

**STATE UNIVERSITY OF NEW YORK**

**COLLEGE AT GENESEO**

**MANAGEMENT/CONFIDENTIAL, PROFESSIONAL AND ACADEMIC**

**EMPLOYMENT AND BENEFIT HANDBOOK**

<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
1. INTRODUCTION	1.1
2. APPOINTMENT AND EMPLOYMENT	
Standards and Code of Ethics	2.1
Appointment Title	2.1
Appointment Type	2.2
Professional Staff Promotion	2.5
Transfer	2.6
Evaluation	2.6
Retrenchment	2.6
Retirement/Resignation	2.7
3. COLLEGE POLICIES	
AIDS	3.1
Affirmative Action	3.1
Employment Decisions by Members of an Immediate Family Nepotism	3.2
Financial Disclosure Statements	3.2
Gifts and Gratuities	3.2
Insurance of Personal Items	3.2
Internal Control Law	3.2
Political Activities	3.3
Release of Information	3.3
Review of Personnel File	3.3
Sexual Harassment	3.4
Smoking	3.4
Use of Alcohol and Controlled Substances	3.4
4. ATTENDANCE AND LEAVE	
Fair Labor Standards Act	4.1
Attendance Records	4.1
Vacation Leave	4.1
Sick Leave	4.2
Leave Donation Program	4.2
Holiday Leave	4.3
Military Leave	4.3
Maternity/Child Care Leave	4.3
Family and Medical Leave Act (FMLA)	4.4
Sabbatical Leave	4.4
Other Leaves	4.4
Extraordinary Weather Circumstances	4.5
Court Attendance/Jury Duty	4.5

**SECTION**

**PAGE**

5. COMPENSATION

Pay Days	5.1
Direct Deposit	5.1
Pay Check Deductions	5.2
Salary Increases	5.2
Extra Service	5.2

6. BENEFITS

Health Insurance	6.1
Prescription	6.2
Dental and Vision Care	6.2
Long Term Disability	6.2
New York's College Savings Program	6.2
Optional Benefits	6.3
Supplemental Retirement Annuities	6.3
Alternate Funding Vehicles	6.3
Retirement Benefits	6.4
Survivor Death Benefits	6.5
Disability Retirement Allowances	6.6
Tuition Programs	6.7
Workers' Compensation	6.8
Unemployment Insurance	6.8
"Right to Know"	6.8

7. SERVICES

Campus Facilities	7.1
Bookstore	7.1
Dining Services	7.1
Libraries	7.1
Recreation and Fitness Centre	7.1
Credit Union	7.2
Employee Assistance Program	7.2
Employee Suggestion Program	7.2
Emergency Treatment	7.2
Identification Cards	7.3
Notaries Public	7.3
The Geneseo Foundation	7.3

**SECTION**

**PAGE**

8. PERFORMANCE REVIEW, SALARY INCREASE AND PROMOTION

Purpose of Evaluation	8.1
Performance Program	8.2
Responsibility	8.2
Frequency	8.2
Content	8.2
Disposition	8.2
Modification	8.3
Evaluation Procedure	8.3
Frequency	8.3
Procedure	8.3
Disposition of Final Evaluation Report	8.4
Review of Final Evaluation	8.5
Promotion	8.6
Definition	8.6
Promotion to Vacant Position	8.6
Promotion from Current Position	8.6
Salary Increase	8.8
Basis of Request	8.8
Procedure	8.8

## 1. INTRODUCTION

Welcome to the State University of New York College at Geneseo. This handbook has been designed to provide you with an overview of the benefits, services, and regulations relevant to your employment.

We encourage you to read this handbook and retain it as a reference. It is impossible to include all information applicable to every situation an employee might encounter. Whenever you need further information, advice, or assistance, you are encouraged to contact your supervisor, your union representative, or the Personnel Services Office, Erwin 219, 245-5616. Additional documents also available for your reference include: The SUNY Geneseo Policies and Procedures Manual, the Agreement between The State of New York and United University Professions, Inc., and the Policies of the Board of Trustees State University of New York.

## **2. APPOINTMENT AND EMPLOYMENT**

### **Standards and Code of Ethics**

As an employee of New York State, you are bound by the Code of Ethics set forth in the Public Officers Law. Under this law, you are required to pledge to support the Federal and State constitutions and to perform faithfully the duties of your position. You also are expected to maintain the highest standards of conduct in carrying out your responsibilities and to conduct yourself in your position in a way that will reflect favorably on yourself and your department.

The Secretary of State is required by law to obtain and file your Oath of Office as an employee of New York State, along with a signed statement that you have received, read, and will conform to the provisions of Sections 73-78 of the Public Officers Law. These provisions are set forth in a pamphlet entitled "Public Officers Law: Standards and Code of Ethics" which you received at the time of your appointment.

### **Appointment Title**

#### a) Management/Confidential Titles

Management/confidential positions are established pursuant to Article 14 of the Civil Service law and are excluded from participating in collective bargaining agreements. Each campus has a list of certified management positions which generally consists of the President, Provost, Vice Presidents, Deans, certain titles on the Personnel and Finance Staff, and other selected titles. Appointments are made by the President subject to the availability of a position and the requirements of the salary schedule. A management/confidential employee serves at the pleasure of the appointing officer and has no tenured status.

#### b) Professional Titles

Professional positions are positions which have not been formally designated as academic or management/confidential and determined to be non-statutory under Civil Service Law. Such professional positions are classified in salary levels from one to six by the State University of New York with approval of the Division of the Budget and are covered under the Agreement between the State of New York and United University Professions, Inc. Such positions are represented by the Professional Services Negotiating Unit. Appointments to positions in this class are made in accordance with Article XI of the

Policies of the Board of Trustees. Appointment authority rests with the President for all decisions except permanent status which can be granted only by the Chancellor with the recommendation of the President.

c) Academic Titles

The academic staff is comprised of those persons having academic rank or qualified academic rank. All appointments to academic staff positions are made in accordance with Article XI of the Policies of the Board of Trustees. The academic staff is covered by the terms and conditions specified in the Agreement between the State of New York and United University Professions, Inc. and is represented by the Professional Services Negotiating Unit.

Academic rank is rank held by those members of the academic staff who have the titles of University Professor, Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Senior Assistant Librarian, and Assistant Librarian.

Qualified academic rank is rank held by those members of the academic staff who have titles of Lecturer or titles of academic rank preceded by the designations “clinical”, “visiting”, “adjunct”, etc. Time spent in service in these ranks does not count toward continuing appointment.

**Appointment Type**

a) Term Appointment

Pursuant to Article XI, Title D, Section 1 of the Policies of the Board of Trustees, a term appointment is for a specified period of not more than three years, which automatically expires at the end of that period unless ended earlier because of resignation, retirement, or termination. A term appointment is made by the President and may be given to any person appointed to or serving in a position designated as being in the Professional Services Negotiating Unit.

Exceptions to the above are appointments granted to persons serving in specified titles covered by the Agreement which by contract require five-year term appointments. Those titles are listed in Appendix A to Article XI of the Policies of the Board of Trustees.

Persons appointed to titles in the Division III coaching structure are subject to three-year term contracts and are not eligible for permanent appointment.

The Policies of the Board of Trustees and the Agreement spell out the timetable for extending contracts and awarding continuing or permanent appointment. In the event a term appointment is not to be renewed upon expiration, the President will notify the appointee in writing not less than:

- i) Three months prior to the end of a term expiring after the completion of the appointee's first year of uninterrupted service, but not later than March 31 for terms ending in June, July or August;
- ii) 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, and not later than December 15 for academic year faculty whose terms end in June, July or August; and
- iii) Twelve months prior to the expiration of a term after two or more years of uninterrupted service.

