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**Summary of Policies and Procedures**

For full descriptions of all policies and procedures, go to: [**http://www.geneseo.edu/admin\_finance/policies\_procedures**](http://www.geneseo.edu/admin_finance/policies_procedures)

**Accident Reporting Policy – Workers’ Compensation**

This document outlines the policies and procedures for the reporting of accidents or incidents resulting in illness and/or injuries (including fatalities) to employees, students and visitors of SUNY Geneseo, which occur on campus, or while off-campus and engaged in official college activity. Observing the requirements outlined in this policy will ensure that the necessary offices and agencies receive notification of accidents resulting in injuries and/or illnesses with an overarching emphasis to promote a safe and healthy campus environment.

A. Any person involved in, witness to, or happens across an accident resulting in injury or illness shall contact 911 or University Police at 5222, if it is determined that immediate medical attention is required.

B. Employees must report on-the-job accidents to both their supervisors and the Accident Reporting System (ARS) at 1.888.800.0029 within 24 hours of the accident, regardless of severity.

C. Students and visitors shall report serious accidents to the University Police Department.

Although there are varying degrees of seriousness, a common sense approach is necessary when determining which incidents should be reported.

D. All reported accidents must be documented on the SUNY Geneseo Accident Report Form.

E. Environmental Health and Safety will review all Accident Reports to help implement appropriate corrective action whenever trends, unsafe conditions, or unsafe behaviors are identified. Unsafe behavior may be reported to an employee’s supervisor and/or Human Resources for further action. Environmental Health & Safety will also complete regulatory surveys as necessary for accidents involving injuries and illnesses.

[**Alchohol**](http://www.geneseo.edu/~vpadmin/forms/Policy_Drug%26Alcohol) **and Substance Abuse in the Workplace**

In compliance with the Drug-Free Workplace Act of 1988 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, the Omnibus Transportation Employee Testing Act of 1991, and in keeping with its mission, the State University of New York College at Geneseo (SUNY Geneseo) will not tolerate the unlawful possession, manufacture, use, purchase, distribution, or dispensing of a controlled substance by employees while in the workplace or while performing in a work-related capacity. It is also the policy that employees are prohibited from on-the-job use of alcohol or impairment from alcohol. This prohibition does not apply to official college functions that are approved by senior officers of the College. However, the consumption of alcohol at an official college function should never cause an employee to be impaired at the worksite. 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 disseminates drug and alcohol awareness information.

The Employee Assistance Program, available to all employees, provides programming and appropriate referrals to chemical dependency services.

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. It is also the policy that employees are prohibited from on-the-job use of, or impairment from alcohol. This prohibition does not apply to official college functions that are approved by senior officers of the College. However, the consumption of alcohol at an official college function should never cause an employee to be impaired at the worksite.

Employees who violate the policy of Alcohol and Controlled Substances in the Workplace may be the subject of disciplinary action which can include termination from College employment. Represented employees will be disciplined in accordance with the Disciplinary Articles of collectively negotiated agreements.

In cases where SUNY Geneseo has a reasonable suspicion that an employee is not able to perform his or her duties as a result of a disability which may be caused by alcohol or a controlled substance, the College may proceed under the provisions of Section 72 of the Civil Service Law and require that the employee undergo a medical examination to ascertain whether they are able to perform their job duties.

SUNY Geneseo will assist faculty and staff who have a drug or alcohol problem in their recovery provided the employee seeks and/or accepts assistance. However, SUNY Geneseo will take appropriate formal disciplinary action, which can include penalties up to, and including termination of employment in order to resolve drug or alcohol related performance and/or misconduct problems.

Employees may be referred to the Employee Assistance Program (EAP) to aid in dealing with drug and/or alcohol problems. EAP is a confidential information assessment and referral program that provides employee requested services. Services include assessment for referral to the most appropriate community resource provider related to the emotional or physical illness, alcohol or drug related problem. Information provided to EAP is kept confidential.

Employees who have drug and alcohol problems who would like to seek rehabilitative services through EAP or any other recognized rehabilitation program are encouraged to pursue help before they are determined to be in violation of the Drug-Free Workplace Act or fail the testing requirements of the Omnibus Transportation Employee Testing Act.

[**Background Investigations**](http://www.geneseo.edu/~vpadmin/forms/Policy_BackgroundInvestigations.pdf)

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

The College will perform pre-employment background checks on final candidates (part-time and full-time.)

