieved of professional responsibilities after commencement, but before the conclusion of the ten-month obligation, must make a formal request to the department chair/dean in writing. The request, if approved, is always contingent upon the faculty member fulfilling all year-end college responsibilities as agreed upon with the department chair/dean.

Each department chair/dean is expected to record and report continued infractions of these policies to the faculty member involved and to the Provost.

**Procedure for Canceling or Postponing Classes**

In the event that it is necessary for a faculty member to cancel or postpone a class due to inclement weather, illness or other reasons, it is expected that the faculty member record a voice message on their office phone reflecting the class cancellation.

In addition, faculty must either:
- Assign comparable work for the class period via a message on the faculty member’s voice mail, an email message to students, an on line message board assignment or other means, OR
- Schedule a make-up class at an appropriate time; OR
- Arrange for the class to be covered by a colleague.

After consultation with the dean or department chair, faculty members should arrange to make up labs, clinicals and other hands on courses at a time that is mutually convenient to the faculty member and the students.

**Work Schedules and Workloads**

The employee's supervisor is responsible for establishing work schedules and workloads.

**Syllabus**

Faculty are required to develop a syllabus for each course, post it on the web and give it to students on the first day of class. It is the faculty member’s contract with his or her students. Each syllabus should contain a statement about the faculty member’s attendance policy. Syllabi must be uploaded to Vancko Hall (https://vanckohall2.delhi.edu/login/index.php). For assistance, please contact the Help Desk at X4835.

**Posting Office Hours**

A minimum of three office hours a week should be posted by each faculty member. This information
Faculty Advisor Program

Full-time faculty have the responsibility to provide student academic advisement. This advisement includes course selection, program modification and, in some cases, career choice exploration. The number of advisees assigned to each faculty member varies. Advisees are assigned by the department chair/dean.

Extra-Class Responsibilities

Program Evaluation: Faculty participate in the academic program review by assisting, at the time scheduled for review, in the preparation of a self-study document and in the visitation by an external review panel. Faculty also meet with the provost to discuss evaluation team recommendations, to establish responsibility in meeting these recommendations, and, as they work toward fulfilling their assigned responsibilities, to assist in the preparation of yearly progress reports.

Committees: Academic personnel are expected to participate in college committees to which they are elected or assigned. These include departmental, divisional, college-wide, College Senate, ad-hoc, task force and other committees.

Campus Wide Staff and Other Meetings: Academic personnel are expected to attend and participate in all opening forums and other staff meetings called by the president of the college and department/divisional meetings as scheduled by the chairs/deans. Attendance at these and other such meetings is considered a professional obligation.

Recruitment of Students: It is expected that members of the faculty will take part in the student recruitment process through high school visitations, attendance at college nights, and career day programs as approved by the chair/dean and scheduled by the Enrollment Services Office.

Student Placement: Program faculty are to assist the personnel in Career Services by providing employment contacts in their fields, meeting with on-campus recruiters, and making periodic visits to businesses and industries.

APPOINTMENT OF DEPARTMENT CHAIRS

Policies

- A department chair may be any faculty member who holds a term contract or continuing appointment and meets the minimum qualifications.
- The position of department chair shall be an appointed position.
- The primary duty of a department chair is to be a classroom teacher. Department chairs shall continue teaching with a one course per semester reduction from the normal and accepted full load for a faculty member in that program.
- The term of office for a department chair shall be three (3) years. A chair may serve an unlimited number of terms. For faculty members on a term contract, the department chair
appointment may not extend beyond the expiration date of the faculty appointment.

- The department chair position shall have an eleven (11) month period of obligation.
- Department chairs will receive a fixed stipend of $4,000 annually and 11th month compensation of 10% (ten percent) of base salary.
- The department chair may resign from the position at any time, with notification to members of the department, the dean, the provost and the president, without jeopardy to the individual’s faculty appointment.
- The department chair may be removed at any time during the term by and the president, in consultation with the dean and the provost.

**Procedures**

- Prior to the appointment of a department chair, Human Resources will send a written position announcement to each department member.
- The notice shall invite qualified faculty to submit applications and nominations for the position to the Human Resources Office. Each candidate shall submit a short “position paper,” stating his or her qualifications and reason for interest in the job.
- The department as a whole shall interview each candidate and submit written comments and recommendations to the dean and the provost.
- The dean, the provost and the president may, singly or jointly, interview all department chair candidates.
- The final selection of the department chair will be made by the president.

**POLICIES AND PROCEDURES FOR PROFESSIONAL EMPLOYEES**

**CONDITIONS OF EMPLOYMENT**

Upon initial appointment, professional employees receive a letter from the president informing them that they are expected to:

- Support the purposes and objectives of the college as an employee and representative of the institution and interpret them faithfully to students and the public.
- Pursue a continuing program of planned professional/academic growth in keeping with their field of specialization as a member of the college staff.
- Have provided to the satisfaction of the president the necessary affirmation of patriotic loyalty including the oath of office and written statements of appraisal from previous employers or associates regarding their loyalty to the Constitution of the United States.

This letter, which must be signed by the employee and returned to the president’s office, also outlines the more specific job requirements related to each area of employment.

Within the framework of the conditions of employment, it is expected that employees execute their responsibilities in a most efficient and effective manner commensurate with the standards of the college as expressed by the college president.
PROFESSIONAL IMPROVEMENT

In consonance with the above conditions of employment and the established procedures for evaluation of professional employees, individuals must develop, in consultation with their immediate supervisor, a performance program on which the formal evaluation will be based. It is recommended that a reasonable mode for professional improvement be addressed in the performance program in consideration of keeping updated with the new knowledge and skills required by their field of specialization.

ACCOUNTABILITY FOR PROFESSIONAL TIME

Professional Obligation

Professional employees, generally, have two (2) types of appointments, calendar year (twelve month) or college year obligations. During the period of the professional employee's obligation he/she is responsible for advising the functional supervisor and, where applicable, the secretary, of their whereabouts when away from the principal work station.

OUTSIDE ACTIVITIES - PROFESSIONAL EMPLOYEES

During the period of their professional obligation, employees should only consider undertaking outside activities that will not interfere with their professional responsibilities. Prior to making commitments to participate in such activities, an employee should gain approval of the appropriate college administrator. In all cases the principles of accepted professional ethics should apply whenever an employee becomes associated with outside activities of this type.

For information regarding the legal rights and responsibilities regarding activities by professional employees, reference should be made to New York State Public Officers Law, Sections 73 and 74 defining "business and professional activities by State Officers and employees and party officers."

COMMON RESPONSIBILITIES

Performance Programs

Each employee must fulfill his/her annual performance program.

Program Self-Studies and Evaluations

Each professional employee is required to participate in program self-study activities, as assigned.

Campus Wide Staff and Other Meetings

Each professional employee is expected to attend all opening forums and other staff meetings called by the college president. Moreover, each professional employee is expected to attend and participate in meetings called by functional supervisors.
Governance

Each professional employee is expected to participate in campus governance by accepting elected or appointed assignments in departmental, divisional, College Senate, college-wide committees or task forces, student government groups and other committees.

Student Recruitment

It is expected that each professional employee will take part in the student recruitment process, as assigned by the functional supervisor and scheduled by the Enrollment Services Office.

Professional Obligation

By the very nature of the responsibilities of most professional employees, it is expected that they will use the maximum professional judgment and discretion in adjusting their work day/week in accordance with their responsibilities in maximizing the delivery of service to the campus community.

ATTENDANCE AND LEAVE FOR PROFESSIONAL EMPLOYEES

This section is intended is to summarize certain aspects of the time and attendance policies applicable to professional employees in the UUP bargaining unit. It is not intended to be an exhaustive source of all information on the subjects discussed. Its purpose is to serve as a general guide to the most typical professional obligation questions and issues. For more detailed information, staff should contact the Human Resources Office or reference the Agreement between the State of New York and United University Professions, available on the web at http://uupinfo.org/negotiations/Contract2011to2016webADDsecure4.pdf.

Who are Professional Employees? Professional employees are employees in the Professional Services Negotiating Unit (UUP), other than those employees with academic rank.

Calendar Year and College Year Obligations: A full time professional employee who has a calendar year obligation is expected be on the job, unless he or she has charged the absence to approved annual (vacation), sick or compensatory time. A full time college year employee is expected to be at work during the period of obligation (i.e., 10 months equates to 43.8 weeks annually). Professional employees who work in academic areas (for example, instructional support associates) are expected to be at work during the entire period of obligation (unless on approved leave) irrespective of whether or not classes are in session.

Paid Leave: Full time calendar professional employees accrue sick leave and vacation leave, at a rate which ranges from 15 to 21 days per year for sick leave and 16 to 22 days for vacation, depending upon length of service. College year employees accrue leave during the period of obligation. Part time employees’ leave accruals are based upon earnings. Vacation and sick leave may be used in increments of ¼ day. Use of leave credits requires the approval of the immediate supervisor. Up to fifteen days sick leave per year may be used for absences from work necessitated by an illness or
death in the employee’s immediate family.

**Leave for Breast Cancer and Prostate Cancer Screening:** All NYS employees are eligible for leave, without charge to leave credits, for prostate cancer screening (including physical exams and blood work) and for breast cancer screening (including physical exams and mammograms), not to exceed four hours annually for each, including travel time. Satisfactory medical documentation may be requested by the supervisor.

**Compensatory Time:** A certain amount of confusion has arisen over the very use of the words “compensatory time.” This is because there is more than one kind of compensatory time. Holiday compensatory time provides that an employee who is eligible to observe holidays is entitled to one day off when the holiday falls on a Saturday, Sunday, or a pass day or when he or she must work on the holiday. Compensatory days off are to be used within twelve months, at times mutually convenient to the employee and the department.

Compensatory time is also available to certain employees under the Fair Labor Standards Act (FLSA). Those individuals who have been designated as non-exempt under the Act are entitled to compensatory time off at a rate of time and one half for work in excess of 40 hours per week and, after accruing 240 hours of compensatory time off, are entitled to premium pay at the rate of time and one half.

A-29 compensatory time (see UUP contract) is available, with prior approval, to all members of the professional service of the University for service beyond the professional obligation. The basic concept is to provide the campus with a means to recognize employee service that exceeds the normal professional obligation on a given day by allowing the employee to be absent from the work location for some period of time at a later date without charge to accruals. There are several principles to keep in mind when administering A-29 compensatory time.

First, the benefit applies only to required service that exceeds the normal professional obligation. Questions are frequently asked regarding how one can identify the normal limits of the professional obligation. Those who seek a simple quantitative definition will be disappointed. Article XI, Title H 2 of the Policies of the Board of Trustees provides a general definition of professional obligation: “The professional obligation of an employee consistent with the employee’s academic rank or professional title, shall include teaching, research, University service and other duties and responsibilities required of the employee during the term of the employee’s professional obligation.” This definition allows great variability. Each employee’s professional obligation will vary, depending upon his or her performance program. Normal duties will often include some weekend and evening activities, so work during those times is not invariably beyond the normal professional obligation.

Second, prior supervisory approval must be obtained for an employee to be eligible to accrue and use compensatory time. For example, an employee who is required to work into the early morning hours to complete an emergency project, by arrangement with the immediate supervisor, might not report to work until noon on the following day even though the office is open to serve customers at 8:00 a.m.
Third, A-29 compensatory time is distinctly different from other types of leave in that it is not reported, recorded, or administered by the Human Resources Office; and is not accrued at a specific rate. The entire transaction can occur between the employee and the immediate supervisor. A form is available in the Human Resources Office if an employee wishes to commemorate the use of compensatory time. The form is to be retained at the most immediate organizational level.

A-29 compensatory time is not subject to accumulation in the same way vacation is. Therefore, when an employee leaves State service, there is no payment for this type of compensatory time.

**Attendance Records:** Professional employees certify their presence and record any absences on “Unclassified Staff Leave Reports” which are filed online monthly at [https://www.suny.edu/hrportal](https://www.suny.edu/hrportal).

**Volunteer Firefighters, Medical Technicians and Other Voluntary Emergency Workers:** Supervisors may excuse tardiness for emergency workers engaged in their official duties. Additionally, supervisors are encouraged to allow flexible scheduling for staff members responding to fires, ambulance calls and other emergencies, as long as the employee meets his or her professional obligation. In requesting or granting time for providing emergency services, the employee and supervisor must consider the current workload, the frequency of employee requests for this release time and the nature of the request. Every employee’s first priority is the job for which he or she was hired at SUNY Delhi.

**Supervisory Approval of Absences:** All employees must seek prior supervisory approval for time off, except in cases of sudden illness or urgent personal business. Unless leave has been pre-approved, all employees are required to contact the supervisor prior to the start of the workday to request the desired time off. Absences for which prior approval has not been received may be considered unauthorized.

Time off may be requested and approved online using the SUNY time and attendance system at [https://www.suny.edu/hrportal](https://www.suny.edu/hrportal).

**Other Leaves for Professional Employees:** Since sabbatical leaves may be granted only to members of the professional staff having continuing appointment, professional employees may request leaves according to Article XIII, Title F, Other Leaves, of the SUNY Policies of the Board of Trustees which states:

“The chief administrative officer may recommend to the Chancellor other leaves of absence at full salary or reduced salary, or may grant leaves of absence without salary for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar capacity, or for other appropriate purposes consistent with the needs and interests of the State University. Leave of absence without salary may also be granted, under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary shall be subject to the approval of the Chancellor; and such leaves shall be reported to the SUNY Board of Trustees.”
The primary purpose for leaves for Professional Employees shall be to enable them to develop their professional skills through work or study. While it shall ordinarily be expected that individuals will initiate leave requests, there may be situations where supervisors will encourage persons to take leaves to advance themselves in their disciplines or to prepare to work in a different field. A primary criterion in evaluating a leave request shall be a judgment of the extent that the proposed leave will enhance the applicant's value to the college.

Leaves are not to be construed as an earned right of an individual for years of service. A sincere objective of professional improvement must be evident. Further, a measure of an applicant's sincerity of purpose shall be the extent to which they have worked at professional improvement prior to requesting a leave. Each case, however, would need to be scrutinized and weighed on its own merits.

It is recognized that the granting of leaves reduces the remaining number of professionals to continue the work of the institution. This has the effect of diminishing the effectiveness of the college, as well as creating added workload for other professional staff members. Thus, consideration must be given to the impact on the college of the absence of the applicant, the ability of the applicant's area to obtain a temporary replacement and/or the ability and willingness of colleagues to absorb the added workload.

Leave applications must be filed at least six months in advance of the beginning date of the leave, but no later than November 15 for the following fall term. The application should be directed to the appropriate functional supervisor.

Requests should explain the purpose of the leave, the program of study planned during the leave, the anticipated benefits to the college from the leave and a review of the applicant's previous efforts toward professional improvement. The application should contain information and statements that fulfill the stipulations of the SUNY Policies of the Board of Trustees, Article XIII, Title F.

The supervisor and administrative officer shall review applications from their units and shall forward recommendations to the appropriate vice president or dean. Such recommendations shall include:

- An assessment of the applicant's past progress in professional improvement;
- An opinion regarding the validity of the proposed program of study;
- An opinion regarding the enhancement of the applicant's value to the college from the leave;
- An assessment of the problems that will be created by the absence of the applicant, the ability and willingness of colleagues to absorb the added load and the possibilities for obtaining a temporary replacement.

Applicants can usually expect to receive responses from the president no later than April 15. It should be recognized that temporary service funds for hiring replacements cannot be anticipated in advance of the approval of the annual budget. Thus, if supplemental funds are essential conditions for the affirmative recommendation for a leave, functional supervisors...
should so state. Firm commitments for leaves will, if necessary, be delayed until the State budget has been approved.

EVALUATION OF PROFESSIONAL EMPLOYEES

SUNY POLICIES OF THE BOARD OF TRUSTEES

It is the policy of the University to evaluate on a regular basis the performance of all professional employees and to give such employees consideration for promotion.

Each professional employee in the Professional Services Negotiating Unit shall have his/her performance evaluated by his/her immediate supervisor formally, in writing, once each year during the term of appointment and as changing conditions warrant except where the employee is serving his/her final year in the University following notice of non-renewal. Such evaluation shall be based on performance program determined by the immediate supervisor after consultation with the employee, a copy of which shall be given to the employee. See SUNY Policies of the Board of Trustees, Article XII, Title C, 4-Evaluation.

I. Evaluation Policy

It shall be the policy of the University to evaluate the performance of all professional employees in the Professional Services Negotiating Unit as hereinafter provided.

II. Definitions

A. The following terms shall be defined as provided in Article 4 of the Agreement between the State of New York and United University Professions: "University," "professional employee," "college president," "college."

B. "Professional position" shall mean a position in the Professional Services Negotiating Unit other than a position of academic or qualified academic rank.

C. "Immediate supervisor" shall mean the person so designated by the college president for the purposes herein.

D. "Employment status." shall include but not be limited to, personnel actions involving appointments, promotion, transfer, reassignment, and discretionary salary increase.

III. Purposes of Evaluation (please see form on the web at http://www.delhi.edu/administration/human_resources/forms.php)

A. The performance of each professional employee shall be evaluated in order to:

(1) provide the college president with consultation in making a decision to renew or non-renew a professional employee's appointment;

(2) provide a base for performance improvement;
(3) serve as a guide to re-evaluate job functions;
(4) provide the college president with consultation in a decision as to promotions and discretionary salary increases;
(5) provide a basis for career growth.

IV. Evaluation Procedure

A. Evaluation is a continuing process carried out on a daily basis. A formal evaluation should be the expression of this ongoing process.

(1) Responsibility

Upon initial appointment, the college president or designee shall give written notice to each new professional employee of the person designated as the immediate supervisor.

Each immediate supervisor shall be responsible for evaluating the performance of professional employees who work at the supervisor's direction. Such performance evaluations shall be conducted for the purposes described above and at regular intervals as specified below.

 Upon written request of the professional employee to the college president, the college president or designee shall provide written notice to the employee of the person who has been designated as the employee's immediate supervisor.

The college president or designee shall provide written notice of any change in the immediate supervisor within 30 calendar days of the change.

(2) Frequency

(a) The immediate supervisor of a new professional employee shall consult with such new employee concerning a performance program and the system of evaluation within the first month of the initial appointment. The performance program shall be established within 15 days from the date of consultation.

(b) The performance of each professional employee, without regard to employment status, shall be formally evaluated in writing by the immediate supervisor once each year during the length of the employee's appointment, and as changing conditions warrant, except where the employee is serving his/her final year of University service.

(c) If, as part of the informal ongoing evaluation process, the immediate supervisor identifies a continuing need for improvement in the employee's performance, it is the responsibility of the immediate supervisor to discuss this with the employee without delay, and with specific suggestions for improvement.
(3) Initial Consultation

The evaluation process shall begin with a discussion between the immediate supervisor and professional employee concerning the following:

(a) The nature of the professional employee's duties and responsibilities;
(b) Supervisory relationships;
(c) Functional relationships;
(d) Immediate and long-term objectives;
(e) Criteria for evaluating achievement of objectives.

(4) Determination of Objectives and Criteria

Consistent with the professional employee's duties and responsibilities, as well as the employee's role in contributing to the aims of the University, the immediate supervisor, after consultation with the professional employee, shall determine the objectives to be achieved during the evaluation period.

Appropriate criteria for evaluating the degree to which objectives are met shall be determined in the same fashion.

As they relate to the particular duties, responsibilities, and objectives to which the professional employee is assigned, the following criteria, where applicable, should be among those on which the evaluation is based:

(a) Effectiveness in performance--as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity and relationship with colleagues.
(b) Mastery of Specialization--as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
(c) Professional ability--as demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.
(d) Effectiveness in university service--as demonstrated, for example, by such things as successful committee work, participation in local campus and University governance, and involvement in campus-related or University-related student or community activities.
(e) Continuing growth--as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.

(5) Consultation with Secondary sources

(a) Secondary sources are agencies, offices, or individuals which will be
involved with the performance of the employee and may affect the employee's ability to achieve the stated objectives.
(b) The immediate supervisor, after consultation with the professional employee, shall identify in the written performance program the secondary sources to be consulted as part of the evaluation process and the relationship between each secondary source and the professional employee.

(6) Performance Program (see form on the web at http://www.delhi.edu/administration/human_resources/forms.php.)

(a) The results of discussions with the professional employee, in accordance with provision of (3) through (5) above, shall be reduced to writing by the immediate supervisor and shall constitute the performance program on which formal evaluation for the ensuing evaluation period will be based.
(b) Copies of this program, signed and dated by the professional employee and the immediate supervisor, shall be distributed to the professional employee, the evaluator's supervisor and a copy shall be placed in the professional employee's personnel file. If the supervisor and the employee do not concur on the performance program, the employee has the right to attach a statement to the performance program within 10 working days from receipt.

(7) Modification of the Performance Program

As circumstances warrant, the immediate supervisor and the professional employee shall meet to review the appropriateness of elements of the performance program. Modifications in the performance program by the immediate supervisor shall be specified in writing commensurate with provisions of (3) through (6) above.

(8) Formal Evaluation

(a) Formal evaluation shall be based upon the professional employee's performance program, modified as appropriate to reflect changed circumstances.
(b) The immediate supervisor shall prepare a preliminary evaluation report and a new performance program. All evaluations shall include a summary of information from the secondary sources identified in the performance program. Commendable performance and/or areas in need of improvement may be identified. The preliminary report shall include a summary characterization of such employee's performance as "satisfactory" or "unsatisfactory." When appropriate, the report shall contain recommendations relating to: renewal or non-renewal of the professional employee's appointment; promotion; discretionary salary increase; or other actions affecting the employment status of the professional employee. In any event, the employee shall receive the recommendation made by the immediate supervisor pertaining to reappointment no later than 45 calendar days prior to the date upon which notice of non-renewal is due.
(c) The immediate supervisor and the professional employee shall meet to discuss the preliminary evaluation and a new performance program. The extent to which information from secondary sources has influenced the evaluation report shall be reviewed with the employee during this discussion. If an evaluation is characterized as "unsatisfactory," the basis for this characterization shall also be a part of this discussion.

(d) Commensurate with the provision of (3) through (7) above and prior to concluding the discussion, the immediate supervisor and the professional employee shall discuss a new performance program.

(e) Based upon the evaluation of the professional employee in relation to such employee's performance program and based upon information obtained during discussion with such employee in accordance with (b) through (d) above, the immediate supervisor shall prepare a final written evaluation report which shall include a summary characterization of such employee's performance, any appropriate recommendations, and to which a new performance program shall be attached.

(f) The employee's signature on the final evaluation report signifies only that the employee has received and discussed it with the immediate supervisor, and does not represent agreement or disagreement with the evaluation.

**PROCEDURES FOR RENEWAL OF PROFESSIONAL TERM APPOINTMENTS**

The following timetable must be observed for renewal review for professional employees with term appointments:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Notice Required</th>
<th>Begin Process (recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time term</td>
<td>45 days</td>
<td>Not later than three months prior to expiration of term</td>
</tr>
<tr>
<td>One year term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First year</td>
<td>Three months</td>
<td>Not later than five months prior to expiration of term.</td>
</tr>
<tr>
<td>Second year</td>
<td>Six months</td>
<td>Not later than eight months prior to expiration of term.</td>
</tr>
<tr>
<td>Third year or more</td>
<td>One year</td>
<td>Not later than fourteen months prior to expiration of term.</td>
</tr>
<tr>
<td>Appendix A or B Titles</td>
<td>Six months</td>
<td>Not later than eight months prior to expiration of the term.</td>
</tr>
</tbody>
</table>

The following steps occur in considering renewal/non-renewal of a professional term appointment, in accordance with the time frames outlined above.
The renewal process is initiated in Interview Exchange by the secretary to the provost, the secretary to the vice president for student life or the human resources administrative aide (for all other campus personnel).

- Supervisor completes a written appraisal of employee’s performance.
- Supervisor meets with employee to review performance appraisal, discuss work and accomplishments and any other evaluative materials which have been prepared with respect to consideration for reappointment.
- Supervisor submits written recommendation via Interview Exchange to his/her immediate supervisor (VP, dean, director or cabinet level position which oversees this position) with respect to reappointment, together with the most recent performance program and evaluation any other evaluative materials.
- Employee is notified of the supervisor’s recommendation via Interview Exchange and is provided with at least five working days to review the materials and file a statement in response to any item contained therein.
- Administrative supervisor prepares a written recommendation using Interview Exchange to the president for the employee’s renewal or non-renewal.
- Employee is notified of the administrative supervisor’s recommendation via Interview Exchange and is provided with at least five working days to review the materials and file a statement in response to any item contained therein.
- President reviews the entire file via Interview Exchange and makes a determination as to renewal/non-renewal of the employee’s contract. Employee is notified in writing of President’s determination.

PROMOTION OF PROFESSIONAL EMPLOYEES

"Promotion" is defined as an increase in a professional employee's basic annual salary accompanied by movement to a higher salary rank, resulting from a permanent significant increase or change in his/her duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different college.

Professional employees may apply, and upon such application, shall receive consideration for promotion to vacant professional employee positions in the Professional Services Negotiating Unit which are to be filled, or for promotion in their present positions, provided that nothing contained herein be construed to require promotions or appointments to vacant positions in the Professional Services Negotiating Unit to be made from among professional employees presently employed by the University.

Prior to making promotions or recommendations to the Chancellor for promotion of professional employees, the chief administrative officer shall review the supervisory evaluation and recommendations relating to such employees, together with the recommendations, if any, of the appropriate professional staff committees established for such purpose.
GUIDELINES FOR THE EVALUATION OF CAMPUS PRESIDENTS

At any time during the period of appointment, the SUNY Board of Trustees and the Chancellor may evaluate the services of the chief administrative officer (Article IX, Title A, 1 (b) of the SUNY Policies of the Board of Trustees).

MANAGEMENT/CONFIDENTIAL EVALUATION PROCESS

Mission Statement

The evaluation process at SUNY Delhi is the primary tool for assessing the effectiveness and excellence of a manager. It has six principal goals:

1) to give a manager critical feedback to maximize professional development;
2) to give the institution criteria by which to recognize and enhance the effectiveness and productivity of the manager;
3) to make the manager and the supervisor aware of the perceptions of those who work directly with the manager;
4) to help the manager develop plans for improvement and innovation;
5) to assist in the determination of a manager's retention; and
6) to recognize and commend a manager for good work.

Overview of Management/Confidential Evaluation Process

The management/Confidential evaluation process is two-tiered:

1) Supervisor's Evaluation: Managers shall be evaluated by their immediate supervisor on an annual basis. The evaluation will result in a written summary that will include both an assessment of work performance and a performance plan.

2) Comprehensive Evaluation: Managers shall write a self-evaluation and be evaluated by subordinates, peers, cross functional administrators and the immediate supervisor on a revolving calendar, every other year.

Supervisor's Evaluation

This evaluation shall be done by the manager's immediate supervisor on an annual basis. It can be brief, but should include a discussion of the specific accomplishments and the performance strengths and weaknesses of the individual during the preceding year.

The Supervisor's Evaluation may address any of the performance qualities identified in the comprehensive evaluation, as well as those characteristics that may be more readily observed from the supervisory perspective. Examples of performance attributes that may be addressed include, but are not limited to:

- Commitment to organizational values and mission
- Promptness, thoughtfulness, and accuracy in providing requested information (e.g., FTE requests,
budget worksheet, class schedule, etc.)

- Demonstrated ability to work in a positive and effective manner with subordinates, peers, and supervisors.
- Willing acceptance of additional assignments.
- Development of both short- and long-range plans.
- Maintenance of productivity, student enrollment, etc.
- Participation in public relations activities (attending ceremonies and special events, serving on community boards, etc.)
- Analysis of the impact of particular changes on the future of his/her area of responsibility.
- Professional selection, orientation, training, and evaluation of area personnel.

In addition to the evaluation of performance, the evaluation shall include a "Performance Plan." This plan will be generated by the supervisor and the manager and will include the specific objectives to facilitate growth and help the manager improve performance for the following year. How well these objectives are met will be measured in the next annual performance evaluation. The supervisor will discuss the evaluation with the manager, and give the manager an opportunity to respond to the evaluation.

Every other year, a comprehensive evaluation shall be done. This evaluation shall consist of:

Manager's Self-Evaluation Survey
Peer Evaluation Survey
Subordinate Evaluation Survey
Cross Functional Evaluation Survey
Supervisor's Summary Evaluation

Manager's Self-Evaluation:

The manager being evaluated will be asked to complete a draft Self-Evaluation Survey, using the format provided, for submission to his/her supervisor.

Peer and Cross Functional Evaluation Surveys:

The manager will be evaluated by peers (e.g. fellow cabinet members) and by a group of cross functional evaluators, selected by the supervisor.

Subordinate Evaluation Survey:

All staff directly supervised by the manager, or other subordinates selected at the discretion of the manager's supervisor who may have direct information about the manager's performance (or who can provide an "at large" perspective) shall be given the opportunity to respond to the survey.

Supervisor's Summary Evaluation:

1) Supervisor Gathers Data: The manager's supervisor is responsible for distributing peer, cross
functional and subordinate surveys, gathering and summarizing responses, and interpreting data to whatever extent possible. The data gathered will be anonymous to ensure frankness and honesty, but it is the responsibility of the supervisor to ensure the integrity and reliability of the data. The supervisor should assess the validity of unsubstantiated and unsigned negative comments and balance negative and positive feedback so that the evaluation is truly accurate, representative and constructive.

2) The supervisor meets with the manager to review the data gathered. It is intended to give the supervisor an opportunity to acquire necessary clarification and give the manager an opportunity to ask questions and to respond to negative feedback with additional information.

3) Supervisor Writes Draft Summary Evaluation: The supervisor prepares a draft of the summary evaluation and gives it to the manager being evaluated. The manager may write a response to the evaluation which will be included as part of the evaluation.

4) Supervisor Writes Final Summary Evaluation and Manager Writes Final Self-Evaluation.

5) Summary Evaluation Forwarded: Summary evaluation, along with manager's response, if any, is sent to the highest level administrator in the service unit's reporting line and from there forwarded to the President.

6) Summary Evaluation Placed in Personnel File.

POLICIES AND PROCEDURES FOR THE CLASSIFIED SERVICE

HIRING PROCEDURES

Jurisdictional Classification

Individuals may be hired for competitive, non-competitive, exempt, or labor class positions.

The competitive class consists of positions for which competitive Civil Service examinations are held, lists established and appointments made from certifications of the lists. Examples of competitive class positions include, but are not limited to, keyboard specialist 1, plant utilities engineer 1 and university police officer 1.

Non-competitive class positions are those which are not in the exempt or labor class which Civil Service has determined it is not practicable to fill by competitive examination. Candidates' qualifications are examined on a non-competitive basis and are compared with the qualifications established for the positions in the Civil Service Classification standard. Collective bargaining agreements also impact on hiring in this class. Carpenter, maintenance assistant and janitor are examples of non-competitive titles.

The exempt class consists of policy making and confidential positions, as determined by the Civil Service Commission. Positions in the exempt class must be re-evaluated by Civil Service when
they become vacant.

Labor class positions are those considered to be unskilled labor. Positions are filled at the discretion of the appointing authority, based upon fitness of the applicants to perform the duties of the position and upon practices established through collective bargaining agreements. Examples of labor class positions include cleaner and maintenance helper.

PROCEDURES FOR ANNOUNCEMENT AND FILLING OF VACANCIES

No position will be filled without either a properly executed Request to Fill form or temporary service fund allocation signed by the appropriate member of the President’s cabinet, the Vice President for Business and Finance and the President. These forms are submitted online via Interview Exchange.