Where a non-renewal constitutes a denial of continuing or permanent appointment, Article 33 of the Agreement provides timetables and procedures for appealing that decision to the Chancellor.

b) Temporary Appointment

A temporary appointment is for an unspecified period which may be terminated at any time. A temporary appointment may be given to any person appointed to or serving in a position designated as being in the Professional Services Negotiating Unit and ordinarily is given only when service is anticipated to be part time, voluntary, or for a period of less than one year. A temporary appointment is also appropriate whenever a position has been vacated by an employee on approved leave.

c) Probationary Appointment

A probationary appointment is for a period of one year. Such an appointment must be granted to a professional employee holding a professional title in which permanent appointment may be granted when: 1. the employee is appointed to a different professional title in which permanent appointment may be granted; or 2. the employee is appointed to a professional title listed in Appendix A of the Policies of the Board of Trustees.

d) Continuing Appointment

A continuing appointment is made to a position of academic rank which is not affected by changes in such rank and continues until resignation, retirement, or termination. Continuing appointments are made by the Chancellor on recommendation of the President.

Continuing appointment as Professor, Associate Professor, Librarian, or Associate Librarian may be given on initial appointment or thereafter.

Further employment in such ranks after the third consecutive year of service in any one or several of these ranks at the College must be on the basis of continuing appointment, however, such appointment is not effective until made so by the Chancellor.

Promotion to any of the above listed ranks does not extend the service requirements for continuing appointment in all other ranks in which such appointment may be granted.

Further employment of an employee who has completed a total of seven years of service in a position or positions of academic rank of which the last three consecutive years have been in a position of academic rank at the College as Assistant Professor, Instructor, Senior Assistant Librarian, or Assistant Librarian must be on the basis of continuing appointment. Such appointment is not effective until made so by the Chancellor. Employees in such positions are not eligible for continuing appointment at any of these ranks prior to the completion of a total of seven years in a position or positions of academic rank.

Satisfactory full time prior service in academic rank at any other accredited academic institution of higher education may, at the request of the employee and at the discretion of the President (or designee), be credited as service, up to a maximum of three years, toward continuing appointment as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian. Waiver of all or part of this service credit shall be granted upon written request of the employee to the President not later than six months after the date of appointment at the College.

e) Permanent Appointment

A permanent appointment is an appointment to a professional title, except those professional titles requiring five-year term appointments, which continues until a change in such title, resignation, retirement, or termination. Permanent appointments are made by the Chancellor on recommendation of the President.

Further employment, in a professional title in which permanent appointment may be granted, of a professional employee who has completed seven consecutive years of full time service as a professional employee at the College, the last two of which have been in that professional title must be on the basis of permanent appointment. Such appointment is not effective until made so by the Chancellor.

Employees, except coaches, may request early consideration for permanent appointment at the completion of three or four consecutive years of full time service as a professional employee at the College, provided the last year has been at that professional title. For more information, consult the Policies of the Board of Trustees, Article XI, Title C, paragraph 4a.

Satisfactory full time prior service in a professional title covered by the Agreement may, at the request of the professional employee and at the discretion of the President (or designee), be credited as service toward permanent appointment up to a maximum of three years. Waiver of all or part of this service credit shall be granted upon written request of the employee to the President no later than six months after the date of appointment at the College.

**Professional Staff Promotion**

The College recognizes both the need for an internal career development program for its employees and the need to provide equal opportunity for all qualified persons to obtain employment. As a means of balancing these important factors, the College will announce professional vacancies to all professional staff and may give consideration to internal candidates before conducting external searches.

## **Transfer**

Employees covered by the Agreement who desire to transfer to vacancies in other colleges within the State University of New York system may be considered for such vacancies. All State University of New York professional vacancies are posted in the Personnel Services Office, the Placement Office, the local United University Professions, Inc. Office, and Milne Library.

Employees whose services are satisfactory but who are terminated through retrenchment shall be given special consideration for appointment to available positions at other colleges. Article 34 of the Agreement details the retrenchment rights.

## **Evaluation**

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

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

## **Retrenchment**

Retrenchment is defined as the termination of any academic or professional employee as a result of financial constraints, reorganization of curriculum, or reorganization of academic or administrative structure, programs or functions as the Chancellor or designee deems appropriate. Retrenchment shall be applied in inverse order of appointment. Conditions and procedures for retrenchment and reemployment possibilities are spelled out in Article 35 of the Agreement.

## **Retirement/Resignation**

State University policies regarding terminations of service and retirement are provided in Article XIV and XV of the Policies of the Board of Trustees. Employees who are resigning or retiring should inform the President by letter of their intentions no less than 30 days in advance of the effective date.

Prior to the release of the final paycheck, College equipment and materials, including keys, credit cards and identification cards must be returned, all financial obligations must be met, and the completed Separation Sign-Off form must be completed by you and your supervisor and forwarded to the Personnel Services Office.

### **3. COLLEGE POLICIES**

#### **AIDS**

The State University of New York College at Geneseo will not discriminate against students, faculty, or staff because of Acquired Immune Deficiency Syndrome or a positive antibody test result. The College will consider the interests of the affected person, the College, other individuals in the College community, and pertinent medical knowledge in formulating requirements and responses to each individual case. Management may require a medical examination to determine an employee's ability to perform the duties of his/her position. Medical diagnoses and/or AIDS related problems will be treated confidentially as required by applicable law and College policy.

Each AIDS case will be considered on an individual basis. Case by case consideration will be addressed by appropriate College personnel with professional medical management following the guidelines of the United States Public Health Service Center for Disease Control and the American College Health Association.

Individuals diagnosed with AIDS may need special accommodations or restrictions, especially for their protection. The type and extent of the disease and its impact on the patient's ability to function will influence policy determination.

#### **Affirmative Action**

SUNY Geneseo does not discriminate on the basis of race, sex, color, creed, sexual orientation, age, national origin, disability, marital status, or status as a disabled veteran or veteran of the Vietnam era in the recruitment of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by Federal and State laws and regulations. The College has developed, published, and periodically updates an Affirmative Action Plan which specifies the procedures to be followed in implementing its stated policy of providing equal opportunity for all persons and which sets hiring goals and timetables, where appropriate, to meet objectives of affirmative action. Copies of the Plan are available for public review in the Affirmative Action Office and in Milne Library.

Any employee of the State University of New York who believes that he or she has been discriminated against in any personnel action or condition of employment may file a complaint with the campus Affirmative Action Officer using the University's Internal Discrimination Grievance Procedure. Externally, complaints may be filed with the local office of the New York State Division of Human Rights and/or the Equal Employment Opportunity Commission. Complaints of discrimination on the basis of sexual orientation may be filed with the Governor's Office for Employee Relations in Albany. The campus Affirmative Action Officer will provide addresses, phone numbers, and filing procedures to any employee requesting such information.

### **Employment Decisions by Members of an Immediate Family (Nepotism)**

To avoid conflict of interest where immediate family members and/or their spouses are employed or are qualified for employment within the same department or work unit, the College prohibits such persons from participating in employment decisions about each other. For these purposes, an “immediate family member” is defined as the spouse, parents, offspring, siblings, and in-laws of any individual. “Employment decisions” include personnel actions having to do with hiring, promotion, tenure, demotion, transfer, layoff, conditions of work, rates of pay and other terms of compensation, and selection for training. When one such individual might be in a supervisory relationship to the other, such decisions must be delegated to someone else or to a committee.

