NEW EMPLOYEE ORIENTATION (HEO SERIES)
2013
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*PSC CUNY Professional Development Fund (HEO & CLT)
Section 1

WELCOME

NEW EMPLOYEE ORIENTATION

(HEO SERIES)

2013
“Nil sine magno labore”

The Brooklyn College seal contains this inscription, a reminder that nothing can be achieved without hard work. This motto symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students, faculty, and staff.
Brooklyn College Mission Statement

Brooklyn College is one of the eighteen units of the City University of New York (CUNY), one of the four comprehensive campuses, a public urban college and the premier senior college for higher learning in the borough of Brooklyn, a culturally and ethnically diverse community of 2.5 million residents. Its location in Brooklyn and its easy access to Manhattan are attractive to students and faculty. Both the borough and the city are major centers of intellectual and cultural stimuli. The Brooklyn Museum, the Brooklyn Historical Society, the Brooklyn Academy of Music, the Brooklyn Botanical Garden and the NYZS/Aquarium for Wildlife Preservation are among the notable local attractions. The city itself has numerous institutions of arts and learning, all of which serve our faculty and students.

Our college is committed to access and excellence and will continue to serve the borough and the region by providing affordable, high-quality education for their diverse populations, thus contributing to the welfare of the community, the state, and the society at large.

As one of CUNY’S main teaching and research campuses, Brooklyn College must remain empowered to provide a solid liberal arts education as well as career oriented programs at the baccalaureate and master's level. Therefore, all major disciplines in the arts, humanities, social sciences must be represented on campus if our students are to have high-quality academic programs. The college sees a program in general education (the Core Curriculum) as the foundation for programs within the disciplines, and for programs across the disciplines.

We will continue to participate in the doctoral programs offered by CUNY and provide post-baccalaureate education, both liberal and professional, to meet the needs of students for specialized training and intellectual growth.

The undergraduate curriculum will continue to focus on critical, quantitative, and imaginative thinking; the acquisition and organization of knowledge; the expansion of its examination of Western and non-Western ideas and values; and writing and speaking with intelligence and precision. The curriculum is both diverse and interconnected, encouraging students to draw from their individuality but to transcend their diversity.

The core curriculum, required of all students, consists of courses in disciplines from the arts, humanities, social sciences and sciences that build on each other or interface with each other. It aims to infuse students with the values and concepts of the liberal arts and sciences, and provides the foundation for their work in a major field of study and in elective courses.
Brooklyn College Mission Statement (continued)

The college seeks to develop and support its faculty by promoting excellence in teaching, stimulating research and scholarship, and providing opportunities for artistic creativity and intellectual growth.

The primary commitment of the college is to educate a student body representative of its location, deserving of success as well as access. Aware that the quality of life of our students is crucial to their success, the college is dedicated to fostering a hospitable campus environment, responsive to multicultural interests and activities, and to developing in students a sense of personal and social responsibility. As an urban institution wishing to be part of the larger community and ready to serve it, the college encourages students and faculty to be involved in community and public service, and to benefit from the dynamic interaction with the city, whose wealth of resources can enhance their educational objectives.

Recognizing that our students must be prepared for an interdependent world and that they will be called upon to contribute to the communities that support and depend upon them, Brooklyn College seeks to provide them with the necessary knowledge and skills.
HUMAN RESOURCES PERSONNEL STAFF DIRECTORY

**Michael T. Hewitt**  
Assistant Vice President for Human Resource Services  
Brenda Hertzendorf  
Executive Secretary to AVP; (Unemployment)

**Recruitment**  
1219 Boylan Hall (951-5131)  
**Therese Marrocco**  
Administrative Officer  
Anne Alarcon  
Cindy Castillo  
Jennifer Tsui  
Shuk Tsoi

**Academic Personnel**  
1231 Boylan Hall (951-5137)  
**Peggy Sainte**  
Jessica Charmant (Employment Verification)  
Sadio Harry

**Classified**  
1219 Boylan Hall (951-5377)  
**Lynda Sobieski**  
Manager of Classified Operations  
Brenda Campfield  
Patrick Croff (Worker’s Compensation)  
Jennifer DePalma-Juno  
Francine Davidson  
Ireen Quercia

**Personnel Systems Unit**  
1223 Boylan Hall (951-5161)  
**Debra Quashie**  
Amanda Poon  
Gloria Nieves  
Nathania Selver  
Sherri Hospedales  
Si Mei Chan