Applicants will be notified of our background checking policy authorizing SUNY Geneseo to conduct a background investigation which may include: identification, educational credential(s) 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 consideration include:

* Specific duties and responsibilities related to employment.
* The bearing, if any, the criminal convictions will have on 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 behalf, in regard to his 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 invited to campus for an on-site interview will be asked to sign an authorization form, separate from the employment application, allowing SUNY Geneseo to conduct a background investigation. Failure of an applicant to sign the authorization form will disqualify the applicant from further consideration in the search process.

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.

[**Class Cancellations and Extreme Weather Conditions**](http://www.geneseo.edu/~policies/policies/Class%20Cancellation%20%26%20Extreme%20Weather%20Conditions%206-610.pdf)

In the event of severe weather warnings or events, classes may be canceled and college activities postponed.
The College is never closed, and essential personnel will be available regardless of the weather situation.

University Police and the Office of College Communications will notify employees, students and the general public through:

* The weather hotline at **585-245-6666**.
* Announcements on Geneseo.edu
* Local media outlets (radio, television, Internet)
* [**NY-Alert**](https://www.geneseo.edu/ny-alert) text messaging, depending on severity of weather and risks posed
* Campus e-mail communications
* Official campus social media accounts

For your own health and safety, follow procedures communicated by University Police during severe weather. Use discretion when venturing outside to protect yourself from possible harm.

In certain extraordinary situations it may not be possible for employees to get to work or students to attend classes without jeopardizing their personal well-being. In situations such as these, College faculty, staff, and students should make their own decisions about reporting to work or classes with due consideration for travel safety. For more information, please see our [**Class Cancellation & Extraordinary Weather Conditions policy**](https://www.geneseo.edu/sites/default/files/sites/admin_finance/Policies/Class%20Cancellation%20%26%20Extreme%20Weather%20Conditions%206-610.pdf).

[**Discrimination Complaint Procedure**](http://www.suny.edu/sunypp/documents.cfm?doc_id=451)

The State University of New York (“State University” or “SUNY”), is committed to maintaining campuses and a workplace free from sexual harassment and from unlawful discrimination. SUNY, 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, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. SUNY will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Conduct that may constitute harassment is described in the Definitions section. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action. For process and more detailed information visit: https://www.geneseo.edu/hr/policies.

[**Domestic Violence and the Workplace**](http://www.geneseo.edu/~policies/policies/Domestic%20Violence%20and%20the%20Workplace%206-630.pdf)

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 intimate and interpersonal relationships. Domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and may result in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

The State University of New York at Geneseo (SUNY Geneseo), to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.

[**Essential Services Personnel**](http://www.geneseo.edu/~vpadmin/forms/Policy_EssentialServicesPersonnel.pdf)Essential Services are services that relate directly to the health, safety and welfare of our campus. During campus emergencies/events, such as cancellation of classes due to inclement weather, essential services personnel will be required to provide continued support to maintain SUNY Geneseo properties and services to the campus community.

It is the policy of SUNY Geneseo that employees designated as essential services personnel will perform essential functions falling within the scope of their responsibility when called upon to do so. Some services may be deemed essential when the College is in session than when it is not, however, needs for the specific number of essential service personnel will vary depending on the seriousness, nature and scope of the emergency/event.

[**FMLA - Family and Medical Leave Act**](http://www.geneseo.edu/webfm_send/7100)

The Family and Medical Leave Act (FMLA) is intended to balance the demands of the workplace with the needs of families. The FMLA became effective on August 5, 1993 and is a federal law that requires certain employers to allow eligible employees to take up to 12 (under some circumstances 26) weeks of unpaid, job-protected leave during a 12-month period for various health and family-related reasons which are described in this policy. Although FMLA leave is unpaid, employees may elect to charge appropriate leave credits in order to continue income during such an absence. FMLA may be taken in consecutive “blocks” of time or intermittently as needed.

Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in a 12 month period for any qualifying exigencyarising out of the fact that a covered military memberis on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in 12 month period to care for a covered service memberwith a serious injury.

FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), andprivate-sector employers who employ 50 or more employees in 20 or more workweeks in the current or preceding calendar year. SUNY Geneseo is a covered employer.