Positions in the Competitive Class

Selection for these positions will be made according to regulations established by the New York State Department of Civil Service. The appropriate competitive list shall be canvassed and selection will be made among the three highest ranking eligibles expressing interest in and availability for the position and those eligible for transfer to the position. The procedures outlined below for Positions in the Exempt, Labor and Non-Competitive Classes will also be followed, where appropriate.

Positions in the Exempt, Labor and Non-Competitive Classes

a. A vacancy announcement will be posted for at least the minimum number of days required by negotiated agreement, except in cases where a waiver of posting has been granted by the local bargaining unit.

b. Functional supervisors will assure that all persons receive adequate, impartial and open appraisal.

c. Applicant interviews should be arranged, whenever possible, so that appropriate staff may have an opportunity to meet with the candidates.

d. Upon completion of interviews, all applications will be forwarded to the Human Resources Office. Dates of interviews will be indicated on the applications. Records of communications with applicants will be included in the Human Resources Office folders. The supervisor responsible for making an appointment will submit a memorandum to the Human Resources Office indicating the names of all individuals interviewed, the name of the successful candidate and the proposed starting date. This memorandum must also include gender and ethnicity of the candidates interviewed for Affirmative Action reporting.

e. The Human Resources Office will notify all applicants who were not selected that the
position for which they applied has been filled.

**FILLING OF TEMPORARY POSITIONS**

As defined and permitted by contractual agreement with individual bargaining units, temporary positions (in most cases, those lasting less than six months) may be filled without meeting all of the requirements outlined above. Supervisors should check with the Human Resources Office.

**REINSTATEMENT**

An individual who resigns from a permanent appointment and wishes to be rehired may be reinstated in the same job title without taking an examination. Individuals may also be reinstated to any position to which they would have been eligible for transfer at the time of resignation. Reinstatement is at the discretion of the college, with the approval of the Civil Service Commission.

**PROMOTIONS**

In the competitive class, positions may be filled by promotion in those instances where incumbents of lower level positions are reachable on the appropriate Civil Service list. The majority of the positions on the Delhi campus represented by the CSEA Administrative Services Unit and the PBA are in the competitive class.

In non-competitive and labor class positions in the CSEA Operational and Institutional Services Units, promotions shall be made on the basis of seniority, as defined in the contractual agreements, subject to the operating needs of the department or agency, and subject, for OSU positions, to the employee proving possession of the ability to perform duties and responsibilities satisfactorily and subject to an identification of differences between employees with respect to relevant factors concerning the employees' ability to perform the required duties and responsibilities satisfactorily.

**TEMPORARY PROMOTIONS**

At times, promotions for periods of short duration may be offered to employees, due to the absence of higher level employees or other factors. In these instances, promoted employees are paid at the rate associated with the promotion, but the employee's anniversary date, when s/he would have been eligible for salary advancement in the old position, is moved forward by the number of days s/he was paid in the higher level position.

**APPOINTMENTS**

Employees receive one of the following types of appointment:

1. **Temporary**: These appointments are made in instances where individuals are to be hired for a limited period of time or where the position to be filled is encumbered by a permanent employee on a leave of absence.
2. **Provisional**: If there is no one available from a Civil Service certified list for a vacant position in the competitive class, it may be filled with a provisional appointment until the next certified list is established. The individual selected must be qualified to take the Civil Service examination for the position. Once a new Civil Service list is available, the provisional appointee can only remain in the position if s/he is among the three highest scoring candidates who are willing to accept appointment.

3. **Contingent Permanent**: This type of appointment may be made to a position left temporarily vacant by the leave of absence of a permanent employee, usually one serving a probationary period in another position. The employee so appointed has all the rights and benefits of a permanent employee, except with reference to certain situations. If the prior permanent incumbent of the position returns, the contingent permanent employee may be separated from State service unless there is a person in the same position title serving on a temporary or provisional basis or in a contingent permanent basis with less seniority, or unless the individual has another position to which he or she is eligible to return. In the event that a contingent permanent appointee is separated or replaced as the result of the return of the prior permanent incumbent, he/she shall have his/her name placed on a preferred list for certification for reinstatement.

4. **Permanent**: After satisfactory completion of the probationary period, a permanent employee comes under the full coverage of Civil Service law.

PROBATION

The probationary period is the last part of the selection process. It is intended to provide an opportunity for supervisors to evaluate an employee's performance on those critical elements that were not evaluated by other parts of the process.

Permanent and contingent permanent appointments, promotions and transfers require satisfactory completion of a probationary term which includes a minimum and maximum period of probation. Permanent and contingent permanent appointments from an open competitive list and original permanent appointments to the non-competitive, exempt or labor class, with certain exceptions, shall have a probationary term of not less than 26 or more than 52 weeks. The basic probationary period for promotions and transfers are: for grade 14 and above, not less than 12 nor more than 52 weeks; for grade 13 and below, not less than 8 or more than 26 weeks. Employees will be evaluated in writing at set intervals during the probationary period. An unsatisfactory probationer may be terminated any time after eight weeks and before completion of the maximum period of probationary service.

A Notice of Permanent/Contingent Permanent Appointment and Probationary Terms which specifies the terms, conditions and dates of probation is provided to employees and their supervisors upon appointment.
EVALUATION

All employees have their job performance evaluated under performance evaluation systems established by the agreements with the various bargaining units. Within the first two weeks of employment, the supervisor is responsible for creating a Performance Program which defines the duties and responsibilities of the job, and the standards or objectives the employee is expected to meet. This document is used for the Performance Evaluation. At least once a year, the supervisor prepares a written Performance Evaluation and an overall rating of satisfactory or unsatisfactory, based on work performance. An appeal process exists for ratings that are "unsatisfactory." This is described in the collective bargaining agreements. The locally agreed upon date for all performance evaluations for classified employees is April 1.

Performance program and evaluation forms are available on the human resources website at http://www.delhi.edu/administration/human_resources/forms.php.

ATTENDANCE AND LEAVE FOR CLASSIFIED EMPLOYEES

This section serves to summarize some of the rules governing time and attendance for individuals represented by CSEA and the PBA. Civil Service Laws, Attendance Rules, collective bargaining agreements and other relevant documents literally comprise thousands of pages of information. This is not intended to be an exhaustive source of information on the subjects discussed, nor does it cover every aspect of the rules. It is intended to serve as a general guide to some of the most typical time and attendance questions and issues. For more detailed information, staff should contact the Human Resources Office or reference the Agreement between the State of New York and the pertinent bargaining unit.

Workday

Full time employees represented by the Administrative Services Unit of CSEA are required to work 37.5 hours per week (7.5 hours per day). Meal periods are unpaid and are not part of the workday.

Employees represented by the CSEA Operational Services Units are required to work 40 hours per week (8 hours per day). Meal periods are unpaid and are not part of the workday (with the exception of Heating Plant staff, whose meals are consumed while working, due to safety considerations).

PBA: The typical workweek is 41.25 hours (8.25 hours per day), consisting of a 15 minute pre-shift briefing and 8 hours of work. Meals are expected to be consumed while working and, therefore, meal periods are included in the 8.25 hour workday explained above.
**Work Hours Accountability**

During the work day, employees need to account for their whereabouts on a regular basis. It is imperative that staff inform their supervisors of their whereabouts when absent from their place of work.

**Breaks**

Breaks are permitted (but not required) by Civil Service regulations, and are recommended for those employees who perform repetitive work. The practice at SUNY Delhi has long been to allow two fifteen minute breaks to all classified employees, one during the first half of the shift and one during the second half. Breaks are a privilege granted by the college and not a right. If an employee is unable to take a break or elects not to do so, he or she MAY NOT opt to shorten the workday or to take a longer meal period.

**Overtime, Extra Time and Compensatory Time**

Overtime, at the rate of one and one half hours pay for each hour worked, is provided for all classified employees who work more than 40 hours in a given week (Thursday through Wednesday). CSEA and PBA represented employees may elect to sign up for “over 40 comp time,” and receive time off instead of pay for overtime work. Compensatory time is earned for employees required to work 37.5 hours per week for time worked between 37.5 and 40 hours in a given week. Extra time is paid at a straight time rate to part time employees who put in additional hours between their normal work week and 37.5 hours. All overtime, compensatory time and extra time must be authorized in advance by the supervisor. These expenses are a significant portion of the college’s expenditures and should not be authorized unless absolutely necessary.

**Tardiness**

The following is the tardiness penalty schedule for classified employees of the State University of New York:

<table>
<thead>
<tr>
<th>TARDINESS</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2 latenesses not exceeding a total of 14 minutes</td>
<td>None</td>
</tr>
<tr>
<td>more than 2 latenesses not exceeding a total of 14 minutes</td>
<td>¼ hour</td>
</tr>
<tr>
<td>one or more lateness totaling 15 minutes or more for the first 120 minutes</td>
<td>¼ hour for each 15 minutes or fraction thereof</td>
</tr>
<tr>
<td>Excess over 120 minutes</td>
<td>½ hour for each 15 minutes or fraction thereof</td>
</tr>
</tbody>
</table>

In cases of habitual or excessive tardiness, disciplinary action may also be taken.

**Volunteer Firefighters, Medical Technicians and Other Voluntary Emergency Workers**

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The Civil Service Attendance Rules allow the college to excuse tardiness for emergency workers engaged in their official duties. Additionally, supervisors are encouraged to allow flexible scheduling for staff members responding to fires, ambulance calls and other emergencies, as long as the employee meets his or her work obligation. Supervisors may authorize use of leave credits to respond to emergencies or allow the employee to make up the lost time. In requesting or granting time for providing emergency services, the employee and supervisor must consider the current workload, the frequency of employee requests for this release time and the nature of the request. Every employee’s first priority is the job for which he or she was hired at SUNY Delhi.

Paid Leave

All Civil Service employees who are subject to the Attendance Rules receive sick, personal and annual leave (vacation). Unless leave has been pre-approved, all employees are required to contact the supervisor within two hours of the start of the workday to request the desired time off. Accrual rates depend upon bargaining unit, work week and length of service. All types of paid leave may be used in increments of ¼ hour or more.

Holidays: All full-time employees who are subject to the Civil Service Attendance Rules are entitled to observe twelve paid holidays per calendar year. While it is sometimes necessary to have staff members work on holidays, authorization for such work should be kept to an absolute minimum due to the costs involved. Once a year, each employee elects to receive equivalent time off or pay for holidays worked. Part-time employees or those who work an alternative schedule are eligible for those holidays which fall on their normal work day. In all cases, holiday work MUST be authorized by the supervisor. Except in emergency situations, employees should be notified at least seven days in advance if required to work on the holiday. Special rules for various bargaining units apply to holiday work on Veteran’s Day, Christmas, Memorial Day, Independence Day and Thanksgiving. Please contact the Human Resources Office if you have any questions.

Sick leave: May be used for personal illness or injury, family injury or illness which requires the presence of the employee or bereavement leave. Absences for family sick leave/bereavement leave are limited to 15 days per calendar year. Employees are also permitted to use sick leave for medical, dental, optical, therapeutic, mental health and alternative medical treatments. For the purposes of bereavement leave or family sick leave, “family” is defined as any relative or relative-in-law or any person with whom the employee has been making his or her home. Use of sick leave, except in the case of an emergency or a sudden illness of injury requires prior supervisory approval. While employees may not be required to routinely provide documentation for absences of four days or less, medical certification may be required for a longer absence, or for questionable absences or attendance patterns. Employees may also be required to submit to a medical examination (at the college’s expense) under certain circumstances.

Leave for Breast Cancer and Prostate Cancer Screening: All NYS employees are eligible for leave, without charge to leave credits, for prostate cancer screening (including physical exams and
blood work) and for breast cancer screening (including physical exams and mammograms), not to exceed four hours annually for each, including travel time. Satisfactory medical documentation may be requested by the supervisor.

**Other Related Leaves:** include sick leave at half pay, absences under the Family Medical Leave Act, Worker’s Compensation leave, leave without pay, leave donations and child rearing leave. Please contact Human Resources for further information about these benefits.

**Vacation:** for classified employees is earned at a rate which ranges from 13 to 26 days per year, depending upon bargaining unit and individual length of service. Use of vacation requires the prior approval by the supervisor. While employee needs and wishes should be considered, supervisors have the obligation and the authority to schedule vacation for the convenience and efficient operation of the department. While it is recommended that every staff member take at least two weeks’ vacation each year, employees may accumulate vacation up to a maximum of 40 days. If an employee is at the 40 day maximum, submits a written leave request for vacation and is denied, he or she may exceed the 40 day ceiling through the end of the fiscal year. Employees receive cash compensation for up to 30 days’ vacation upon separation from service.

**Personal Leave:** is intended to provide employees with time off without loss of pay to attend to matters of personal business, religious observance and for extraordinary weather. Except in the event of an emergency, supervisors must approve use of personal leave in advance. Full time employees are credited with between three and five days of personal leave per year, depending upon bargaining unit and longevity. Personal leave not used by the next anniversary date is forfeited.

**Supervisory Approval of Absences:** All employees must seek prior supervisory approval for time off, except in cases of sudden illness or urgent personal business. Unless leave has been pre-approved, all employees are required to contact the supervisor within two hours of the start of the workday to request the desired time off. Absences for which prior approval has not been received may be considered unauthorized.

Time off may be requested and approved using three part (employees’ copy, supervisors’ copy and HR copy) forms available from the Human Resources Office. For departments with email access, supervisors may elect to forego use of the form and use email for the request, approval and tracking of leave time. When using email, the following procedures should be utilized:

- Employee emails supervisor with the request. The email should include the dates and times requested and the type of leave to which the time off is to be charged.
- Supervisors should respond via email within five days of receipt of the request, or sooner if possible.
- Supervisors should retain a record of the request and (dis)approval. It is recommended that supervisors electronically file these requests in a separate email directory established for this purpose.
- Supervisors are responsible for ensuring that time off is appropriately approved and for identifying employees under their supervision who are suspected of abusing leave time and should discuss these concerns with the Human Resources Office.
**Temporary, Probationary, Part-time, Hourly and Seasonal Employees:** The Civil Service Attendance Rules for these employees differ significantly from the rules for permanent full time employees. Please contact the Human Resources Office for information on the leave provisions applicable to each of these appointment types.

**Taking Classes During Work Time:** SUNY Delhi encourages the personal and professional development of staff members at all levels of the organization. Several tuition waiver, tuition reimbursement and degree completion incentives are available to help staff pursue degrees and take courses. Supervisors are encouraged to consider adjustments to staff schedules to facilitate educational pursuits, within the operational needs of each function. Staff may use lunch hours or breaks, come in early, work later in the day or work a varied schedule (i.e., 7 hours per day Monday, Wednesday and Friday and 9 ½ hours per day Tuesday and Thursday to total a 40-hour week) to accommodate course work. Staff, however, are expected to work the regular number of hours each week normally associated with their position.

Staff may charge appropriate leave credits during the times they are attending classes, consistent with the operational needs of the function. Supervisors may allow staff members to take courses without making up the time or charging the hours off to appropriate leave credits only in instances where the supervisor requests that the staff member take a specific course to learn or improve skills relevant to the present job assignment.

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**REGULATIONS AND PROCEDURAL INFORMATION FOR ALL STAFF**

**ACADEMIC INTEGRITY POLICY**

If a faculty member discovers that a student has committed an academic integrity violation that warrants a sanction beyond a verbal warning, the following process will be followed:

**A. FIRST VIOLATION:** The faculty member will discuss the situation with the student, explaining the nature of the violation, and the nature of the sanction, or sanctions, to be applied as per the course policy. The faculty member will also discuss the potential consequences of further violations. This discussion should be documented. If the faculty member imposes a sanction as per course policy the incident MUST be reported to the Coordinator of Academic Advising via the early warning system. The report must include the details of the offense, the sanction given, failure of the assignment, etc., and the nature of supporting evidence, hard copies of which must be forwarded to the Coordinator of Academic Advising when possible.

In response to the FIRST violation the Coordinator of Academic Advising will:

1. Place details of the violation in a file prepared for that student.
2. Communicate the violation, consequences for further violations, and the appeal process for the current violation to the student via letter.
3. Communicate the violation to the college judicial coordinator for cross referencing against any student life violations on record for that student.
B. SECOND VIOLATION: Will be discussed with the student and reported to the Coordinator of Academic Advising in the same manner as the first violation.

In response to a SECOND violation the Coordinator of Academic Advising will:

1. Place details of the violation in the student’s file.
2. Communicate the second violation to the college judicial coordinator.

In response to the second violation the Judicial Coordinator will:

1. Place the student on DEFERRED SUSPENSION, and so communicate in writing to the student.
2. Communicate the violation and sanction to the parents/guardians of financially dependent students in writing.

C. THIRD VIOLATION: Will be discussed with the student and reported to the Coordinator of Academic Advising in the same manner as the first violation.

In response the THIRD violation the Coordinator of Academic Advising will:

1. Place details of the violation in the student’s file.
2. Communicate the violation to the college judicial coordinator.

In response to the third violation the college judicial coordinator will:

1. Convene a STUDENT CONDUCT COUNCIL hearing, according to established student life guidelines, to determine responsibility for the current violation. If found responsible, the student will be SUSPENDED or EXPELLED from the college.
2. Communicate a summary of the hearing to the College Provost.

In response to the findings of the Student Conduct Council the college provost will inform the student in writing of the determination of the Student Conduct Council, and that a final appeal of that determination can be made to the College President.

D. APPEAL PROCESS: At any step, the student may appeal a decision.

1. Appeal of first and second violation sanctions can be made to the dean of the division through which the course is offered, and then to the college provost who will render the final decision.
2. Appeal of Student Conduct Council Hearing sanctions can be made to the College President, who will render the final decision.

ALTERNATIVE WORK LOCATIONS

Under limited circumstances and where it is in the best interests of the college and the employee, agreements may be developed which permit working at an alternative location (e.g. the
employee’s home). Such agreements shall be for a fixed period of time (except in the case of employees who are hired solely to work online) and shall be approved by the cabinet. All agreements, at a minimum, shall include:

- Beginning and ending date
- Detailed description of the duties to be performed
- Rationale
- Security/confidentiality provisions
- Communication stipulations (how/when the employee will be reachable)
- Responsibility for equipment/supplies/internet and phone service, etc.
- Employee responsibility for return of college equipment upon termination of the agreement or the individual’s employment
- Health/safety/liability provisions
- That the employee agrees to abide by college policies and procedures
- Compensation and benefits.

ANIMALS ON CAMPUS

In consideration of personal safety and sanitation, privately owned animals are not allowed in college buildings, except:

1) Service or leader dogs, and
2) Animals in Farnsworth Hall associated with our Veterinary Science Technology program.

A service animal is defined by the ADA as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.”

Animals are permitted on campus grounds provided:

- They are on a leash at all times;
- They are attended to at all times; and
- They are under the control of their owners at all times.
- Owners are expected to clean up after their pets. These same regulations apply to the college-owned Outdoor Education Center (AmeriCorps) Park.

PROCEDURES & REGULATIONS:

Persons violating this policy will be requested to leave campus immediately. Animals found unattended may be impounded by the University Police Department and turned over to the Delhi Animal Control Officer.

To report the presence of an animal, call University Police at 746-4700.
BACKGROUND INVESTIGATIONS POLICY

BACKGROUND

The State University of New York at Delhi is committed to maintaining a safe environment for its faculty, staff, students, volunteers and the general public that use our facilities. In order to ensure the hiring of employees of the highest integrity and to maintain a safe campus community, SUNY Delhi will conduct pre-employment background investigations on all individuals for whom an offer of employment will be tendered.

POLICY

The college will perform pre-employment background checks on final candidates. Applicants will be notified of our background checking policy at the time of application, authorizing SUNY Delhi to conduct a background investigation which may include: identification, educational credentials confirmation, criminal conviction verification, sexual offender registry status, driving records and employment background.

Inconsistency, omission, or falsity of information provided by the candidate versus that obtained by the background investigation may disqualify the applicant from further consideration in the search process.

Those applicants who are discovered to have past criminal convictions will be evaluated for employment. If there is a direct relationship between the criminal offense and employment, whereby the granting of employment would involve an unreasonable risk to property, safety, welfare of specific individuals or the general public, the applicant may be denied employment. Factors that will be considered in determining employment eligibility include:

- Specific duties and responsibilities related to employment.
- The bearing, if any, the criminal convictions will have on the ability to perform job duties.
- The time that has elapsed since the criminal offense.
- The age of the applicant at the time of the criminal offense.
- The seriousness of the offense.
- The legitimate interest in protecting property.
- The safety and welfare of individuals and the general public.
- Any information produced by the applicant or produced on his or her behalf, in regard to rehabilitation and good conduct.
- Overall public policy of New York State to encourage the employment of persons previously convicted of one or more criminal offenses.

Candidates selected for positions receive a verbal offer of employment, pending successful completion of the background investigation.
All information received in the background investigation process will be maintained in confidential, secure files, separate from employee personnel files, with access allowed only to those who have a legitimate business related reason to review the information.

**PROCEDURE**

1. Human Resources is responsible for ensuring all applicants are aware of the college’s policy for background investigations. This will be communicated through the online employment system and the Human Resources web site.

2. Human Resources is responsible for ensuring background investigations are completed within the guidelines of this policy and federal and state regulations.

3. Any offer of employment will be made contingent on the positive outcome of the background investigation considering the factors as described in the policy. No external employment candidate may begin work for the college until the appropriate screenings have been completed.

4. Human Resources will be responsible for determining the nexus of any criminal conviction to the job duties to be performed and other safety factors as indicated in the policy. In consultation with senior leadership, a decision will be made if the candidate needs to be disqualified based on the results of the information contained in the background investigation.

5. Applicants will be formally notified in writing that SUNY Delhi has received disqualifying information from the background investigation. The applicant will be presented with the information obtained in the background check and will be provided an opportunity to respond to the facts of the situation.

6. After five (5) business days, barring the receipt of any new information that changes or clarifies the background report information and eliminates any discrepancies, SUNY Delhi shall send the candidate a second letter rejecting his/her candidacy based on the disqualifying information generated by the report.

7. All information received in the background investigation process will be maintained in the Human Resources Office in confidential, secure files, separate from employee personnel files.
<table>
<thead>
<tr>
<th>BENEFIT</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH INSURANCE/PREScriptions</strong></td>
<td>Empire Plan: Blue Cross: Hospitalization United HealthCare: Major Medical ValueOptions: Mental Health/Substance Abuse CVS Caremark, Inc.: Prescriptions&lt;br&gt;Health Maintenance Organizations (HMOs): Hospitalization/medical care designated by Primary Care Physician.</td>
<td>Full-time employees with appointments that are expected to last 3 months or longer. Part-time employees must work at least half-time on a regularly scheduled basis and be expected to work for at least 3 months. (excl. seasonal employees)</td>
<td>42 day waiting period.</td>
<td>Empire Plan biweekly rates as of 1/1/15: &lt;br&gt;Grade 9 &amp; Below: Individual: $ 35.42 Family: $149.56&lt;br&gt;Grade 10 &amp; Above: Individual: $ 47.23 Family: $178.28 Visit <a href="http://www.cs.ny.gov/employee-benefits">www.cs.ny.gov/employee-benefits</a> for more information</td>
</tr>
<tr>
<td><strong>DENTAL &amp; VISION COVERAGE</strong></td>
<td>Available through the CSEA Benefit Trust Fund.</td>
<td>Must be at least half time and eligible to receive health insurance.</td>
<td>28-day waiting period.</td>
<td>No premium cost.</td>
</tr>
<tr>
<td><strong>RETIREE SYSTEM</strong></td>
<td>New York State Employees Retirement System (ERS): Defined benefit plan; benefits are based on best Final Average Salary and years of service.&lt;br&gt;*contribution &amp; vesting details applicable to employees enrolling on or after 4/1/12 (under Tier 6 provisions)</td>
<td>Membership for full-time permanent employees is mandatory. Membership for employees who are temporary or part-time is optional, except that appointees with current membership must continue to participate.</td>
<td>Permanent full-time Employees: membership is effective on the date of appointment. Temporary and Part-time Employees: membership is generally effective upon the receipt of application at ERS. Vested after 10 full-time equivalent years ERS service.</td>
<td>Employee contribution is based on salary, as follows: $45,000 and under: 3% $45,000.01 – $55,000: 3.5% $55,000 – $75,000: 4.5% $75,000.01 – $100,000: 5.75% ‡ $100,000 or more: 6%</td>
</tr>
<tr>
<td><strong>FLEXIBLE SPENDING ACCOUNTS (PRE-TAX DEDUCTIONS)</strong></td>
<td>A portion of salary is designated by employee to establish a fund to cover eligible child care, elder care and/or un-reimbursed health care expenses with pre-tax dollars.</td>
<td>Must be receiving regular biweekly paychecks for dependent care. Must also be eligible for health insurance for health care.</td>
<td>Must enroll within 60 days of date of appointment. For dependent care, effective immediately; for health care, effective as of the latter of date Change in Status application is submitted or date of employment.</td>
<td>The employee determines the amount to be deducted; for 2015, maximum for dependent care is $5,000; for health care, a minimum of $100, and a maximum of $2,500</td>
</tr>
<tr>
<td><strong>TUITION ASSISTANCE</strong></td>
<td>Partial assistance for additional courses through the SUNY Tuition Waiver program (based on funding). Fees not covered by Tuition Assistance. Must be SUNY state-operated campus. Full waiver of tuition for limited undergrad courses taken at participating institutions; partial waiver for grad courses; partial reimbursement available upon successful completion of courses at accredited institutions.</td>
<td>Appointment must cover period of support.</td>
<td>Upon employment</td>
<td>No cost to the employee for this benefit.</td>
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</table>

‡ Pensionable salary will be capped at the Governor’s annual salary ($179,000 as of April 2012)
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<tr>
<td>SUNY VOLUNTARY 403(b) TAX-DEFERRED SAVINGS PLAN AND THE NYS DEFERRED COMPENSATION 457(b) PLAN</td>
<td>SUNY Voluntary 403(b) Tax-Deferred Saving Plan. Current Authorized Investment Providers include: TIAA-CREF, ING, MetLife, VALIC, and Fidelity. NYS Deferred Compensation 457(b) tax-deferred retirement savings plan. Employees may choose to participate in either or both plans subject to IRS limits on tax deferral.</td>
<td>Upon employment.</td>
<td>Choice of employee.</td>
<td>Employee pre-tax contributions through salary reduction subject to IRS limit. The 2015 basic annual limit for both plans is $18,000. Employees age 50 and over may contribute up to $6,000 more per year. The IRS currently establishes separate limits for 403(b) and 457(b) plans, allowing employees to contribute up to twice the limit allowed under either plan alone.</td>
</tr>
<tr>
<td>LONG-TERM CARE INSURANCE</td>
<td>Coverage for care in a nursing home, assisted living facility, or at home.</td>
<td>Must be eligible for health insurance.</td>
<td>If enrolled within 60 days of eligible appointment, guaranteed issue. Otherwise, subject to medical underwriting.</td>
<td>Premiums determined by amount of coverage purchased.</td>
</tr>
<tr>
<td>DISABILITY &amp; LIFE INSURANCE</td>
<td>Not provided by the University, but may be purchased individually through the union.</td>
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<tr>
<td>VACATION*</td>
<td>Generally full-time employees earn at the rate of one-half day per pay period, after the completion of 13 pay periods of employment; bonus days are added each year on vacation anniversary date at the rate of 1 day per year of service to a maximum of 20 days vacation per year after 7 years. Upon completion of 7 years of service, vacation is earned at a rate of, (13 days/year for first 7 years then 20 days/year thereafter.) Employees also receive bonus days upon completion of 20+ years of service. Vacation is earned as noted, with completion of 1 to 35 or more years of service. Part-time employees who work a regular schedule of at least half time, earn accruals on a pro-rated basis. Generally, on 4/1 of each fiscal year, accumulated vacation credits in excess of 40 days are forfeited.</td>
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</tr>
<tr>
<td>HOLIDAYS*</td>
<td>Eligible for up to 12 holidays per year.</td>
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<td></td>
</tr>
<tr>
<td>SICK LEAVE*</td>
<td>Full-time employees earn at the rate of one-half day per pay period (13 days/year total), up to an accumulated maximum of 200 days. Part-time employees who work at least half time earn on a pro-rated basis.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PERSONAL LEAVE*</td>
<td>Credited with 5 days of personal leave upon appointment and 5 days each year on personal leave anniversary date. Personal leave is not cumulative and any unused leave remaining at the close of business the day preceding the personal leave anniversary date is cancelled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYROLL INFORMATION</td>
<td>NYS has a 2 week lag payroll system. This means that each paycheck pays for the period two-four weeks prior to the date of the check. New employees will not receive their first check for approximately four weeks. In addition, there is a five-day salary deferral. That means that one day's pay is deducted from each of the first five checks. This is returned to the employee upon separation from service.</td>
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</table>

*Employees paid on an hourly basis do not qualify for Attendance Rules Coverage (holidays, vacation, sick leave, personal, etc.) until completion of 19 consecutive pay periods at 50% effort. Disclaimer: This summary highlights only some of the benefits associated with CSEA-represented employment status. It has been prepared for illustrative purposes only and the information provided is partial and subject to change. This summary does not imply, convey, grant or guarantee any benefits, rights, or entitlements. For additional information, please contact your campus Human Resources Benefits Office.