### **Financial Disclosure Statements**

State employees, who receive an annual compensation in excess of the amount established annually by the State Ethics Commission and who have not received an exemption, must file a Financial Disclosure Statement within thirty days after commencing employment and annually thereafter. Forms and instructions are available in the Personnel Services Office or by calling the Commission at 1-800-873-8442.

### **Gifts and Gratuities**

The acceptance of any gift, gratuity, or reward valued at \$75 or more by an employee from a person or persons with whom State business is conducted is forbidden. If such gifts are received, they must be returned. State University employees must adopt an attitude and mode of operation that is above criticism and avoid any type of conduct that would reflect unfairly on the employees of the State University as a whole.

### **Insurance of Personal Items**

Personal property of employees is not covered for loss or damage through College insurance nor does the College carry a policy of liability insurance. Persons who bring items of personal property to campus should record essential information regarding these items and, where appropriate, obtain insurance. In the event items are lost or stolen, the owner should contact the University Police Office.

### **Internal Control Law**

All employees are expected to comply with College policies and standards as described in the following applicable documents: job descriptions, performance programs, Policies of the Board of Trustees, collective bargaining agreements, the Public Officers Law, and the College Policies and Procedures Manual.

### **Political Activities**

While employees are not discouraged from participating in the political campaign process, there must be a clear separation between their political campaign activities and the proper discharge of their duties as State employees. For the purposes of these guidelines, “political campaign activities” include any activity or event designed to urge voters to vote for a particular candidate or to support a political party, or to raise funds for such candidate or party.

Political campaign activities - such as campaigning, coordinating volunteers, and soliciting or receiving campaign contributions - - are not within the scope of the official duties of Executive Branch employees, and may not be conducted on paid State time. Performing political campaign activities on State time may subject State employees to criminal prosecution and the loss of employment.

In addition, all state vehicles, equipment and resources (including telephones, fax machine, office supplies, postage, photocopying machines and support staff assistance) are the property of the State, and as a general rule such property may not be used for non-governmental purposes. In those limited circumstances where personal use of State property is permitted (for example, vehicles assigned to individuals for both business and personal use), an appropriate accounting must be made.

### **Release of Information**

All requests from outside agencies to the Personnel Services Office for information concerning a staff member, including home address and telephone, must be made in writing. An employee will be informed when such information is requested, and no information shall be released without the written consent of the employee on the form “Request for Release of Employment Information”.

### **Review of Personnel File**

Employees may review their personnel records by scheduling an appointment with the secretary to the Provost or appropriate Vice President. An employee’s personnel record typically contains copies of personnel transactions, official correspondence with the employee, and evaluation reports prepared by supervisors. The confidential section of the record contains materials such as letters of recommendation solicited in connection with the hiring process. The confidential section is not available to employees or their representatives. Copies of non-confidential material in the personnel record may be made by the designated secretary.

### **Sexual Harassment**

Sexual harassment is defined as any unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace or classroom which are offensive or objectionable to the recipient, or cause the recipient discomfort or humiliation, or interfere with the recipient's job or academic performance. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act as amended, Title XI Education Amendments of 1972, and the New York State Human Rights Law and will not be tolerated at SUNY Geneseo. The College will not condone actions and words which are regarded as sexually harassing. It is the responsibility of every administrator, supervisor, and faculty member to create and maintain an environment that is free of discrimination and that allows full access and opportunity to all members of the College community.

### **Smoking**

The College provides a work environment which is smoke free for all employees, clients, and visitors. Smoking is prohibited in all enclosed College facilities. Residence hall student smoking policies are established by the Office of Residence Life.

### **Use of Alcohol and Controlled Substances**

The College is committed to the development and maintenance of a drug-free environment and in accordance with the Federal Drug-Free Workplace Act of 1988 prohibits the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on College property.

Employee violations on College property may result in criminal charges as well as disciplinary action. Employees charged with offering, giving, or selling controlled substances to other employees, students, or visitors on College property will be suspended without pay and disciplinary action will seek their dismissal from State service.

Compliance with the provisions of this policy shall be a condition of employment at the State University of New York College at Geneseo. A copy of the entire policy is given to each new employee at the time of employment.

In addition, no employee will be allowed to work if the supervisor has good reason to believe that the employee is under the influence of or impaired by alcohol or controlled substances.

## **4. ATTENDANCE AND LEAVE**

### **Fair Labor Standards Act**

Most professional employees and all academic staff are exempt from the provisions of the Federal Fair Labor Standards Act. However, a few positions have been determined to be covered by the Act and thus employees in these positions are eligible for certain overtime benefits. The Personnel Services Office will advise employees whose positions are not exempt from the Fair Labor Standards Act how to maintain their time records.

### **Attendance Records**

Management/confidential and professional staff are required to maintain a daily attendance record on the appropriate report form. At the end of each month, the report is certified by you and your supervisor, and forwarded to the Personnel Services Office for the tallying of time accruals. Academic staff report attendance on the monthly departmental sick leave report. All faculty, both full and part time, must sign this report each month.

Requests to be absent from campus for official business, or to use accumulated vacation or holiday credits, must be approved in advance by your supervisor. Absences due to illness must be reported to your supervisor as soon as possible.

### **Vacation Leave**

Full time management/confidential employees earn vacation credits at the rate of 1 3/4 days per month while professional employees earn vacation credit on a graduated scale depending upon years of employment. New professional employees earn 1 1/4 days a month (15 days a year) for the first year with the monthly accrual rate increasing each year to a maximum of 21 days during the 7th year of employment. Employees must be in full-pay status for the major fraction of a month in order to earn vacation credits for that month. Requests for vacation must be submitted in writing and approved in advance by the supervisor.

Eligible part time employees earn vacation credits on a pro-rata basis and must be in a pay status consistent with their part time service for each month or major fraction thereof.

On January 1st each year, the vacation accrual record for management/confidential and professional employees will be adjusted to reflect a maximum of 40 days. All employees may receive pay for a maximum of 30 days vacation credits upon separation from SUNY service.

### **Sick Leave**

You may request sick leave when you are unable to perform your duties because of a temporary physical or mental disability. Sick leave also may be used for medical or dental appointments. Subject to the approval of the Director of Payroll and Personnel Services, a maximum of 15 days may be used for illness or death in your immediate family (immediate family includes any relative, relative-in-law, or any persons with whom you make your home).

Management/confidential employees earn sick leave credits at the rate of 1 3/4 days per month. Academic and professional staff earn sick leave credits on the same graduated scale as vacation is earned (see above). Employees must be in full-pay status for the major fraction of a month in order to earn credits for that month. Full time employees may accumulate a maximum of 200 sick leave days while the maximum accumulated sick leave credits for eligible part time employees will be determined on a pro-rata basis. (Sick leave for full-time faculty is accrued on and should be charged on a five day per week basis.)

The President may grant an employee additional sick leave at full or partial salary after all accumulated sick leave accruals have been exhausted. This additional sick leave shall not exceed a total of six calendar months. Additional sick leave without pay shall not exceed one calendar year.

Upon retirement, with 10 or more years service, you may use up to 200 days of accumulated sick leave credits to offset health insurance premiums in retirement. Your accumulated sick leave is converted to a monthly credit which is applied toward paying any health insurance premiums you make for the rest of your life.