Eligibility

1. Employee must have completed 52 cumulative weeks of State service (does not have to be consecutive), and

2. Employee must have worked a minimum of 1250 hours during the 52 weeks immediately prior to the leave, and

3. Employee works at a location where at least 50 employees are employed by the employer within 75 miles.

Leave Entitlement

1. For the birth and care of a newborn child of the employee;

2. For placement with the employee of a son or daughter for adoption or foster care;

3. To care for a spouse, son, daughter, or parent with a serious health condition;

4. To take medical leave when the employee is unable to work because of a serious health condition; or

5. For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

**Internal Control**

The Internal Control Act, more specifically referred to as the New York State Governmental Accountability, Audit and Internal Control Act (originated in Chapter 814 of the Laws of 1987, then made permanent in Chapter 510 of the Laws of 1999), is the basis for the SUNY Geneseo Internal Control Program. The Internal Control Act requires that all state agencies, including SUNY, institute a formal internal control program. There are six requirements of the Internal Control Act of 1987 as shown below:

1. Maintain written internal control guidelines;

2. Maintain an internal control system for continuous review of operations;

3. Make a concise statement of policy and standards available to all employees;

4. Designate an Internal Control Officer;

5. Educate and train all employees on internal controls; and

6. Evaluate the need for an internal audit function.

[**Leave for Blood Donation**](http://www.geneseo.edu/webfm_send/8222)

In accordance with Section 202-j of the New York State Labor Law, the State University of New York at Geneseo shall provide employees with the following options for the purpose of blood donation: All employees are entitled to either: (a) One three-hour unpaid leave of absence per calendar year to donate blood at an off-premise location OR (b) Paid leave two times per year to donate blood at a blood drive at the employer's place of business or at a time and place set by the employer.

**Long Term Disability** **(UUP AND M/C Professional)**

**ELIGIBILITY:**

All SUNY professional (UUP and MC) employees who are full-time or are part-time and are eligible for health insurance are eligible to participate in the SUNY Long-Term Disability (LTD) insurance program, administered by The Standard.  The Standard also offers the [Workplace Possibilities Program](http://workplacepossibilities.com/), which is a service designed to keep employees healthy at work, and help employees on disability recover more swiftly so they can return to work.

 **COST:**

There is *no cost to employees* for LTD coverage as all premiums are currently paid for by the University.

 **ENROLLMENT:**

Enrollment in the Plan *is automatic* upon completion of a *required one-year waiting period*.

 **COVERAGE EFFECTIVE DATE:**

Coverage under the SUNY LTD Plan begins on the *first day of the month following one year of eligible active service*.

The required one-year waiting period for coverage under the SUNY LTD Plan may be waived if the employee has previously worked for an employer where they were covered by a similar LTD plan within three months of beginning eligible SUNY employment. Employees interested in requesting a [waiver](https://www.suny.edu/media/suny/content-assets/documents/benefits/ltd/LTD-Waiver-Request.pdf) should contact their previous employer and request a letter verifying the period of coverage under their Group LTD Plan and a copy of their LTD Plan's SPD or Certificate of Coverage. This information should be provided to your campus Benefits Office.

 **PLAN ADMINISTRATOR:**

The SUNY LTD Plan is managed and directed by SUNY System Administration and is administered on the University's behalf by our currently contracted vendor and business partner, [**The Standard Life Insurance Company of New York**](https://www.standard.com/).

 **BENEFITS START:**

The SUNY LTD Plan provides long-term disability benefits beginning after *six months* of total certified disability.

 **PLAN BENEFITS:**

Benefits under the SUNY LTD Plan are 60% of your gross monthly Salary as of the date that you become disabled, with a maximum LTD Income benefit of $7,500 per month. LTD Income benefits may be reduced by any benefits that you receive from other sources, such as: Social Security Disability, ERS/TRS Disability Retirement, Workers' Compensation benefits, other employer or private disability insurance benefits, and any income or earnings received while collecting benefits under the Plan. The SUNY LTD Plan also provides a Monthly Annuity Premium Benefit (MAPB), which makes contributions into a Tax-Deferred Annuity on your behalf to help you better ensure a comfortable retirement, once your LTD and/or benefits from other sources have ended. The MAPB will be based upon a percentage of your monthly LTD Wage Base as follows:  8% for the first seven years of Retirement System membership, 10% for the eighth through the tenth years, and 13% after ten years. The MAPB will be reduced by any amount of employer contributions or service credit reported to a State Retirement System on your behalf during periods of MAPB eligibility.