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**BENEFITS AT A GLANCE**  
**MANAGEMENT/CONFIDENTIAL PROFESSIONAL EMPLOYEES**

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<thead>
<tr>
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| **HEALTH INSURANCE & PRESCRIPTIONS** | Empire Plan:  
Blue Cross: Hospitalization  
United HealthCare: Major Medical  
ValueOptions: Mental Health/Substance Abuse  
CVS Caremark, Inc.: Prescriptions  
Health Maintenance Organizations (HMOs): Hospitalization/medical care designated by Primary Care Physician. | Appointments that exceed three months.  
Must work at least half-time | 56-day waiting period. | Empire Plan biweekly rates as of 1/1/15:  
Annual Salary Rate up to $40,936:  
Individual: $ 35.42  
Family: $149.56  
Annual Salary Rate over $40,937:  
Individual: $ 47.23  
Family: $178  
| **DENTAL INSURANCE** | EmblemHealth (GHI) Preferred Dental Plan  
Davis Vision provides financial assistance in meeting cost of eye exams, glasses, etc. | At least half-time and eligible to receive health insurance.  
Annual salaried and at least half-time. | First of the month after six calendar months of employment.  
56-day waiting period. | Paid by New York State.  
Paid by New York State. |
| **VISION CARE** | Options  
NYS Employees’ Retirement System (ERS) and NYS Teachers’ Retirement System (TRS): Defined benefit plans; benefits are based on best Final Average Salary and years of service.  
*SUNY Optional Retirement Program (ORP): Defined contribution plan; benefits are based on employer and employee contributions and the success of the investments. Employer contribution is 8% of salary for first seven years of service, 10% percent thereafter. | Membership for full-time employees is mandatory.  
Membership is optional for part-time employees except that employees who have current membership must continue to participate, if eligible.  
All M/C employees are eligible for ERS or the ORP. Employees in the titles of Chancellor, President, Vice-President, Provost, Dean, Associate Dean, and Assistant Dean are also eligible for TRS. | Immediately upon enrollment.  
Vested after 10 full-time equivalent years in ERS & TRS.  
Vested after 366 days in the ORP. | Employee contribution is based on salary, as follows:  
$45,000 and under: 3%  
$45,000.01 – $55,000: 3.5%  
$55,000.01 – $75,000: 4.5%  
$75,000.01 – $100,000: 5.75%  
† $100,000 or more: 6% |
| **RETIREMENT SYSTEMS** | Contribution & vesting details applicable to employees enrolling on or after 4/1/12 (under Tier 6 provisions) | | 
| **FLEXIBLE SPENDING ACCOUNTS** | A portion of salary is designated by employee to establish a fund to cover eligible child care, elder care and/or un-reimbursed health care expenses with pre-tax dollars. | Must be receiving regular biweekly paychecks for dependent care. Must also be eligible for health insurance for health care. | Must enroll within 60 days of date of appointment. For dependent care, effective immediately; for health care, effective as of the latter of date Change in Status application is submitted or date of employment | The employee determines the amount to be deducted; for 2015, the maximum is $5,000 for dependent care; minimum $100, maximum $2,500 for health care. Employer Contribution available for DCAA. |

* The ORP currently includes the following Authorized Investment Providers: TIAA-CREF, ING, MetLife, and VALIC.
† Pensionable salary will be capped at the Governor’s annual salary ($179,000 as of April 2012) for members of ERS or TRS.
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<td>No cost to the employee for this benefit.</td>
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<td>SUNY VOLUNTARY 403(b) TAX-DEFERRED SAVINGS PLAN AND THE NYS DEFERRED COMPENSATION 457(b) PLAN</td>
<td>SUNY Voluntary 403(b) Tax-Deferred Saving Plan. Current Authorized Investment Providers include: TIAA-CREF, Voya (formerly ING), MetLife, VALIC, and Fidelity (offers 403(b)(7) mutual funds). NYS Deferred Compensation 457(b) tax-deferred retirement savings plan. Employees may choose to participate in either or both plans (subject to IRS limits and rules).</td>
<td>Upon employment. Choice of employee.</td>
<td>Employee pre-tax contributions through salary reduction subject to IRS limit. The 2015 basic annual limit for both plans is $18,000. Employees age 50 and over may contribute up to $6,000 more per year. The IRS currently establishes separate limits for 403(b) and 457(b) plans, allowing employees to contribute up to twice the limit allowed under either plan alone.</td>
<td>Premiums determined by amount of coverage purchased.</td>
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<td>Must be eligible for health insurance.</td>
<td>If enrolled within 60 days of eligible appointment, guaranteed issue. Otherwise, requires underwriting.</td>
<td>Premiums determined by amount of coverage purchased.</td>
</tr>
<tr>
<td>DISABILITY COVERAGE</td>
<td>Monthly income benefit equal to 60 percent of covered monthly salary, not to exceed $7,500/month; also provides a monthly annuity premium benefit.</td>
<td>Full and part-time (50% +) M/C employees who are disabled for six consecutive months.</td>
<td>First of the month following one year anniversary.</td>
<td>No cost to employee.</td>
</tr>
<tr>
<td>GROUP LIFE AND ACCIDENT INSURANCE</td>
<td>Optional term life, accidental death and dismemberment insurance; includes coverage for spouse and dependents.</td>
<td>All M/C employees.</td>
<td>1st day of pay period after the pay period in which enrollment form submitted if within 1st six biweekly pay periods of eligible appt. If not within 1st six biweekly pay periods of eligible appt., enrollment is subject to late enrollment guidelines and approval by MetLife.</td>
<td>Premiums determined by amount of coverage purchased.</td>
</tr>
<tr>
<td>VACATION, SICK &amp; HOLIDAY LEAVE</td>
<td>☐ Vacation and sick leave are earned at the same rate, 1.75 days per calendar month. Vacation accumulation cannot generally exceed 40 days as of 1/1 of any year. Sick accumulation cannot exceed 200 days. Pro-rated for part-time. ☐ Eligible for up to 12 holidays per year.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>PAYROLL INFORMATION</td>
<td>New York State has a two-week lag payroll system; each paycheck pays for the period two-four weeks prior to the check date. First check issued in approximately four weeks. There is a five-day salary deferral, meaning that one day’s pay is deducted from each of the 1st 5 checks, which are returned to the employee upon separation.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Disclaimer: This summary highlights only some of the benefits associated with M/C employment status. It has been prepared for illustrative purposes only and the information provided is partial and subject to change. This summary does not imply, convey, grant or guarantee any benefits, rights, or entitlements. For additional information, please contact your campus Human Resources Benefits Office.
# Benefits at a Glance
## Police Employees (APSU)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
<th>Eligibility</th>
<th>Effective Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dental Insurance</strong></td>
<td>EmblemHealth (GHI) Preferred Dental Plan Davis Vision provides financial assistance in meeting cost of eye exams, glasses, etc.</td>
<td>Must be eligible to receive health insurance.</td>
<td>6 month waiting period.</td>
<td>Paid for by New York State.</td>
</tr>
<tr>
<td><strong>Vision Care</strong></td>
<td></td>
<td></td>
<td>56 day waiting period.</td>
<td>Paid for by New York State.</td>
</tr>
<tr>
<td><strong>Retirement System</strong></td>
<td>New York State Employees Retirement System (ERS): Defined benefit plan; benefits are based on best Final Average Salary and years of service.</td>
<td>Membership for full-time permanent employees is mandatory. Membership for employees who are temporary or part-time is optional, except that appointees with current membership must continue to participate</td>
<td>Permanent full-time Employees: membership is effective on the date of appointment. Temporary and Part-time Employees: membership is generally effective upon the receipt of application at ERS. Vested after 10 full-time equivalent years ERS service.</td>
<td>Employee contribution is based on salary, as follows: $45,000 and under: 3% $45,000.01 – $55,000: 3.5% $55,000.01 – $75,000: 4.5% $75,000.01 – $100,000: 5.75% $100,000 or more: 6%</td>
</tr>
<tr>
<td><strong>Flexible Spending Accounts</strong></td>
<td>A portion of salary is designated by employee to establish a fund to cover eligible child care, elder care and/or un-reimbursed health care expenses with pre-tax dollars.</td>
<td>Must be receiving regular biweekly paychecks for dependent care. Must also be eligible for health insurance for health care.</td>
<td>Must enroll within 60 days of date of appointment. For dependent care, effective immediately; for health care, effective as of the latter of date Change in Status application is submitted or date of employment.</td>
<td>The employee determines the amount to be deducted; for 2015, the maximum is $5,000 for dependent care; minimum $100, maximum $2,500 for healthcare. Employer Contribution available for DCAA.</td>
</tr>
<tr>
<td><strong>Tuition Reimbursement</strong></td>
<td>Partial assistance for additional courses through the SUNY Tuition Waiver program (based on funding). Fees not covered by Tuition Assistance. Must be SUNY state-operated campus.</td>
<td>Appointment must cover period of support.</td>
<td>Upon employment.</td>
<td>No cost to the employee for this benefit.</td>
</tr>
</tbody>
</table>

† Pensionable salary will be capped at the Governor’s annual salary ($179,000 as of April 2012) for members of ERS.
<table>
<thead>
<tr>
<th>BENEFIT</th>
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<th>ELIGIBILITY</th>
<th>EFFECTIVE DATE</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SUNY VOLUNTARY 403(b) TAX-DEFERRED SAVINGS PLAN AND THE NYS DEFERRED COMPENSATION 457(b) PLAN</strong></td>
<td>SUNY Voluntary 403(b) Tax-Deferred Saving Plan. Current Authorized Investment Providers include: TIAA-CREF, Voya (formerly ING), MetLife, VALIC, and Fidelity (offers 403(b) (7) mutual funds). NYS Deferred Compensation 457(b) tax-deferred retirement savings plan. Employees may choose to participate in either or both plans subject to IRS limits on tax deferral.</td>
<td>Upon employment.</td>
<td>Choice of employee.</td>
<td>Employee pre-tax contributions through salary reduction subject to IRS limit. The 2015 basic annual limit for both plans is $18,000. Employees age 50 and over may contribute up to $6,000 more per year. The IRS currently establishes separate limits for 403(b) and 457(b) plans, allowing employees to contribute up to twice the limit allowed under either plan alone.</td>
</tr>
<tr>
<td><strong>LONG-TERM CARE INSURANCE</strong></td>
<td>Coverage for care in a nursing home, assisted living facility, or at home.</td>
<td>Must be eligible for health insurance.</td>
<td>If enrolled within 60 days of eligible appointment, guaranteed issue. Otherwise, subject to medical underwriting.</td>
<td>Premiums determined by amount of coverage purchased.</td>
</tr>
<tr>
<td><strong>DISABILITY &amp; LIFE INSURANCE</strong></td>
<td>Not provided by the University, but may be purchased individually through your union.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VACATION</strong>*</td>
<td>Employees entitled to earn and accumulate vacation credits presently earn and accumulate vacation at the rate of (a) 20 days annually or (b) one-half day per bi-weekly pay period plus additional vacation upon completion of each year of continuous service in accordance with the contractual schedule. Generally, vacation may be accumulated up to a maximum of 40 days; vacation balance may not exceed 40 days on 10/1 of each year.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>SICK LEAVE</strong>*</td>
<td>Full-time employees earn at the rate of ½ day per pay period (total 13 days per year). Sick leave can accumulate up to 225 days, however no more than 200 days can be used for retirement service credits or as sick leave credit.</td>
<td></td>
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</tr>
<tr>
<td><strong>PERSONAL</strong>*</td>
<td>Five days each year on personal leave anniversary date. Personal leave cannot be carried over from year to year.</td>
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</tr>
<tr>
<td><strong>HOLIDAYS</strong></td>
<td>Eligible for up to 12 holidays per year.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAYROLL INFORMATION</strong></td>
<td>New York State has a two-week lag payroll system. This means that each paycheck pays for the period 2-4 weeks prior to the date of the check. New employees will not receive their first check for approximately four weeks.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Part-time employees who work at least half time earn on a pro-rated basis. Hourly employees do not qualify for accruals (holiday, vacation, sick leave, personal, etc.) until completion of 19 consecutive pay periods of 50% or greater service. **Disclaimer:** This summary highlights only some of the benefits associated with PBANYS-represented employment status. It has been prepared for illustrative purposes only and the information provided is partial and subject to change.
# BENEFITS AT A GLANCE
## FULL-TIME UUP EMPLOYEES

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>DESCRIPTION</th>
<th>ELIGIBILITY</th>
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<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DENTAL AND VISION PLANS</strong></td>
<td>Delta Dental and Davis Vision provide partial reimbursement for services through participating and non-participating providers. Dental coverage choices of Delta Dental PPO or DeltaCare USA DHMO plan.</td>
<td>Must be eligible for health insurance.</td>
<td>42-day waiting period</td>
<td>No cost to employees.</td>
</tr>
<tr>
<td><strong>RETIREMENT SYSTEMS</strong></td>
<td>Options *ERS and TRS: Defined benefit plans; benefits are based on best Final Average Salary and years of service. **ORP: Defined contribution plan; benefits are based on employer and employee contributions and the success of the investments. Employer contribution is 8% of salary for first seven years of service, 10% percent thereafter.</td>
<td>Membership for full-time employees is mandatory. All full-time employees are eligible to elect ERS or the ORP; employees in teaching, librarian, or coach titles are also eligible for TRS and may choose any of the three plans.</td>
<td>Immediately upon enrollment. Vested after 10 full-time equivalent years in ERS &amp; TRS. Vested after 366 days in the ORP.</td>
<td>Employee contribution is based on salary, as follows: $45,000 and under: 3% $45,000.01 – $55,000: 3.5% $55,000.01 – $75,000: 4.5% $75,000.01 – $100,000: 5.75% $100,000 or more: 6%</td>
</tr>
<tr>
<td><strong>FLEXIBLE SPENDING ACCOUNTS (PRE-TAX DEDUCTIONS)</strong></td>
<td>A portion of salary is designated by employee to establish a fund to cover eligible child care, elder care and/or un-reimbursed health care expenses with pre-tax dollars.</td>
<td>Must be receiving regular biweekly paychecks for dependent care. Must also be eligible for health insurance for health care.</td>
<td>Must enroll within 60 days of date of appointment. For dependent care, effective immediately; for health care, effective as of the latter of date Change in Status application is submitted or date of employment.</td>
<td>The employee determines the amount to be deducted; for 2015, the amount guidelines are $5,000 maximum for dependent care and $100 minimum, $2,500 maximum for healthcare. Employer Contribution available for DCAA.</td>
</tr>
</tbody>
</table>

* The New York State Employees’ Retirement System (ERS) and the New York State Teachers’ Retirement System (TRS).
** The SUNY Optional Retirement Program (ORP); which currently includes the following Authorized Investment Providers: TIAA-CREF, ING, MetLife, and VALIC.
† Pensionable salary will be capped at the Governor’s annual salary ($179,000 as of April 2012) for members of ERS or TRS.
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</thead>
<tbody>
<tr>
<td><strong>TUITION ASSISTANCE</strong></td>
<td>UUP space available program provides one free course per semester.</td>
<td>Appointment must cover period of support.</td>
<td>Upon employment.</td>
<td>No cost to the employee for this benefit.</td>
</tr>
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<td></td>
<td>Partial assistance for additional courses through the SUNY Tuition Waiver program (based on funding). Fees not covered by Tuition Assistance. Must be SUNY state-operated campus.</td>
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<td></td>
</tr>
<tr>
<td><strong>SUNY VOLUNTARY 403(b) TAX-DEFERRED SAVINGS PLAN</strong></td>
<td>SUNY Voluntary 403(b) Tax-Deferred Saving Plan. Current Authorized Investment Providers include: TIAA-CREF, Voya (formerly ING), MetLife, VALIC, and Fidelity.</td>
<td>Upon employment.</td>
<td>Choice of employee.</td>
<td>Employee pre-tax contributions through salary reduction subject to IRS limit. The 2015 basic annual limit for both plans is $18,000. Employees over age 50 may contribute up to $6,000 more per year.</td>
</tr>
<tr>
<td>AND</td>
<td>NYS Deferred Compensation 457(b) tax- deferred retirement savings plan.</td>
<td></td>
<td></td>
<td>The IRS currently establishes separate limits for 403(b) and 457(b) plans, allowing employees to contribute up to twice the limit allowed under either plan alone.</td>
</tr>
<tr>
<td><strong>THE NYS DEFERRED COMPENSATION 457(b) PLAN</strong></td>
<td>Employees may choose to participate in either or both plans subject to IRS limits on tax deferral.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LONG-TERM CARE INSURANCE</strong></td>
<td>Coverage for care in a nursing home, assisted living facility, or at home.</td>
<td>Must be eligible for health insurance.</td>
<td>If enrolled within 60 days of eligible appointment, guaranteed issue. Otherwise, subject to medical underwriting.</td>
<td>Premiums determined by amount of coverage purchased.</td>
</tr>
<tr>
<td><strong>DISABILITY COVERAGE</strong></td>
<td>Monthly income benefit equal to 60 percent of covered monthly salary, not to exceed $7,500 a month; also provides a monthly annuity premium benefit.</td>
<td>Full-time employees who are disabled for six consecutive months.</td>
<td>First of the month following one year anniversary.</td>
<td>No cost to employee.</td>
</tr>
<tr>
<td><strong>LIFE INSURANCE</strong></td>
<td>$6,000 group life insurance plan.</td>
<td>Employees represented by UUP.</td>
<td>Date employee is placed on payroll.</td>
<td>No cost to employee.</td>
</tr>
<tr>
<td><strong>VACATION/SICK LEAVE</strong></td>
<td>Calendar and College Year employees accrue vacation and sick leave according to a schedule. On January 2 of each Agreement year, one vacation day is added to the balance. Note: Academic Year employees do not accrue vacation.*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOLIDAYS</strong></td>
<td>Eligible for up to 12 holidays per year if they fall on a regularly scheduled work day.</td>
<td></td>
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<td></td>
<td>*On January 1 of each calendar year, accrued vacation leave credits shall not exceed 40 days; employee will forfeit unused annual leave if not used by last day of the calendar year. Accumulation of sick leave cannot exceed 200 days.</td>
<td></td>
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<tr>
<td><strong>PAYROLL INFORMATION</strong></td>
<td>New York State has a two-week lag payroll system. This means that each paycheck pays for the period two-four weeks prior to the date of the check. New employees will not receive their first check for approximately four weeks. Full-time faculty are usually paid over 26 biweekly payroll periods.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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# BENEFITS AT A GLANCE
## PART-TIME UUP EMPLOYEES

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</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH INSURANCE &amp; PRESCRIPTIONS</strong></td>
<td>Empire Plan: Blue Cross: Hospitalization United HealthCare: Major Medical ValueOptions: Mental Health/Substance Abuse CVS Caremark, Inc.: Prescriptions Health Maintenance Organizations (HMOs): Hospitalization/medical care designated by Primary Care Physician.</td>
<td>Faculty members must teach two or more courses each semester. Will receive 13 pay periods of coverage for each eligible semester. Professional Employees must earn an annual salary rate of $14,147 or more (between 7/2/14 and 7/1/15) and be appointed for at least three months. (If ineligible, health insurance may be purchased at the full share cost.)</td>
<td>42-day waiting period.</td>
<td>Empire Plan biweekly rates as of 1/1/15: Annual Salary Rate up to $40,936: Individual: $35,42 Family: $149.56 Annual Salary Rate over $40,937: Individual: $47,23 Family: $178.28 Visit <a href="http://www.cs.ny.gov/employee-benefits">www.cs.ny.gov/employee-benefits</a> for more information.</td>
</tr>
<tr>
<td><strong>VISION AND DENTAL PLANS</strong></td>
<td>Delta Dental and Davis Vision provide partial reimbursement for services through participating and non-participating providers.</td>
<td>Must be eligible for health insurance.</td>
<td>42-day waiting period</td>
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<td><strong>RETIREMENT SYSTEMS</strong></td>
<td>Options NYS Employees’ Retirement System (ERS) and NYS Teachers’ Retirement System (TRS): Defined benefit plans; benefits based on best Final Average Salary and years of service. *SUNY Optional Retirement Program (ORP): Defined contribution plan; benefits are based on employer and employee contributions and the success of the investments. Employer contribution is 8% of salary for first seven years of service, 10% percent thereafter.</td>
<td>Membership is optional for part-time employees, except that appointees who have current membership in one of these plans must continue to participate, if eligible. All part-time employees are eligible for ERS. Part-time employees in faculty, librarian, or coach titles are also eligible for TRS; part-time employees with term, as opposed to temporary, appointments are also eligible for the ORP.</td>
<td>Immediately upon enrollment.</td>
<td>Employee contribution is based on salary, as follows: $45,000 and under: 3% $45,000.01 – $55,000: 3.5% $55,001.01 – $75,000: 4.5% $75,001.01 – $100,000: 5.75% † $100,000 or more: 6%</td>
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*The ORP currently includes the following Authorized Investment Providers: TIAA-CREF, ING, MetLife, and VALIC. †Pensionable salary will be capped at the Governor’s annual salary ($179,000 as of April 2012) for members of ERS or TRS.*
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<td>Upon employment.</td>
<td>Choice of employee.</td>
<td>Employee pre-tax contributions through salary reduction subject to IRS limit. The 2015 basic annual limit for both plans is $18,000. Employees age 50 and over may contribute up to $6,000 more per year. The IRS currently establishes separate limits for 403(b) and 457(b) plans, allowing employees to contribute up to twice the limit allowed under either plan alone.</td>
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<td>Premiums determined by amount of coverage purchased.</td>
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<tr>
<td>DISABILITY COVERAGE</td>
<td>Monthly income benefit equal to 60 percent of covered monthly salary, not to exceed $7,500 a month; also provides a monthly annuity premium benefit. Employee must be eligible for health insurance; benefits begin following six months of total disability.</td>
<td>First of the month following one year anniversary.</td>
<td>No cost to employee.</td>
<td></td>
</tr>
<tr>
<td>LIFE INSURANCE</td>
<td>$6,000 group life insurance plan. Employees represented by UUP.</td>
<td>Date employee is placed on payroll.</td>
<td>No cost to employee.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>VACATION &amp; SICK LEAVE</th>
<th>Calendar and College Year Academic employees accrue vacation and sick leave according to a schedule. Academic year employees do not accrue vacation leave.* Calendar and College Year Professional employees accrue vacation and sick leave according to salary.*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*On January 1 of each calendar year, accrued vacation leave credits shall not exceed 40 days; employee will forfeit unused annual leave if not used by last day of the calendar year. Accumulation of sick leave cannot exceed 200 days.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Courses</th>
<th>Days Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>¼ day per month</td>
</tr>
<tr>
<td>2</td>
<td>½ day per month</td>
</tr>
<tr>
<td>3</td>
<td>1 day per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary (7/1/14-6/30/15)</th>
<th>Days Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $13,243</td>
<td>¼ day per month</td>
</tr>
<tr>
<td>$13,244 to $19,981</td>
<td>½ day per month</td>
</tr>
<tr>
<td>$19,982 to $26,718</td>
<td>1 day per month</td>
</tr>
<tr>
<td>$26,718 or higher</td>
<td>1 ¼ days per month</td>
</tr>
</tbody>
</table>

| HOLIDAYS | Eligible for up to 12 holidays per year if they fall on a regularly scheduled work day. |

| PAYROLL INFORMATION | New York State has a two-week lag payroll system. This means that each paycheck pays for the period two-four weeks prior to the date of the check. New employees will not receive their first check for approximately four weeks. |

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CELL PHONE USAGE/TEXING POLICY

In order to ensure that SUNY Delhi’s faculty and staff meet their obligation to students and the campus community, this document sets forth SUNY Delhi policies about cell phone usage and applies to all college employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The college reserves the right to modify or update these policies at any time.

1. Use of Cell Phones or Similar Devices
   
a. General Use at Work: While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with campus phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety, and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The college is not liable for the loss of personal cell phones brought into the workplace.

   b. Unsafe Work Situations: The College prohibits the use of cell phones that create unsafe work situations (e.g., construction activities, near heavy machinery, etc.). Cell phones (whether personal or business-issued) may not be used in these instances.

   c. Use While Driving: New York State law includes an absolute ban on the use of cell phones and texting - whether personal or business-issued, while driving. Use of cell phones, without a hands-free device, while driving a State owned vehicle is prohibited at all times.

2. Camera Phones: Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Video voyeurism laws prohibit the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.).

3. Management of Cell Phone Use: It is important that management personally provide a good example of cell phone use, and manages excessive or inappropriate use of such phones by their employees.
CHANCELLOR'S AWARDS

Chancellor’s Awards, SUNY’s highest honor, are made in the following categories:

- Excellence in Teaching
- Distinguished Teaching Professorship
- Distinguished Service Professorship
- Excellence in Faculty Service
- Excellence in Professional Service
- Excellence in Librarianship
- Excellence in Scholarship and Creative Activities
- Excellence in Classified Service

The college seeks nominations for these awards annually through a campus-based process. The President forwards nominations to SUNY System Administration for final vetting and approval. Chancellor’s Award guidelines can be found at [http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/](http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/).

CHAPERONE POLICY FOR FACULTY/STAFF – OVERNIGHT ACCOMMODATIONS

Faculty and staff members chaperoning students on college-related field trips, competitions, and other events are prohibited from rooming with students and must arrange for accommodations separate from students.

POLICY ON MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE

Any employee or student of or volunteer for SUNY Delhi who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State University property or while off campus during official State University business or University-sponsored events shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable University Police Department shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees.
In addition, to aid in the prevention of crimes against children on property of the State University of New York and/or during official State University business at events sponsored by the State University of New York, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use University facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10 and “child” is defined as an individual under the age of 17.

Child Protection Policy

A. SUMMARY

Individuals must conduct themselves appropriately with children who participate in college-related programs and report instances or suspicion of physical or sexual abuse of children.

B. POLICY

The State University of New York is committed to protecting the safety and well-being of children who participate in college-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

C. DEFINITIONS

Covered Activity: A program or activity sponsored or approved by the college or a college affiliated organization, or an activity conducted by a vendor, licensee or permittee for which a license or permit for use of college facilities has been approved, occurring on or off campus, for the duration of which the responsibility for custody, control and supervision of children is vested in the college, college-affiliated organization or the vendor, licensee or permittee so approved. This policy is not applicable to on-campus child care centers.

Covered Person: A person who is responsible for the custody, control or supervision of children participating in the Covered Activity and who is:

(i) an employee of the college or college-affiliated organization;
(ii) a SUNY Delhi student;

(iii) a volunteer of the college or college-affiliated organization; or

(iv) a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use college facilities for Covered Activities; or

(v) an employee, agent or volunteer of (iv) above.

**Child:** An individual under the age of seventeen years, who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the University or a person accepted for matriculation.

**Children’s Camp:** A camp defined under New York Public Health Law §1392.

**Physical Abuse:** Physical contact with a child by a covered person which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

**Sexual Abuse:** Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

**Responsible University Official:** The employee of the University or University-affiliated organization, who has been designated by the Campus under Section G, Campus Responsibilities.

**University-affiliated organization:** The Research Foundation for the State University of New York, campus foundation, campus alumni association, campus auxiliary services corporation, or any other entity so designated by the Chancellor or Campus President.
D. PROHIBITED CONDUCT

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to Section G.2 of this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area or vehicle.
2. Engage in physical abuse or sexual abuse of a child.
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities.
4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
6. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child’s parent or guardian.

E. REQUIRED CONDUCT

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse or prohibited conduct as defined herein.
2. Report immediately any suspected physical abuse or sexual abuse of a child to the campus University Police Department, and provide to the campus University Police Department a written report of suspected physical or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
3. Comply with the University’s Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504 available on the University-Wide Policies and Procedures webpage.
4. Complete all required training developed pursuant to this Policy.
5. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.
A Responsible University Official shall:

1. Confirm that the requirements of this Policy have been communicated to Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.
2. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches (as described in Campus Responsibilities, below) have been obtained and reviewed for Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.
3. Confirm that the completed Acknowledgement of the University’s Child Protection form (available in Exhibit D of this policy) has been obtained from Covered Persons (iv) – (v) prior to the commencement of a Covered Activity.
4. Immediately report allegations of physical abuse or sexual abuse of a child to the campus University Police Department, and complete and provide to the campus University Police Department a written report for each allegation of physical abuse or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
5. Notify and coordinate with appropriate campus offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.
6. Confirm that training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students or agents of the State University or a University-affiliated organization.

G. CAMPUS RESPONSIBILITIES

Each campus, System Administration, and University-affiliated organization shall develop procedures to:

1. Designate a Responsible University Official for each Covered Activity.
2. Determine on a limited basis that the first sentence of section D.1. of this Policy, which prohibits a Covered Person from being alone with a child, shall not apply to certain Covered Activities when the pedagogical or health-related nature of the Covered Activity requires such one-on-one contact with a child. Examples may include tutoring, music lessons, speech therapy, and medical, dental or optical services.
3. Communicate the requirements of this Policy to Covered Persons (i) – (v).
4. By May 15, 2015 and biennially thereafter, provide for and require training on this Policy for all Covered Persons who are employees, volunteers, students or agents of the State University or a University-affiliated organization prior to the commencement of a Covered Activity.
5. Obtain New York Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons who are employees, volunteers, students or agents of the
State University or a University-affiliated organization and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.

a. A search of the NY Sex Offender Registry means:
   i. a search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the DCJS website [url: http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm]; and
   ii. retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.

b. A search of the National Sex Offender Public Registry means:
   i. a search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: http://www.nsopw.gov/; and
   ii. retention of the records of the results of such search.

6. Provide for the prompt investigation and preparation of written findings by the campus University Police Department of reports of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the campus University Police Department with other law enforcement officials.

7. Provide a mechanism to report and respond to allegations of retaliation (as described below).

8. Retain documentation of the search results from the New York and National Sex Offender registries for Covered Persons who are employees, volunteers, students or agents of the University or a University-affiliated organization for six (6) years after the covered person has separated from employment.

H. RETALIATION

Retaliatory action against anyone acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy, is a violation of this Policy. Retaliatory acts may include, but are not limited to:

- employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- actions negatively impacting a student's academic record or progress; and
- any action affecting the campus environment, including harassment and intimidation.
The use of University facilities by vendors, licensees or permittees for commercial and non-commercial Covered Activities shall be accomplished pursuant to a revocable permit. The following minimum terms shall be included in all such revocable permits:

1. A specific definition of the areas accessible to the Covered Activity. For example, revocable permits for sporting events held on athletic fields should include the athletic field, as well as any ancillary areas or structures where minors will be permitted, such as adjacent grounds, parking lots, rest rooms, locker rooms, accessory structures, etc.

2. A provision requiring insurance coverage in the types and amounts listed below, naming the University as an additional insured, and requiring that evidence of such insurance be provided to the University within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of University facilities.
   a. General Liability insurance two million dollars ($2,000,000) each occurrence and two million dollars ($2,000,000) in the aggregate;
   b. New York State Workers’ Compensation insurance during the term of the revocable permit for the benefit of permittee’s employees required to be covered under the NYS Workers’ Compensation Law.
   c. For those instances in which a campus believes that the activity is so long or substantial and that the obtaining of such insurance will not unduly preclude beneficial use of the campus’ facilities, the campus should require additional insurance in the form of: Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars ($1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of University facilities.

3. If the Covered Activity is a Children’s Camp as defined in Section C of this policy, a provision requiring permittee to provide the University with a copy of its camp operator permit issued by the New York State Commissioner of Health, either upon execution of the permit or not later than two weeks (14 days) before the scheduled use of University facilities.

4. A representation and warranty from permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon University facilities for purposes related to Covered Activity, permittee has conducted within the ninety (90) day period preceding the use of University facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.

5. A representation and warranty from permittee that for all Covered Activities: (i) it shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements (available at: http://www.acacamps.org/accreditation/standards); and (ii) that the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.
6. A representation and warranty from permittee that any transportation it provides for participating minors to and from the University grounds shall conform to the American Camp Association’s transportation standards (available at: http://www.acacamps.org/accreditation/standards).

7. A provision requiring written acknowledgement from permittee that it has received a copy of the University’s Child Protection Policy and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the campus University Police Department.

J. CAMPUS POLICIES AND PROCEDURES

A campus may promulgate policies and procedures that supplement, and are no less stringent than, the policies and procedures set forth herein.

**Procedures for On Campus Activities involving Children under Age 17**

1. Every proposed on or off campus event involving children under the age of 17 must be reviewed by the appropriate individual. If the event involves campus faculty, staff or students, it must be approved by the cabinet member responsible for the functional area. If the event is for an outside group and is being handled through Career and Business Development, the Director of Career and Business Development must review the proposed event and is responsible for ensuring that the provisions of the SUNY Child Protection Policy are followed. This includes all camps and all residential programs.

2. Campus faculty and staff proposing such an event must complete an “Approval Form for Events Involving Children under Age 17” and submit it to the relevant cabinet member at least two weeks prior to the date of the proposed event.

3. If the event is being sponsored or co-sponsored by the college or an affiliated group (CADI, the College Foundation, the Research Foundation, the Alumni Association, student organization), the relevant cabinet member must determine if it is a covered activity (see Decision Tree).

4. If it is determined that the event is a covered activity, the cabinet member will approve or deny the event within one week of receiving the request and return a copy of the “Approval Forms for Events Involving Children under Age 17” to the requestor.

5. If the event is approved, the cabinet member must designate a Responsible University Official (RUO). This individual must be available during the activity or event (does not need to be on campus but needs to be reachable). The RUO is responsible for ensuring that all of the requirements on the Child Protection Policy are met.