**Fringe Benefits**  
1160 Boylan Hall (951-4255)  
**Donna Corbin**  
Fringe Benefits Coordinator  
Celia Goldberg

**Environmental Health and Safety**  
1219 Boylan Hall (951-5400)  
**Aldo Orlando**  
Director of Environmental Health & Safety  
Badrul Chowdhury  
Maria Perez

**Payroll Operations**  
1156 Boylan Hall (951-5091)  
And 395 Hudson Street (646-313-8265)  
**Anna Maldonado**  
Payroll Administrator  
Alvyne Alleyne  
Jufukar (Shibly) Choudhury  
Natalie Sarrica  
Natasha Lyand  
Yelena Kushelman
Section 2

POLICIES

NEW EMPLOYEE ORIENTATION (HEO SERIES)

2013
CUNY Equal Opportunity, Non-Discrimination and Sexual Harassment Policy.

As of November 2012, CUNY has a new Equal Opportunity, Non-Discrimination and Sexual Harrasment Policy.

The Sexual Harassment Awareness and Intake Committee, appointed by the president of Brooklyn College, resolves sexual harassment complaints and educates the Brooklyn College community about the nature and seriousness of sexual harassment.

Committee Members

Professor Miriam Deutch
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718.951.5221
miriamd@brooklyn.cuny.edu

Robert Oliva
Deputy Coordinator
Magner Center for Career Development and Internships
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Ursula Chase
Office of Campus and Community Safety Services
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ursulac@brooklyn.cuny.edu

Robert Scott
Honors Academy
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robscott@brooklyn.cuny.edu
The City University of New York Campus and Workplace Violence Prevention Policy

Policy Statement

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

(i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

(ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;

(iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;

(iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.

The University, at the request of an employee, or student, or at its own discretion, may prohibit
members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies when an employee or student anticipates that an act of violence may result from an encounter with said individual(s).

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in: (1) Scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.
Brooklyn College invited representatives from each union to participate in a physical site evaluation of the campus on February 23, 2011 and November 10, 2011. Factors that might place an employee at risk include but are not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders, and credit card receipts: Enrollment Services Center, Performing Arts Center, and Central Routing Mail Room.

- Offices that handle issues stressful to students, such as the Counseling Center, Enrollment Services Center, Academic Advising Offices, Office of Services for Students with Disabilities, Office of the Deans, Library and Library Café.

- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources.

- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support.

- Work sites containing employees who work late at night or early in the morning or on weekends: Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty.
HIGH RISK LOCATIONS/RISK FACTORS

Description of Identified Risk Factors

Brooklyn College invited representatives from each union to participate in a physical site evaluation of the campus on February 23, 2011 and November 10, 2011. Factors that might place an employee at risk include but are not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders, and credit card receipts: Enrollment Services Center, Performing Arts Center, and Central Routing Mail Room.

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- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources.

- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support.

- Work sites containing employees who work late at night or early in the morning or on weekends; Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty.

In response, the College utilizes the following control measures to
eliminate or reduce workplace violence hazards:

a) Engineering Controls.
   i. Bullet Proof Glass (ESC), Safes (ESC, Performing Arts Center, and Central Routing)
   iii. Outside Events – Metal Detectors. (Student Control)
   v. Emergency PA System Throughout All Campus Buildings.
   vi. Security Mirrors.

b) Administrative or Work Practice Controls.
   i. Sign-in/Sign-out procedure for off-hour access.
   ii. Vertical Patrol rounds.
   iii. Notifications to Public Safety.
   iv. Posted Office Hours.

c) Personal Protective Equipment (PPE).
   i. Walkie-Talkies (Public Safety/Buildings & Grounds).
   ii. Cell Phones
   iii. Emergency Contact for Public Safety from any phone on campus.
   iv. Panic Buttons. (ESC Center; Administrative Offices).
   v. Posted Phone Numbers for Public Safety Emergencies and NYPD for Cell Phone use.
   vi. Assigned NYPD Patrol Officer.

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**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

**Campus Office of Public Safety**

*Incidents of workplace violence and behavior that you believe may lead to potential workplace violence*

In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College’s Office of Public Safety is 718 951 5511. Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the Office of Public Safety. Complaints involving the Office of Public Safety will be
## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

*must be reported promptly to a supervisor and/or the Office of Public Safety.*

<table>
<thead>
<tr>
<th>Workplace Violence Advisory Team (WVAT)</th>
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<tbody>
<tr>
<td>List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
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<td>718-951-5221</td>
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### KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

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<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>
KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

Instructions on accessing your College’s Workplace Violence Prevention Program

Including contact information OR location where this information is made available by the College.