**BENEFITS END:**

If you remain totally disabled from your own occupation for a period of two years, and continue to remain totally disabled from any occupation for which you are qualified, benefits are payable under the SUNY LTD Plan until you reach age 65, unless you were 60 or older when your disability began, in which case benefits are payable in accordance with the following schedule:

|  |  |
| --- | --- |
| **Age When Total Disability Starts** | **Maximum Duration of Benefits** |
| 61 or younger | To age 65, or 3 years 6 months, if longer |
| 62 | 3 years 6 months |
| 63 | 3 years |
| 64 | 2 years 6 months |
| 65 | 2 years |
| 66 | 1 year 9 months |
| 67 | 1 year 6 months |
| 68 | 1 year 3 months |
| 69 or older | 1 year |

[**Mandatory Reporting of Child Sexual Abuse**](http://www.geneseo.edu/~policies/policies/Mandatory%20Child%20Sexual%20Abuse%20Reporting%20%20Prevention%20Policy%206-665.pdf)

Consistent with the provisions and applicable definitions of New York State Penal Law Articles 130,

260 and 263, and the *SUNY Polices of the Board of Trustees*, any employee, student or volunteer for the State University of New York College at Geneseo (“Geneseo”) who witnesses or have reasonable cause to suspect any sexual abuse of a child (defined as a person under the age of 17) occurring on college property or while off campus during official college business or college sponsored events shall immediately report such conduct to the Geneseo University Police Department. Such report should include the name of the alleged victim and alleged assailant (if known), other identifying information about the alleged victim and alleged assailant, the location of the activity and the nature of the activity.

Upon receiving such a report, the Chief of the Geneseo University Police Department (“Chief”) shall immediately notify Geneseo’s President, the Provost, the Vice President of Administration and Finance and the Vice President for Student and Campus Life. Additionally, the Chief shall notify the Commissioner of the SUNY University Police (“Commissioner”) of any such report. The Commissioner shall promptly report such incidents to the Chancellor of the State University of New York for periodic reporting to the SUNY Board of Trustees.

In furtherance to this policy, Geneseo shall, on an annual basis notify all college employees of the existence of this policy, and train employees on the provisions of this policy and the attendant reporting obligations.

Any employee found in violation of the provisions of this policy shall be subject to discipline up to termination of his/her employment, consistent with the terms and conditions of the applicable collective bargaining agreement, if any, as well as subject to any applicable criminal prosecution. Nothing contained in this policy precludes mandated reporters from completing their obligation to report suspected child sexual abuse.

Retaliation against a person acting in good faith, in accordance with this policy, who reports an incident or suspicion of child sexual abuse, is strictly prohibited. SUNY Geneseo will take appropriate formal disciplinary action, which can include penalties up to, and including termination of employment in accordance with existing collective bargaining unit agreements for those found responsible for retaliatory action

[**Nursing Mothers Policy**](http://www.geneseo.edu/webfm_send/8220)

In accordance with Section 206-c of the New York State Labor Law, the State University of New York at Geneseo shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow her to express breast milk for her nursing child for up to three years following child birth. The College shall make reasonable efforts to provide a room or other location (other than a bathroom), in close proximity to the work area, where an employee can express milk in privacy. The room or other location shall not be accessible to the public or other employees at the time a nursing employee is using the room for this purpose. Geneseo shall not discriminate in any way against any employee who chooses to express breast milk in the workplace. In no event is the benefit available beyond three years from the date of birth of the child.

**NYS Paid Family Leave (PFL) for M/C 06, M/C 13, and UUP Employees**

NYS Paid Family Leave (PFL) was signed into law in 2016, and became available to classified Management/Confidential (06) employees in 2018. Information on the PFL program available to Management/Confidential Classified (06) employees is available at http://paidfamilyleave.ny.gov/

As of January 1, 2019, PFL is available to unclassified Management/Confidential (13) and UUP-represented employees. The purpose of PFL is to help employees with work-life balance by providing a paid leave alternative to charging paid leave accruals for leaves of absence to attend to family\* needs associated with:

* the birth or placement of a biological, adopted, or foster child (first 12 months)
* a family member's serious health condition (physical or psychological care)
* a call to active duty in the U.S. armed forces (qualifying exigency)

\*PFL is not available for an employee's own serious health condition or military activation.

While on PFL, employment is protected; health insurance is also protected, provided premiums continue to be paid. Once health insurance premiums stop being paid for through biweekly payroll deductions, the NYS Dept. of Civil Service Employee Benefits Division will bill enrollees directly via U.S. Mail, so employees should be sure that their current mailing address is on file. As PFL is a leave without pay, retirement contributions and service credit are not applicable while on PFL.