6. The RUO must:
   a. Identify all covered persons (faculty, staff, students, volunteers) who will be responsible for the custody, control or supervision of children during the activity.
   b. Provide a copy of the SUNY Child Protection Policy and Mandatory Reporting and Prevention of Child Sexual Abuse Policy to each covered person and obtain an acknowledgement form certifying receipt of the policy and granting permission to conduct checks of the NYS Sex Offender Registry and National Sex Offender Registry (after 5/15/15, ...
RUOs must also ensure that each covered person has completed the required training for covered persons within 2 years of the date of the covered activity.

c. Provide to the Human Resources Office at least two weeks prior to the event:
   i. Approval Form
   ii. Acknowledgement Forms for each individual who will be a “covered person”
   iii. Names and dates of birth of all covered persons so that searches of the NYS Sex Offender Registry and National Sex Offender Registry can be conducted

d. Provide an “event official” lanyard to each covered person and instruct covered persons to place their official college ID card inside the lanyard during the covered activity. Lanyards are available in the Human Resources Office and the Career and Business Development Office.

e. Be present at the event or be available by phone during the event.

f. After the event, collect and return all lanyards to the appropriate office.

7. The Human Resources Office will be responsible for:
   a. running both types of sexual offender checks promptly upon receipt of the required inform from the RUO
   b. provided all offender checks are cleared, HR will sign the Approval Form then return it to the RUO
   c. maintaining the sexual offender result records
   d. maintaining the Acknowledgement Forms

8. Upon clearance from HR, The RUO will provide copies of the Approval Form to Career and Business Development and to CADI.

9. Career and Business Development will then upload to Approval Form to the shared drive and authorize issuance of the Event Official Lanyards.

10. CADI will then authorize issuance of Delhi ID cards if needed.

11. Human Resources may also authorize the issuance of the Event Official Lanyards.

The aforementioned forms: Decision Tree, Child Protection Policy Acknowledgement form and the Approval form for events involving children under age 17 can all be found on the Human Resources webpage at: http://www.delhi.edu/administration/human_resources/forms.php

COMMUNITY AND PUBLIC SERVICE

Members of the professional staff are expected to become involved to the extent they are able, in public and community service activities as they relate to the college. In so doing, they are encouraged to discuss the intended commitment with their functional supervisor.

COMPENSATION

Lag Payroll

New York State operates on a system known as "lag payroll." Payment is made two weeks following the end of a payroll period for regular service employees and two and one-half weeks following the end of the payroll period for temporary service employees.

Salary Withholding Program/Separation Lump Sum for CSEA and Management/Confidential Employees

The Salary Withholding Program requires that 10% of each of the first five paychecks (5 days) will be withheld. Upon separation from State service, five days will be paid, at the salary rate being earned.
at the time of separation.

**Paychecks**

Paychecks are available every other Wednesday in the Human Resources Office. Federal and State income taxes, agency shop fee/union dues, pension and health insurance (if applicable), as well as Social Security and Medicare are deducted automatically from salary. Individuals can also arrange with the Human Resources Office for deductions for, certain insurance premiums, contributions to charities, tax deferred annuities, credit union deposits, and dependent care and health care advantage accounts.

**Direct Deposit**

Direct deposit is available. The form is available at in the Human Resources Office or at [https://www.osc.state.ny.us/payroll/files/ac2772.pdf](https://www.osc.state.ny.us/payroll/files/ac2772.pdf)

**Salary Increases**

Salary increases for employees represented by bargaining units are determined through negotiations between the unit and the State of New York.

**UUP**

Contracts for employees in the professional services bargaining unit can provide for both across-the-board percentage increases paid to all eligible employees in the bargaining unit, lump sum payments, and merit increases, distributed at the discretion of the appointing authority.

**Classified Employees**

Contracts for employees in the classified service (CSEA and PBA) bargaining units can provide for both across-the-board percentage increases paid to all eligible employees in the bargaining unit and lump sum payments.

**CSEA Performance Advances**

Individuals who complete one year of full time service in employment status at a basic annual salary which is below the job rate for their salary grade, whose performance is rated satisfactory, is eligible to receive an increment advance. Increment advances are payable on April 1 or October 1 of the fiscal year immediately following completion of each year of service in grade.

**CSEA Longevity Increases**

CSEA represented employees who, on their anniversary date, complete five (5) years of continuous service at a basic annual salary equal to or higher than the job rate, or maximum, of their salary grade, but below the first longevity step and whose most recent performance rating was "satisfactory" or its equivalent, shall move to the first longevity step, or shall have their basic annual salary increased by $750 or as much of that amount as will not result in a new basic annual salary exceeding the second longevity step of the salary schedule then in effect. Employees who,
on their anniversary date, complete ten (10) years of continuous service at a basic annual salary equal to or higher than the job rate, or maximum, of their salary grade, but below the second longevity step and whose most recent performance rating was "satisfactory" or its equivalent, shall move to the second longevity step. Longevity increases for eligible employees will become effective in the payroll period immediately following completion of the required continuous service, subject to the attainment of a performance rating of "satisfactory" or its equivalent.

Management/Confidential

Increases for Management/Confidential employees are determined annually by the Board of Trustees of the State University of New York and are distributed at the discretion of the President.

PBA

For PBA-represented employees, an individual whose salary is below the job rate is eligible to be considered for a performance advancement payment. Such employee is eligible to receive a performance advancement payment effective April 1, provided the employee had 100 workdays of actual service in grade during the preceding fiscal year. Employees will advance to the job rate of the salary grade based on periodic evaluations of work performance.

Honoraria

Honoraria Payable to Employees of State University

- Honoraria may not be paid for services at the home campus; i.e., the campus at which regular appointment is held. This policy exists without exception.

- Honoraria may be paid for lectures and professional activities at other than home campuses subject to the following limitations:

  If overnight absence from the home campus is not necessary, the maximum honorarium is $40.

  If overnight absence from the home campus is necessary, the maximum honorarium if $100 per day. (A day, for this purpose, is 24 clock hours and is not synonymous with a date. Thus, a visit from noon Monday to 6 p.m. Tuesday would be 1.25 days.)

- Travel expenses:

  Travel expenses may be handled separately by the host campus through established State procedures.

  If travel is to be paid by the staff member, the honorarium payment is limited
to the amounts stated above.

- Payment of honoraria:

  The employee must report the activities as extra service by completing and filing a form UP-8 with the home campus chief administrative officer.

  The host campus must pay the honorarium through a temporary service appointment in an appropriate title.

NOTE: Honoraria to State employees MAY NOT be paid by a Standard Voucher.

(Memorandum to Presidents 75-10 and SUNY Administrative Procedures Notebook, #140.1 through #142.1)

Non-State Employees

- General: In accordance with the Comptroller's rules, this procedure is to be used for payment for honorarium fees to lecturers, guest speakers, performing artists, etc., while performing services for State agencies in accordance with the following guidelines and requirements and where payment is to be made on a New York State Standard Voucher (AC-92).

- Payments to lecturers, guest speakers and performing artists for services of a short duration may be paid as honoraria regardless of the amount of the honorarium, without the necessity of contract. Where a contract is required by either party, established procedures for contract processing must be followed.

  NOTE: "Short Duration" - services rendered not to exceed four consecutive days and where single payment is made.

- It should be noted that where signature on an agreement or contract is required between SUNY Delhi and the non-State employee, only the college President or specific campus designees are authorized to sign such documents. Unless such documents are signed by authorized persons, they do not become binding on the State of New York and/or SUNY Delhi.

- Honoraria/Fees--up to $200 per day:

  Comptroller's prior approval is not required.

  Each voucher must contain the following information.
a. When and where services were performed.

b. Description of service performed and copy of program, if available. If services provided were in the nature of entertainment, an explanation as to the official significance of such service is required.

c. Description of person's background.

d. Type and size of audience and whether an admission fee was charged. If a fee was charged, payment should be made from such receipts.

e. Statement or explanation regarding any travel expenses. Travel expenses, using the State allowable rates as guidelines, will be allowed if necessary, in addition to the fee. A receipt for lodging and public transportation is required. Expenses should be included on standard voucher with payment of honorarium fee.

- Honoraria/Fees--exceeding $200 per day, up to $500 per day:

  Comptroller's prior approval is not required.

  Each voucher must contain the following:

  a. When and where services were performed.

  b. Description of services performed and copy of program, if available. If services provided were in the nature of entertainment, an explanation as to the official significance of such service is required.

  c. Description of person's background and documentation indicating how fee was determined and person's usual fee.

  d. Type and size of audience and whether an admission fee was charged. If a fee was charged, payment should be made from these receipts

  e. Statement or explanation regarding any travel expenses. Travel expenses, using the State allowable rates as guidelines, will be allowed if necessary, in addition to the usual fee. A receipt for lodging and public transportation is required. Expenses should be included on standard voucher with payment of honorarium fee.

- Honorarium fees must be approved by the President of the college or his/her designee.
Where a designee is appointed, the President shall inform the Comptroller's office of such appointment.

Extra Service Policies and Procedures

The following policy is applicable to performance of service beyond that normally required by the professional obligation as defined by the individual's performance program.

Extra service for professional staff of the State University of New York is defined in two ways:

1. Work performed by academic and professional staff in a payroll agency other than the payroll agency to which the employee is regularly assigned. (A campus is a payroll agency, an individual academic unit is not.)
2. Special assignments performed by academic and professional staff at their own campus which are substantially different from or in addition to an individual's professional responsibilities.

Authority for approval of such service has been granted to the Chancellor by the SUNY Board of Trustees. Responsibility for action on individual requests for other than M/C employees has been delegated by the Chancellor to the chief administrative officer of each campus. Extra service for M/C employees requires approval of the Chancellor or his/her designee.

These special assignments may be performed on the home campus but must not interfere with the individual's regular professional responsibilities. Such assignments may include service by those holding positions of other than academic rank (i.e., administrators and other professionals) and outside of regularly assigned working hours. These assignments may involve, but are not limited to, teaching, research, and public service. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. Additional compensation for research activities must be consistent with any policies of the Grant Sponsor.

Compensation for extra service may not exceed an amount equal to 20 percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate. For example, a professional staff member earning a salary of $25,000 may not be paid more than $5,000 for extra service during the course of his/her annual professional obligation. Summer employment of persons having academic year obligations does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures (Policy Handbook #98).

No employee may engage in other employment which interferes with the performance of the employee's professional obligation. No full-time employee of the State University may assume another full-time position or obligation either within or without the University while receiving compensation from the University. Additionally, all extra service activities must conform to the Ethical Standards mandated by Section 74 of the Public Officers' Law.
Extra service compensation is not to be used in lieu of overtime for a professional employee deemed eligible under the Fair Labor Standards Act. Written approval for extra service assignments must be obtained prior to the commencement of the service. Service performed in advance of such approval will not be compensated.

Compensation for Extra Service and Adjunct Faculty

The following criteria relate to extra service and adjunct faculty contracts:

1. Adjunct contracts are to be prepared by the department/division secretaries, except for adjunct faculty on part-time term appointments, whose contracts are prepared by the Secretary to the Provost. Contracts are done online using Interview Exchange.

2. Salaries are calculated at the rate of $800 per lecture hour for new adjuncts; at two-thirds per lab hour, \( \frac{2}{3} \times 800 \). Beginning with the Fall 2015 semester, lab hours will be compensated at three-quarters of the lecture hour rate.

3. Adjuncts receive UUP negotiated increases. Check with the Human Resources Office for the appropriate rate for returning adjuncts.

4. The maximum number of contact hours an adjunct faculty may teach is nine hours of lecture or 12 hours of lab. Any exceptions must be approved by the Human Resources Office.

Extra Service Policy for Reassignment of Established Classes During a Semester

After semester schedules are established and operative, should there be a need for a permanent reassignment of established classes thereby increasing a faculty's class schedule for the current semester, extra service payment will be made according to the length of time remaining in that semester.

If it is not a permanent reassignment for the current semester, but the work period exceeds 14 consecutive calendar days, extra service will be paid on a pro-rata basis. The additional compensation will not be paid until after the 15th day of consecutive service and will be calculated from day one, at that time. There will be no extra service paid for periods up to 14 consecutive calendar days.

COMPUTER, NETWORK AND TELECOMMUNICATIONS USAGE POLICY

I. Introduction

Access to modern information technology is essential to the State University of New York mission of providing the students, faculty and staff with educational services of the highest quality. The
pursuit and achievement of the SUNY mission of education, research, and public service require that the privilege of the use of computing systems and software, internal and external data networks, telephone systems and access to the World Wide Web, be made available to all members of the SUNY community. The preservation of that privilege for the full community requires that each faculty member, staff member, student, and other authorized user comply with institutional and external standards for appropriate use.

II. General Principles

To assist and ensure such compliance, SUNY Delhi establishes the following policy, which supplements all applicable SUNY policies, including sexual, religious, racial and gender harassment, patent and copyright, and student and employee disciplinary policies, as well as applicable federal and state laws.

1. Authorized use of computing, network and telecommunications resources owned or operated by SUNY Delhi shall be consistent with the education, research and public service mission of the State University of New York, and consistent with this policy.
2. Authorized users of SUNY Delhi computing, telecommunications and network resources include faculty, staff, students, and other affiliated individuals or organizations authorized by the Provost or his designee. Use by non-affiliated institutions and organizations shall be in accordance with SUNY Administrative Procedures Manual Policy 007.1: Use of Computer Equipment or Services by Non-affiliated Institutions and Organizations.
3. This policy applies to all SUNY Delhi computing, telecommunications and network resources, including host computer systems, SUNY Delhi-sponsored computers and workstations, software, data sets, telephones and communications networks controlled, administered, or accessed directly or indirectly by SUNY Delhi computer resources or services, employees, or students.
4. SUNY Delhi reserves the right to limit access to its networks and telephone systems when applicable campus or university policies or codes, contractual obligations, or state or federal laws are violated, but does not monitor or generally restrict the content of material transported across those networks.
5. SUNY Delhi reserves the right to remove or limit access to material posted on university-owned computers when applicable campus or university policies or codes, contractual obligations, or state or federal laws are violated, but does not monitor the content of material posted on university-owned computers.
6. SUNY Delhi reserves the right to access all aspects of its computing systems, networks and telecommunications systems, including individual login sessions to determine if a user is violating this policy or state or federal laws.
7. SUNY Delhi DOES restrict the way in which privately owned computers can connect to its network. No privately owned computer is to be connected to the campus network without prior authorization from CIS. All computers connected to the campus network
must be properly set up by CIS Staff. For security reasons, individuals desiring to load their own Operating Systems on campus computers must contact CIS in advance.

III. User Responsibilities

**Privacy:** No user should view, copy, alter or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation).

**Copyright:** Written permission from the copyright holder is required to duplicate any copyrighted material. This includes duplication of audio tapes, videotapes, photographs, illustrations, computer software, and all other information for educational use or any other purpose. Most software that resides on SUNY Delhi computing network(s) is owned by the University, SUNY Delhi, or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on SUNY Delhi computing network(s) or for distribution outside the University; against the resale of data or programs, or the use of them for non-educational purposes or for financial gain; and against public disclosure of information about programs (e.g., source code) without the owner's authorization.

The college expects that since employees accessing the Internet, telephones and e-mail are representing the college, communications should be primarily work-related. Employees are responsible for ensuring that these tools are used in an effective, ethical and lawful manner and in support of the college mission.

**Unacceptable Use**

Neither the Internet nor campus telephones should be used for personal gain, personal business or profit-making activities or advancement of individual views. Use of the Internet must not disrupt college operations, the college network or the network of other users. It must not interfere with employees' productivity.

*Employees must be aware that some Internet information will not be of educational value and may even be defamatory, inaccurate, obscene, pornographic, profane, sexually oriented, racially offensive or illegal.*

The college does not condone the use of such materials in its work and educational settings. The risk from employees inappropriately accessing these materials, however, is outweighed by other types of positive information and learning opportunities and, therefore, the college expects users of its systems to focus on the appropriate use of the systems.
Communications

Employees are responsible for the content of all text, audio, images and other information that they place on or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the appropriate employee's name or signature attached. No messages may be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language should be transmitted through the system.

Security

All messages created, sent or retrieved over the Internet or via the telephone system by employees are not confidential or private and are the property of the college. Internet sites accessed by employees are not private. The college reserves the right to access and monitor all messages and files on the computer system and PCs as deemed necessary and appropriate. Employees need to be aware that there may be circumstances under which the college may disclose and/or may be required to disclose all communications including text and images, to law enforcement or other third parties without prior consent of the employee, sender or receiver.

Harassment, Libel and Slander: Under no circumstances, may any user use University at Delhi computers, telecommunications systems or networks to libel, slander, or harass any other person.

Access to Computing Resources:

- **Accounts:** Accounts created by a system administrator for an individual are for the personal use of that individual only.
- **Sharing of access:** Computer accounts, passwords, telephone PIN codes and other types of authorization are assigned to individual users and should not be shared with others. You are responsible for any use of your account. If an account is shared or the password or PIN is divulged, the holder of the account will lose all account privileges and be held personally responsible for any actions that arise from the misuse of the account.
- **Permitting unauthorized access:** You may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users.
- **Termination of access:** When you cease being a member of the campus community (e.g., withdraw, graduate, or terminate employment, or otherwise leave the university), or if you are assigned a new position and/or responsibilities within the State University system, your access authorization must be reviewed. You must not use facilities, accounts, access codes, privileges or information for which you are not authorized in your new circumstances.
You are responsible for any outstanding balances from personal telephone calls and the cost of any unreturned equipment.

**Circumventing Security:** Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

**Breaching Security:** Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any SUNY Delhi computer or network is prohibited. Breach of security includes, but is not limited to, the following:
- Creating or propagating viruses
- Hacking
- Password grabbing
- Disk scavenging
- Packet sniffing

**Abuse of Computer Resources:** Abuse of SUNY Delhi resources is prohibited. This abuse includes, but is not limited to, the following:

- **Game Playing:** Limited recreational game playing, which is not part of authorized and assigned research or instructional activity, is acceptable, but computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in a public computing facility must give up the use of the terminal when others who need to use the facility for academic or research purposes are waiting.
- **Chain Letters:** The propagation of chain letters is considered an unacceptable practice by SUNY and is prohibited.
- **Unauthorized Servers:** The establishment of a background process that services incoming requests without prior consent from Campus Information Systems is prohibited. Any use of a server on the campus network must be preapproved by CIS.
- **Unauthorized Monitoring:** A user may not use computing resources for unauthorized monitoring of electronic communications.
- **Flooding:** Posting a message to multiple list servers or news groups with the intention of reaching as many users as possible is prohibited.
- **Private Commercial Purposes:** The computing and telecommunications resources of SUNY Delhi shall not be used for personal or private commercial purposes or for financial gain.
- **Political Advertising or Campaigning:** The use of SUNY Delhi computers, telecommunications systems and networks shall be in accordance with University policy on use of University facilities for political purposes (SUNY Administrative Procedures Manual Policy 008, Attach. A).
IV. Limitations on Users' Rights

1. The issuance of a password, PIN code or other means of access is to assure appropriate confidentiality of SUNY Delhi files and information and does not guarantee privacy for personal or improper use of university equipment or facilities.

2. SUNY Delhi provides reasonable security against intrusion and damage to files stored on the central facilities. SUNY Delhi also provides some facilities for archiving and retrieving files specified by users, and for recovering files after accidental loss of data. However, SUNY Delhi is not responsible for unauthorized access by other users or for loss due to power failure, fire, floods, unintentional damage, etc. SUNY Delhi makes no warranties with respect to Internet services, and it specifically assumes no responsibilities for the content of any advice or information received by a user through the use of SUNY Delhi’s computer network.

3. Users should be aware that SUNY Delhi computer systems and networks may be subject to unauthorized access or tampering. In addition, computer records, including e-mail, are considered "records" which may be accessible to the public under the provisions of the New York State Freedom of Information Law.

V. Web Policy

The SUNY Delhi World Wide Web Home Page (http://www.delhi.edu/) is an official publication of SUNY Delhi. Unless otherwise indicated, all materials, appearing on the Home Page or subsequent official home pages of specific departments/divisions, including text and photographs, are copyrighted and should not be reproduced without written permission from the Chief Information Officer. Home pages linked to the SUNY Delhi Home Page may be created by academic departments, divisions, programs, centers or institutes, administrative departments, or recognized student groups. Individual members of the faculty and staff may create their own home pages, but must link them through their department/division’s home page.

SUNY Delhi does not host students’ pages other than those approved by student organizations.

VI. Sanctions

Violators of this policy will be subject to the existing student or employee disciplinary procedures of SUNY Delhi. Sanctions may include the loss of computing privileges. Illegal acts involving SUNY Delhi computing, telecommunications and network resources may also subject users to prosecution by State and federal authorities.

To report violations or request further information, please contact the Chief Information Officer.
COMPLAINT PROCEDURE FOR REVIEW
OF ALLEGATION OF UNLAWFUL DISCRIMINATION/HARASSMENT

Overview
The State University of New York, in its continuing effort to seek equity in education and employment and in support of Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status or marital status. Harassment is one form of unlawful discrimination on the basis of the above protected categories. Conduct that may constitute harassment is described in Appendix A. For more detailed information contact Lynn Berger, Director of Employee Relations and Affirmative Action, SUNY Delhi, 103 Bush Hall, Delhi, New York 13753 607-746-4494 or bergerla@delhi.edu

This procedure may be used by any State University of New York student or employee. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract will continue to operate as before. Neither does this procedure in any way deprive a Complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the Office of University Counsel for review and supervision. Contact information for these agencies is listed in Appendix B. More detailed information may be obtained from the Campus Affirmative Action Officer.

This SUNY Complaint Procedure for the Review of Allegations of Unlawful Discrimination provides a mechanism through which the University may identify, respond to and prevent incidents of illegal discrimination. The University recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversarial grievance process will benefit student, faculty, staff and administration, permitting investigation and resolution of problems without resorting to the frequently expensive and time-consuming procedures of State and Federal enforcement agencies or courts.

All campuses must use the SUNY Complaint Procedure for the Review of Allegations of Unlawful Discrimination unless the campus has made application for an exception. Requests for an exception, along with a copy of the requesting campus's discrimination complaint procedure must be filed with the State University of New York, Office of the University Counsel. The request for an exception will be acted upon by the Office of University Counsel after a review of the campus's complaint procedure.

The Affirmative Action Officer on each SUNY campus shall receive any complaint of alleged
discrimination, shall assist the Complainant in the use of the complaint form and shall provide the Complainant with information about various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency. Complainant is not required to pursue the SUNY internal procedures before filing a complaint with a State or Federal Agency. In addition, if the Complainant chooses to pursue the SUNY internal procedure, the Complainant is free to file a complaint with the appropriate State or Federal agency at any point during the process. Filing with an external agency will not terminate the internal procedure. However, the matter will be referred to the Office of the University Counsel for review and supervision.

During any portion of the procedures detailed hereafter, the parties shall not employ audio or video taping devices.

**Part A: Informal Resolution**

The Affirmative Action Officer, on an informal basis, may receive initial inquiries, reports and requests for consultation and counseling. Assistance will be available whether or not a formal complaint is contemplated or even possible. It is the responsibility of the Affirmative Action Officer to respond to all such inquiries, reports and requests as promptly as possible and in a manner appropriate to the particular circumstances. Although in rare instances verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable a full and fair investigation of the facts.

**IT IS THE COMPLAINANT'S RESPONSIBILITY TO BE CERTAIN THAT ANY COMPLAINT IS FILED WITHIN THE 90 DAY PERIOD THAT IS APPLICABLE UNDER THIS PARAGRAPH.**

Complaints or concerns that are reported to an administrator, manager or supervisor concerning an act of discrimination or harassment shall be immediately referred to the Affirmative Action Officer. Complaints may also be made directly to the Affirmative Action Officer.

Employees must file a written complaint with the Affirmative Action Officer within 90 calendar days following the alleged discriminatory act or the date on which the Complainant first knew or reasonably should have known of such act. All such complaints must be submitted on the forms provided by the State University of New York (see Appendix C). This form will be used for both the initiation of complaints under the informal procedure and the conversion of the complaint to the formal procedure. Students must file a complaint within 90 days following the alleged discriminatory act or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.

The complaint shall contain:

(a) The name, local and permanent address(es), and telephone number(s) of the Complainant.
(b) A statement of facts explaining what happened and what the Complainant believes constituted the unlawful discriminatory act(s) in sufficient detail to give each Respondent reasonable notice of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged act(s) of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the act(s) occurred as well as detailed information about the prior act(s). The names of any potential witnesses should be provided.

(c) The name(s), address(es) and telephone number(s) of the Respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.

(d) Identification of the status of the persons charged, whether faculty, staff, or student.

(e) A statement indicating whether or not the Complainant has filed or reported information concerning the incidents referred to in the complaint with a non-college official or agency, under any other complaint or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the department or agency with which the information was filed and its address.

(f) Such other or supplemental information as may be requested.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the Affirmative Action Officer may terminate any further processing of the complaint, refer the complaint to University Counsel or direct the Complainant to an alternative forum (see appendix B for a list of alternative forums).

If a complainant elects to have the matter dealt with in an informal manner, the Affirmative Action Officer will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the Affirmative Action Officer shall attempt to review all relevant information, interview pertinent witnesses, and bring together the Complainant and the Respondent, if desirable. If a resolution satisfactory to both the Complainant and Respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the Affirmative Action Officer, the Officer shall close the case, sending a written notice to that effect to the Complainant and the Respondent. The written notice, a copy of which shall be attached to the original complaint form in the Officer's file, shall contain the terms of any agreement reached by Complainant and Respondent, and shall be signed and dated by the Complainant, the Respondent and the Affirmative Action Officer (see Appendix D for the appropriate form).

If the Affirmative Action Officer is unable to resolve the complaint to the mutual satisfaction of the Complainant and Respondent within 24 calendar days from the filing of the complaint, the Officer shall so notify the Complainant. The Affirmative Action Officer shall again advise the
Complainant of his or her right to proceed to the next step internally and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above in paragraphs 7 and 8 may be extended by mutual agreement of the Complainant and Respondent with the approval of the Affirmative Action Officer. Such extension shall be confirmed in writing by the Complainant and Respondent.

At any time, subsequent to the filing of the complaint form in Appendix C, under Part A, the Complainant may elect to proceed as specified in Part B of this document and forego the informal resolution procedure.

PART B: The Formal Complaint Procedure

The formal complaint proceeding is commenced by the filing of a complaint form as described in Part A (4). The 90 day time limit also applies to the filing of a formal complaint.

If the Complainant first pursued the informal process and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement, if applicable, from the Affirmative Action Officer indicating that informal resolution was not possible, shall be forwarded to the Chairperson of the Campus Affirmative Action Committee within 10 calendar days from the filing of the formal complaint.

If an informal resolution was not pursued, the Affirmative Action Officer shall forward the complaint to the Chairperson of the Campus Affirmative Action Committee within 10 calendar days from the filing of the complaint.

Upon receipt of a complaint, the Affirmative Action Officer will provide an initialed, signed, date-stamped copy of the complaint to the Complainant. As soon as reasonably possible after the date of filing of the complaint, the Affirmative Action Officer will mail a notice of complaint and a copy of the complaint to the Respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided that such delivery is made by the Affirmative Action Officer (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred is entered in the records maintained by or for the Affirmative Action Officer.

Within 10 calendar days of receipt of the complaint, the Chairperson of the Campus Affirmative Action Committee shall send notification to the Complainant, the Respondent and the Campus President that a review of the matter shall take place by a Tripartite Panel to be selected by the Complainant and the Respondent from a pre-selected pool of eligible participants (see Appendix E).
The Tripartite Panel shall consist of one member of the pre-selected pool chosen by the Complainant, one member chosen by the Respondent and a third chosen by the other two designees. The panel members shall choose a Chair among themselves. Selection must be completed and written notification of designees submitted to the Chairperson of the Campus Affirmative Action Committee no later than 10 calendar days after the Complainant, the Respondent and the President received notice under Paragraph 6 above.

In the event that the procedural requirements governing the selection of the Tripartite Panel are not completed within 10 calendar days after notification, the Chairperson of the Campus Affirmative Action Committee shall complete the selection process.

The Tripartite Panel shall review all relevant information, interview pertinent witnesses and, at their discretion, hear testimony from the Complainant and the Respondent. Both the Complainant and the Respondent shall be entitled to submit written statements or other relevant and material evidence and to provide rebuttal to the written record compiled by the Tripartite Panel.

Within 48 calendar days from the completion of selection of the Panel, the Chairperson of the Tripartite Panel shall submit a summary of its findings and the Panel's recommendation(s) for further action, on a form to be provided by the Affirmative Action Officer, to the President. If President is the Respondent, the findings and recommendation shall be submitted to the Chancellor or his designee. When the panel transmits the summary of its findings and recommendations(s) to the President, the panel shall transmit concurrently, copies to the Complainant, Respondent and the Affirmative Action Officer.

Within 24 calendar days of receipt of the written summary, the President or designee shall issue a written statement to the Complainant and Respondent, indicating what action the President proposes to take. The action proposed by the President or designee, may consist of:

(a) A determination that the complaint was not substantiated.

(b) A determination that the complaint was substantiated.

   (i) For Employees (including student employees) not in a collective bargaining unit - the President may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the college, including but not limited to termination, demotion, reassignment, suspension, reprimand, or training.

   (ii) For Students - the President may determine that sufficient information exists to refer the matter to the student judiciary or other appropriate disciplinary panel for review and appropriate action under the appropriate student conduct code.
(iii) For Employees in Collective Bargaining Units - the President may determine that sufficient information exists to refer the matter to his/her designee for investigation and disciplinary action or other action as may be appropriate under the applicable collective bargaining agreement.

The action of the President shall be final.

If the President is the Respondent, the Chancellor or his designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor's decision shall be final for purposes of this discrimination procedure.

No later than 10 calendar days following the issuance of the statement by the President or the Chancellor, as the case may be, the Affirmative Action Officer shall issue a letter to the Complainant and to the Respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed.

The time limitations set forth above in paragraphs 6, 7, 8, 10, 11, and 12, may be extended by mutual agreement of the Complainant and Respondent with the approval of the Panel. Such extension shall be confirmed in writing.

If the Complainant is dissatisfied with the President's or Chancellor's decision, the Complainant may elect to file a complaint with one or more State and/or Federal agencies. The Campus Affirmative Action Officer will provide general information on State and Federal guidelines and laws, as well as names and addresses of various enforcement agencies (see Appendix B).

Appendixes A-E are available in the Human Resources Office, Bush Hall, Room 103, SUNY Delhi, Delhi, NY 13753. They are also available on the web.

DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

Policy Statement

Domestic violence permeates the lives and compromises the safety of thousands of New York State employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

Domestic violence is defined as a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult.
intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the individuals it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

The purpose of this policy is to identify and prescribe practices that will promote safety in the workplace and respond effectively to the needs of victims of domestic violence. Therefore, SUNY Delhi, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or human resources staff to implement the following policy.

**Definitions**

For purposes of this policy, the following terms will be defined as follows.

Domestic Violence: A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Intimate Partner: Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time, couples who are in an “intimate relationship” including but not limited to couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

Abuser: A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Victim: The person against whom an abuser directs coercive and/or violent acts.

**Guidelines**

1. **Employee Awareness**

   SUNY Delhi will increase awareness of domestic violence and inform employees of available sources of assistance.

   SUNY Delhi will post information on domestic violence and available resources in the work site in places where employees can obtain it without having to request it or be seen
removing it, such as SUNY Delhi intranet, rest rooms and lounge areas. Such information shall include available sources of assistance such as Employee Assistance Program, local domestic violence service providers, the NYS Domestic Violence and Sexual Assault hotline, and/or human resources personnel who are trained and available to serve as confidential sources of information, support, and referral.