The Workplace Violence Prevention plan may be accessed in The Office of Human Resource Services, room 1219 Boylan Hall.

Domestic Violence Prevention Resources

Including contact information for your campus Domestic Violence Liaison(s). Concerns about domestic violence entering or affecting the workplace may be reported to your DV Liaison, a supervisor or to Public Safety.

Therese Marrocco  
therese@brooklyn.cuny.edu  
718 951 5131

QUESTIONS?

If you have questions about the information provided in your campus workplace violence prevention training, please contact the following representative(s) at the College.

Anne Alarcon  aalarcon@brooklyn.cuny.edu  
718 951-5131  
Monday – Friday 9-5

Ursula Chase  
Co-chair WVAT  
718 951-5511  
UrsulaC@brooklyn.cuny.edu  
Monday – Friday 9-5  
After 5 P.M. please direct your questions to the Office of Campus Safety and Security at (718) 951 – 5511.
Domestic Violence

The City University of New York ("CUNY") disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee’s personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence ("OPDV") of any revisions.

Definitions

For purposes of this policy, the following terms will be defined as follows.

Domestic Violence: A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Intimate Partner: Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

Abuser: A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Victim: The person against whom an abuser directs coercive and/or violent acts.

Policy

1. Employee Awareness

1. CUNY will provide its Domestic Violence and the Workplace Policy to all employees.

2. CUNY employees will review and follow this policy and procedures.

3. CUNY will provide to all employees, and post in locations of high visibility, such as bulletin boards and break rooms, health/first aid offices, university phone directories, and on-line information data bases, a list of resources for survivors and perpetrators of domestic violence, the phone numbers and descriptions of national and local domestic violence resources batterers’ intervention programs as well as the information for the New York State Office for the Prevention of Domestic Violence. Also posted prominently will be the names and contact information of CUNY personnel who are trained and available to serve as confidential sources of information, support, and referral.
Domestic Violence (continued)

4. Included in the documentation provided to all employees will be information informing employees that New York State law prohibits insurance companies and health maintenance organizations from discriminating against domestic violence victims. The law prohibits designation of domestic violence as a pre-existing condition. An insurance company cannot deny or cancel an insurance policy or require a higher premium or payment because the insured is or has been a domestic violence victim. [§2612 of the Insurance Law.].

5. CUNY will integrate information on domestic violence into existing materials and literature, policies, protocols, and procedures, including its Workplace Violence Prevention Policy & Procedures and existing health and wellness programs, as appropriate. CUNY will take all reasonable actions to educate employees regarding the effects of domestic violence, ways to prevent and curtail violence, and methods to report such violence to authorities.

2. Non-Discriminatory and Responsive Personnel Policies for Victimized Employees

1. CUNY will not discriminate against victims of domestic violence or persons perceived as domestic violence victims in employment determinations and will be responsive to the needs of victims of domestic violence.

2. CUNY will not make inquiries about a job applicant's current or past domestic violence victimization and employment decisions will not be based on any assumptions about or knowledge of such exposure.

3. CUNY will abide by all relevant New York State laws making it a crime for employers to penalize an employee who, as a victim or witness of a criminal offense, is appearing as a witness, consulting with a district attorney, or exercising his/her rights. CUNY, with at least one prior day notification, will allow time off for victims or subpoenaed witnesses to exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law [Penal Law §215.14]. If there are any questions or concerns regarding the leave that must be granted to victims or subpoenaed witnesses, employees should contact their human resources director for assistance and clarification.

4. CUNY, upon request of the employee, will assist the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of being a victim of domestic violence. If an employee requests time off to care for and/or assist a family member who has been a victim of domestic violence, CUNY will evaluate the employee’s request for leave for eligibility under existing law and collective bargaining agreements applicable to the employee.

5. In instances when an employee victim of domestic violence has difficulty producing the documentation necessary to justify absences due to his/her status as such victim, CUNY will make all reasonable efforts, in consultation with employee victims of domestic violence, to identify the documentation necessary to justify absences from work and assist the employee with his/her safety-related needs to satisfactorily meet the identified documentation requirement without compromising the employee’s safety.

6. When appropriate, available and permissible, employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), will be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.
Domestic Violence (continued)

7. CUNY encourages victims of domestic violence who are subject to discipline due to job performance or conduct problems, to notify appropriate supervisory, managerial or human resources staff of their situation. Said employees will be afforded all of the proactive measures outlined in this policy, and will be provided clear information about performance expectations, priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems will be exhausted, including making a referral to any Employee Assistance Program, consistent with existing collective bargaining agreements, statutes, regulations and policy.

