



Approved By: Cabinet
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Category: Financial and Business Affairs
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Internal Control Law Policy

I. Policy

All employees are expected to comply with the generally applicable policies and standards listed below, as well as the policies and standards applicable to their specific duties and responsibilities. The Vice President for Administration is the designated College Internal Control Officer.

II. Procedure

All employees are expected to comply with the following policies and standards:

- A. Specific job description and performance program
- B. [Policies of the Board of Trustees](#), where applicable
- C. Pertinent collective bargaining unit Agreement
- D. NYS Civil Service Rules and Regulations
- E. [Public Officers Law](#)
- F. [College Policies and Procedures Manual](#)

Copies of specific policies and standards may be obtained from the Human Resources Office. Also, please visit the [Internal Control](#) website for further discussion and guidance on internal control policies and activities.