1. Referrals will be made to domestic violence programs located on the Office for the Prevention of Domestic Violence (OPDV) website. Additional referrals may be made to best meet the needs of the employee. Information shall be made available on employee bulletin boards and included in employee newsletters, as appropriate.
2. SUNY Delhi will include information on domestic violence awareness and services in written materials provided to new employees and as part of new employee orientation.
3. SUNY Delhi will inform employees that New York State law prohibits insurance companies and health maintenance organizations from discriminating against domestic violence victims. The law prohibits designation of domestic violence as a pre-existing condition. An insurance company cannot deny or cancel an insurance policy or require a higher premium or payment because the insured is or has been a domestic violence victim. [§2612 of the Insurance Law.]
4. SUNY Delhi will integrate information on domestic violence and its domestic violence and the workplace policy into existing materials and literature, policies, protocols, and procedures, including Public Employer Workplace Violence Prevention Programs as appropriate.
5. SUNY Delhi will conduct domestic violence awareness activities such as "brown bag" lunch programs and other health and wellness programs.

II. Non-Discriminatory and Responsive Personnel Policies for Victimized Employees

SUNY Delhi will ensure that personnel policies and procedures do not discriminate against victims of domestic violence and are responsive to the needs of victims of domestic violence.

1. New York State law makes it a crime for employers to penalize an employee who, as a victim or witness of a criminal offense, is appearing as a witness, consulting with a district attorney, or exercising his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law. This law requires employers, with prior day notification, to allow time off for victims or subpoenaed
witnesses to exercise his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law [Penal Law §215.14].

2. SUNY Delhi will, upon request, assist the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of being a victim of domestic violence. If an employee requests time off to care for and/or assist a family member who has been a victim of domestic violence, SUNY Delhi will evaluate the employee’s request for leave for eligibility under existing law and collective bargaining agreements applicable to the employee and the attendance rules.

3. SUNY Delhi is aware that victims of domestic violence may lack the required documentation or have difficulty obtaining the required documentation to justify absences without compromising their safety. Therefore, Human Resources personnel will consult with the employee to identify what documentation she/he might have, or be able to obtain, that will not compromise his/her safety-related needs and will satisfactorily meet the documentation requirement of the employer.

4. Employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), shall be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.

5. NYS has established that victims of domestic violence are now a protected class in the employment provisions of NYS human rights law. This law prevents an employer from firing or refusing to hire any individual based on their status as a victim of domestic violence and prevents discrimination in compensation or in the terms, conditions or privileges of employment.

6. In cases in which it is identified that an employee's work performance difficulties are a result of being a victim of domestic violence, said employee shall be afforded all of the proactive measures outlined in this policy, and shall be provided clear information about performance expectations, priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to the Employee Assistance Program, consistent with existing collective bargaining unit agreements, statute, regulations and SUNY Delhi policy.

7. If reasonable measures have been taken to resolve domestic violence-related performance problems of victimized employees, but the performance problems persist and the employee is terminated or voluntarily separates from employment, SUNY Delhi will inform the employee of his or her potential eligibility for unemployment insurance and respond quickly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. [§593 of NYS Labor Law.]
III. Workplace Safety Plans

SUNY Delhi will have a domestic violence workplace safety response plan in place and provide reasonable means to assist victimized employees in developing and implementing individualized domestic violence workplace safety plans, consistent with existing collective bargaining agreements, statutes and regulations.

1. Lynn Berger, Director of Employee Relations and Affirmative Action is SUNY Delhi’s OPDV liaison. This liaison will ensure SUNY Delhi implementation of the domestic violence and the workplace policy, and serve as the primary liaison with OPDV regarding the domestic violence workplace policy.

2. Personnel available to support those in need of assistance around the issue of domestic violence include:

   Lynn Berger, Director of Employee Relations and Affirmative Action  
   Bush Hall, Room 105  
   607-746-4494

   Jan Elwell, Manager of Human Resources Operations  
   Bush Hall, Room 107  
   607-746-4499

   Lori Osterhoudt, Director, Counseling & Health Services  
   114 Foreman Hall  
   607-746-4692

3. SUNY Delhi will comply with and assist with enforcement of all known court orders of protection, particularly orders in which abusers have been ordered to stay away from the work site. If requested by the victim of domestic violence or law enforcement, SUNY Delhi shall provide information in its possession concerning an alleged violation of an order of protection.

   SUNY Delhi will comply and assist with enforcement of all known court orders of protection, particularly orders in which abusers have been ordered to stay away from the work site. If requested by the victim of domestic violence or law enforcement, SUNY Delhi shall provide information in its possession concerning an alleged violation of an order of protection.

   Employees are encouraged to bring their orders of protection (OP) to Lynn Berger, Director of Employee Relations and Affirmative Action or Jan Elwell, Manager of Human Resources Operations. Once the OP has been brought forward, the
document will be kept in a locked filing cabinet in HR office. In the case of a workplace emergency requiring the presentation of the OP to law enforcement, Lynn Berger and Jan Elwell will have access to the cabinet where the document is locked.

Lynn Berger, Director of Employee Relations and Affirmative Action or Jan Elwell, Manager of Human Resources Operations will discuss with the employee a plan on how to best proceed to ensure the safest possible work environment for the employee and the rest of the staff. With the permission of the employee, this may include: providing a copy of the OP and/or photo of perpetrator to University Police and the employee’s supervisor and designated coworkers; and creating a personal workplace safety plan. The employee is responsible to notify the Director of Employee Relations and Affirmative Action if there are any changes to the OP.

4. SUNY Delhi will have an emergency security response plan in place, including procedures for contacting the appropriate law enforcement agency, and provide employees with clear instructions about what to do and who to contact if they observe anyone engaging in threatening behavior. Such a plan will allow appropriate actions to be taken if an abuser gains unauthorized access to the work site, or if an abuser engages in any acts that threaten the safety of employees or clients.

5. SUNY Delhi will discuss with the victim of domestic violence its confidentiality policy and the limitation thereto.

6. SUNY Delhi will consult with victimized employees to develop and implement individualized workplace safety plans, which may include, when appropriate, advising co-workers and, upon request, the employee's bargaining representative, of the situation; setting up procedures for alerting university and/or local police; temporary relocation of the victim to a secure area; options for voluntary transfer or permanent relocation to a new work site; change of work schedule, escort for entry to and exit from the building; responding to telephone, fax, e-mail or mail harassment; and keeping a photograph of the abuser and/or a copy of any existing court orders of protection in a confidential on-site location and providing copies to University Police. Plans must address additional concerns if the victim and the offender are both employed by SUNY Delhi.

IV. Accountability for Employees Who Are Offenders

1. SUNY Delhi will hold accountable employees who engage in the following behavior: (1) using state resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official state business; or (3) using their job-related authority
and/or state resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

2. In cases in which SUNY Delhi has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using state resources such as work time, workplace telephones, FAX machines, mail, e-mail or other means, said employee shall be subject to corrective or disciplinary action in accordance with existing collective bargaining unit agreements, statutes and regulations.

3. In cases in which SUNY Delhi has verification that an employee is responsible for a domestic violence-related offense, or is the subject of any order of protection, including temporary, final or out-of-state order, as a result of domestic violence, and said employee has job functions that include the authority to take actions that directly impact victims of domestic violence and/or actions that may protect abusers from appropriate consequences for their behavior, SUNY Delhi shall determine if corrective action is warranted, in accordance with existing collective bargaining unit agreements, statutes and regulations.

4. In cases in which any employee intentionally uses his/her job-related authority and/or intentionally uses state resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for his behavior, said employee shall be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes and regulations.

V. Firearms

1. Pursuant to New York State and federal law, a person convicted of a domestic violence-related crime or subject to an order of protection, under certain circumstances, forfeits the right to legally possess a firearm or long gun. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

2. In addition to complying with the law, employees who are authorized to carry a firearm as part of their job responsibilities are required to notify SUNY Delhi if they are arrested on a domestic violence-related offense and/or served with an order of protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing agency or to the appropriate police agency.

3. Should an employee fail to comply with the requirements set forth in V.1., said employee shall be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statute or regulations. In addition, the appropriate law enforcement agency shall be notified for possible criminal action.
VI. Training

Training, training development and training technical assistance on domestic violence and its impact on the workplace will be made available by OPDV on an on-going basis. SUNY Delhi will make training available to all staff on domestic violence. Training should be required of certain staff, and strongly encouraged for others, as outlined below.

1. SUNY Delhi/OPDV liaison and all personnel designated to provide support for those in need of assistance should complete OPDV’s one-day training on Domestic Violence and the Workplace. Training will prepare support personnel to identify possible signs and indicators of victimization, make appropriate referrals to domestic violence service providers, work with professionals to assist identified victims with safety planning, and develop individualized responses in recognition of the physical, social and cultural realities that may affect an individual victim’s situation. Training will also include information on the ways in which domestic violence impacts the workplace, including the potential impact on worker productivity and the safety risks to on-site personnel and visitors.

2. All appropriate managers, supervisors, employee assistance professionals, human resources personnel, union and labor representatives and University Police shall be encouraged to attend OPDV’s training on Domestic Violence and the Workplace.

3. Training on domestic violence and its impact on the workplace should be made available on a regular basis for all SUNY Delhi staff. Training would include information on the physical, social and cultural realities that may affect victims of domestic violence, the ways in which domestic violence impacts the workplace, including the potential impact on worker productivity and safety risks. When possible, OPDV-approved training materials can be integrated into existing union and management training programs, SUNY Delhi training programs, EAP training, Public Employer Workplace Violence Prevention Programs training, etc.. Training may also be provided by OPDV or a local domestic violence service provider when scheduling permits.

VII. SUNY Delhi’s Responsibility

1. Domestic violence is behavior that will not be tolerated and SUNY Delhi will actively provide information and support to employees who are victims of such abuse.

2. SUNY Delhi will disseminate copies of its Domestic Violence and the Workplace Policy to all employees upon implementation and to all new employees upon hiring or appointment

3. SUNY Delhi employees are expected to review and follow the policy and procedures set forth in this domestic violence and the workplace policy.
4. SUNY Delhi will, consistent with applicable law and agency policy, document all incidents of domestic violence that happen in the workplace. Such documents should be provided to the SUNY Delhi/OPDV Liaison as soon as practicable. Such documents shall be kept confidential to the extent permitted by law, College policy, and the provisions of section g detailed below.

5. All SUNY Delhi employees providing domestic violence information and support services shall document, consistent with applicable law and agency policy, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers. All information about employees who seek assistance shall be kept confidential to the extent permitted by law and agency policy and the provisions of section g detailed below, and documentation should not include any personal information. The number of employees seeking assistance as outlined above shall be reported to the SUNY Delhi/OPDV Liaison.

6. The SUNY Delhi/OPDV Liaison shall, consistent with applicable law and agency policy, provide information about the number and general nature of domestic violence incidents that happen in the workplace, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers, with no personally identifying information, to OPDV at the time and in a manner determined by OPDV.

7. Information related to an employee being a victim of domestic violence shall be kept confidential, to the extent permitted by law and SUNY Delhi policy, and shall not be divulged without the written consent of the victimized employee, unless SUNY Delhi determines that maintaining said confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection. In such circumstances where a determination has been made that maintaining confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection. In such circumstances where a determination has been made that maintaining confidentiality puts the victim or other employees at risk of physical harm, only those individuals (SUNY Delhi employees and/or safety and security personnel and/or rescue and first aid personnel) as deemed necessary by SUNY Delhi to protect the safety of the victim and/or other employees or to enforce an order of protection shall be given such information. SUNY Delhi will disclose only the minimum amount of information necessary to protect the safety of the victim and/or other employees or enforce an order of protection. Where possible, SUNY Delhi will provide to the victim of domestic violence notice of the intent to provide information to other employees and/or safety personnel. It is important for SUNY Delhi to inform a victim of domestic violence of SUNY Delhi’s policy of confidentiality toward domestic violence information and the limitations of that policy. Nothing herein shall prevent SUNY Delhi from investigating an act or acts of domestic violence that happen with in the workplace. SUNY Delhi shall provide
examples of situations where confidentiality cannot be maintained such as the following:

a. Supervisors/managers may be informed about a domestic violence incident that happens in the workplace, or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

b. First aid and safety personnel may be informed about a domestic violence incident that happens in the workplace or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

c. Government officials investigating a domestic violence incident that happens in the workplace, or a report of domestic violence, shall be provided relevant information on request.

8. SUNY Delhi will inform staff providing services and victims of applicable confidentiality limitations.

9. This policy will be reviewed annually. Any substantive policy revisions and/or updates will be forwarded to the SUNY system-wide Affirmative Action Officer.

**DRUG AND ALCOHOL USE IN THE WORKPLACE**

**Purpose**

In compliance with the Drug-Free Workplace Act of 1988 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, and in keeping with its mission, SUNY Delhi will not tolerate the unlawful possession, manufacture, use, distribution, or dispensation of any illicit drugs and/or alcohol on the campus of the SUNY Delhi, its off-campus facilities, or as a part of any of its activities.

This policy applies to all College employees and volunteers.

According to the State of New York, "Use and abuse of alcohol and drugs has a detrimental effect on the productivity, attendance, and health of our workforce. As a public employer, we must be vigilant in protecting the safety and welfare of the public with whom we interact and the employees with whom we work."

Prevention and treatment, together with protecting the safety and welfare of our employees, are the college's highest priorities regarding substance abuse. The college provides ongoing drug and alcohol awareness educational programs and dissemination of drug and alcohol awareness information. The Employee Assistance Program, available to all employees, provides programming and appropriate referrals to chemical dependency services.
Policy Statement

To the extent it may exist, illicit drug use, illegal alcohol use, and alcohol abuse adversely impact the educational and working environment of SUNY Delhi. SUNY Delhi prohibits the unlawful possession, manufacture, use, distribution, or dispensation of any illicit drugs and/or alcohol on the campus of SUNY Delhi, its off-campus facilities (collectively referred to as “the college” or “the campus”), or as a part of any of its activities. In addition, in keeping with the longstanding policy of the State of New York, employees are prohibited from on-the-job use of, or impairment from, alcohol or controlled substances.

The longstanding policy of the State of New York is that employees will be subject to criminal, civil, and disciplinary penalties if they distribute, sell, attempt to sell, possess or purchase controlled substances while at the workplace or while performing in a work-related capacity. Such illegal acts, even if engaged in off duty, may result in disciplinary action.

In those work locations where it is permitted, an employee may possess and use a controlled substance that has been properly prescribed by a physician.

Employees in positions that require a Commercial Driver’s License are required to undergo random medical testing, as prescribed by the Federal Omnibus Transportation Act of 1991.

The State of New York Policy on Alcohol and Controlled Substances in the Workplace provides that upon “reasonable suspicion” a supervisor may require an employee to undergo a medical examination, which could include a drug and alcohol test. Examples of behavior giving rise to reasonable suspicion are included in the attached Policy of the State of New York on Alcohol and Controlled Substances in the Workplace.

The college will actively work to prevent and eliminate illegal drug use, illegal alcohol use, and alcohol abuse from our campus through education, advisement, assessment, prevention activities, and when appropriate, referrals to campus and community resources. The college will engage in good faith efforts to maintain a drug-free workplace, which will include educational efforts to raise the awareness of all employees to the issues and concerns of illicit drug use and alcohol dependency or abuse.

This policy shall be deemed supplemental to all applicable state and federal laws and all personnel rules and regulations. Nothing in this policy alters any other reporting obligation established in campus policies or in state, federal, or other applicable laws.
Sanctions

The college will respond promptly and decisively to violations of this policy. This response may include termination of employees, referral to appropriate assistance programs, and will include timely involvement of law enforcement agencies, when appropriate.

The unlawful possession, manufacture, use, distribution, or dispensation of any illicit drugs and alcohol on the campus, or as a part of any college activity shall be considered a form of employee misconduct. Employees charged with offering, giving, or selling controlled substances to other employees, students, or visitors on the campus will be suspended without pay and disciplinary action will seek their dismissal from State service. Such employees shall also be subject to criminal and civil penalties. In addition, the discharging of employment duties while under the influence of any illicit drugs and/or alcohol shall be considered a serious form of employee misconduct.

Compliance with the provisions of this policy has been and continues to be a term and condition of employment.

Any employee who is convicted of a violation of any criminal drug statute occurring in the workplace must notify the Director of Employee Relations no later than five (5) days after the conviction. Proper notice will then be given to the appropriate federal agency. This is a term and condition of employment.

“Illicit Drugs” Defined

Illicit drugs include the many substances covered by the Controlled Substances Act (21 U.S.C. 811). See, Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and Schedule I-V of New York State Public Health Law 3306. All so-called “street drugs” (heroin, cocaine, crack, marijuana, speed, acid) are illicit drugs.

Education and Prevention

In compliance with the Drug-Free Workplace Act of 1988, in support of the New York State Policy on Alcohol and Controlled Substances in the Workplace and in keeping with the college’s interest in maintaining a climate which promotes optimum student and employee health and welfare, the college will continue, on a periodic basis, to offer training programs designed to increase awareness of the dangers of drug and alcohol abuse and of available support services.

EMAIL USE POLICY

SUNY Delhi provides e-mail access for academic and administrative purposes. Access to these systems is a privilege, and every user is expected to use good judgment and follow the Terms of Use (see below) when using the e-mail system. E-mail messages express the views of the
individual author and may not reflect the views or opinions of the college as a whole.

SUNY Delhi provides students, staff, and faculty the ability to send messages to the entire campus community using a common address book. These types of messages are also called Broadcast Messages and **may not be sent directly from an individual user account** unless approved by the Office of College Advancement. Anyone wishing to broadcast a message to the student body should contact the President's Office, and those interested in sending a message to the faculty and staff should submit their message to the Office of College Advancement for inclusion in *Delhi Today*.

**Terms of Use**

1. E-mail is an official means for communication within SUNY Delhi. Therefore, the college has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.
2. The use of SUNY Delhi e-mail (i.e. any_name@delhi.edu) is intended to support activities for SUNY Delhi business only. It is inappropriate to use your SUNY Delhi e-mail account for any private business or political practices.
3. The SUNY Delhi e-mail system should not be used to send messages containing material that is fraudulent, harassing, sexually explicit, profane (including slang or abbreviated profanity), obscene, intimidating, defaming, or otherwise unlawful or inappropriate. Violations of this nature are considered very severe; any offense will be handled swiftly and to the fullest extent allowed under SUNY Delhi policy, including, where appropriate, academic dismissal, termination of employment, and civil or criminal action. Matters requiring sanctions will be handled in the following manner.
   a. Students will be referred to the Office of Judicial Affairs
   b. Faculty will be referred to the Department Chair, Division Chair and/or Provost;
   c. Staff will be referred to their immediate supervisor, and/or their Vice President;
   d. Human Resources will take appropriate action.
4. Information contained within SUNY Delhi e-mail messages and accounts (folders, calendars, address books, etc.) are the property of SUNY Delhi and subject to review by campus administrators.
5. All e-mail communications with SUNY Delhi employees are a matter of public record and subject to publication, and/or release under the Freedom of Information Act.
6. Computer Information Systems (CIS) will assign students an official college e-mail address. It is to this official address that the college will send e-mail communications; this official address will be the address listed in the College's Enterprise Directory for that student.
7. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with college communications. The campus recommends checking e-mail once a week at a minimum, in recognition that certain communications may be time-critical.
8. Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements.
in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed, and faculty may use e-mail for their courses accordingly.

9. E-mail is not appropriate for transmitting Personally Identifiable Information (PII) i.e. sensitive or confidential information. SUNY Delhi Information Security Guidelines state that any student, staff or faculty information beyond "Directory Information" should be considered sensitive and secured. SUNY Delhi has defined the following as Directory Information:

- Last Name
- First Name
- Title (faculty/staff) or Major (student)
- Department (faculty/staff) or Program (student)
- Full- or part-time status
- Campus address
- Campus phone
- Home address
- Date of birth
- Degree(s) awarded
- Date(s) of graduation
- Honors and awards
- Dates of attendance
- For intercollegiate athletics:
  - Participation in officially recognized activities and sports
  - Weight
  - Height

10. Absolutely no Personally Identifiable Information (PII) may be stored in an e-mail account, including: e-mail inbox or mail folders (e.g. Trash, Sent, Drafts or other user-created folders); calendars; to do or task lists; contacts or address books; attachments; or notes.

11. The use of Post Office Protocol (POP) to download email to a local email client is forbidden.

**EMERGENCY PROCEDURES**  
**FOR ALL CAMPUS EMERGENCIES, CALL 4700**

**AEDs**
- AEDs are located in every campus building. Locations are listed at building entrances.

**BOMB THREAT**
- Call University Police at 4700, giving your name, location, and telephone number, and any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
- Inform your supervisor and / or department head.
- If you should spot a suspicious object, package, etc., report it to UPD, but do not touch or
move it.

- If instructed to evacuate, move at least 500 feet away from the building. Take personal items with you.
- Do not re-enter the building until instructed by authorized personnel that it is safe to do so.

CHEMICAL SPILLS/GAS LEAKS

- Notify others in the area of the spill or release of the potential danger. Order evacuation if appropriate.
- Notify University Police at 4700, giving your name, phone number, nature and location of incident, type and quantify of substance, hazards (if known), injuries and response agencies needed
- **DO NOT** expose yourself unnecessarily to any unknown substances. Use caution and remember some toxic substances have no detectable odor.

CRIME IN PROGRESS

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- If safe to do so, get a good description of the suspect. Note the license number, make and model of vehicle.
- Call University Police at 4700. Give your name, location and phone number.

EVACUATION LOCATIONS

- Each building has a primary outdoor evacuation location so that everyone can be accounted for and emergency personnel can be alerted if anyone is believed to still be in the building:

  - Alumni: Agora
  - Bush: Agora
  - Catskill: F Lot, east (valley) side
  - Carpentery: Back parking lot
  - O’Connor: In front of Murphy Hall
  - Clark: North end of parking lot
  - Decker: Back parking lot
  - DuBois: Between DuBois and Gerry
  - ETC: In front of Plumbing building
  - Evenden: Agora
  - Farnsworth: Plaza between Sanford and Evenden
  - Farrell: Agora
  - Foreman: C Lot
  - Wall: H lot

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Gerry Plaza between DuBois and Gerry
Kunsela Agora
MacDonald: In front of Murphy Hall
Murphy Between DuBois and Gerry
North A lot
Plumbing Lab: F lot, east (valley) side
Refrigeration In front of plumbing lab
Russell F lot, east (valley side)
Sanford Between Sanford and Evenden
Smith Between Sanford and Evenden
South Between Sanford and Evenden
Turf Parking lot
Welding F lot, east (valley) side

EVACUATION OF PEOPLE WITH MOBILITY IMPAIRMENTS

- “Areas of Refuge” are designated with signs indicating their location.
- “Areas of Rescue Assistance” are landing areas of enclosed stairwells.
- When a fire alarm is initiated, employees are to help insure the safe evacuation of mobility impaired individuals in their area of authority. The mobility-impaired individuals are to be accompanied to a designated “Area of Refuge” and stay with that individual until emergency personnel arrive at the scene.

FIRE

- Immediately sound building fire alarm.
- From a safe location call University Police at 4700, giving your name, phone number and location of fire.
- Evacuate and insist that others do so. DO NOT stop for personal belongings.
- Leave immediately using exit stairways, not elevators.
- Do not walk through a smoke cloud. Crawl under smoke and use a wet cloth to cover your face.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by authorized personnel.
- Notify University Police or firefighters if you suspect someone may be trapped inside the building.
- If the fire is small, you may attempt to extinguish it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting and you are not putting yourself at risk.

NY ALERT

- NY Alert is an emergency information system that sends automated voice messages, emails, text and fax messages to those who enroll in the service (visit www.delhi.edu/campus_life/ny_alert/)
This system will be employed in the event of critical campus emergencies and times of severe weather conditions which result in class cancellations.

PUBLIC ADDRESS SYSTEM
- A public address system will be used to make announcements on the main campus in an emergency.

SHELTER IN PLACE
- Shelter-In Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area.
- Shelter-In-Place should only be used when an evacuation is not safe
- The Shelter-In-Place location would be an interior room or hallway, with limited or no windows.
- When Shelter-In-Place is weather related, basements provide the best protection. If underground shelter is not available (go into an interior room or hallway on the lowest floor possible.
- Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris. Stay in the shelter location until the danger has passed.

SUSPICIOUS ACTIVITY
- Report any suspicious or unusual activity, all thefts and other crimes you are aware of by calling UPD (4700)

SERIOUS INJURY/ILLNESS
- Survey area to see if it is safe for you to assist.
- DO NOT move a seriously injured person unless it is a life-threatening situation.
- Call University Police at 4700, giving your name, location, phone number and information regarding the nature of the injury/illness:
- Return to victim, administer First Aid, and keep the victim as calm and comfortable as possible.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance program is a confidential information, assessment and referral program that provides employee requested services. These services include:

- Assessment for referral to the most appropriate community resource provider for services related to emotional or physical illnesses, alcohol and other drug related problems;
- Assistance with family related problems;
- Advocacy, assistance and intervention with health insurance;
• Information on resources for issues such as child care, eldercare, legal, and financial support services;
• Workplace health and prevention programs;
• Workplace educational preventive, wellness programs.

The only limits to confidentiality are where information is required by law to be disclosed; when a person is in imminent harm to themselves or others or when there is reasonable suspicion of child abuse.

The Employee Assistance Program is open to all employees, and their families. There are a number of ways to access EAP services.

Self-Referral

Any employee may contact EAP at any time by calling Cathy Harris at X4688.

Supervisory Referral

A supervisor may recommend or suggest EAP to an employee but it is ultimately the employee's decision whether or not to contact EAP. Because confidentiality is essential, a supervisor cannot receive information from EAP unless the employee signs a release of information. Acceptance of an EAP referral does not remove an employee's responsibility to improve work performance.

Union Referral

A union representative may suggest or encourage an employee to contact the EAP to assist with personal problems or to provide support in improving job performance.

Third Party Referral

At times, friends, family, clergy and counselors may suggest contacting the EAP for assistance.

Campus Contact Person

For information or assistance, contact Cathy Harris, EAP Referral Coordinator at 607-746-4688.

EMERITUS STATUS

Article XV of the SUNY Policies of the Board of Trustees provides for granting of emeritus rank to faculty members of the University who retire. Specifically, Title D of Article XV reads as follows:
"Members of the University faculty who retire in good standing in accordance with the provisions of Title B, C, or D of this Article shall be entitled to append the term "Emeritus" to the title of their academic or administrative post after the time of retirement. Emeritus rank shall carry with it such of the following privileges which, in the judgment of the Chief Administrative Officer, are feasible: use of library and study facilities, use of office and laboratory space, eligibility for research grants, and representation of the University in professional groups."

**Emeriti Faculty and Staff Returning to SUNY Delhi**

Emeriti faculty and staff willing to contribute to the College can do so in many ways, including:
- Serving as a guest lecturer;
- Advising students in their program of expertise;
- Serving a tutor in the Resnick Learning Center;
- Helping with the coordination and supervision of internships;
- By invitation of Dean or Provost, undertaking special projects or participating in committee work.

Duties undertaken by emeriti faculty or staff will be negotiated with the appropriate dean or supervisor prior to the start of each semester, including summer. The dean or supervisor will then make a recommendation to the appropriate Cabinet member. In certain circumstances, such as teaching a course, the emeriti faculty or staff will be compensated for their time and effort.

Upon undertaking service to the college, emeriti faculty and retired staff may be provided with:
1. Office space;
2. Keys;
3. Phone;
4. Computer;
5. Campus parking permit.

Provision of these considerations is dependent on availability and funding.

All retirees, whether they participate in the above suggested activities or not, will continue to have use of the campus pool, fitness center, library and email privileges.

**Policy**

Members of the faculty and the professional staff who retire in good standing in accordance with the Policies of the Board of Trustees (Article XV, Titles B and C), may be granted Emeritus Status.
EMPLOYEE ORGANIZATIONAL LEAVE

Any college employee who needs to take leave to attend organizational meetings (union meetings) on- or off-campus is to use the following procedures in making a request for such leave.

- Off-campus Organizational Leave--A standard Leave Request form will be completed by the union representative, officer or committee member indicating the length of time the person will be off-campus. Rather than checking "vacation" or "sick leave," the employee will write across the form "Organizational Leave." The request form would be submitted to the supervisor in a timely manner as with other leave requests.

- On-campus Organizational Leave--When a union representative needs to visit union members or to meet with a group on-campus, the representative will request Organizational Leave from his/her supervisor in a timely manner. Such requests may be made verbally or in writing, as determined by the supervisor.

Supervisors should check with Human Resources regarding guidelines for approval of EOL.

ENTREPRENEURIAL PROGRAMS

Policy

It is the policy of the President’s Cabinet to encourage the development of entrepreneurial, credit-bearing academic programs to expand enrollment and generate revenue. An entrepreneurial program is defined as one which:

- has the potential to generate a profit (direct revenues are projected to exceed expenses plus all overhead costs)
- **AND** meets one or more of the following criteria
  - is offered at an off-site location
  - is offered at a non-traditional time (e.g. weekends)
  - is targeted to a non-traditional population (e.g. students employed full-time)

Divisional/Departmental Incentives

1. Deans and department chairs may request seed money to develop entrepreneurial programs.
2. Deans and department chairs may negotiate an annual increase in OTPS allocations, based upon enrollment in established entrepreneurial programs that generate a profit (as described above).
3. Amounts of money may vary, depending upon availability of funds.
4. Entrepreneurial programs may charge course fees to students. Such fees must be based upon additional expenses incurred for course materials, etc. Course fees are retained by the division offering the entrepreneurial program.

Adjunct and Extra Service Pay

Adjunct and extra service pay for instruction in entrepreneurial programs will be at the established base rate or at the individual faculty member’s per credit hour rate after UUP negotiated salary increases. In addition to pay for instruction, faculty may receive additional compensation for student advisement, recruitment, outreach and other related components of the entrepreneurial program. This compensation will also be based upon the base rate per lecture hour (equated, roughly, to 15 hours of instruction or other related work).

ENVIRONMENTAL HEALTH AND SAFETY POLICY

General Policy

It is the policy of SUNY Delhi to maintain an environment for its faculty, staff, students and visitors that will not adversely affect their health and safety nor subject them to avoidable risk of injury.

Applicable health and safety standards, rules and regulations promulgated by Federal and State agencies will be followed in establishing campus safety policies. Published standards of nationally recognized professional health and safety organizations will serve as guidelines in the absence of such governmental standards, rules and regulations.

Environmental Health and Safety Responsibility

1. Management:

   The President is the person who is legally responsible for health and safety at the campus. The President sets health and safety policies which govern environmental protection and prevention of health and safety hazards. The President delegates to all levels of supervision the responsibility and authority for achieving campus health and safety objectives.

2. Department Chairs, Deans and Functional Supervisors:

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Each department or division head is responsible for the health and safety of all students, faculty, staff, and visitors under their cognizance. The department/division head has the obligation and authority to prevent or stop any operation they consider unsafe. The department/division head should obtain whatever assistance they may need from the Environmental Health and Safety Coordinator in order to implement a department health and safety program. The department/division head may delegate all or part of these obligations to a departmental/divisional safety coordinator. However, such delegation in no way relieves the department/division head of their responsibility in matters of health and safety.

3. Supervisors:

Each supervisor must take the initiative to establish and maintain a safe work place and to train employees and students in their group in safe work practices. The supervisor must provide training to assure that their employees and students know:

- All the potentially hazardous conditions associated with departmental operations, and methods established to control them;
- All applicable safety regulations for the area of operation;
- They are expected to help all persons not familiar with the area to abide by applicable safety regulations.

Every supervisor shall develop in employees and students a safety attitude and awareness that will lead them into taking the safe course of action when faced with situations that are not covered by established rules or regulations.

