SUMMARY OF POLICIES & PROCEDURES

Employee Name: ______________________________ __________________________
Last Name First Name MI

This checklist is a guide to assist SUNY representations in ensuring that employees are aware of significant policies. The following workplace information, policies, and procedures are included in the new hire benefits information. I have reviewed the employee policies at https://www.geneseo.edu/sites/default/files/sites/hr/Benefits/Policies%20Overview%20(4).docx.

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.

_______________________________________________________
Signature of Employee

________________________
Date

Updated 1/2021