8. CUNY encourages any employee who is terminated or voluntarily separates from employment due to domestic violence-related performance problems to notify appropriate human resources staff in order to investigate the employee’s potential eligibility for unemployment insurance. CUNY will respond quickly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. [§593 of NYS Labor Law.]

3. Workplace Safety Plans

Each campus within the CUNY system has prepared a domestic violence workplace safety response plan and each campus and worksite is prepared to provide reasonable means and personnel to assist victimized employees in developing and implementing individualized domestic violence workplace safety plans, consistent with existing collective bargaining agreements, statutes and regulations. Said workplace safety response plans are on file on each campus and worksite with the relevant security personnel and with the University-level liaison to OPDV.

1. CUNY has designated a University liaison to OPDV to ensure University-wide implementation of the domestic violence and the workplace policy, and to serve as the primary liaison with OPDV regarding the domestic violence and the workplace policy. Said liaison’s name and contact information will be provided with copies of this policy to employees and will be listed on all additional literature and postings.

2. CUNY has designated campus-level liaisons on each campus to further ensure campus-level implementation of the domestic violence and the workplace policy, to serve as the campus-level liaison within CUNY regarding the domestic violence and the workplace policy, and to be available to employees in need of support.

3. Each campus-level liaison will be identified in University and college-level materials and his/her name, phone number and office location will be clearly posted.

4. Any employee who obtains a temporary or permanent order of protection is encouraged to provide the relevant security personnel and supervisory personnel with a copy of the petition and court order. Additionally, the employee is encouraged to provide the relevant security personnel and supervisory personnel with the following information on the abuser: a photograph or physical description, description of the abuser’s automobile and license plate number, and any other information CUNY needs for the security of the workplace. CUNY is committed to compliance and assistance with enforcement of all known court orders of protection, particularly orders in which abusers have been ordered to stay away from the work site of the victim. If requested by the victim of domestic violence or law enforcement, CUNY will cooperate in situations concerning an alleged violation of an order of protection.
Domestic Violence (continued)

5. In the event that a person is observed engaging in threatening behavior, each CUNY campus public safety department will implement its emergency security response plan, including procedures for contacting the appropriate law enforcement agency, and will provide employees with clear instructions about what to do and whom to contact.

6. Upon notice from a victimized employee, each campus public safety department, working with the employee, the campus-level liaison and the employee’s supervisor will develop and implement individualized workplace safety plans, which may include, when appropriate, advising co-workers and, upon request, the employee's bargaining representative, of the situation; setting up procedures for alerting security and/or the police; temporary relocation of the victim to a secure area; options for voluntary transfer or permanent relocation to a new work site; change of work schedule; reassignment of parking space; escort for entry to and exit from the building; responding to telephone, fax, e-mail or mail harassment; and keeping a photograph of the abuser and/or a copy of any existing court orders of protection in a confidential on-site location and providing copies to security personnel. Plans must address additional concerns if the victim and the offender are both employed by CUNY.

4. Accountability for Employees Who Are Offenders

CUNY will not tolerate nor excuse conduct that constitutes workplace domestic violence. CUNY will hold accountable any and all employees who engage in the following behavior: (1) using CUNY resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official CUNY business; or (3) using their job-related authority and/or CUNY resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

1. In cases in which CUNY has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using CUNY resources such as work time, workplace telephones, FAX machines, mail, e-mail or other means, said employee will be subject to corrective or disciplinary action in accordance with existing collective bargaining agreements, statutes and regulations. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution.

2. In cases in which CUNY has verification that an employee is responsible for a domestic violence-related offense, or is the subject of any order of protection, including temporary, final or out-of-state order, as a result of domestic violence, and said employee has job functions that include the authority to take actions that directly impact victims of domestic violence and/or actions that may protect abusers from appropriate consequences for their behavior, CUNY will determine if corrective action is warranted, in accordance with existing collective bargaining agreements, statutes and regulations.

3. In cases in which any employee intentionally uses his/her job-related authority and/or intentionally uses state resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for his behavior, said employee will be subject to corrective or disciplinary action, in accordance with existing collective bargaining agreements, statutes and regulations. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution.
Domestic Violence (continued)

5. Firearms

Pursuant to New York State and federal law, a person convicted of a domestic violence-related crime or subject to an order of protection, under certain circumstances, forfeits the right to legally possess a firearm or long gun. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

1. In addition to complying with the law, employees who are authorized to carry a firearm as part of their job responsibilities are required to notify CUNY if they are arrested on a domestic violence-related offense and/or served with an order of protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing agency or to the appropriate police agency.