### **Leave Donation Program**

The intent of the leave donation program is to provide a means to assist employees who, because of long term personal illness, have exhausted their leave benefits and would otherwise be subject to a severe loss of income during a continuing absence from work. The program is not intended to provide supplemental income which would result in compensation levels exceeding normal wages for employees who have other sources of substitute income such as that provided by disability insurance programs.

Donation of vacation days may be solicited by the employee, on his or her behalf by coworkers, or by local union representatives, if applicable. The College may not solicit donations on the employee's behalf. Certain criteria must be met in order to

receive or donate leave accruals. For more information, please contact the Personnel Services Office.

### **Holiday Leave**

The following days are observed as legal holidays by all professional and management/confidential staff, excluding teaching faculty.

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

Staff who are required to work on one of the above holidays will receive a compensatory day off. Likewise, if one of the above holidays falls on a Saturday, Sunday, or pass day, employees will receive a compensatory day off.

### **Military Leave**

A State employee entering active military duty is entitled to leave of absence without pay while engaged in and going to and from military duty. Such leave cannot exceed a cumulative total of four years of voluntary service.

A State employee, who is a member of any reserve force, is entitled to 30 calendar days per calendar year without a charge to leave credits for time required for duty/training in the reserves.

### **Maternity/Child Care Leave**

Employees are entitled to maternity/child care leave for up to seven months following the date of delivery. Additional leave time may be granted at the discretion of the President. Requests for maternity leave should be submitted in writing to the President for approval.

Absences during pregnancy and following childbirth may be charged to sick leave, vacation, or may be taken as leave without pay. The use of sick leave, however, is limited to the period of time during which the employee is disabled, as determined and verified by the employee's physician. Generally, the period of such disability may start during the ninth month and continue for six weeks following delivery.

### **Family and Medical Leave Act (FMLA)**

The FMLA gives eligible employees the right to take unpaid leave or paid leave charged to appropriate leave credits under certain circumstances for a period of up to 12 work weeks in a 12-month period due to: 1) the birth of a child or the placement of a child for adoption or foster care; 2) the employee's need to care for a family member (child, spouse, or parent) with a serious health condition; or 3) the employee's own serious health condition which makes the employee unable to do his or her job. Under certain conditions, FMLA leave may be taken on an intermittent basis. Employees also are entitled to continuation of health and certain other insurances provided the employee pays his or her share of the premium during this period of leave.

### **Sabbatical Leave**

Academic employees and certain administrative officers, who have completed at least six (6) years of consecutive SUNY employment or who have completed at least six (6) years of service since their last sabbatical leave, are eligible for sabbatical leave. The objective of a sabbatical leave is to increase your value to SUNY through planned travel, study, formal education, research, writing, and/or other experience of professional value.

A sabbatical leave may be granted by the President for one year at half salary or for one semester at full salary. You will not earn vacation or sick leave credits while on sabbatical leave. You must agree, in writing, to serve a minimum of one year upon return and to submit to the President a detailed report of professional activities and accomplishments while on sabbatical leave.

Procedures for requesting a sabbatical leave are outlined in the Policies and Procedures Manual.

### **Other Leaves**

The President may recommend to the Chancellor other leaves of absence for employees at full salary, reduced salary, or may grant employees 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 agencies; or for other appropriate purposes consistent with the needs and interest of the University. Leaves of absence at full or reduced salary shall be subject to the approval of the Chancellor.

### **Extraordinary Weather Circumstances**

Only the Governor has the authority to officially close the College in the event of extreme or extraordinary weather conditions. The President may cancel classes, but the College remains open and essential services are expected to be maintained. Employees who do not report to work or who leave work early under these conditions MUST charge such absences to accumulated vacation accrued holidays, compensatory time, or personal leave credits. The full policy may be reviewed at [www.geneseo.edu/payper/extreme.htm](http://www.geneseo.edu/payper/extreme.htm).

The College has established a hotline at 245-6666 which will provide a recorded message regarding class cancellations and essential services staffing.

The restoration of leave credits for absences during declared “emergencies” can only be directed by the Governor or the NYS Civil Service Commission.

### **Court Attendance/Jury Duty**

Whenever you are required to appear for jury duty or are subpoenaed as a witness in court, you are entitled to leave with pay without charge to leave credits if you are not a party to the action. Proof that such absences are required must be submitted to your supervisor prior to the leave. You will also be required to provide certification of actual hours of attendance in court.

Leave for jury duty purposes includes time actually spent in court plus necessary travel time to get to the location of the court proceedings. You are not entitled to compensatory time off in lieu of an ordered appearance or jury attendance on a pass day or holiday.

Since April 19, 1989, State University of New York employees are not entitled to receive the \$15.00 juror per diem allowance for each regularly scheduled workday on which jury service is rendered if, on that day, the employee’s wages are not withheld as a result of jury service. All employees of SUNY Geneseo remain in full-pay status while on jury duty. These provisions apply to all courts under the unified court system of the State of New York. It does not apply to jury duty service in any federal court.

## **5. COMPENSATION**

### **Pay Days**

You will be paid by State check on a lag basis every other Wednesday. This means that when you receive your pay check, you are being paid for the two week period which ended two weeks prior to pay day, not for the two week period just ended.

New employees who begin work on the first day of a pay period must wait four weeks before receiving their first pay check. That first pay check will cover the first two weeks of work. If you should go off the payroll for any reason at the end of a pay period (resign, retire, or be placed on a leave without pay), you will receive a final pay check two weeks after your separation date paying you for your last two weeks of work. If you are reinstated to the payroll for any reason following a separation, your first paycheck following your return will again be delayed four weeks. Any variation in starting date or separation date will affect the number of days paid in either of those pay checks.

As a result of the additional lag payroll implemented by the State of New York in January 1991, Management/Confidential employees will have one day's pay withheld from each of their first five pay checks. These days will be repaid to you upon separation from service at the daily rate of pay you are receiving when you leave State employment.

Pay checks and direct deposit advices are distributed to departments on Wednesday pay days as soon as the checks have been counted, sorted, and recorded in accordance with New York State Department of Audit and Control procedures. Employees are cautioned that delivery may be delayed due to the late arrival of pay checks because of holidays, weather, or post office distribution problems. Audit and Control policy prohibits the release of pay checks by members of the Payroll Services Office. Employees must pick up and sign for their own pay check or provide written permission for anyone else to do so.

### **Direct Deposit**

Checks may be deposited directly to any financial institution that is a member of the New York Automated Clearing House (NYACH). Some banks offer special benefits to employees who elect direct deposit. Employees are strongly encouraged to participate in the direct deposit program. For more information on forms, contact the Payroll Services Office or <http://nysosc3.osc.state.ny.us/press/releases/dirdepst.htm>.

### **Pay Check Deductions**

There are a variety of deductions which may be withheld from your pay check. Some deductions are mandatory, such as state and federal income taxes, social security taxes, agency shop fees, and Tier III or IV retirement system contributions. Other deductions are voluntary, and you must arrange to have them made (for example, insurance premiums, savings bond or credit union deductions, and United Way or Geneseo Foundation contributions). Unauthorized absences or absences not covered by leave credits will result in a deduction from your check. Your paycheck is also subject to garnishments or liens made according to court order or law.

Each pay day you receive a pay check or direct deposit advice which shows the amount of your biweekly salary and describes your deductions. Periodic, if not biweekly, monitoring of your pay check advice is encouraged.

### **Salary Increases**

Periodic salary increases are provided for in accordance with the Agreement between The State of New York and United University Professions, Inc. Management/confidential salary increases are determined by the State Legislature and the SUNY Board of Trustees. In addition, the President periodically distributes discretionary salary increases provided by legislation or contract.

