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**SUMMARY OF POLICIES & PROCEDURES**

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­­­Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

­­­­­ Last Name First Name MI

This checklist is a guide to assist SUNY representations in ensuring that employees are aware of significant polices. The following workplace information, policies, and procedures are included in the new hire orientation benefits package:

 Accident Reporting Policy – Workers’ Compensation

Alcohol and Substance Abuse in the Workplace

Background Investigations
Class Cancellation and Extreme Weather Procedures
Discrimination Complaint Procedure

Domestic Violence and the Workplace

Essential Services Personnel

Family and Medical Leave Act

Internal Control

Leave for Blood Donation
Long Term Disability (UUP and MC Professional)

Mandatory Reporting of Child Sexual Abuse

Nursing Mothers Policy

NYS Paid Family Leave (MC and UUP)

Oath of Office

Parking Information

Public Officers’ Law [Ethics, Financial Disclosure, Gifts, Honoraria, Political Activities, etc.]

Request for Reasonable Accommodation

Sexual Harassment
SUNY Geneseo Campus Security and Fire Safety Report
Workplace Violence Prevention

I understand that I must strive to know and follow all work rules and regulations.

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Signature of Employee Date

Updated 12/2019