PFL for 2019: up to ten weeks of leave in any 52-week period, paid at 55% of the employee's average weekly wage, not to exceed 55% of the State Average Weekly Wage (SAWW)

PFL for 2020: up to ten weeks of leave in any 52-week period, paid at 60% of the employee's average weekly wage, not to exceed 60% of the SAWW

PFL for 2021: up to 12 weeks of leave in any 52-week period, paid at 67% of the employee's average weekly wage, not to exceed 67% of the SAWW

Every year, the NYS Dept. of Labor determines the SAWW for the upcoming year. Your average weekly wage is the average of your last eight weeks of pay received for the regular obligation prior to starting PFL. To estimate your PFL benefits, use the Weekly Benefits Calculator at https://paidfamilyleave.ny.gov/PFLbenefitscalculator2019.

Employees pay for these benefits through a small biweekly payroll deduction, which is a percentage of their wages up to a cap set annually. Every year, the NYS Dept. of Financial Services determines the PFL premium rate for the upcoming year. For cost deduction details visit: https://www.suny.edu/benefits/attendance/pfl/. This deduction is automatic for all employees, unless an opt-out/waiver form is filed with their campus HR/Benefits office. Employees may only opt-out of PFL if they will not meet the eligibility criteria, however the opt-out will expire upon meeting the eligibility criteria, and retroactive contributions may be collected. SPECIAL INSTRUCTIONS apply to unclassified employees completing the NYS Paid Family Leave Waiver.

**Oath of Office**

I acknowledge receipt of a copy of sections 73, 73-a, 74, 75, 76, 77 and 78 of the Public Officers Law, together with such other material related thereto as may have been prepared by the Secretary of State, and I acknowledge that I have read the same and that I undertake to conform to the provisions, purposes and intent thereof and to the norms of conduct for members, officers and employees of the legislature and state agencies. I acknowledge that I received information on how to access the Public Officers Law via my official appointment letter.

**Parking**

Parking decals are:

* Required to park in all parking lots
* Valid until the stated expiration date while the registrant remains enrolled/employed at the College
* To be affixed to the exterior of the driver's side rear SIDE window in accordance with the instructions provided on the back of the permit
* NOT transferable to any other vehicle

Buy a Parking Decal:

What You Need/Cost

* Valid vehicle registration - students may only register a vehicle that he or she or a family member owns or leases (no friends, significant others, roommates, etc.)
* Valid SUNY Geneseo ID
* Mastercard, Visa, Discover, cash, check/money order payable to SUNY Geneseo
* All outstanding tickets must be paid in full before purchasing a new decal

Faculty & Staff

* UUP, MC, PEF, NYSCOPBA, PBA & all other non-CSEA faculty/staff: $7.00
* CSEA: $5.35
* CAS, LIVES, OPWDD: Primary vehicle paid for by agency
* Reserved Lots W & LL: $157.00 or $155.35 based on union
* Motorcycles: Free if registered as a secondary vehicle or see pricing above if primary vehicle
* Secondary/Replacement Permits: $7.00 or $5.35 based on union (can only have one vehicle on campus at a time)

How to Purchase

Online

* [**Purchase through AIMS web**](https://aims.geneseo.edu/)
* Orders take at least 24 hours to process - if you need a permit today you need to purchase it in person in our office
* Mastercard or Visa

In Person

* Mastercard, Visa, Discover, cash, check/money order made payable to SUNY Geneseo
* Located in Schrader Hall, Room 19
* Monday - Friday 8:00am - 4:00pm
* You will get your permit at the time of purchase

Snail Mail

* Check/money order only
* [**Student Vehicle Registration Form**](https://www.geneseo.edu/sites/default/files/sites/pts/Vehicle%20Registration%20Form%20-%20Student.pdf) - you will get an email letting you know when your permit is ready to be picked up, it will not be mailed to you
* [**Faculty & Staff Registration Form**](https://www.geneseo.edu/sites/default/files/sites/pts/Vehicle%20Registration%20Form%20-%20Employee.pdf) - you will get your permit via campus mail to the address listed in the employee directory unless a self-addressed, stamped envelope is included

Decal Placement

* Permits are not valid until properly affixed to your vehicle - laying the permit on the dash, affixing it on the wrong side of the car or taping it to the window will result in a parking ticket
* Apply to clean, DRY glass as far back on the drivers side as possible
* [**Click here for a visual of where to affix the permit**](https://www.geneseo.edu/sites/default/files/sites/pts/Decal%20Placement.pdf)