### **Extra Service**

Extra service (dual employment) is defined as work performed by an employee of one State agency for another State agency or by the employee at his/her regular agency beyond normal required duties.

All requests for extra service payments must be approved by the President and forwarded to the employing agency prior to the date on which the work begins. The President carefully reviews these requests and will only approve those that do not represent a diminution of an employee's full time service to the College.

## 6. BENEFITS

### Health Insurance

New York State has provisions for health insurance coverage for its employees and their families. Several types of plans are available. Your coverage becomes effective 42 days following your date of employment provided you enroll for coverage during that time period. Employees who apply for health insurance more than 42 days after their employment or who apply for dependent coverage more than 42 days after the dependents' first date of eligibility may be subject to the late enrollment period of five payroll periods.

Annually, (usually in November), employees are given the opportunity to change health insurance plans. This change will be effective the first pay period in January. Employees who have their health insurance deduction taken on a pre-tax basis must have a qualifying event in order to change from family to individual coverage, or to cancel their insurance entirely at a time other than the month of November. For more information on the limitations of the pre-tax contribution program, please contact the Personnel Services Office or refer to your New York State Health Insurance Program General Information Book.

Addresses and telephone numbers for the various health insurance programs and other benefit programs can be found on the Payroll/Personnel homepage at [www.geneseo.edu/~payper/](http://www.geneseo.edu/~payper/).

You also may continue this insurance into retirement if your most recent date of employment in State service is prior to April 1, 1975, and you have at least five years of State service or a combination of five years of State and local government service in New York State. If your most recent date of employment in State service is on or after April 1, 1975, you may continue your health insurance into retirement if you have at least 10 years of State service or at least 10 years of combined service with the State and one or more participating agencies. The monthly premium, if any, would be deducted from your retirement allowance. Any premium you may be required to pay after retirement will be paid for or reduced in part by the actuarial value of your accumulated sick leave. A maximum of 200 accrued days of sick leave may be applied towards this calculation.

Retirees may elect to apply only 70% of their sick leave credit toward the monthly premium during their own lifetime and then have the 70% continue to be credited toward the surviving spouse or dependent premiums after the retiree's death. Retirees may delay indefinitely the start of their health insurance in retirement.

The New York State health insurance coverage will remain your primary carrier as long as you are employed. As a retiree, age 65 or older, Medicare will become your primary carrier. Contact the Social Security Administration, 571 East Main Street, East Town Plaza, Batavia, NY 14020, 716-343-2501 or 1-800-772-1213 three months prior to your 65th birthday to enroll in Medicare. The State will reimburse you and your dependents for the cost of the Medicare Part B primary coverage.

### **Prescriptions**

Prescriptions are covered under your health insurance plan.

### **Dental and Vision Care**

Eligibility requirements for dental and vision care benefits are similar to those for the health insurance program. Enrollment and claim forms are available from the Personnel Services Office. Addresses and telephone numbers can be found on the Payroll/Personnel homepage at [www.geneseo.edu/~payper/](http://www.geneseo.edu/~payper/) and in the campus telephone directory.

### **Long Term Disability**

Upon completion of one year of full time service with SUNY, management/confidential, professional, and academic staff will automatically be enrolled in a long term disability plan. The objective of this plan is to assure you that a substantial part of your income will be protected in the event of a catastrophic illness or injury of long term (more than 6 months) duration. There is no cost to you for this protection. (NOTE: If your immediate prior employer provided a long term disability plan which provided similar benefits, you may be eligible to waive the one-year service requirement.) Detailed information is contained in the pamphlet, Group Disability Insurance Program for Professional Staff which can be obtained from the Personnel Services Office.

### **New York's College Savings Program**

Through payroll deduction, employees may contribute to a New York's College Savings Program account. These are voluntary after-tax deductions with a minimum contribution of \$25.00 per pay period per account. For more information and enrollment forms, call 1-877-NYSAVES, and visit their web site at [www.nysaves.org](http://www.nysaves.org).

### **Optional Benefits**

In addition to the benefits provided by SUNY, optional benefits sponsored by the United University Professions, Inc. (UUP), New York State United Teachers (NYSUT), and the American Federation of Teachers (AFT) are available to UUP bargaining unit members. Some of these benefits include group life insurance, discounts on entertainment packages, auto and homeowners insurance, discounts on car rentals, and legal services plans. Further information on these benefits may be obtained from the UUP local office.

Management/confidential employees may elect to participate in a group life insurance program which is underwritten by the Metropolitan Life Insurance Company. Homeowners and renters, automobile, and personal excess liability insurance may be purchased at competitive rates from Mang Associates Agency, Inc., an Albany-based broker. For more information, call 1-800-342-1166.

### **Supplemental Retirement Annuities**

As a SUNY employee, you are eligible to participate in a tax-deferred annuity program which affords you the opportunity to make supplemental contributions toward your retirement through salary reduction. The amount you contribute to this plan will not be taxed until you start withdrawing the monies during your retirement years. UUP-represented employees may participate in supplemental retirement annuity programs through Aetna Life Insurance and Annuity Company or through TIAA-CREF. Management/confidential employees may participate in the TIAA-CREF supplemental retirement annuity plan. For information regarding the maximum amount of annual contributions to a supplemental retirement annuity program, please contact the Payroll Services Office. Before enrolling in any tax-deferred annuity program, employees should read the prospectus for each account thoroughly. Specific IRS regulations cover withdrawals, transfers, etc.

### **Alternate Funding Vehicles**

In 1994 Aetna, Metropolitan, and Valic became available as alternative funding vehicles for retirement contributions made to CREF. At your discretion, you may participate in one or more of the alternate funding vehicles (AFV). Each AFV has a variety of investment instruments. If you participate in an AFV, you are required to open a CREF account. AFV contributions are initially directed into your CREF account. CREF will automatically transfer all or a specified dollar amount from any of your CREF account accumulations to the alternate funding vehicles you select.

Employees comparing the above programs should consider the following questions:

- a. What is the annual contribution limitation?
- b. What is the rate of return?
- c. Is the rate variable?
- d. How much are the administrative fees?
- e. How and when can funds be withdrawn?
- f. Are there penalties for early withdrawal?
- g. What are the tax implications on any withdrawal?

Employees also are encouraged to contact their personal financial advisor (banker, broker, or tax consultant) to receive individual advice on the various options.

### **Retirement Benefits**

Full time management/confidential, professional and academic employees are able to elect one of three retirement plans:

1. New York State Employees' Retirement System (ERS), Alfred E. Smith State Office Building, Albany, NY 12244, telephone 1-518-474-7736.
2. New York State Teachers' Retirement System (TRS), 10 Corporate Woods Drive, Albany, NY 12211, telephone 1-518-447-2912 or 1-800-348-7298.
3. Teachers' Insurance and Annuity Association/College Retirement Equities Fund, 730 Third Avenue, New York, NY 10017, telephone 1-800-842-2776.

Additionally, part time employees are eligible to join the Employees' Retirement System or the Teachers' Retirement System.

You must elect to participate in one of these programs within thirty (30) days of your appointment. If you do not make an election within this period, you will be required to join TRS and will have no further opportunity to change your program.

The contribution rates, calculation of benefits, disability retirement benefits, death benefits, and vesting requirement associated with each of these plans are described in the booklet, Retirement Programs for New Faculty and Staff, which may be obtained from the Personnel Services Office. Individual booklets on each of the plans also are available.