4. Individuals:

Many injuries are caused by unsafe acts, rather than unsafe conditions. It is incumbent upon each individual to provide the constant vigilance necessary to avoid unsafe acts. Thinking “safety” is a part of everyone’s job. Each person has an obligation to take all reasonable precautions to prevent injury to themselves or their fellow employees or students. Individuals are expected to learn and follow all health and safety policies and standards which apply to their activities and to check with their supervisor when there are doubts concerning potential hazards.

5. Environmental Health and Safety Officer and the Environmental Health and Safety Committee:
The Environmental Health and Safety Officer and the EHS Committee provides guidance and services needed by campus personnel to attain the goals and objectives of the campus environmental health and safety policy. This responsibility requires the Environmental Health and Safety Officer and the EHS Committee to:

- Provide the President, or his/her designee, the information needed to formulate campus health and safety policies.
- Investigate and report health and safety incidents involving campus personnel or visitors.
- Assist campus personnel to plan, establish, and maintain safe work practices and a safe work environment in compliance with the Public Employees Safety and Health act of 1980.

ETHICS IN STATE GOVERNMENT POLICY

CODE OF ETHICAL CONDUCT

Business or Professional Activities by State University of New York Officers

1. Statement of Purpose

This Code of Ethical Conduct shall apply to the service of the Trustees of the State University of New York (University), the members of the councils of the State-operated campuses appointed pursuant to section 356 of the Education Law, and the Board of Trustees of the College of Environmental Science and Forestry appointed pursuant to section 6003 of the Education Law. The provisions of this Code shall be in addition to the requirements of section 73(3)(b) of the Public Officers Law applicable to the University Trustees as State policy-makers, and the Code of Ethics contained in section 74 of the Public Officers Law, applicable to all University officers.

2. Definitions

As used in this Code:

- The term “State University officer” shall mean members of the Board of Trustees of the State University of New York, councils of the state-operated institutions of the State University of New York and the Board of Trustees of the State University of New York College of Environmental Science and Forestry.
• The term "compensation" shall mean any money, thing of value or financial benefit conferred in return for services rendered or to be rendered.
• A person has a “financial interest” in any entity if that person (i) owns or controls ten percent or more of the stock of such entity (or one percent in the case of a corporation the stock of which is regularly traded on an established securities exchange), or (ii) serves as an officer, director or partner of that entity.
• The term "honorarium" shall mean any payment made in consideration for any speech given at a public or private conference, convention, meeting, social event, meal or like gathering.
• The term "ministerial matter" shall mean an administrative act carried out in a prescribed manner not allowing for substantial personal discretion.
• The term “relative” of any individual shall mean any person living in the same household as the individual and any person who is a direct descendant of that individual’s grandparents or the spouse of such descendant.
• The term "representative capacity" shall mean the presentation of the interests of a client or other person pursuant to an agreement, express or implied, for compensation for services.
• The term "state agency" shall mean any state department, or division, board, commission, or bureau of any state department, any public benefit corporation, public authority or commission at least one of whose members is appointed by the governor, or the state university of New York or the city university of New York, including their constituent units.

3. Contingency Fee Arrangements Prohibited

No State University officer shall receive, or enter into any agreement express or implied, for compensation for services to be rendered in relation to any case, proceeding, application, or other matter before any State agency other than in the Court of Claims, whereby the officer's compensation is to be dependent or contingent upon any action by such agency with respect to any license, contract, certificate, ruling, decision, opinion, rate schedule, franchise, or other benefit; provided, however, that nothing in this subdivision shall be deemed to prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

4. Competitive Bidding Required

No State University officer or firm or association of which such person is a member, or corporation, ten per centum or more of the stock of which is owned or controlled directly or indirectly by such person, shall sell any goods or services having a value in excess of twenty-five dollars to any State agency unless pursuant to an award or contract let after public notice and competitive bidding. This provision shall not apply to the publication of resolutions, advertisements or other legal propositions or notices in newspapers designated pursuant to law for such purpose and for which the rates are fixed pursuant to law.
5. **Limitation on Gifts**

(a) No State University officer shall, directly or indirectly, solicit, accept or receive any gift having more than a nominal value, whether in the form of money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, forbearance or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the officer, or could reasonably be expected to influence the officer, in the performance of the officer's official duties or was intended as a reward for any official action on the officer's part.

(b) No State University officer shall solicit, accept or receive any gift, as defined in section one-c of the Legislative Law, from a registered lobbyist, or the spouse or unemancipated child of the lobbyist, who has matters pending before the State University of New York, unless under the circumstances it is not reasonable to infer that the gift was intended to influence such officer.

(c) No State University officer shall permit the solicitation, acceptance, or receipt of any gift, as defined in section one-c of the Legislative Law, from a registered lobbyist, or the spouse or unemancipated child of the lobbyist, who has matters pending before the State University of New York, to a third party including a charitable organization, on such officer's designation or recommendation or on his or her behalf, under circumstances where it is reasonable to infer that the gift was intended to influence such officer.

6. **Appearances before State University Prohibited**

(a) Except as provided in paragraph 4 above, no State University officer, other than in the proper discharge of official duties, shall receive, directly or indirectly, or enter into any agreement express or implied, for any compensation, in whatever form, for the appearance or rendition of services by the officer or another in relation to any case, proceeding, application or other matter before any unit of the State University of New York.

(b) Nothing contained in this provision shall prohibit a State University officer, unless otherwise prohibited, from appearing before a unit of the State University of New York in a representative capacity if such appearance in a representative capacity is in connection with a ministerial matter.

(c) Nothing contained in this paragraph shall prohibit internal research or discussion of a matter, provided, however, that the time is not charged to the client and the State University officer does not share in the net revenues generated or produced by the matter.

7. **Post-service Appearances Restricted**

No person who has served as a State University officer shall, within a period of two years after the termination of such service, appear or practice before the State University of New York or receive compensation for any services rendered by such former officer on behalf of any person, firm,
corporation or association in relation to any case, proceeding or application or other matter before SUNY. No person who has served as a State University officer shall after the termination of such service or employment appear, practice, communicate or otherwise render services before any State agency or receive compensation for any such services rendered by such former officer on behalf of any person, firm, corporation or other entity in relation to any case, proceeding, application or transaction with respect to which such person was directly concerned and in which such person personally participated during the period of State service or which was under such person’s active consideration.

8. Firms of State University Officers

Nothing contained in this Code shall be construed or applied to prohibit any firm, association or corporation, in which any present or former State University officer is a member, associate, retired member, of counsel or shareholder, from appearing, practicing, communicating or otherwise rendering services in relation to any matter before, or transacting business with a State agency otherwise proscribed by this Code with respect to such officer, where such officer does not share in the profits resulting therefrom.

9. Certain Oral Communications Prohibited

A State University officer who is a member, associate, retired member, of counsel to or shareholder of any firm, association or corporation which is appearing or rendering services in connection with any case, proceeding, application or other matter described in paragraph six of this Code shall not orally communicate, with or without compensation, as to the merits of such cause with an officer or an employee of the agency concerned with the matter.

10. Use of Firm Letterhead

For the purposes of this Code, a State University officer who is a member, associate, retired member, of counsel to, or shareholder of any firm, association or corporation shall not be deemed to have made an appearance under the provisions of this Code solely by the submission to a State agency of any printed material or document bearing the officer’s name, but unsigned by the officer, such as by limited illustrations the name of the firm, association or corporation or the letterhead of any stationery, which pro forma serves only as an indication that the officer is such a member, associate, retired member, of counsel to, or shareholder.

11. Honorariums

No State University officer shall, directly or indirectly, solicit, accept or receive any honorarium while holding such position.
12. **Nepotism**

No State University officer shall participate in any decision to hire, promote, discipline or discharge a relative for any compensated position at, for or within any state agency, public authority or the Legislature. This paragraph shall not apply to responding to inquiries with respect to prospective hires related to such State University officer.

13. **Contract and Investment Decisions**

No State University officer shall: (a) participate in any state contracting decision involving the payment of more than one thousand dollars to that State University officer, any relative of that State University officer, or any entity in which that State University officer or any relative has a financial interest; or (b) participate in any decision to invest public funds in any security of any entity in which that State University officer or any relative of that State University officer has a financial interest, is an underwriter, or receives any brokerage, origination or servicing fees.

14. **Contracts and Political Affiliation**

(a) No State University officer involved in the awarding of state grants or contracts shall ask a current or prospective grantee or contractor, or any officer, director or employee thereof, to disclose:

   (i) the party affiliation of such grantee or contractor, or any officer, director or employee thereof;

   (ii) whether such grantee or contractor, or any officer, director or employee thereof, has made campaign contributions to any party, elected official, or candidate for elective office; or

   (iii) whether such grantee or contractor, or any officer, director or employee thereof, cast a vote for or against any elected official, candidate or political party.

(b) No State University officer shall award or decline to award any state grant or contract, or recommend, promise or threaten to do so, in whole or in part, because of a current or prospective grantee's or contractor's refusal to answer any inquiry prohibited by paragraph (a) of this paragraph, or giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.
15. Employment and Political Affiliation

(a) No State University officer shall during the consideration of an employment decision ask any applicant for public employment to disclose:

(i) the political party affiliation of the applicant;

(ii) whether the applicant has made campaign contributions to any party, elected official, or candidate for elective office; or

(iii) whether the applicant cast a vote for or against any elected official, candidate or political party. The provisions of this paragraph shall not apply where (1) such inquiry is necessary for the proper application of any state law or regulation; or (2) such inquiry is consistent with publicly disclosed policies or practices of any state agency or public authority, whose purpose is to ensure the representation of more than one political party on any multi-member body.

(b) No State University officer shall decline to hire or promote, discharge, discipline, or in any manner change the official rank or compensation of any state official or employee, or applicant for employment, or promise or threaten to do so, based upon a refusal to answer any inquiry prohibited by paragraph (a) of this paragraph, or for giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

(c) No State University officer shall, directly or indirectly, use his or her official authority to compel or induce any other State officer or employee to make or promise to make any political contribution, whether by gift of money, service or other thing of value.

16. Enforcement Procedure

The State University Trustees shall review alleged violations of this Code and determine an appropriate response which may include referral of alleged violations to the Commission on Public Integrity, pursuant to subdivision nine of section 94 of the Executive Law. The Commission on Public Integrity may investigate such alleged violations and make appropriate recommendations to the appointing authority. In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates the provisions of this Code shall be subject to removal by the appointing authority in accordance with the provisions of

Additional information is available at: http://www.jcope.ny.gov/about/laws_regulations.html or by calling (518) 408-3976.
EXTRAORDINARY WEATHER CONDITIONS

SUNY Delhi, as with other State agencies, can be closed only by the Governor. Local government officials, police and radio and television stations and campus officials have no authority to close State offices or facilities. If weather conditions warrant, the President of the College is authorized to cancel classes. During such extraordinary weather conditions, the college will remain open and essential employees are required to remain on duty or report for work to avoid interruption of essential services. Essential employees include heating plant, university police, food service, animal care, health services and certain maintenance personnel.

If classes are canceled, no employee will be deprived of the opportunity to work. If an employee chooses not to work on days classes are canceled, he/she must charge the time to personal leave, vacation or compensatory time. The campus has no authority to excuse employee absences without charge to leave credits. Since radio announcements are not always accurate, staff should always assume that they will be required to charge leave credits for all absences due to extraordinary weather conditions.

Information on the operating status of the college will be provided in the following ways:

- **NY Alert:** Faculty, staff and students who have signed up for NY Alert will receive notification via that system.
- **Telephone:** Staff will be notified of emergencies or the like via broadcast voice mails on their own campus telephone.
- **Radio and Television:** The following media will be notified about conditions that affect normal operations:

  **Radio Stations:** WDHI (100.3 FM), WDLA (92.1 FM/1270 AM), W DOS (730 AM) and WSRK (103.9 FM), WSKG Oneonta/Cooperstown (91.7 FM), WSKG Binghamton (89.3 FM).

  **Television Stations:** Albany (CBS Channel 6), Binghamton (CBS Channel 12)

- **Web site:** When possible, messages will be placed on the main page or on the CIS page at [http://www.delhi.edu/cis](http://www.delhi.edu/cis). If classes are canceled during normal class and work hours, the announcement will be transmitted from the College Advancement Office or the Office of the President via campus wide telephone and electronic mail.

It may occasionally be necessary for a faculty member to cancel or postpone a class due to inclement weather, even though classes are in session. In these instances, faculty members are expected to notify the dean or department chair and to record a voice message on their office phones reflecting the class cancellation.
Report any hazardous ice conditions to the work order line at 746-4020 during normal business hours or to University Police (746-4700) after hours.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 provides each student with certain rights concerning his/her records at Delhi. Official transcripts and class schedules of current students and the permanent record folders of graduates and former students are retained in the Office of Records and Registration.

All professional employees should become familiar with the provisions of this Act and the campus procedures for making records available to students and/or parents, for use in counseling with them.

The complete campus policy statement in compliance with the Family Educational Rights and Privacy Act and H.H.S. Regulations is available on request through the Office of Records and Registration.

**FOOD AND DRINK IN CLASSROOMS**

Food and drink are not allowed in classrooms in any college building.

**FREE SPEECH – USE OF FACILITIES BY THIRD PARTIES**

The Family Educational Rights and Privacy Act of 1974 provides each student with certain rights concerning his/her records at Delhi. Official transcripts and class schedules of current students and the permanent record folders of graduates and former students are retained in the Office of Records and Registration.

All professional employees should become familiar with the provisions of this Act and the campus procedures for making records available to students and/or parents, for use in counseling with them.

The complete campus policy statement in compliance with the Family Educational Rights and Privacy Act and H.H.S. Regulations is available on request through the Office of Records and Registration.

**Introduction:**

The following constitutes SUNY Delhi’s “time, place and manner” policy on the use of SUNY Delhi (“the college”) owned facilities by third parties (non-College or sponsored by recognized student organizations) for free speech purposes as approved by the College Council pursuant to a delegation of authority by the SUNY Board of Trustees. (See SUNY Policy #5603 “Use of Facilities by Non-Commercial Organizations”)
Rationale for the Policy:

As an institution of higher education, the college respects and fully supports the rights granted to individuals under the First Amendment to the United States Constitution regarding free speech. The College has adopted free speech policies with respect to its students, faculty, and staff. Such policies do not apply to third parties who want to use the Campus for free speech purposes.

As a public entity, partially funded by New York State tax dollars, the college will provide a designated public forum to third parties for their exercise of free speech rights. To comply with existing law, the college recognizes that it will be dedicating its scarce resources to the third parties, including staff time for the management of the designated public forum, the cost associated/loss of revenue with the use of space itself, and the possible utilization of University Police and other administrative offices to provide for the public safety of participants.

In drafting and adopting this policy, the college weighed its competing obligations and responsibilities: to meet its legal obligations as a public entity to provide a designated public forum for free speech by third parties, to meet its audit and control obligations in managing New York State property under its jurisdiction, and to meet its obligations for the orderly and safe operation of its campus, while responsibly managing and allocating its scarce resources in pursuit of its educational mission for its students.

Policy Application:

This policy shall apply to all third parties that are not sponsored by the college and/or a student group, who want to use the college’s designated public forum for free speech purposes. This policy does not apply to students or speakers officially sponsored by recognized student groups, faculty or staff as other reservation and use policies apply to members of the campus community.

Definitions:

Black-out days: The college has “blacked-out” certain days on its calendar wherein the use of the campus and its facilities, including outdoor spaces are reserved exclusively for campus related activities that are at the very core of its primary educational mission. During these black-out periods, no third party shall be allowed to use the designated public forum for free speech purposes. The college defines the black-out periods to include the following:
   a. During Opening Weekend for the commencement of fall and spring semesters;
   b. During reading periods and examination periods as set forth on the current academic calendar;
   c. During graduation related activities and events, including winter and spring commencements;
   d. During major campus-wide celebrations, such as Accepted Student Days, 100th Anniversary events, concerts, Family Day, Open House, UDE Fest, Alumni Weekend;
   e. During Accepted Student Days; and
f. During the conservation shut down of educational buildings and administrative offices as defined on its calendar when the temperature of the offices shall be below 60 degrees Fahrenheit (typically between the end of the examination period when students leave campus for the winter holiday break and a few business days after the first of the New Year). This time frame is included in the black-out period because the offices are typically closed for the receipt of applications and the campus is virtually vacant to conserve energy and to save money to meet state budget reductions.

*Designated Public Forum:* The College designates the outdoor area between Evenden Tower and Sanford Hall as its designated public forum space. It is a highly trafficked pedestrian area for students, faculty, staff and visitors. It is also easily visible by vehicular traffic traversing the campus via Delhi Drive. The use of this space is unlikely to interfere with classroom instruction or dormitory residences.

The President shall have the authority to change, either permanently or temporarily, the identity of the designated public forum to another area on campus to address concerns for the health, safety and welfare of the campus community.

*Third Party:* a person(s) who wants to use the designated public forum for free speech purposes and the person(s) is not a student, faculty or staff member at the college, and the person(s) is not officially sponsored by either the college and/or a recognized student group to speak at the college.

*Policy:*
A. The college is providing a designated public forum for use by third parties for their free speech purposes.

B. Reservation and Recordkeeping of the Use of Space:
   i. Third parties who seek to use the designated public forum must:
      1. Complete a designated public forum application (attached); and
      2. File the application with the Office of Business and Career Services three (3) business days before the date the applicant wants to use the designated public forum (applications received after 3 p.m. on a given business day shall be considered as having been received on the morning of the next business day). The applicant assumes responsibility for proper delivery to the Office of Business and Career Services in a timely manner. Normal business hours are 8 a.m. to 4 p.m., Monday through Friday, for deliveries, except for holidays and certain college black-out days as noted below.
   ii. The college shall review the application and respond to the applicant no later than the close of business on the third business day prior to the date the applicant wants to use the designated public forum:
      1. if the application is completed fully and signed by the applicant and the date and time is available for use, the college shall inform the applicant of its approval to use the designated forum on the date and time so requested.
      2. if the application is not complete and/or it is not signed, the college shall return the application to the applicant for completion. The three (3) business days’ time period will begin
running again once the completed and signed application is received by the Office Business and Career Services.

3. if the space is already reserved to its capacity for the date and time requested, or if the date and time requested is during a “black-out period” as defined below, the college shall inform the applicant of the same and offer the applicant the next available date and time for the use of the space.

C. The college shall not:
   a. Inquire as to the nature or content of the free speech;
   b. Charge the applicant an application fee to reserve the designated public forum;
   c. Charge the applicant/third party for the use of the space;
   d. Impose insurance requirements on the applicant/third party; or
   e. Charge the applicant for any additional costs to the college that the college may incur due to the use of the space by the applicant/third party, such as security.

D. The applicant/third party shall:
   a. Be responsible for picking up from the designated public forum any brochures, pamphlets, leaflets or other handouts or goods that the third party speaker brought with him/her to disseminate during his/her speech, and properly disposing of the same in public garbage receptacles or taking them with him/her. The college has a regulation against littering on the campus that applies to all students, faculty, staff and visitors. Failure to comply with this provision may result in future denial of use of the designated public forum; and
   b. Not use megaphone or similar equipment for the amplification of the speech; however, upon written request at the time of application, and on the application, by the applicant, and weather permitting to protect the college’s equipment, the college may provide a microphone and sound system for the speaker.

E. The college reserves the right to terminate any use of the designated public forum in the event either the speaker or a member(s) of an audience engages in conduct that violates the SUNY Rules for the Maintenance of Public Order, adopted in accordance with Education Law Section 6430 and 8 NYCRR 535, in order to secure the orderly operation of the campus for the safety of the entire campus community.

Completed applications to use the designated public forum should be sent to or hand delivered to:

Office of Business and Career Services
Attn: Barbara Scherer
SUNY Delhi
454 Main Street
Delhi, New York 13753

Please call the Office of Business and Career Services at 607.746.4545 with any questions about the application process. All applications must be reviewed and approved by the Director of Business and Career Services.
GRIEVANCE PROCEDURES

Contract or Non-Contract Grievances

The Agreements between the State of New York and the bargaining units representing SUNY Delhi faculty and staff provide the purpose, definition, requirements, representation and procedures for filing a grievance.

Discrimination Complaints

In compliance with federal regulations, the college provides an internal complaint mechanism for employees who claim discrimination based on sex, race, color, age, religion, marital status, veteran status, national origin or handicap. The procedures for filing a complaint are available on the web at http://www.delhi.edu/administration/human_resources/affirmative_action.php.

IDENTITY THEFT PROGRAM

This Identity Theft Prevention Program (“Program”) was developed pursuant to a SUNY policy adopted by the Board of Trustees on May 12, 2009 in order to comply with the Federal Trade Commission’s Red Flags Rule (16 CFR 681.2). The purpose of this Program is to prevent frauds committed by the misuse of identifying information (i.e. identity theft). The Program aims to accomplish this goal by identifying accounts maintained by the college which may be susceptible to fraud (hereinafter “Covered Accounts”), identify possible indications of identity theft activity associated with those accounts (hereinafter “Red Flags”), devising methods to detect such activity, and responding appropriately when such activity is detected.

Definitions:

Account: A relationship established with an institution by a student, employee, or other person to obtain educational, medical, or financial services.

Covered Account: An account that permits multiple transactions or poses a reasonably foreseeable risk of being used to promote an identity theft.

Responsible Staff: Personnel who regularly work with Covered Accounts and are responsible for performing the day-to-day application of the Program to a specific Covered Account by detecting and responding to Red Flags.

Red Flag: A pattern, practice, or specific activity that indicates the possible existence of identity theft.
Response: Action taken by Responsible Staff member(s) upon the detection of any Red Flag to prevent and mitigate identity theft.

Service Provider: A contractor to the college engaged to perform an activity in connection with a Covered Account.

Identity Theft: A fraud committed or attempted using the identifying information of another person without authority.

Program Administration and Oversight:

The President has designated the Vice President for Business & Finance as Program Administrator to oversee administration of this Program. The Program Administrator may designate additional staff of the college to undertake responsibility for training personnel, monitoring service providers, and updating the Program, all under the supervision of the Program Administrator.

The Program Administrator or designees shall identify and train responsible staff, as necessary, to effectively implement and apply the Program. All college personnel are expected to assist the Program Administrator in implementing and maintaining the Program.

The Program Administrator or designees shall review service provider agreements and monitor service providers, where applicable, to ensure that such providers have adequate identity theft prevention programs in place. When the Program Administrator determines that a service provider is not adequately guarding against threats of identity theft, he/she shall have the authority to take necessary corrective action, including termination of the service provider’s relationship with the college.

Prior to the beginning of each academic year, the Program Administrator shall evaluate the Program to determine whether it is functioning adequately. This evaluation shall include: a case-by-case assessment of incidents of identity theft or attempted identity theft that occurred during the previous academic year; interviews with Responsible Staff; and a survey of all accounts maintained by the college to identify any additional Covered Accounts. In response to this annual evaluation, the Program Administrator shall recommend amendments to this Program for approval by the President.

The Program Administrator shall maintain records relevant to the Program, including: the Written Program; documentation on training; documentation on instances of identity theft and attempted identity theft; contracts with service providers that perform activities related to Covered Accounts; and updates to the Written Program. From time to time, the College Vice President for Business & Finance, or other designated internal control officer, may perform audits to determine if various segments of the college are in compliance with the Program.
Covered Accounts; Responsible Staff; Red Flags; Responses:

Covered Account: **Student Accounts**
Responsible Staff: Cashiers
Background: Students must present college identification card or valid driver’s license with picture when signing over a loan check to go on their account.
Red Flag 1: Student does not have ID card.
Response: Do not allow student to sign check over. Make student return with ID card or driver’s license.

Covered Account: **Student Refund Checks**
Responsible Staff: Student mailroom staff
Background: All refund checks are sent to the student mailroom and put in student’s individual mailbox. Each student is assigned a mailbox and given a combination.
Red Flag 1: Student forgot combination.
Response: Staff will require student to present ID card for identification and give student combination.

Covered account: **Employee Paychecks**
Responsible Staff: HR staff
Background: Staff paychecks and direct deposit stubs are distributed by Human Resources’ staff and other staff bi-weekly
Red Flag 1: An unknown staff member requests a paycheck
Response: Do not issue check without valid identification.
Red Flag 2: A co-worker, spouse, domestic partner or other party asks for an employee’s check
Response: Do not issue check without written confirmation from the employee.

Covered Account: **Employee payroll and personnel records**
Responsible staff: HR staff
Background: Employees provide personal information for payroll and benefits. Information is stored in electronic and paper formats.
Red Flag 1: Employee provides conflicting information (e.g. more than one social security number).
Response: Investigate discrepancies before proceeding with processing of payroll and benefits.
Red Flag 2: Employee reports identity theft which appears to be tied to employment/payroll records.
Response: Gather information and investigate in concert with SUNY Counsel and external agencies which manage HRIS (SUNY University Wide Human Resources, Civil Service, NYSHIP)

Covered Account: **Bronco Web (Banner Self-Service via Web)**
Responsible Staff: Computer Information Systems (CIS)
Background: Students are automatically assigned a username and password to access their student records via web using Banner Self-Service.

Red Flag 1: The student notifies CIS’s Client Support Services’ Help Desk that he or she believes that someone else has gained access to his or her student record via Banner Self-Service.
Response: Notify student that he or she should change his/her password. If student does not want to change his/her own password, have student contact the Office of the Registrar. If student provides proper identification, in person, the Office of the Registrar will reset password. If student provides sufficient identification over the telephone, Office of the Registrar will cause a new password to be mailed to the student’s permanent address on file.

Red Flag 2: A college office notifies CIS’s Client Support Services’ Help Desk that it appears someone else has gained access to records of a student via Banner Self-Service.
Response: CIS’s Client Support Services’ Help Desk will investigate. If CIS agrees that this is a reasonable assumption, CIS Client Support Services’ Help Desk will disable the student’s pin/password to prevent further unauthorized access. The student will need to be provided with a new password before computer access may be restored.

Covered Account: Student E-mail
Responsible Staff: Computer Information Systems (CIS)

Red Flag 1: The student notifies CIS’s Client Support Services’ Help Desk that he or she believes someone else has gained access to his/her college e-mail account.
Response: Notify student that he or she should change his/her password. If student does not want to change his/her own password, CIS’s Client Support Services’ Help Desk will reset password and provide the student with the new password.

Red Flag 2: A college office notifies CIS’s Client Support Services’ Help Desk that it appears someone else has gained access to a student’s e-mail account.
Response: CIS’s Client Support Services’ Help Desk will investigate. If CIS agrees that this is a reasonable assumption, CIS’s Client Support Services’ Help Desk will reset password to prevent further unauthorized access. The student will be provided with the new password.

Covered Account: Employee Bronco Web (Banner Self-Service via Web)
Responsible Staff: Computer Information Systems (CIS)

Red Flag 1: The employee notifies CIS’s Client Support Services’ Help Desk that he or she believes that someone else has gained access to his/her records via Banner Self-Service.
Response: CIS’s Client Support Services’ Help Desk will reset password and provide it to the employee.

Red Flag 2: A college office notifies CIS’s Client Support Services’ Help Desk that it appears someone else has gained access to records via Banner Self-Service using a username/password assigned to an employee.
Response: CIS’s Client Support Services’ Help Desk will investigate. If CIS agrees that this is a reasonable assumption, CIS’s Client Support Services’ Help Desk will disable the employee’s
pin/password to prevent further unauthorized access. The employee will need to be provided with a new password before computer access can be restored.

Covered Account: **Employee E-mail**  
Responsible Staff: Computer Information Systems  
Red Flag 1: The employee notifies CIS’s Client Support Services’ Help Desk that he or she believes someone else has gained access to his/her college e-mail account.  
Response: CIS’s Client Support Services’ Help Desk will reset password and provide the new password to the employee.  
Red Flag 2: A college office notifies CIS’s Client Support Services’ Help Desk that it appears someone else has gained access to an employee’s e-mail account.  
Response: CIS’s Client Support Services’ Help Desk will investigate. If CIS agrees that this is a reasonable assumption, CIS’s Client Support Services’ Help Desk will reset the employee’s password to prevent further unauthorized access and provide the new password to the employee.

Covered Account: **Student Record**  
Responsible Staff: Registrar’s office staff  
Background: A student may change his/her temporary or local address online in Bronco Web but they cannot change the permanent address in the Banner computer system. To change the permanent address, the request must be made in writing to the Registrar’s office.  
Red Flag 1: A student calls or e-mails a change of address request.  
Response: If a student or parent calls over the phone they will be asked to have the student stop by the Registrar’s office to put the request in writing. If the request comes from a non-student e-mail account such as G-mail or Yahoo, the registrar’s office staff will ask the student to come to the office or put it in writing with a signature before changing the address. If the request comes from the student’s Delhi e-mail address the address will be changed.  
Red Flag 2: A change of name request occurs without appropriate identification and/or documentation.  
Response: Deny name change request until student’s identity has been established through acceptable means and/or appropriate documentation is provided.

Covered Account: **Financial Aid Grant and Loan Accounts**  
Responsible Staff: Financial Aid Staff  
Red Flag 1: U.S. Department of Education selects student’s FAFSA for verification.  
Response: Collect supplemental information from student and resolve any conflict between FAFSA and supplemental information provided by student.  
Red Flag 2: Student submits multiple FAFSAs containing conflicting information.  
Response: Contact student to resolve conflict and verify information.  
Red Flag 3: Personal identifying information provided with the loan application is not consistent with other personal identifying information on file.  
Response: Ask applicant for additional information to verify applicant’s identity and/or resolve any discrepancies with identifying information on file.
INTERNAL CONTROL

Internal controls are the integration of the activities, plans, attitudes, policies and efforts of the people of an organization working together to provide reasonable assurance that we will achieve our institutional goals and mission. Internal controls extend beyond the business and finance office, spreading throughout our organization, permeating all departments and functions at SUNY Delhi. Consistent with the New York State Governmental Accountability, Audit and Internal Control Act of 1987 that formalizes commitment to efficient and effective business practices, quality services, and ethics in the operations of NYS government agencies, SUNY Delhi has adopted an internal control program designed to promote adherence to this legislation.

Every employee is important to the success of our internal control program: by rigorously following policies and procedures and successfully fulfilling our duties and responsibilities established in job descriptions and meeting performance standards; by taking all reasonable steps to safeguard assets against waste, loss, and unauthorized use; and by attending training to increase understanding of internal controls and reporting internal control breakdowns.

For more information about SUNY Delhi’s internal control program, please visit the Internal Control website or contact our Internal Control Officer at 607.746.4580.

FRAUD POLICY

SUNY Delhi is committed to upholding the highest standard of honest behavior, ethical conduct, and fiduciary responsibility with respect to campus funds, resources, and property. As such, SUNY Delhi seeks to prevent and detect any fraud or irregularities and will diligently pursue any instance that involves SUNY Delhi related activities or business.

All members of the SUNY Delhi community are expected to report any known or suspected fraud or irregularities. Generally, an individual may discuss the concern directly with a supervisor; however, if the individual is not comfortable speaking with the supervisor, the individual is not satisfied with the supervisor’s response, or the individual does not have a supervisor (such as a student), the individual may report the concern to the campus’ designated officer, any campus fraud hotline, or SUNY’s System Administration fraud hotline.

More information can be found on the Fraud Policy website.

LEGAL SERVICES

The college is represented by counsel provided by SUNY System Administration. Faculty and staff who need to consult an attorney for college business should contact the cabinet member who
oversees their functional area. Only members of the President’s cabinet are authorized to contact
SUNY counsel.