[**Request for Reasonable Accommodation**](http://www.geneseo.edu/webfm_send/9090)

The State University of New York at Geneseo (SUNY Geneseo) is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. Reasonable accommodations will be provided to qualified employees with disabilities to enable performance of the essential functions of the positions for which they are applying or in which they are employed. This policy is based on the New York State Human Rights Law, Sections 503/504 of the Federal Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA), Executive Order 6, and Executive Chamber Memorandum, entitled *Equal Access to State Agency Employment, Programs and Services for Individuals with Disabilities*, issued in 1996, as well as *Executive Chamber Memorandum Technology Policy 96-13--Accessibility to Technology*, issued November 1996 and *Technology Policy 99-3: Universal Accessibility for New York State Web Sites*, issued September 1999.

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, employment application, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, and promotions. The provision of reasonable accommodation assists the agency, as an employer, to:

* overcome otherwise exclusionary employment practices, policies and consequences;
* provide equal opportunities for participation in education and training programs;
* enhance the retention and upward mobility of qualified employees with disabilities; and
* ensure the accessibility of procedures for swift and judicious resolution of complaints with this policy and other already existing policies and procedures.

[**Sexual Harassment**](http://www.geneseo.edu/~policies/policies/Sexual%20Harassment%206-670.pdf)

Sexual harassment is a form of illegal discrimination. It is any unwanted verbal, written, or physical sexual advance, request for sexual favor, sexually explicit statements, or sexually discriminating 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 or results in interference with the recipient’s job or academic performance, or
* creates or intimidating, hostile, or offensive work environment

It is the policy of Geneseo to maintain an academic and work environment free of sexual harassment. Harassment on the basis of sex is a violation of the law (Sec. 703 of Title VII of the Civil Rights Act as amended, Title IX Education Amendments of 1972, and the New York State Human Rights Law) and will not be tolerated. The College will not condone actions, writings, publications, and words which a reasonable person would regard 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 allows full access and opportunity for participation to all members of the College Community.

Further, SUNY Geneseo does not condone retaliation. Retaliation is against the law and will subject the perpetrator to sanctions.

[**SUNY Geneseo Campus Security and Fire Safety Report**](http://www.geneseo.edu/webfm_send/8219)

The Student Right-to-Know and Campus Security Act was signed into law in November of 1990. Title II of this act was amended and renamed in 1998 as the Jeanne Clery Disclo­sure of Campus Security Policy and Campus Statistics Act.

This law mandates that educational institutions receiving federal funds must disseminate crime statistics for certain serious offenses which occur on campus and in adjacent ar­eas for the current and previous two calendar years.

The purpose of this report is to provide current and prospec­tive students, faculty and staff with campus safety informa­tion including crime statistics and procedures to follow when reporting a crime.

This document was compiled by the Chief of University Police after consultation with the Dean of Students, the Vil­lage of Geneseo Police Department, the Livingston County Sheriff’s Office and New York State Police.

The College will not retaliate or allow any retaliation toward a person(s) who reports alleged violations of this act.

[**Workplace Violence Prevention**](http://www.geneseo.edu/~policies/policies/Workplace%20Violence%20Prevention%20Policy%206-687.pdf)

The State University of New York at Geneseo (SUNY Geneseo) is committed to providing a work environment free from threatening behavior and acts of violence. SUNY Geneseo will not tolerate violence or threatening behavior of any type, from any source. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the College community.

It is the policy of SUNY Geneseo that each of our employees has the right to a workplace free from violence. Threats, acts of violence and acts of aggression by employees or against employees by co-workers, members of the public, or others will be responded to promptly. For purposes of this policy, violence is defined as any physical assault, actual threat, or threatening behavior occurring in the work setting. This includes actions of employees, supervisors, visitors, vendors or any other person. As an institution of higher education, SUNY Geneseo expects and encourages robust discussions among members of the College community. This policy does not cover speech or expressive activity that is protected by the United States Constitution and the Constitution of the State of New York.

Employees who commit a violent act or threaten to commit a violent act may be subject to corrective or disciplinary action, up to and including termination, in accordance with existing collective bargaining unit agreements and shall be prosecuted to the full extent of the criminal laws. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on College property shall be subject to removal from the premises as quickly as safety permits. An investigation will subsequently be conducted as promptly as possible.

The unlawful possession or use on campus of firearms, knives (except non-spring pocket knives), or other weapons, explosives, or fireworks is prohibited. Workplace violence should be reported promptly to the appropriate College official (see below). Additionally, all members of the College community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

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