### **Survivor Death Benefits**

If an employee dies while in State service, beneficiaries may receive death benefit payments from the retirement system the employee elected, from the New York State Civil Service Survivor's Benefit Program, and from the Social Security Administration.

#### **Retirement System Death Benefits**

Information on death benefit payments from the retirement systems may be found in the sources listed above.

#### **New York State Civil Service Survivor's Benefit Program**

This program insures a minimum death benefit for your survivors should you die and not otherwise qualify for an ordinary death benefit payment from a public pension plan or retirement system. The benefit is provided at no cost to you.

Survivors of academic and professional staff are entitled to a death benefit if the ordinary retirement system death benefit is not equal to at least one-half of your annual salary. The maximum benefit payable is \$10,000. Also provided is a lump-sum payment of \$2,000 if an accidental death benefit is paid by the retirement system to which you belonged. You are automatically eligible to participate in the program if you:

1. are paid directly from State funds and
2. have been employed by the State for 90 days and
3. are either on a regularly scheduled work week of 20 hours or more or are paid on an annual salary basis at the rate of at least \$2,000.

Survivors of management/confidential staff are entitled to a death benefit if the ordinary retirement system death benefit is not equal to at least your annual salary.

Also provided is a lump-sum payment of \$5,000 if an accidental death benefit is paid by the retirement system to which you belonged. You are automatically eligible to participate in the program if you:

1. are paid directly from State funds and
2. have been employed by the State in a management/confidential capacity for 30 days and
3. are on a regularly scheduled work week of 20 hours or more.

Detailed information concerning this program is contained in the pamphlet, The Survivor's Benefit Program for State Employees, which can be obtained from the New York State Civil Service Department (518-457-4267) or from the Personnel Services Office.

### Social Security Benefits

The U.S. Social Security Administration provides a death benefit for those who have paid into the system. Generally, a beneficiary receives 75% of the primary insurance benefit the employee would have received if he or she retired at age 65. The exact amount payable is determined by such factors as salary at the time of death, number and age of dependents, and whether any of the dependents has a disability. A widow or widower with children may be entitled to additional benefits. Additional information concerning this benefit can be obtained directly from the Social Security Administration, 571 East Main Street, Batavia, NY 14020, 716-343-2501 or 1-800-772-1213.

### Disability Retirement Allowances

The New York State Employees' Retirement System and the New York State Teachers' Retirement System provide a disability retirement allowance for employees who have elected one of these retirement plans and who become permanently physically or mentally unable to perform their duties as a result of an accident or some other cause. Employees with at least 10 years of service may be eligible for an ordinary disability retirement allowance if it has been determined that the employee is incapacitated and should be retired. In the case of disability resulting from an on-the-job accident, employees may receive disability benefits regardless of length of service providing the disabling accident is not a result of the employee's negligence. Additional information on qualifications, benefit allowances, and appropriate application forms can be obtained from the Personnel Services Office or from the individual retirement systems.

More information on this topic for enrollees in the TIAA-CREF retirement system is contained in the section entitled "Long Term Disability." The U.S. Social Security Administration provides a disability benefit to employees who are disabled to the extent that they cannot perform substantial gainful work and who have the necessary number of quarters of coverage. There is a waiting period of five full consecutive months from the time a disability is determined until benefits begin. Additionally, disability benefits may be reduced if the employee is receiving payments under a workers' compensation or other disability plan. Additional information concerning this benefit can be obtained from the Social Security Administration.

## **Tuition Programs**

### **SUNY Tuition Waiver or Reimbursement Programs**

Employees may request a reimbursement for up to 50% of tuition expenses for career-related, credit course work taken at SUNY institutions (except community colleges).

Recreation, hobby, and/or personal interest courses, whether or not required for a degree, are not eligible for tuition waiver under this program. Course work must be career-related, as determined by your department head or supervisor.

Application forms and additional information may be obtained from the Personnel Services Office.

### **Non-SUNY Courses**

For career-related, credit courses taken through accredited institutions other than SUNY, \$25 per credit hour may be reimbursed from department funds.

### **UUP Tuition Waiver Agreement**

This program waives full tuition expenses for credit course work taken on either a credit or audit basis at SUNY institutions. Fees other than tuition are not covered and are the responsibility of the employee. Employees represented by UUP may enroll in a maximum of one course per semester and/or special session (e.g., summer session) under this program.

Courses under this program are offered on a space available basis, determined by the instructing SUNY unit, and employees must meet all course prerequisites. Participants must comply with the registration requirements of each SUNY campus.

Application forms and additional information may be obtained from the Personnel Services Office or from the Personnel Services website at [www.geneseo.edu/~payper/forms.htm](http://www.geneseo.edu/~payper/forms.htm)

### Management/Confidential Tuition Reimbursement

Management/confidential employees may be reimbursed for 75% of tuition costs upon satisfactory completion of a course. A maximum of four courses or sixteen credits may be taken per year. To be eligible, the employee must be working at least half-time and have completed six months of continuous service. Eligible programs include credit and non-credit courses, training seminars, and workshops offered by accredited and/or NYS Education Department certified institutions or recognized professional associations.

### Workers' Compensation

Workers' compensation benefits are intended to protect employees against loss of income or loss of employment when they are necessarily absent from work because of an on-the-job injury or disease. It is essential that you report any job-related accident immediately to your supervisor and to the Personnel Services Office. Failure to do so could mean loss of benefits.

### Unemployment Insurance

State employees are covered by unemployment insurance on the same basis as employees in private industry. You can obtain information about eligibility from the local office of the Division of Employment, 1 Megan Drive, Geneseo, NY 14454.

### “Right to Know”

Under the New York State “Right to Know” Act, employees may request safety information on any toxic substance found or used in the workplace. Employees may refuse to work with a toxic substance if they have requested information and have not received a written reply within seventy-two hours, excluding weekends and holidays. For more information, please call the Environmental Health and Safety Office at 245-5511. All new employees are issued the College's policy and procedure regarding the Federal Hazard Communication Standard and the New York State Toxic Substances Act.

## 7. SERVICES

### Campus Facilities

#### Bookstore

The College Bookstore, located on the first level of the College Union, is a source for textbooks, art supplies, personal books, college clothing, and memorabilia. Employees receive a discount on purchases when they show their staff identification card. The Bookstore is normally open Monday through Friday from 9:00 a.m. to 5:00 p.m.

#### Dining Services

Four snack bars are located on campus and are open to employees. The Hub is located in Blake A, the Union Snack Bar is located in the College Union, Bits and Bytes is located in Milne Library and The Daily Grind is located in the MacVittie College Union. Hours of operation are posted at each location.

#### Libraries

Employees may use staff identification cards to borrow books from the College Libraries. The College Libraries' collections include the general book and periodical collections, the general reference collection, the federal and state documents depository collections, the curriculum materials' collection, maps, and recordings. Special collections maintained include the College Archives, rare books, and the Genesee Valley Historical Collection, among others. The Libraries issue a number of orientation publications. Instruction in the use of the Libraries is offered by the Information Services Division on an appointment basis.

#### Recreation and Fitness Centre

A variety of recreational facilities are available for employee use. The Schrader Complex houses a gymnasium, four racquet ball courts, weight room, pool, dance studio, and locker rooms. The Alumni Fieldhouse contains a gymnasium, four squash courts, gymnastics center, conditioning/exercise room, universal gym, weight room, sauna, pool, ice arena, mezzanine jogging area, and locker rooms. The Fitness Centre features nautilus equipment, aerobic classes, rowing and stair machines, and diet and nutrition advice. Outdoors, there are eight tennis courts, a tennis practice wall, two basketball courts, two volleyball courts, six softball/play fields, 3-mile jogging trail, and 400-meter all-weather track. You must show your College identification card to use these facilities. The Fitness Centre also has a membership fee. For hours of operation, contact the Sports and Recreation Office, 245-5344. For daily intramural and recreation information call the Hotline at 245-5349.