MAINTENANCE OF THE PUBLIC ORDER
(Rules of State University of New York Board of Trustees)

535.1 Statement of purpose.

The following rules are adopted in compliance with section 6450 of the Education Law and shall be
filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance or order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

§ 535.2 Application of rules.

These rules shall apply to all State-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities; provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.
§ 535.3 Prohibited conduct.

No person, either singly or in concert with others, shall:

(a) willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he as a lawful right to do or to do any act which he as a lawful right not to do;

(b) physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain;

(c) willfully damage or destroy property of the institution or under its jurisdiction, no remove or use such property without authorization;

(d) without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;

(e) enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;

(f) without authorization, remain in any building or facility after it is normally closed;

(g) refuse to leave any building or facility after being required to do so by an authorized administrative officer;

(h) obstruct the free movement of persons and vehicles in any place to which these rules apply;

(i) deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;

(j) knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer; whether or not a license to possess the same has been issued to such person;

(k) willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; or
(l) take any action, create, or participate in the creation of, any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

§ 535.4 Freedom of speech and assembly; picketing and demonstrations.

(a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

(b) In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose; provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

§ 535.5 Penalties.

A person who shall violate any of the provisions of these rules (or of the rules of any individual institution) shall:

(a) If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.

(b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.

(c) If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

(d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
(e) If he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.

(f) If he is a staff member other than one described in subdivisions (d) and (e) of this section, be subject to dismissal, suspension without pay or censure.

NEPOTISM

This policy is established to strike a balance between preventing preferential treatment while not discriminating against applicants or employees based solely upon marital, blood or domestic partner relationships (as defined by New York State for health insurance purposes).

1. College policy does not preclude the employment of two of more members of the same family*. However, an employee of the college may not officially approve nor recommend the appointment, reappointment, promotion, or salary adjustment of a blood relative, legal relative or domestic partner.

2. Where a search process results in the nomination of a candidate who is a blood relative, legal relative, or domestic partner of a person in the administrative chain of the position, the proposed appointment, with full documentation supporting the appointment, must be passed for review/action to the cabinet-level administrative supervisor and to the director of human resources.

3. If employees find themselves responsible for the direct supervision of a blood relative, legal relative or domestic partner, they must arrange with their supervisor for an appropriate means of removing themselves from the supervision process, including evaluation, recommendation for promotion or salary adjustment, leave approval, etc.

*Family is defined as mother, father, step-parent, spouse, sibling, children, step-children or domestic partner.

NY ALERT

NY Alert is an emergency information system that sends automated voice messages, emails, text and fax messages to those who enroll in the service (visit www.delhi.edu/campus_life/ny_alert/). This system will be employed in the event of critical campus emergencies and times of severe weather conditions which result in class cancellations.
ONLINE INSTRUCTION GUIDELINES

I. Definition

Online (asynchronous) Instruction includes courses which can be taken by a student and given by an instructor from any location with a broadband internet connection and which do not require the student to be online at a certain time of day, with no requirement for face-to-face contact. An exception may be made for proctored testing or special instances due to course content and design. The design, development, and delivery of online courses involves pedagogy, strategies and technologies which may vary drastically from traditional classrooms.

II. Procedures for New Online Course Development

Faculty members (adjunct or full-time) who wish to develop and/or teach an online course must follow the following procedures:

1. A written proposal must be submitted for approval by the program faculty and Division Dean according to the Curriculum Committee Guidelines. Courses proposed for online delivery will also require approval of the Curriculum Committee or approval of a pilot course by the Provost, before the course is taught.

2. Faculty members may consult with the Coordinator of Online Education. (Deadlines for new courses: January 15 for Fall courses, April 15 for J-Term courses, August 15 for Spring courses, December 15 for Summer courses)

3. The instructor will contact the Coordinator upon approval by Curriculum Committee (Timeline: within 2 weeks of receiving the approval) or Provost.

4. Upon notification by the Curriculum Committee or Provost, the Coordinator will contact the faculty member with information on course development and training. (Timeline: within 2 weeks of receiving approval)

5. If this is the first online course proposed by the faculty member, he/she must complete the required training described below. Training can be taken in conjunction with the development of the online course.

6. The faculty member will work in conjunction with the Coordinator of Online Education for all online course development and agreed upon design revisions until the course is ready for delivery. A first draft of the course should be prepared and shared with the Coordinator of Online Education a minimum of 1 month prior to the start of the semester in which the course will be taught online, and revisions should be ready a minimum of 2 weeks prior to the semester in which students will begin taking the course online.

7. All course development must be original with the faculty member. The college does not wish to, nor will it, defend copyright infringements.

8. Payment for initial online course development will be at the time the course development is completed according to section VIII - Online Development Standards and final revisions are acceptable to both instructor and Coordinator of Online Education.

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III. Training Requirements for New Instructors

The semester prior to teaching online for the first time, the faculty member must attend scheduled training sessions (approximately 3 days of training) conducted by SUNY Delhi’s Coordinator of Online Education to receive pedagogical training and familiarize themselves with WebCT (or any other approved college platform). Training sessions, when necessary, will be delivered online. All training sessions must be completed during the term prior to the first semester teaching online.

IV. Training for Experienced Instructors

Active online instructors are strongly encouraged to attend at least one professional development seminar (for example: participating in the DOECOP Lunch Club or related staff development workshops, conducted or sanctioned by the Coordinator of Online Education.) These seminars will focus on pedagogy and the platform, rather than be discipline focused.

For courses in which students and/or the faculty member are experiencing difficulty (e.g. low retention rates), the Coordinator of Online Education will work with the instructor to enhance the aspects of the course that need improvement.

V. Compensation for Online Course Development and Teaching

Instructors will be paid extra service for teaching online courses (minimum of $733.33 per lecture credit hour), unless the course is part of their normal load. In addition, instructors will receive a $2,000 stipend to develop and teach a three credit online course (equivalent to $666.67 per lecture credit hour), if this is the first time the course has been placed online. If the class does not run due to factors not involving the instructor, the Course Developer will still receive the $2,000 stipend. Once a course is developed for the internet, regardless of the platform (i.e., WebCT or other), it no longer qualifies for payment of development in another internet format.

When an instructor is paid to develop an online course, SUNY Delhi reserves the right to future use of the archived course, as well as to have other instructors teach using the online course materials. The original Course Developer shall retain the right to access and utilize any of the material included in the online format at any time in the future regardless of whether they are currently teaching the course. The dean will not schedule a faculty member to teach more than one online class per semester, unless otherwise agreed upon by the faculty member, dean and Provost.
VI. Online Course Evaluations

The Coordinator of Online Education can administer a student survey anytime to determine whether the technical aspects of the course are satisfactory; e.g., did students have trouble logging in? Did the help desk respond quickly to their questions?

Administration of anonymous student evaluations for each class and instructor will follow the current policy for evaluations. Delhi's full-time and adjunct faculty may share the results with their division deans, and are encouraged to do so. Adjuncts who teach only online must administer an anonymous student evaluation for each class, share the results with the division dean, and use a divisional approved student evaluation form.

Deans and/or their designee will also evaluate the class by logging on and observing the class. When possible, evaluators should be faculty who have online teaching experience. Class evaluation by dean and/or designee will normally be scheduled for every other year.

VII. Evaluation Forms

Evaluation Forms are in development. Please also refer to the eLearning Maturity Model

VIII. Online Development Standards

PURPOSE: The purpose of the Online Standards for Course Development for Delhi Online Education (DOE) is to provide a set of guiding principles for instructors who teach online. The standards focus on learning outcomes, elements that comprise a DOE course and guidelines for quality online instruction.

GOAL: The goal of DOE is to provide instruction, resources, and technical support to enhance learning and improve student outcomes. The shared use of a common technical infrastructure and course delivery will enable students to complete all or part of the requirements for a degree or certificate program, or to achieve specific learning objectives in a learner-centered environment supported by distance learning technologies.

To ensure that all DOE learning activities meet the stated goal and to maintain quality and consistency among online courses, the elements of a DOE course and instructional quality guidelines for instructors who develop and/or teach online courses are provided below:

- The majority (if not all) of the course requirements and instructor-student communications are completed using the Internet.
- Activities normally described as on-campus are limited or not required.
- The course will utilize a DOE course template, provided by the Coordinator of Online Education. This template will provide the basic underlying structure of a course to
establish a consistency among courses. Instructors can then edit the course content to fit their needs. The template would include an orientation to the tools used in online courses.

- Course Homepage must contain course name, number, start/end dates, and instructor's contact information and office hours
- Course Homepage must contain "What to do First" or "How to Get Started" statement
- Unused tools must be hidden or deleted
- Course must contain an Orientation:
  o A tour of the online learning environment which goes over each tool that will be used in the course, showing navigation and how to get around in the Learning Management System
- All courses will use the SUNY Delhi Uniform Course Syllabus which must be included within the course, and includes:
  o Course objectives and the measurement criteria for each course objective
  o Minimum requirements such as attendance at on-campus sessions, written assignments, examinations, grading criteria, etc.
  o Technical requirements such as Internet access, browser, plugins, computer capabilities, etc.
  o Required texts/readings.
  o Detailed information concerning assignments and due dates.
  o Dates of required examinations.
  o Detailed information on how to contact the instructor (e-mail, fax, telephone, instant messaging, etc.).

All downloadable documents will be in a file format accessible to all types of computer users (RTF, PDF, etc. as opposed to DOC)

**Interactivity:** Students must be involved in a variety of activities that involve the student in interactive exchanges between other students and between the student and the teacher. Interactive involvement should constitute a significant portion of the course structure. Student interactivity in a three-credit DOE course should be equivalent to at least 45 hours of face-to-face classroom discussion. Interactivity in a DOE course can be accomplished in one or more of the following ways:

- Threaded Discussion. A discussion is started around a topic and the participants respond to the topic and to comments made by the others.
- Instant Messaging - either within an LMS or using a common instant messenger
- Learning Management System internal mail - such as WebCT's internal mail messaging
- E-mail. A critical component for private communications between students and faculty and for delivery of written assignments, critiques and testing.
- Chat Room. (A synchronous activity): students are required to join and participate together at a fixed time.
• Other. Audio message board, blogs, wikis, recorded lectures, podcasts, voice mail, telephone, interactive whiteboard, collaborative group activities using any previously mentioned technologies.

**Presentation Strategies:** DOE courses need to be multi-modal by design and should contain more than one of the following instructional methods:

- Text lessons with supporting images and/or charts, tables, graphs as well as corresponding audio.
- Videotaped Elements. Video elements may be produced to support a course or copyrights secured to allow the use of commercial materials. Videotaped materials can be distributed to students via the internet as part of the course package. Video elements need to be captioned and copyright restrictions must be observed and followed. Instructors can create their own videotaped elements or screencasts using screen-recording software.
- Interactive Elements. Activities that involve computer-assisted instructional elements or multi-media presentations can be included; however, both delivery and development must be considered. Size should not be too large and the presentation must be in a format that is accessible to all.
- Text presentations (such as PowerPoint) should include audio narration.
- Audio Materials.
- External Links - including guided learning activities and assessments
- Textbooks and Study Guides. Texts with a unifying study guide, either electronic or printed, can be a core part of any distance education course. Electronic publishing or text information is an alternative to hard copy distribution. Copyright restrictions must be observed and followed.
- Courses are designed to require students to engage in analysis, syntheses, and evaluation as part of course and program requirements.
- Learning activities are designed to fit teaching/learning requirements and clearly defined learning outcomes.
- Course content, instructional methods, technologies and context complement each other.
- Outcomes address content mastery and increased learning skills.
- Students with skills in subject matter, instructional methods, and technologies work collaboratively to create learning opportunities.
- Instructional offerings are evaluated on a regular basis for effectiveness; evaluation results are utilized for improvement.
- Classroom materials developed by third parties, such as publishers or course cartridges, will be evaluated by the same standards as materials developed by system instructors.

**Teaching/Learning:**

- Student interaction with faculty and other students is an essential characteristic and is facilitated through a variety of ways including voice-mail and/or email.
• Feedback to student assignments and questions is constructive and provided in a timely manner.
• Students are instructed in the proper methods of effective research, including assessment of the validity of resources.
• Students understand expectations of learner activities.
• Assessment methods used are appropriate to the course and learning methods employed.
• The learning experience is designed and organized to increase the learner's control over the time, place, and pace of instruction.
• Learning activities and modes of assessment are responsive to the needs of individual learners.
• Learners have easy access to up-to-date grade info using an online gradebook.
• General education courses must have assignments that can be used to assess the extent to which students have satisfied gen ed outcomes.
• Instructor must send a “Welcome Letter” to all enrolled students containing information about logging on and required course materials at least two weeks prior to the start of the course. A sample welcome letter will be located on the DOE web site.

Accessibility: The College will be responsible for acting in a timely manner to make curriculum, materials, or other resources used in a DOE course available to students with disabilities, unless doing so would significantly alter the nature of the instructional activity.
• Print Material. Provide alternatives to print material including Braille, large print, audiotape, digital sound files and e-text.
• World Wide Web. Content developers should make content understandable and navigable. This includes making the language clear and simple as well as providing understandable mechanisms for navigating within and between pages. Providing navigation tools and orientation information in pages will maximize accessibility and usability. Not all users can make use of visual clues such as image maps, proportional scroll bars, side-by-side frames, or graphics that guide sighted users of graphical desktop browsers. Users also lose contextual information when they can only view a portion of a page, either because they are accessing the page one word at a time (speech synthesis or Braille display), or one section at a time (small or magnified display). Without orientation information, users may not be able to understand very large tables, lists, menus, etc.
• All courses should be designed for compliance with Section 508 accessibility regulations.

OUTSIDE EMPLOYMENT

Outside employment, for procedural purposes, is separated into work for another New York State agency (e.g. SUNY Oneonta) and all other work. Outside employment cannot interfere with the performance of the employee’s professional obligation under any circumstances. The professional obligation for faculty includes meeting and preparing for classes, office hours and student advisement, as well as extra-class responsibilities for program evaluation, committees, staff and department/division meetings, student recruitment and student placement. Almost all faculty
members have an academic year obligation, a ten-month period designated annually by the President which begins in August and ends in June. Most professional staff at Delhi have either a calendar year (12 month) obligation or a college year obligation (10 or 11 months, with a designated period of non-obligation).

Approval from the College President is required for concurrent employment at another SUNY campus or for a New York State agency, whether it is during or outside of the professional obligation. A UP-8 form (available from the employing agency) should be approved and initialed by the employee’s immediate supervisor and submitted to the President’s office.

Supervisory approval for outside employment for a non-New York State employer is not required. However, care should be taken to ensure that the employment does not involve conflicts of interest or any appearance of impropriety (under the Public Officer’s Law) and that it does not impede meeting your professional obligation.

PERSONAL LIABILITY OF UNIVERSITY EMPLOYEES

Officers and employees of the college are afforded protection under Section 17 of the Public Officers Law entitled, “Indemnification of Officers and Employees of the State.” This section reads as follows: (Memorandum to Presidents, 78-8)

"The State shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in any state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or settlement arose, occurred while the employee was acting within the scope of his public employment or duties; the duty to indemnify and save harmless prescribed in this subdivision shall not arise where the injury or damage resulted from intentional wrongdoing or recklessness on the part of the employee."

To invoke the protection of the statute, the individual employee must deliver to the Attorney General the original or a copy of the summons, complaint, or other process served upon the employee within five days after service as well as cooperate fully with the Attorney General in the defense of the claim. In all cases, a copy of the letter and papers should also be sent to the Office of the University Counsel. In situations where the summons or notice must be answered immediately, the Office of the University Counsel should be contacted by telephone. (See Memorandum to Presidents, Vol. 76, No. 26, Nov. 12, 1976). All college employees should be aware of the following areas from which possible legal action could be taken:

Article 7A of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who is in the course of their duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the court to require the offending
employee to make restitution to the State for the value of the funds or other property
unlawfully expended.

Civil Rights--Civil rights issues involving students, faculty and staff have also generated new
laws and new liabilities for the unwary administrator and faculty member who pass official
judgments, of one kind or another, upon other members of the university community.

Personal Liability--As in the case of lawsuits brought pursuant to Article 7A of the State
Finance Law, willful acts which invade constitutionally protected rights may preclude
indemnification under Section 17 of the Public Officers Law. Courts are not likely to permit
State employees to be protected from the consequences of actions which, "cannot reasonably
be characterized as being in good faith." Moreover, since Section 17 applies only to "officers
and employees of the State," students serving on judicial boards and in most other capacities,
except that of residence hall advisor, would probably not be identified under this statute in any
circumstances.

PERSONNEL RECORDS AND FILES

All official personnel records and files for the professional and classified service staff are kept in the
Human Resources Office. No other official personnel file shall be maintained.

It is to be noted that all evaluation reports on individual members shall be in writing for the files and
that the individual concerned shall receive a copy of such report. The individual can also react in
writing to the report received for file purposes.

All materials requested by SUNY Delhi as references in connection with the staff member's original
employment shall be kept confidential from all employees of the college.

Individual personnel files shall be confidential, but any individual shall have the right to review his/her
own personal file in the Human Resources Office at any reasonable time during normal business
hours.

All information that an employee of the college requests be made a part of their record shall be so
honored.

All material indicated above shall be available only to the committees and individuals responsible for
the review and recommendation of the employee with respect to appointment, reappointment,
advancement, and the Chancellor's Awards.

PROFESSIONAL AFFILIATIONS

Members of the professional staff are expected to keep updated in their field through active
membership in professional organizations. Within the limits of its resources, the college supports
PROFESSIONAL DEVELOPMENT GRANTS

Introduction:

SUNY Delhi’s Office of Business and Community Services and Barnes and Noble have made funds available for professional development grants for faculty and staff.

Eligibility:

Approximately 40 grants of no more than $500 each will be made annually to faculty (20 grants) and staff (20 grants). All faculty, as well as staff in all bargaining units, are eligible to apply.

Application Process:

1. Staff, including academic staff, should submit a one page proposal. Academic staff should submit the proposal to their dean or department chair. All other staff should submit proposals to the Vice President for Operations. Your proposal should include:
   a. What is your goal in attending the professional development activity?
   b. How will the activity benefit the college and/or our students?
   c. How will the money be spent?

2. Faculty proposals should be submitted to the division dean, who will then forward the proposal to the deans’ council. Proposals will be considered by the deans’ council as they are received.

3. Staff proposals should be submitted to the supervisor who will forward them to Human Resources. The Review Committee will consider proposals monthly.

4. Activities should be those which are not supported by other funding sources, including NYSUUP Grants, SUNY Tuition Waivers, Individual Development Awards, CSEA Education and Training funds, SUNY Free Space Available Courses, etc. Expenses for activities which have been partially funded for these sources are eligible for consideration.

PURCHASING/PROCUREMENT

Purchasing/Procurement Guidelines:

Purchases using New York State funds are governed by the appropriate sections of the State of New York Finance law, the Office of the State Comptroller rules and regulations, State University of New York policies and procedures, and other applicable requirements. The basic procurement objective is to secure the most appropriate materials, supplies, equipment and services from the
most reasonable and responsible source, consistent with quality requirements and delivery needs as will best promote the interests of the State University of New York and SUNY Delhi.

Currently, departments are not permitted to obligate funds without the prior knowledge and approval of the Purchasing Department. This is accomplished by submitting a requisition form to the Purchasing Department showing the intended purchase or service required. The Purchasing Department should be allowed sufficient time (up to 5 working days) to process the request and finalize the purchase. Purchases that do not follow this process may be rejected.

The total dollar amount or value of a procurement is used to decide what procurement method the Purchasing Department will follow (i.e., soliciting quotes, formal bids, request for information, request for proposal, etc.). It is important to note that when determining the total dollar amount or value, the total contract term must be considered. SUNY Delhi is not permitted to enter into one-year contracts with the same vendor in order to avoid obtaining a multi-year contract or soliciting competition.

Split ordering (also known as the $2,500 60-day rule) is not permitted. Split ordering is defined as the practice of splitting a transaction or group of like transactions into two or more individual smaller dollar value transactions to avoid competitive bidding requirements. In addition, our procurement guidelines state that multiple purchases by an agency of similar materials, equipment, supplies, and services within a 60-day period shall be considered a single purchase. As an example, two departments could simultaneously submit requisitions at $10,000 each for similar equipment. The Purchasing Department would be required to treat that as a single purchase and follow procurement requirements for a $20,000 purchase.

Purchases cannot be finalized, services cannot be authorized, and contract work cannot begin until all necessary approvals are granted. Authorizing a purchase, services, or contract work before all approvals are received is beyond the scope of a state employee’s authority, and the EMPLOYEE MAY BE HELD PERSONALLY LIABLE.

**Vendor selection guidelines:**

When selecting a vendor, preferred sources must be considered first. If the goods or services are not available through a preferred source then a New York State contract vendor or certified M/WBE (Minority/Women-owned Business Enterprises) should be utilized.

NYS Finance Law §162 directs SUNY to buy from Preferred Sources in this order:

*For commodities only*

**CORCRAFT**
New York State Department of Correctional Services
Division of Industries
550 Broadway
Approved NYS contract vendors can be found online at http://www.ogs.state.ny.us/PURCHASE/SearchBrowse.asp. If an item/service is on state contract, notify the Purchasing Department of the contract number that has been assigned to the vendor you are using. Most contract numbers begin with a “PC”, “PS” or a “PT” and are followed by a five-digit number.


Price quotes should be obtained whenever possible if you are not using a preferred source or a contract vendor. You MUST have at least three (3) written quotes if your total order exceeds $10,000. Faxed quotes are acceptable.

Once you have determined which vendor you will be using, you can then fill out your requisition and send it to the Purchasing Department.

Departments should contact the Purchasing Department for assistance before finalizing any contract or agreement that obligates SUNY Delhi. Note: Only the President, the Vice President for Business & Finance and the Controller have authority to sign agreements/contracts for the college.
General Procurement Guidelines:

This information is intended as a general guide only to assist in determining proper purchasing procedures and is applicable for procurements of non-construction commodities or services only. For specific guidelines and further assistance please contact the Purchasing Office.

### Advertising Limits
( NYS Contract Reporter )

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### General Purchasing Limits
( For Commodities and Services )

#### Discretionary Procurements

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<td>• must solicit three (3) informal quotes</td>
</tr>
</tbody>
</table>

#### Formal Competitive Procurements

<table>
<thead>
<tr>
<th>General Purchases between $125,001 and $250,000</th>
<th>Procurement official:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• must solicit minimum of five (5) sealed formal</td>
</tr>
<tr>
<td></td>
<td>bids/proposals; or</td>
</tr>
<tr>
<td></td>
<td>• written quotations with written approval of</td>
</tr>
<tr>
<td></td>
<td>campus president or designee; and</td>
</tr>
</tbody>
</table>
**These are general guidelines only. When you know you will be making a purchase greater than $10,000 you should contact the Purchasing Office immediately so the proper procedures are followed from the beginning. This will help prevent delays in processing the purchases.**

**For questions regarding the use of CADI, College Foundation, or Research Foundation funds, please contact the custodian of those funds.**

Sample - Expenditure Guide – when using State/IFR/DIFR/Summer School Funds:

<table>
<thead>
<tr>
<th>Category</th>
<th>Transaction Type</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Meetings</td>
<td>NO</td>
</tr>
<tr>
<td>Awards</td>
<td>Employee/Student – Incentive Programs</td>
<td>YES</td>
</tr>
<tr>
<td>Contributions</td>
<td>Cash Donations, Gift Cards, Gift Certificates</td>
<td>NO</td>
</tr>
<tr>
<td>Dues</td>
<td>Institutional</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Individual Memberships</td>
<td>NO</td>
</tr>
<tr>
<td>Gifts</td>
<td>Employees, Friends, Donors</td>
<td>NO</td>
</tr>
<tr>
<td>Meals</td>
<td>Department Social Activity</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Entertaining Official Guests</td>
<td>NO – w/prior approval</td>
</tr>
<tr>
<td></td>
<td>Faculty Orientations/Receptions</td>
<td>YES – w/prior approval</td>
</tr>
<tr>
<td></td>
<td>Planning/Administrative Meetings</td>
<td>YES – w/prior approval</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Fund Raising Activities</td>
<td>NO</td>
</tr>
</tbody>
</table>

**For a more complete list of expenditures, check out our Purchasing website**

[http://www.delhi.edu/administration/purchasing/](http://www.delhi.edu/administration/purchasing/)

**Procurement Card/Travel Card/NET Card:**

The State University of New York procurement card program is intended to allow campuses the flexibility to streamline local procedures and controls for procuring goods and services. A travel card is available to campus staff to use for campus-related travel expenses (commercial transportation, rental vehicles, lodging, meals (per rates set by US General Services Administration), registration/conference fees, taxi fare/parking, subway fare, etc.).

The Non-Employee Travel Card (NET Card) is intended to reduce the amount of non-employee out-of-pocket expenses when traveling on behalf of SUNY Delhi. **The NET Card is intended for STUDENT/TEAM travel expenditures only, it is not to be used for individual employee**
travel. All employee travel must be kept separate.

To apply for a Procurement Card, Travel Card, or a NET Card, visit the Purchasing page on SUNY Delhi’s website for the necessary form. The potential cardholder will fill out their information, sign it, and have their supervisor sign off on the application. The signed form will then be sent to the Purchasing office and will be approved by the college Controller. The cards are administered by Citibank. It is the responsibility of the cardholder to follow all program guidelines (which will be made available to the cardholder upon approval of their card request).

Accounts Payable:

Upon receiving an invoice for goods or services that were ordered through the purchase requisition process, please inspect the goods to be sure they are in working order, sign and date the invoice and write “OK to Pay” verifying receipt and acceptance. The signed [and dated] invoice should then be forwarded to accounts payable immediately to be paid timely.

Completing a Purchase Requisition

Purchase requisition forms may be acquired from the Purchasing Department by making an e-mail request. With the electronic template, you will receive information on numbering your requisitions. Keep in mind that the more information you provide, the more accurate the order. A separate requisition form is needed for each vendor.

1. VENDOR INFORMATION (The college has the final determination of vendor)
   A. COMPLETE Name
   B. COMPLETE address, including street/city/zip code
   C. Phone and fax numbers. Website addresses.
   D. Federal Identification number. All purchase orders must include this number.

2. SUNY ACCOUNT AND SUBACCOUNT NUMBERS – The account(s) that should be charged for this purchase. One requisition may be used for the charge off to various accounts. Include the amount to be charged to each account, and have the requisition signed with the appropriate authorized signatures for each account. The Purchasing Department will assign the object code.
3. DESCRIPTION -

   A clear description of the item. This should also have a description in layman’s terms as the Purchasing Department must assign a product code based on the description.

   Catalog/Part or Item number(s)

   Make/Model number(s)

   Color/size

   Packaging information – include how many items in package

QUANTITY – The quantity should agree with the unit listed (Example: if items are sold as individual units, list as 12 each, not 1 dozen)

UNIT – How items are packaged (Example: each, dozen, thousand, package)

(UNIT) PRICE – This price should be for the unit specified. If an item is FREE, be sure to indicate this in the unit price field.

TOTAL – This is the total amount for this particular item. (Multiply quantity by unit price.)

TOTAL AMOUNT OF ORDER – Total of all items included on requisition

AUTHORIZED SIGNATURE – Signature of authorized Account Manager or designee assigned to the account being charged. The Purchasing Department maintains an annual listing of all authorized signatures. Designees must be listed on the authorization form in order to sign a requisition. Unauthorized signatures will result in requisition being returned to the submitting department. Requisitioner and Approver CANNOT be the same person

ATTACHMENTS - should be stapled, not paper clipped, to the back of the requisition. Make a copy of any backup information to keep in your files.

SUBMIT completed form to the Purchasing Department, 167 Bush Hall. The majority of requisitions will be completed within 24 hours, however there could be up to a 5 day turnaround time. You will receive e-mail verification of your order being placed from the Purchasing Department within 1-5 days after submitting your requisition.
SPECIAL INSTRUCTIONS - should be written directly on the requisition. The more information we have, the better we will be able to meet your needs. Special instructions may include the following:

- “The vendor’s copy of the purchase order should be returned to the requisitioner” so they can pick up the items themselves, or so they can mail additional information to the vendor.
- “The vendor listed should be used because …..”
- “The items/services are needed by a special date.” (Please highlight this information so we can include it on the purchase order.)
- “The payment must be routed back to requisitioner (or other specified person)” as is often the case for speakers and performers.

RECORDS RETENTION

Summary

Retention and disposition of official records of the campuses of the State University of New York are governed by the NYS Arts and Cultural Affairs Law. Such records may not be destroyed unless in conformity with the General Retention and Disposition Schedule for New York State Government Records with respect to categories of state government records included therein or with the State University of New York Records Retention and Disposition Schedule with respect to education and other SUNY-specific records. Requests to destroy paper records after transfer from paper to digital form must be approved by the State Archives unless such dispositions are pre-approved under the SUNY Records Retention Schedule for that category.

Policy

Retention and Disposition of Official State-operated Campus and SUNY Records

A. In accordance with Section 57.05 of the NYS Arts and Cultural Affairs Law, official records of the state-operated campuses of the State University of New York and SUNY System Administration must be retained and may not be destroyed unless pursuant to applicable records retention schedules. For SUNY-specific records (for example, student records and hospital records), campuses shall adhere to the SUNY Records Retention and Disposition Schedule (SUNY Schedule) (see Appendices section). For records not covered by the SUNY Schedule and which involve common types of State agency records (for example, financial, personnel, technology), campuses must adhere to the General Retention and Disposition Schedule for New York State Government Records (State Schedule).

B. The SUNY Schedule dictates minimum retention requirements. Campuses wishing to establish retention schedules with shorter retention periods must seek approval of the State Archives through the SUNY Records Management Officer.
C. Periodically, campuses or the System Administration may decide to replace official records in paper with electronic or digital copies. Most records in the SUNY Schedule have been pre-authorized for replacement in the SUNY Records Retention Schedule such that paper records which have been scanned or otherwise converted may be destroyed prior to the end of their retention period. If not pre-authorized, replacement and destruction of paper records can occur only upon approval by State Archives. Such approval requests shall be made by the SUNY Records Management Officer upon request of the campus concerned. Campuses intending to replace paper records with electronic or imaged copies are required to ensure that:

(1) the images will accurately and completely reproduce all the information in the records being imaged;

(2) the imaged records will not be rendered unusable due to changing or proprietary technology before their retention and preservation requirements are met;

(3) the imaging system will not permit additions, deletions, or changes to the images without leaving a record of such additions, deletions, or changes; and

(4) designees of the State University of New York will be able to authenticate the imaged records by competent testimony or affidavit which shall include the manner or method by which tampering or degradation of the reproduction is prevented.

D. Campuses shall utilize appropriate means to ensure compliance with the applicable schedules and retention periods. Records that have reached the end of their retention period shall be destroyed by appropriate means depending on the contents and nature of the records giving due consideration to the confidentiality of the information contained therein. Notification that the records are subject to a litigation hold or are otherwise relevant to a legal action or audit shall result in suspension of routine destruction activities until the records are no longer needed as determined by University Counsel.

Records Management

SUNY’s Records Management Officer (RMO) is currently the Press Officer and Director of New Media. Each campus should designate a local records management officer and notify the SUNY RMO of such designation. It is the responsibility of the campus RMO to report annually, by September 1 of each year, to the SUNY RMO on disposition actions taken by such campus during the previous academic year and to maintain the campus inventory of records. Requests for approval of retention schedules with shorter retention periods should be submitted by a campus through their local RMO to the SUNY RMO for transmittal to State Archives.
Archival and Historical Records

In order to preserve records of historical and archival value, certain categories of records are to be retained permanently. Among these are Presidents’ annual reports, minutes of campus councils, governance organization minutes or handbooks, inaugural or commencement records and important documents generated by or for the campuses such as strategic plans, accreditation reports, etc. Campuses should adhere carefully to the schedules for such records, retain them in a safe place and ensure their preservation when they are no longer needed on a daily basis.