2. Should an employee fail to comply with the requirements set forth above, said employee will be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes or regulations. In addition, the appropriate law enforcement agency will be notified for possible criminal action.

6. Training

CUNY will train management and supervisory personnel on this policy and will provide continuing educational opportunities for employees using materials provided by or approved by OPDV.

1. All persons designated as liaisons, whether the University-level liaison or college-level liaison, and all liaison-identified support personnel will complete OPDV’s one-day training on Domestic Violence and the Workplace as soon as practicable after the appointment is made. Training will prepare support personnel to identify possible signs and indicators of victimization, make appropriate referrals to domestic violence service providers, work with professionals to assist identified victims with safety planning, and develop individualized responses. Training will also include information on the physical, social and cultural realities that may affect victims of domestic violence, the ways in which domestic violence impacts the workplace, including the potential impact on worker productivity and the safety risks to on-site personnel and visitors.

2. Campus-level liaisons will designate, as appropriate, managers, supervisors, employee assistance professionals, human resources personnel, union and labor representatives or security staff for additional training on domestic violence issues which may include the one-day OPDV training.

3. CUNY will also make training in the prevention and awareness of domestic violence and its impact on the workplace available for all staff. Training will include information on the physical, social and cultural realities that may affect victims of domestic violence, the ways in which domestic violence impacts the workplace, including the potential impact on worker productivity and safety risks.

7. Reporting Requirements

As directed by OPDV, CUNY is obligated to document all incidents of domestic violence that happen in the workplace, including the number of employees who report domestic violence, the number of employees who request information/services, and the number of referrals made to domestic violence service providers. The information gathered will not contain any identifying personal information. Said information will be forwarded by each college to the University liaison to OPDV for further reporting to OPDV at the time and in a manner determined by OPDV.
Domestic Violence (continued)

Such documents will be kept confidential to the extent permitted by law and policy and the provisions of section (VIII) detailed below.

8. Confidentiality

Information related to an employee being a victim of domestic violence will be kept confidential, to the extent permitted by law and policy, and will not be divulged without the consent of the victimized employee, unless CUNY determines that maintaining said confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection. The limitations on confidentiality will be discussed with each victim who seeks assistance from supervisory or security staff. In such circumstances where a determination has been made that maintaining confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection, only those individuals (employees and/or safety and security personnel and/or rescue and first aid personnel) as deemed necessary by CUNY to protect the safety of the victim and/or other employees or to enforce an order of protection will be given information concerning incidents of domestic violence.

CUNY will disclose only the minimum amount of information necessary to protect the safety of the victim and/or other employees or to enforce an order of protection. Where possible, CUNY will provide to the victim of domestic violence notice of the intent to provide information to other employees and/or safety personnel. Nothing herein will prevent CUNY from investigating an act or acts of domestic violence that happen within the workplace. Examples of situations where confidentiality cannot be maintained include the following:

1. Supervisors/managers may be informed about a domestic violence incident that happens in the workplace, or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

2. First aid and safety personnel may be informed about a domestic violence incident that happens in the workplace or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

3. Government officials investigating a domestic violence incident that happens in the workplace, or a report of domestic violence, will be provided relevant information on request.

9. Law Enforcement and Legislation

CUNY will cooperate to the fullest extent legally possible with law enforcement and other appropriate government agencies. In addition, this policy will be interpreted and applied in accordance with all applicable local, state and federal laws as well as all existing collective bargaining agreements, policies and regulations.
The City University of New York Computer Use Policy

Computer Resource Use

The university's computer resources are dedicated to the support of the university’s mission of education, research and public service. In furtherance of this mission, the university respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

The university recognizes that there is a concern among the university community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. The university's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, the university will resolve doubts about the need to access university computer resources in favor of a user’s privacy interest.

However, the use of university computer resources, including for electronic transactions and communications, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the university community and between the university community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

Applicability

This policy applies to all users of university computer resources, whether affiliated with the university or not, and whether accessing those resources on a university campus or remotely.

This policy supersedes the document entitled “CUNY Computer User Responsibilities” and any college policies that are inconsistent with this policy.

Definitions

“University computer resources” refers to all computer and information technology hardware, software, data, access and other resources owned, operated or contracted by the university. This includes, but is not limited to, personal computers, handheld devices, workstations, mainframes, minicomputers, servers, network facilities, databases, memory and associated peripherals and software, and the applications they support, such as e-mail and access to the internet.