### **Credit Union**

Membership in the SUNY Geneseo Federal Credit Union is available to all employees. The Credit Union offers a variety of services, including savings accounts, checking accounts, Christmas clubs, and loans. For more information on these services and payroll deduction, stop by the Credit Union office in Blake A or call 245-5700.

### **Employee Assistance Program**

The Employees Assistance Program (EAP) is a confidential referral service available to employees needing help with personal problems. By contacting the EAP coordinator at 245-5740, anyone may arrange for an appointment to discuss a problem and to outline an approach to its solution. The EAP Office is located in Blake C Room 214.

### **Employee Suggestion Program**

SUNY welcomes any suggestions that employees make to promote economy or efficiency of operations. To encourage employees' suggestions and reward employees whose suggestions are accepted, there is a unit in the Department of Civil Service that conducts the Employee Suggestion Program. Your suggestions should be sent to the State Employees Suggestion Program, New York State Department of Civil Service, the State Office Building Campus, Albany, NY 12239.

Your suggestions will be acted upon by the Civil Service Commission after the required information is provided by the department concerned and other persons who are in a position to know whether the idea is sound and practical. In many cases, suggestions are rewarded by a cash award. Certificates of merit and/or gifts are almost always issued for worthwhile ideas even if the suggestion does not achieve a cash award.

### **Emergency Treatment**

Any member of the faculty and staff may go to the Health Service Center for emergency treatment. After emergency treatment has been administered, the patient will be referred to a physician and/or hospital. The Health Service Center is open 24 hours daily, 7 days a week, during the regular academic year. Please contact the University Police at 245-5222 for additional assistance or health emergencies.

College Health Center approved first-aid kits have been placed in the custodial area of each College building, the director's office of each residence hall, the supervisor's office of each dining hall, each State passenger vehicle, and each academic departmental

office, as well as other selected areas throughout the campus. Departments are responsible for restocking first aid kits.

### **Identification Cards**

Photo identification cards will be issued for faculty and staff by Campus Auxiliary Services, Inc. The holder may be required to show the card for College purposes upon demand. Lost cards should be reported to Campus Auxiliary Services Inc., Blake A, 245-5646. There will be a charge for replacement cards.

### **Notaries Public**

Notaries Public are available on campus in the following offices:

Suzanne Boor	Erwin 23
Ann Crandall	Erwin 116
Sara Crowell Andrews	Erwin 219
Sherri Bush	Erwin 102
Gloria Dingeldein	Erwin 217
Anna Kline	Erwin 116
Joanne Mistretta	Erwin 102
Catherine Penn	Erwin 219
Marie Shero	Erwin 11
Pam Perry	Schrader 20
Natalie Welch	Schrader 131
Michele Feeley	South 239
Terry Holbrook	South 323C
Joyce Peter	Sturges 122

Their services are provided free of charge to members of the campus community.

### **The Geneseo Foundation**

The mission of the Geneseo Foundation is to enhance the quality of programs and the vitality of the College by seeking out and administering private gifts to support student scholarships, faculty research, awards for excellence, and other activities not supported by State funding. The Geneseo Annual Fund Drive and other fund-raising programs are coordinated through the Foundation. All contributions to the Geneseo Foundation are tax deductible to the extent allowed by law.

## **8. PERFORMANCE REVIEW, SALARY INCREASE AND PROMOTION**

### **PERFORMANCE REVIEW OF PROFESSIONAL EMPLOYEES**

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 or her performance evaluated by the employee's immediate supervisor formally, in writing, once each year during the term of appointment and as changing conditions warrant, except where the employee is serving a final year in the University. Such evaluations shall be based on a performance program determined by the immediate supervisor after consultation with the employee, a copy of which shall be given to the employee. (see Policies, Article XII, Title C)

#### **1. PURPOSE OF EVALUATION**

Although performance review and evaluation are related to such actions as term renewal, permanent appointment, and promotion, the most important objective of the process is to provide the employee with accurate and useful information that promotes professional development and improved performance. Specific objectives of performance evaluation include the following:

1. Provide the President with consultation in making a decision to renew or non-renew a professional employee's appointment,
2. Provide a basis for performance improvement;
3. Serve as a guide to reevaluate job functions;
4. Provide the College President with consultation in a decision as to promotion, and discretionary salary increases;
5. Provide a basis for career growth.

Evaluations should be based upon up-to-date performance programs. Where possible, evaluations should be criterion referenced, with performance measures based on explicit, pre-established, criteria for measuring the achievement of specific objectives.

## **2. PERFORMANCE PROGRAM**

### **A. 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. The College President or designee shall provide written notice of any change in immediate supervisor within thirty (30) calendar days of such change.

### **B. Frequency**

The immediate supervisor shall consult with each new employee concerning a performance program and the system for evaluation within the first month of initial appointment. Performance programs shall be established within fifteen (15) working days of the date of consultation.

### **C. Content**

A performance program shall be established annually, after consultation with the employee. This performance program shall be comprised of the following:

1. A complete job description, identifying the employee's major duties and responsibilities.
2. Specification of the time period for which the performance program is valid.
3. Designation of the employee's immediate supervisor.
4. Specification of immediate and long-term performance and objectives.
5. Designation of any secondary sources to be consulted in the evaluation process.
6. Identification of any criteria that will be used to measure the achievement of those objectives.
7. A signatory page for both employee and supervisor to signify that both parties have read and understand the terms of the performance program.

### **D. Disposition**

Copies of this program, signed and dated by the professional employee and the immediate supervisor, shall be distributed to the employee and the evaluator's supervisor, and a copy shall be placed in the professional employee's personnel file. If the supervisor and employee do not concur on the performance program, the employee may attach a statement addressing areas of disagreement to the performance program within ten (10) working days of receipt.

## **E. Modification**

As circumstances warrant, the immediate supervisor and 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.

## **3. EVALUATION PROCEDURE**

Evaluation is a continuing process carried out on a daily basis. The annual formal evaluation should be an expression of this on-going process.

### **A. Frequency**

The performance of each employee (term and permanent) 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.

Evaluations shall coincide with the employee's anniversary date, provided, however, that a copy of the final evaluation report is provided to the employee not less than forty-five (45) calendar days prior to the notification date for a non-renewal of a term appointment for a professional employee serving on such appointment. For employees serving in permanent appointment status, evaluations shall be completed by September 15 each year.

### **B. Procedure**

Evaluations shall be based upon the employee's performance of all duties and responsibilities described in the performance program. Specific attention shall be focused on the achievement of immediate or short-term objectives, as well as progress toward the achievement of long-term objectives.

#### **(1) Criteria**

In evaluating an employee's performance of assigned duties and responsibilities, and the achievement of performance objectives, supervisors should, wherever practical, base their judgments on specific evaluation criteria. Where appropriate, those criteria may include: a) effectiveness of performance, b) mastery of specialization, c) professional ability, d) effectiveness in University service, and e) continuing growth. Other criteria may also be used, especially as they relate to measures of achievement of specific performance objectives.