Definitions

In support of this policy, the following definitions are included:

Records - all books, papers, microforms, computer-readable tapes, discs or other media, maps, photographs, film, video and sound recordings, or other documentary materials, regardless of physical form or characteristics, made or received by State University of New York or its campuses in pursuance of law or in connection with the transaction of University business and retained by the University as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities. Library or museum materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of blank forms shall not be deemed to constitute records.

Other Related Information

NYS Archives web site

Forms

Where applicable, this section contains links and/or references to forms as they relate to this policy:

Instructions for Completing and Submitting Records Disposition Authorization Forms (REC-3, REC-4, and REC-5):

REC-3
REC-4
REC-5
Authority

Where applicable, this section contains links and/or references to the authority governing this policy:

NYS Arts and Cultural Affairs Law Section 57.05
Commissioner’s Regulations 8 NYCRR Part 188

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REPORTS

Annual Reports

Article IX, Title A, Section 4, of the SUNY Policies of the Board of Trustees states that on or before September 1 of each year, the chief administrative officer of each college shall make an annual report to the Board of Trustees, the Chancellor, the College Council and the faculty for the previous year, concerning the affairs of the college and his/her recommendations with respect thereto.

In preparing the report, the President requires an annual report from each of the vice presidents/deans/provost who include in their reports a summation of the annual reports from their functional supervisors. In the preparation of their annual reports, the functional supervisors may solicit information from members of their staff.

Annual reports by department chairs and other functional supervisors are to be submitted to their respective vice presidents/deans/cabinet member by June 30 of each year.

Attendance Reports

All members of the professional staff are required to account for their absences by completing a monthly time record online. They are also required to record any changes to or accruals of vacation or sick leave credits. (SUNY Policies of the Board of Trustees, Article XIII, Title I.) If illness prevents employees from meeting their professional obligation, they are to inform their functional supervisor at the earliest opportunity.

Supervisors are responsible for reviewing unclassified staff leave reports for accuracy.

In the event of an urgent personal obligation, justification for a non-chargeable absence must be submitted to the appropriate member of the president’s cabinet for approval.

Classified staff record attendance on a bi-weekly basis on timesheets provided by the Human Resources Office. Supervisors are responsible for reviewing and signing timesheets to attest to their accuracy.

Supervisors may access classified subordinates’ leave accrual balances in Banner using the SLAXSUP screen. Individuals may view their own accruals in Banner using SLAXTIM. Please contact the helpdesk at X4835, helpdesk@delhi.edu for assistance. For professional employees, supervisors and individuals may review leave accrual balances online at https://www.suny.edu/hrportal.
Other Reports

Monthly reports by deans, department chairs and other functional supervisors are submitted to members of the president’s cabinet to inform the College Council of the activities within each function. Program directors, faculty, and staff may be called upon to provide information for these reports. Specific reports are required within each function on an ongoing basis. Functional supervisors are responsible for informing their staff of the nature of these reports.

RESIGNATION

Individuals resigning or retiring from the college workforce are expected to provide at least two weeks notice (four weeks for faculty and professional staff) on forms provided by the Human Resources Office. An employee who is leaving college service for whatever reason should visit the Human Resources Office, Bush Hall, at least two weeks prior to his/her final day of work to begin to process a check list of items to be returned to the college. The employee's final paycheck cannot be released until the check list is completed and returned.

ROMANTIC RELATIONSHIPS

Faculty and staff at SUNY Delhi should not engage in sexual and or romantic relationships with any person over whom they have or are likely to have direct authority in terms of employment or educational decisions. Direct authority over a student includes, but is not limited to, the following situations: faculty member and students; supervisors of work study or student assistants and the students they supervise; advisors to organizations or clubs and members of that organization or club; coaches or trainers of athletic teams and athletes; residence hall directors and students; counselors and student clients; and academic advisors and their advisees.

Statement on Consensual Relationships

It is in the interest of SUNY Delhi to provide a clear statement to the college community about the professional risks associated with consensual romantic and or sexual relationships where a definite power differential between the parties exists. These relationships are inappropriate for two primary reasons.

Conflict of Interest: Conflicts of interest may arise in connection with consensual romantic and or sexual relationships between faculty and other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate relationships, or from making hiring, salary or other similar personnel decisions concerning such persons. The same principles apply to consensual romantic and or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate or prospective employee.
Abuse of Power Differential: In a consensual romantic and or sexual relationship involving a power differential, the potential for serious consequences for the college and the individuals exists. Individuals entering into such relationships must recognize that:

- the reasons for entering into such a relationship may be a function of the power differential;
- even in a seemingly consensual relationship, where power differentials exist, there are limited after-the-fact defenses against charges of sexual harassment;
- the individual with the power in the relationship will bear the burden of accountability; and
- such relationship, whether in a classroom or work situation, may affect the educational or employment environment for others by creating the appearance of improper, unprofessional, and possibly discriminatory conduct.

It should also be noted that should any complaint be lodged alleging a conflict of interest, abuse of power or sexual harassment, that the claim of “consensual relationship” is not a complete defense, and appropriate disciplinary action, including termination, may follow. Of course, no one – faculty member, staff member, or student – will be denied due process in the investigation of any such allegations.

**SIGN-IN PROCEDURES FOR NEW EMPLOYEES**

All new employees, regardless of the proposed length of employment, must report, by appointment, to the Human Resources Office either prior to or on the first day of work in order to complete necessary forms and other procedures. Supervisors should advise new employees to bring two forms of acceptable identification with them at this time, so that the Human Resources Office can verify the right of each individual to work in the United States, as required by law.

**SMOKING REGULATIONS**

As per New York State law, smoking is prohibited in all campus buildings and residence halls. As per NYS law, smoking is prohibited in all campus buildings and residence halls. As per SUNY Delhi policy, smoking is defined as the use of a lit cigarette, cigar, electronic cigarette or any other form of smoking device. Smoking is permitted only in designated gazebos and parking lots.

The New York State Clean Indoor Air Act that a person be designated who will be responsible for informing persons who are smoking in “No smoking” areas that they are in violation of the law.
The Vice President for Operations has been designated as that person.

**SOCIAL NETWORKING, WIKI AND BLOG POLICY**

SUNY Delhi provides access to the World Wide Web for all of its employees as a privilege and in many cases a necessity to meet the responsibilities of their job. This includes the use of social networking sites, and access to an array of wikis and blogs-and even permission to write a blog of one's own-as part of one's professional activities. The college defines "professional activities" as those that advance the college's mission of education, research and public service.

In light of that definition, each employee is reminded when he or she blogs, contributes to a wiki or accesses a social networking site with a SUNY Delhi e-mail address, the employee is a representative of the college and must act accordingly. That means an employee can access such sites as Facebook or MySpace to communicate with students, faculty, staff or other professional colleagues in matters related to their teaching and/or professional responsibilities at SUNY Delhi.

Employees who use a SUNY Delhi e-mail account must first consult their supervisor and/or Dean in advance of their intention to use social networking sites. In addition, any person or organization establishing a social media site or an email account that uses the SUNY Delhi’s name must consult and receive approval from the Office of College Advancement.

Staff or faculty using a SUNY Delhi address to create or post comments to blogs or wikis, or who reference their professional affiliation to SUNY Delhi, should include this disclaimer: *The comments and or postings on this site are my own and don't necessarily reflect SUNY Delhi's opinion, strategies or policies.*

Some activities that would NOT be considered acceptable uses of the Internet from a SUNY Delhi account include, but are not limited to:

- Posting items anonymously or under a pseudonym
- Conducting personal social relationships unrelated to University activities
- Using and creating an account with dating and/or matchmaking sites
- Engaging in partisan political fundraising activity
- Engaging in online gambling
- Posting comments or writing blogs that are obscene or untrue
- Using social networking sites or blog postings to harass others
- Selling goods or services for personal financial profit

If individuals on campus wish to use personal e-mail accounts on social networking sites, wikis or to maintain a blog, the University encourages its employees to keep in mind these recommendations:
• Blog at your own risk: When you air your personal opinions via a blog or a social networking site, you are legally responsible for your commentary. Outside parties actually can pursue legal action against you for postings. Please note that SUNY Delhi will not indemnify an employee for anything she or he writes on a wiki or blog, either under the SUNY Delhi e-mail account or a private one. Furthermore, SUNY Delhi reserves the right to take personnel action against any employee who uses the Internet with campus equipment or e-mail addresses for illegal or inappropriate activities.

• Social network, wiki and blog postings may generate media coverage---be prepared to attract media interest and observe the SUNY Delhi policy, summarized below, for fielding queries from reporters.

• Be thoughtful and accurate in your posts regarding the college and colleagues. All college employees can be viewed as representative of SUNY Delhi---even if they use non-campus addresses-and that can add significance to your postings/comments.

• Be discreet, respectful, gracious and as accurate/factual as you can be in any comments or content you post online. Take particular care of spelling, punctuation and grammar---it DOES reflect on you professionally, as well as on the college.

Blogs and wikis often attract the attention of reporters and you may find a member of a media outlet, whether print, broadcast or Internet site, contacting you for additional comment about a subject in your postings or area of expertise. The college strongly urges faculty and staff to refer all such media queries directly to the College Advancement Office prior to responding to such queries. Queries directed to staff must be handled in collaboration and consultation of the Office of College Advancement.

Also, any faculty, staff, student or organization establishing a social media site or an email account that uses the SUNY Delhi name must consult with and receive approval in advance from the Office of College Advancement.

STAFF CHILDREN IN THE WORKPLACE

College policy precludes employees from bringing their children to work with them.

STAFF DEVELOPMENT WORKSHOPS

The Staff Development Committee plans an annual calendar of in-house workshops with the goal of promoting the professional and personal growth of all members of the college community. Workshops are concentrated in December/January and in May/June. The workshop series offers an opportunity for staff to share knowledge and skills with colleagues, as well as provide learning
experiences for participants. Staff interested in presenting a workshop or in suggesting topics for future presentations should contact the Human Resources Office.

TELEPHONE CALLS – POLICY REGARDING PERSONAL CALLS

Personal telephone calls should be kept to an absolute minimum. In instances when staff members make personal calls from college telephones, such calls should be billed to a personal calling card. Use of personal cell phones to make or receive calls while on duty should also be kept to an absolute minimum.

TITLE IX

Title IX of the Education Amendments was passed by the U.S. Congress in June 1972, and signed into law on July 1, 1972. Though most notable for advancing equity in girls and women’s sports, Title IX provides federal civil rights that prohibits sex discrimination in education programs and activities such as:

- Admissions or financial aid
- Housing and facilities
- Courses, academic research and other educational activities
- Career guidance, counseling or other educational support services
- Athletics (scholastic, intercollegiate, club, or intramural)
- Employment, training for employment, or advancement in employment

The protections of Title IX also extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational and employment opportunities. Title IX is applicable to all members of the campus community, individuals doing business with the campus, those utilizing campus facilities, those who engage in volunteer activities or work activities in connection with or for SUNY Delhi. Each school must designate a Title IX administrator to review, update and implement current Title IX policies, to coordinate appropriate training and resources, and ensure effective and timely responses to complaints of sexual violence, misconduct, discrimination or harassment.

The Title IX Coordinators at SUNY Delhi are:

- Lynn Berger, Director of Employee Relations and Affirmative Action, 105 Bush Hall, 607-746-4494, bergerla@delhi.edu
- Lori Osterhoudt, Director, Counseling & Health Services, 114 Foreman Hall, 607-746-4692, osterhlb@delhi.edu

The Title IX Coordinators oversee the processes that address reported concerns or claims of sex or gender based harassment, discrimination, misconduct or violence. This includes working closely with Student Affairs, Academic Affairs, Human Resources, Counseling & Health Services, University Police and other offices to provide educational programming for the campus community, investigate claims of sexual
discrimination, harassment, sexual assault, violence or misconduct, to identify the appropriate responses or resolutions as may be prescribed by policy and law. The Title IX coordinators will also work with the complainant(s) to assist them in accessing any appropriate internal and external support services.

Sexual Violence Victim/Survivor Bill Of Rights

The State University of New York and SUNY Delhi are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

The right to:

- Have disclosures of sexual violence treated seriously.
- Make a decision about whether or not to disclose a crime or incident and participate in the conduct or criminal justice process free from outside pressures from college officials.
- Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
- Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the College, the accused, and/or their friends, family and acquaintances.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.
Options in brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation.
- Confidential resources include licensed counselors on and off campus, medical professionals on and off campus, and the clergy.
- Individuals who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible.
- If in doubt about confidentiality, ask.

Make a report to an authority who can address complaints:

- **Lynn Berger**: Director of Employee Relations and Affirmative Action/Title IX Coordinator, 607-746-4494, 105 Bush Hall, bergerla@delhi.edu - for all questions regarding Title IX or to file a sexual harassment or discrimination complaint against a student, staff or faculty member or vendor

- **Lori Osterhoudt**: Director of Counseling and Health Services/Title IX Deputy Coordinator, 607-746-4690, Foreman Hall, osterhlb@delhi.edu - for all questions regarding Title IX or to file a sexual harassment or discrimination complaint against a student, staff or faculty member or vendor

- **LouAnn Matthews-Babcock**: Director of Judicial Affairs, 607-746-4443, 130 Bush Hall, matthelm@delhi.edu - to report Student Code of Conduct violations or to request a “No Contact Order”

- **Counseling and Health Services**: 607-746-4690, Foreman Hall, healthservices@delhi.edu - to seek confidential medical treatment and counseling services

- **University Police**: 607-746-4700, North Hall - for emergency assistance or to report a crime or request a “No Contact Order” or order of protection

- **Local Law Enforcement**:
  - Delhi Village Police: 607-746-2249, 9 Court Street, Delhi
  - Delaware County Sheriffs: 607-746-2336, 280 Phoebe Lane, Delhi
  - NY State Police: 911 or 607-432-3211, 199 Oneida Street, Oneonta

- **Safe Against Violence**: 866-457-7233 or 607-746-6278, 35430 State Route 10, Hamden, www.delawareopportunities.org/safe-against-violence - provides services for victims of domestic violence, sexual assault and other crimes
TUITION ASSISTANCE PROGRAMS

State University Employee Tuition Waiver Program

The State University Employee (SUE) Tuition Waiver Program provides University and Research Foundation employees with official forgiveness of part of the tuition for courses taken within the SUNY system.

Eligibility

All college non-student employees are eligible. Employees must be expected to be on the payroll for the duration of the course(s) covered by the waiver as well as a reasonable expectation that their employment will continue beyond the course duration so that the University, in addition to the employee, will benefit from the knowledge acquired.

Covered Expenses

Only credit-bearing courses taken at state-operated SUNY campus are covered. Non-credit courses, courses taken at community colleges, and course audits are not covered. Courses must be related to the employee’s current position or increase the employee’s opportunity for advancement within the University.

Tuition only may be waived; employees are responsible for all fees including the College/University fee.

Amount of Waiver

The amount waived is contingent upon available funding. The usual reimbursement rate is 50 – 100% for one course per semester.

Coordination with Other Tuition Support Programs

College employees may also be eligible for tuition assistance through negotiated programs. Your SUE waiver will be adjusted accordingly if you receive other tuition assistance for the same credits.

Employees represented by CSEA may take advantage of a union-sponsored program – the NYS & CSEA Partnership for Education and Training program – which entitles employees to one free course per year at participating institutions, or reimbursement of tuition expenses for one course at non-participating institutions (maximum payment is based on SUNY undergraduate tuition rate). We encourage employees to use this program in lieu of the SUE program where possible, in order to maximize the tuition support they receive. Employees taking more than one course...
should apply through the NYS & CSEA Partnership for Education and Training program, and then through the SUE program for the remaining courses.

Employees represented by UUP are eligible to take one SUNY course per semester tuition-free on a space-available basis. Employees are encouraged to use the UUP program for their first course, and the SUE program for other courses.

Management/Confidential employees may, through a program administered by the Governor’s Office of Employee Relations, receive tuition reimbursement of 75 percent of expenses subject to a $1,500 annual maximum. Contact the Office of Human Resources for details.

Employees represented by PBA have a union-sponsored program available, which provides a voucher covering up to $600 of tuition costs per semester at participating institutions, or reimbursement of 50 percent of expenses at non-participating institutions, subject to funding availability.

Application Procedures

Application forms are available from the Human Resources Office or on the Human Resources web site under forms.

Tuition Reimbursement Program

In addition to the tuition waiver program described above, the college provides a tuition reimbursement program for courses taken at non-SUNY schools. Only full-time employees are eligible; the maximum reimbursement rate is $25 per credit. The only funding source for this program is OTPS accounts in the department/division in which the employee works. Further information is available from the Office of Human Resources.

VEHICLE USE POLICY

Authorization for Use

In order to receive authorization to operate a college owned, leased or rented vehicle, on or off campus, all prospective drivers must:

1. Possess a current valid driver's license recognized by New York State. All drivers must be at least 18 years of age and cannot possess a "probationary", "court-restricted," or "junior" license.
2. Employees must have the appropriate class of driver’s license to operate the vehicle.
3. Complete a "SUNY Delhi Driver Information Form" and have driving privileges approved by University Police through the LENS (License Event Notification System) program.

4. Agree to operate college owned, leased or rented motor vehicles in accordance with the applicable local and state laws and college regulations, at all times.

5. Students may operate college owned vehicles only when:
   a. it is not feasible to use another driver;
   b. the supervisor requests appointment of the student driver;
   c. a staff member accompanies the driver when transporting students for approved purposes.

Requesting a Motor Pool Vehicle

1. A motor pool vehicle must be requested for official travel. Unless an appropriate motor pool vehicle is not available, employees will not be reimbursed for travel in personally owned vehicles for trips in excess of 50 miles.

2. The requestor completes a “Use of Vehicle Form” for each vehicle needed. The form must be signed by the requestor’s supervisor or other appropriate college official. Forms are available on the Facilities Web Site at http://www.delhi.edu/administration/facilities/vehicles.php.

3. The requestor sends the “Use of Vehicle Form” to the Facilities Office via campus mail or email to schereba@delhi.edu. The form should be submitted at least one week prior to the date the vehicle is requested and not more than three (3) months in advance.

4. The Facilities Office assigns a vehicle (or completes the form to indicate that none are available) and returns to form to the requestor.

Using a Motor Pool Vehicle

1. The requestor takes the “Use of Vehicle Form” to University Police to pick up the keys and credit cards. Pick up hours are 7:00 a.m. until 7:00 p.m. Monday through Friday.* The requestor leaves a “Use of Vehicle Roster” form at University Police at the time the keys are picked up.

2. Before beginning the trip, the driver should complete the “Pickup Check List” on the “Use of Vehicle Form.” Any deficiencies should be noted and explained on the form.

3. Drivers are asked to complete a roster and leave it with University Police before traveling. It is intended to facilitate contacting travelers in an urgent situation or to take appropriate action in the event of an accident.

4. Please ensure that the vehicle is full of gas when it is returned. Vehicles can be filled at the Wall Service pumps Monday through Friday from 7:00 a.m. until 3:30 p.m. At other times, please fill the vehicle at a gas station, using the gas card provided.

5. When returning from the trip, the driver should complete the “Return Check List” on the
“Use of Vehicle Form” prior to returning keys, credit cards, credit card receipts and “Use of Vehicle Form” to University Police. Any deficiencies should be noted and explained on the form. Please return vehicles promptly. Please note that vehicles are supplied with garbage bags. Drivers are expected to return vehicles in reasonably clean condition. Faculty and staff are encouraged to involve students in cleaning up after themselves.

Failure to follow procedures for use of motor pool vehicles or any intentional vehicle damage or damage resulting from misuse may result in charges to your department and/or revocation of your privilege to drive college owned vehicles.

*Although keys may be picked up in advance, please do not take the assigned vehicle before the requested time without permission from the Facilities Office.

College Regulations for Motor Vehicle Use

1. Seat belts must be used by all drivers and passengers, when they are provided.
2. Payment of all traffic violations and citations received as a result of the drivers actions will be the sole responsibility of the driver.
3. Drivers must report any change in license status (e.g. license has been suspended or revoked) to their immediate supervisor immediately. If the license is revoked/ suspended, operating privileges will be immediately suspended or terminated until such suspension/revocation has been cleared by the Department of Motor Vehicles.
4. Drivers must conduct pre-inspection of vehicle to include lights, signal lights, brake lights, mirror adjustments, tires, etc. prior to leaving the parking lot.
5. Use of alcohol or other drugs prior to or during vehicle use is STRICTLY PROHIBITED.
6. No smoking in the vehicles at any time.

Accident Procedures for Drivers

In the event of an accident, the following procedures must be followed:
1. Immediately notify a local police agency or the New York State Police in that area.
2. Obtain the name, address, and telephone number of the other driver and any witnesses.
3. Complete the accident kit (and accident questionnaire, if necessary) located in the motor vehicle packet.
4. Report the accident to your supervisor
5. Provide police report (or ask for report number if report is not available/provided) or any other documentation to the Facilities Department.

Liability Exposure While Driving on SUNY Business

This policy is intended to clarify the consequences of getting into an accident while driving on SUNY Business in terms of insurance and liability protection. The chart which follows addresses
the various driving scenarios that can occur.

A key feature of the liability coverage scenarios is that an employee or student who is sued for damages resulting from the automobile accident that occurred while driving either their own vehicle or a rented vehicle on State business must look to their own personal automobile insurance policy for primary liability coverage, with the State’s protection coming in as excess coverage.

**Student Drivers**

Student drivers using their own vehicles or a vehicle rented by the college should be notified in advance that such use will place their own automobile liability policy at risk in case of an accident. Such students should be provided with a copy of this policy and asked to sign, acknowledging receipt. If injury or property damage should occur as the result of an accident, the driver will have to look first to their own personal automobile liability insurance for liability coverage. Only if that primary coverage is inadequate will the State’s protection be available as excess insurance.

**Rental Vehicles**

Employees or volunteers who drive rental vehicles on State business must first look to the mandated liability insurance coverage provided by the rental car company, then to their personal auto liability policy (unless business use is excluded) and finally to the State’s self-insurance for coverage.

**Personal Vehicles**

Supervisors should ensure that employees are put on written notice that their own personal automobile liability insurance may provide the first layer of insurance coverage in an accident by having the employee sign a copy of this policy. Signed copies may be forwarded to Human Resources for inclusion in the official personnel folder.

<table>
<thead>
<tr>
<th>Event</th>
<th>Driver’s Medical</th>
<th>Damage to Vehicle</th>
<th>Damage to Other Vehicle</th>
<th>Other Bodily Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Drivers his/her Own Vehicle</td>
<td>No-fault up to $50K, Student health insurance</td>
<td>Collision on student auto insurance or Third party auto insurance if at fault</td>
<td>Student Auto Insurance</td>
<td>No fault of injured party for medical bills, Student Auto Insurance, Owner of vehicle’s insurance (if different)</td>
</tr>
<tr>
<td>Faculty/Staff Driving Their Own Vehicle</td>
<td>Worker’s Compensation (primary): WC will take a lien on No-fault insurance coverage (second), Personal health insurance (third)</td>
<td>Faculty/Staff Auto Insurance</td>
<td>Faculty/Staff Auto Insurance</td>
<td>No fault for medical bills; liability Faculty/Staff auto insurance is primary: §17 POL. secondary (excess)</td>
</tr>
<tr>
<td>Student Drives State Owned Vehicle</td>
<td>Worker’s Comp. (if employee), State no-fault coverage to $50K, Student’s health insurance</td>
<td>SUNY campus or System pays for repairs, if the student driver is at fault.</td>
<td>State Self Insurance: GGS notified and generally pays property damage</td>
<td>State Self Insurance: GGS handles program with up to 25K in settlement authority — above this, suit filed in Ct. of Claims or NYS Supreme Court with §17 coverage</td>
</tr>
<tr>
<td>Faculty/Staff Driving State Owned Vehicle</td>
<td>Workers compensation (primary), State no-fault up to $50K, Personal health insurance</td>
<td>SUNY campus (or System) pays for repairs, if the SUNY driver is at fault.</td>
<td>State Self Insurance: GGS notified and generally pays property damage</td>
<td>State Self Insurance — see above</td>
</tr>
<tr>
<td>Student Driving RF owned vehicle on RF business</td>
<td>Worker’s Comp, No-fault coverage on vehicle, Personal insurance</td>
<td>RF Insurance</td>
<td>RF Insurance</td>
<td>RF Insurance</td>
</tr>
<tr>
<td>Faculty/Staff Driving a RF Owned Vehicle on RF business</td>
<td>Workers compensation, No fault on vehicle, Personal insurance</td>
<td>RF Insurance</td>
<td>RF Insurance</td>
<td>RF Insurance</td>
</tr>
<tr>
<td>Event</td>
<td>Driver’s Medical</td>
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<td>Damage to Other Vehicle</td>
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</tr>
</tbody>
</table>
| Student driving rental car paid for with personal credit card | • No fault under rental car insurance to $25K  
• No fault under Personal Auto Insurance  
• Personal Health Insurance | • Collision Damage Waiver (CDW)  
• State agency (campus) | • Rental car insurance  
• Personal Auto Insurance  
• §17 excess or Ct. of Claims if State is sued | • Rental car insurance to $25/50K limit*;  
• Personal insurance,  
• §17 excess |
| Faculty/staff driving rental car paid for with personal credit card | • Worker’s Comp.  
• Rental car no-fault insurance  
• No-fault under Personal Auto Ins.  
• Personal health insurance | • CDW  
• State agency (or campus) | • Rental car insurance  
• Personal auto insurance  
• §17 excess or Ct. of Claims if State is sued | • Rental car insurance to $25/50K limit* is primary;  
• Personal insurance and  
• §17 excess/or Ct. of Claims |
| Student driving rental car paid for directly with state funds via corporate credit card*** or purchase order | • Worker’s Comp. (if employee)  
• Rental car no-fault.  
• Corporate Card provides Accident insurance  
• Personal Health insurance | • Rental car insurance  
• Citibank Visa Card Insurance covers CDW  
• Personal Auto insurance  
• Agency/campus | • Rental car insurance  
• Personal Insurance  
• §17 excess or Ct. of Claims if State sued | • Rental car insurance to $25/50K limit*, then  
• Personal insurance, then  
• §17 excess/or Ct of Cl. |
| Faculty/staff driving rental car paid for directly with state funds – via corporate card or purchase order | • Workers compensation  
• Rental car No fault coverage  
• Personal Health Insurance | Enterprise: purchase CDW or Citibank Visa if used provides CDW  
Other credit cards – purchase damage waiver protection (see above for order) | • Rental car insurance  
• Personal Auto Insurance  
• §17 excess or Ct. of Claims | • Rental Car insurance to 25/50K limit*  
• Personal Insurance,  
• §17 excess |
| Hired bus/coach | • Bus Co. insurance or File suit ag. Transport company;  
• Personal health insurance | Bus company’s insurance | Bus company’s insurance | Bus company’s insurance |

Note: In all instances (unless noted otherwise) it is assumed that that activity (while driving) is for the purpose of official state business

* In New York State
** In any instances where a student is driving, it is assumed that student is an employee or a volunteer for SUNY
*** NYS has a contract with Citibank Visa for corporate travel credit cards. The State contract provides the insurance coverage which accompanies the use of the credit card on official travel and includes CDW, baggage insurance and travel accident insurance up to $350,000 per incident which covers injuries to the driver and rental car passengers.

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VIOLENCE IN THE WORKPLACE

The State University of New York at Delhi will not tolerate violence or threats directed toward any member of the University community. For these purposes, prohibited workplace violence includes but is not limited to: damage to property, threats, threatening behavior, or acts of physical or psychological harm to persons. Any violation of this University policy will be met with the strongest possible action appropriate to the circumstance.

Workplace Violence\(^1\) Prevention Policy

Policy

The State University of New York, College of Technology at Delhi is committed to providing a safe work environment for all employees. The college will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others. This document sets forth standards for employee conduct and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence should they occur in the workplace.

Prohibited Conduct

A. The college will not tolerate any act or threat of violence made in the workplace, on college property, or while in work status.

B. No person may engage in violent conduct or make threats of violence, implied or direct, on college property or in connection with college business. This includes but is not limited to:

   1. 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;
   2. Behavior that diminishes the dignity of others through sexual, racial, sexual, religious or ethnic harassment;
   3. Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly;
   4. Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.

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\(^1\) For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health’s (NIOSH) definition in NYS Department of Labor Division of Safety and Health’s, Workplace Violence Prevention Requirements for NYS Public Employers at http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc
C. No person, without legal authority, may carry, possess or use any dangerous weapon on college property or in college buildings or facilities.

**Workplace Violence Advisory Team**

A. The President will establish a Workplace Violence Advisory Team. This team, working with the Campus Safety Advisory Committee, will assist the President to:

1. perform a risk evaluation\(^2\) of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
2. assess the campus’ readiness for dealing with workplace violence;
3. facilitate appropriate responses to reported incidents of workplace violence;
4. assess the potential problem of workplace violence;
5. evaluate incidents to prevent future occurrences;
6. utilize prevention, intervention, and interviewing techniques in responding to workplace violence;
7. develop workplace violence prevention tools (such as pamphlets, guidelines and handbooks) to assist in recognizing and preventing workplace violence on campus; and
8. arrange regularly scheduled workplace violence prevention training sessions for employees.

B. The SUNY Delhi Workplace Violence Advisory Team consists of the Campus Safety Advisory Committee and the Directors of University Police and Administrative Services.

**Workplace violence prevention program**

A. The campus shall develop and implement a written workplace violence prevention program\(^3\) for its workplaces that includes the following:

1. a definition of workplace violence;
2. commitment to zero tolerance of workplace violence;
3. techniques on how to recognize and avoid workplace violence situations;
4. identification of the high risk occupations;
5. the importance of reporting all workplace violence incidents and the procedure to do so;
6. investigations of incidents by the employer; and

\(^2\) For a description of a risk evaluation see the NYS Department of Labor Division of Safety and Health’s, Workplace Violence Prevention Requirements for NYS Public Employers at [http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc](http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc)

\(^3\) From the New York State Department of Labor Division of Safety and Health’s, Workplace Violence Prevention Requirements for New York State Public Employers at [http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc](http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc)
7. employee assistance.

Information and training for employees
A. The college shall make the written workplace violence prevention program available, upon request, to its employees and their designated representatives.

B. At the time of employees’ initial assignment and annually thereafter, the college shall provide its employees with the following information and training on the risks of violence in their workplace(s):

1. be informed of the requirements of NYS Labor Law § 27-b;
2. the risk factors in their workplace(s);
3. the location and availability of the written workplace violence prevention program; and
4. training sessions that outline:
   a. the measures employees can take to protect themselves from such risks, including specific procedures the college has implemented to protect employees and
   b. the details of the written workplace violence prevention program developed by the college.

Retaliation

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

WOMEN, PRIVATE INSTITUTIONS WHICH DISCRIMINATE AGAINST (8/80)

All college employees are requested to comply with the following Governor's Executive Policy regarding "Private Institutions which Discriminate Against Women."

"State officials are requested not to host, attend or participate in any meeting or other activity, the purpose of which is in any way related to State business, in any private establishment or facility which does not afford women full membership rights and privileges."
WORKERS’ COMPENSATION

Faculty and staff are covered under the provisions of the New York State Worker's Compensation Law and thus are eligible to receive compensation for medical care, disability, or death from injury arising out of and in the course of the performance of their duties, irrespective as to fault in cause of the injury.