## **(2) Consultation with Secondary Sources**

Where appropriate, supervisors should consult with secondary sources, including agencies, offices, clientele, and functional colleagues who are in a position to provide accurate, relevant information relating to the employee's achievement of stated job responsibilities and performance objectives. Individuals who will be consulted as part of the formal evaluation process should be identified by title in the performance program.

## **(3) Formal Evaluation**

The formal evaluation shall be based upon the professional employee's performance program, modified as appropriate to reflect changed circumstances. Supervisors shall consider the comments of employees who submit an Optional Self-Evaluation form before proceeding with the evaluation process.

The immediate supervisor shall prepare a preliminary evaluation report and a new performance program. All evaluations shall include a summary of information from secondary sources identified in the performance program. Commendable performance and/or areas in need of improvement shall be identified. Preliminary reports shall include a summary characterization of the employee's performance as "satisfactory" or "unsatisfactory." The report may contain notations relating to: renewal or nonrenewal of the professional employee's appointment; promotion; discretionary salary increase or other actions affecting the employment status of the professional employee.

The immediate supervisor and 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 shall be reviewed with the employee during this discussion. Based upon the preliminary evaluation and information obtained during discussion with the employee, the immediate supervisor shall prepare a final written evaluation report which shall include a summary characterization of the employee's performance, and appropriate recommendations for improving job performance. A new performance program shall be attached.

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.

## **C. Disposition of Final Evaluation Report**

The immediate supervisor shall provide the professional employee with a copy of the final evaluation as soon after completion of the evaluation process as practicable, but not less than forty-five (45) calendar days prior to the notification date for non-renewal of a term appointment for a professional employee serving on such appointment. The original, written, dated and signed evaluation report shall be placed in the professional employee's personnel file, and a copy shall be forwarded to the evaluator's supervisor.

#### **D. Review of Final Evaluation**

A professional employee may request a review of a final evaluation report characterized as "unsatisfactory" by writing to the immediate supervisor and the College President or designee within ten (10) working days of receipt of the report. Upon being notified that the professional employee is requesting a review, the immediate supervisor shall, within five (5) working days, provide the chair of the Committee on Professional Evaluation a copy of the final evaluation report. If the final evaluation report is not to be reviewed by the Committee on Professional Evaluation, the College President shall take such action as deemed appropriate with respect to any recommendations contained in such report. Otherwise, action shall be delayed until the Committee on Professional Evaluation has completed its review and submitted its recommendation to the College President or designee; however, failure of the committee to initiate and complete a timely review shall not prevent the College President from acting upon recommendations in the final evaluation report to conform with the notice requirements of the Policies pertaining to non-renewal of term appointments.

The Committee shall complete its written recommendation within twenty-five (25) working days from the date of the request for review, with copies to the professional employee, the immediate supervisor, the evaluator's supervisor and the College President. Within ten (10) working days of the issuance of such recommendation, the College President shall take such action as he or she deems appropriate and shall give written notice of such action to the professional employee, the immediate supervisor, the evaluator's supervisor and the Committee on Professional Evaluation.



## **4. PROMOTION**

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 (Policies, Article XII, Title C).

### **A. Definition**

Promotion shall mean an increase in a professional employee's basic annual salary with a change in title and movement to a higher salary rank, resulting from a permanent, significant increase or change in his or 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.

### **B. Promotion to Vacant Position**

When a determination is made to fill a vacant position in the Professional Service Negotiating Unit, the President shall decide whether the college will conduct an internal or external search. In the case of internal searches, the Personnel Services Office shall notify all professional employees of the vacancy by campus e-mail. Ten (10) working days will be provided for receipt of applications from internal candidates.

A search committee, following Geneseo's guidelines for search committees, will review all applications and take one of three actions:

- 1) find an applicant highly qualified and recommend consideration to the appropriate Vice President/Provost;
- 2) find one or more applicants qualified to be considered for appointment, but recommend off-campus recruitment. Campus applicants will be considered along with all off-campus applicants;
- 3) find the internal applicant(s) unqualified and recommend that off-campus recruitment be initiated.

Should the President decide not to implement an internal search, vacancy notices will be sent to all professionals in the negotiating unit. Internal candidates will be considered equally with outside candidates.

### **C. Promotion from Current Position**

Employees who believe that they qualify for promotion as a result of a permanent, significant increase or change in duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity, may request

consideration for such promotion from their immediate supervisors using the Request for Promotion form provided by the college.

Candidates for promotion must provide a brief summary of the change(s) in duties and responsibilities that are the basis for their request. A current and next-most-recent Performance Program must be attached to the Request for Promotion Form, and must reflect the changes claimed by the employee.

The employee's supervisor shall, within ten (10) working days, respond to the request by supporting or declining to support the promotion. Regardless of the supervisor's decision, the request for promotion shall be forwarded to the Provost or appropriate Vice President for consideration. Should the Provost/Vice President recommend promotion, that recommendation shall identify the appropriate budget title, salary level and effective annual salary as a result of the promotion. The decision of the president shall be final.

Should the Provost or Vice President recommend that the promotion be denied, the employee shall have the right to request a review of that decision by appealing to the College Review Panel within ten (10) working days using the Request for Review Form provided by the college. The Panel shall respond to the request for review within twenty (20) days.

If the Panel determines that the increase or change in duties and responsibilities under consideration does not warrant promotion, the panel shall notify the employee. Further appeal from such determination of the College Review Panel shall not be permitted.

If the Panel determines that the increase or change in duties and responsibilities under consideration warrants promotion, it shall forward its recommendation to the College President. A copy of such recommendation shall be sent to the applicant.

A decision of the College President shall be issued within ninety (90) calendar days. Such decision shall be final, provided, however, that a decision by the College President which is claimed by the applicant to be arbitrary and capricious may be appealed on such basis to the University Review Board. Should the University Review Board decide that a promotion should be granted, the Board's decision shall be final. Should the Board decide that promotion is not warranted, the employee may not request promotion for a period of either eighteen (18) months, or until the employee's Performance Program has been changed, whichever is sooner, following the decision of the College Review Panel.

## **5. SALARY INCREASE**

### **A. Basis of Request**

An employee who has been assigned a permanent and significant increase in duties and responsibilities as demonstrated by the employee's performance program may request a salary increase using the Request for Salary Increase form provided by the College. The employee must identify the change(s) in assigned duties and responsibilities that are the basis of the request, and attach to the Request form a current and next most recent performance program that reflects the claimed change in duties.

### **B. Procedure**

A formal request will be reviewed by the employee's supervisor, who will make a recommendation to support or not support the salary increase within ten (10) working days. Regardless of the supervisor's recommendation, the request for Salary Increase Form will be forwarded to the Provost or appropriate Vice President for review and recommendation. Should the Provost or Vice President recommend a salary increase, such recommendation will be accompanied by a recommendation for a new annual salary and the effective date of such salary. Should the Provost or Vice President decline to recommend a salary increase, the employee may appeal that determination to the College Review Panel using the Request for Review form provided by the college. Such request must be made within ten (10) working days of notification by the Provost/Vice President. The Panel shall respond to the employee's request for review within twenty (20) days.

If the Panel determines that the increase or change in duties and responsibilities under consideration does not warrant a salary increase, the Panel shall notify the employee, College President and immediate supervisor. Further appeal of such determination of College Review Panel shall not be permitted.

If the Panel determines that the increase or change in duties and responsibilities under consideration warrants a salary increase, it shall forward its recommendation to the College President. A copy of such recommendation shall be sent to the applicant.

The decision to provide a salary increase is within the discretion of the College President and the College President's decision shall be final.