“E-mail” includes point-to-point messages, postings to newsgroups and list servers, and other electronic messages involving computers and computer networks.

Authorization

Users may not access a university computer resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent university computer resource system protection facilities by hacking, cracking or similar activities, accessing or using another person’s computer account, and allowing another person to access or use the user’s account. This provision shall not prevent a user from authorizing a colleague or clerical assistant to access information under the user’s account on the user’s behalf while away from a university campus or because of a disability. University computer resources may not be used to gain unauthorized access to another computer system within or outside of the university. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by taking ordinary security precautions.
Purpose

Use of university computer resources is limited to activities relating to the performance by university employees of their duties and responsibilities. For example, use of university computer resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of university computer resources for partisan political activity is also prohibited.

Except with respect to university employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of computer resources is permitted so long as such use does not interfere with university operations, does not compromise the functioning of university computer resources, does not interfere with the user’s employment or other obligations to the university, and is otherwise in compliance with this policy.

Compliance With the Law

University computer resources may not be used for any purpose or in any manner that violates university rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts and licenses applicable to their particular use.

Examples of applicable federal and state laws include the laws of libel, obscenity and child pornography, as well as the following:

- Family Educational Rights and Privacy Act
- Electronic Communications Privacy Act
- Computer Fraud and Abuse Act
- New York State Freedom of Information Law
- New York State Law with respect to the confidentiality of library records

Examples of applicable university rules and policies include the following:

- Sexual Harassment Policy
- Policy on Maintenance of Public Order
- Website Privacy Policy
- Gramm-Leach-Bliley Information Security Program
- University Policy on Academic Integrity
- Information Security policies

Licenses and Intellectual Property

Users of university computer resources may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws. Much of what appears on the Internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users of university computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations and computer software.
False Identity and Harassment

Users of University computer resources may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside the University.

Confidentiality

Users of University computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. University employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

Integrity of Computer Resources

Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms. Users should consult with the information technology director at their college before installing any programs that they are not sure are safe.

Disruptive Activities

University computer resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits chain letters, virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service. Also prohibited are spamming, junk mail or other unsolicited mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it, as well as the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the university community on lists related to university business. The university has the right to require users of CUNY computer resources to limit or refrain from other specific uses if, in the opinion of the information technology director at the user’s college, such use interferes with efficient operations of the system, subject to appeal to the president or, in the case of central office staff, to the chancellor.

University Names and Trademarks

University names, trademarks and logos belong to the university and are protected by law. Users of university computer resources may not state or imply that they speak on behalf of the university or use a university name, trademark or logo without authorization to do so. Affiliation with the university does not, by itself, imply authorization to speak on behalf of the university.

Security

The university employs various measures to protect the security of its computer resources and of users’ accounts. However, the university cannot guarantee such security. Users are responsible for engaging in safe computing practices, such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting private information, as well as for following the university’s Information Security policies and procedures. Users must report incidents of Information Security policy noncompliance or other security incidents to the university’s chief information officer and chief information security officer, and the information technology director at the affected user’s college.
Filtering

The university reserves the right to install spam, virus and spyware filters and similar devices if necessary in the judgment of the university's Office of Information Technology or a college information technology director to protect the security and integrity of university computer resources. Notwithstanding the foregoing, the university will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content.

Confidential Research Information

Principal investigators and others who use university computer resources to store or transmit research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given, are responsible for taking steps to protect confidential research information from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (i.e., passwords) and encrypting files, documents and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal digital assistants (PDAs), and portable data storage (e.g., memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by the university's Office of Information Technology.

User Accounts and Usage Records

The university does not routinely monitor, inspect or disclose individual usage of its computer resources without the user’s consent. In most instances, if the university needs information located in a university computer resource, it will simply request it from the author or custodian. However, university information technology professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of websites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, users have no guarantee of privacy during any use of university computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials contained in computer storage in any university electronic device dedicated to their use will not be intruded upon by the university except as outlined in this policy. The university may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications without notice, in the following circumstances:

a) Instances not subject to annual reporting:

- (i) When the user has voluntarily made them accessible to the public, as by posting to Usenet or a Web page
- (ii) When it is reasonably necessary to do so to protect the integrity, security or functionality of university or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with the university's chief information officer or his or her designee
- (iii) When it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software or communications, as determined by the college chief information officer or his or her designee, after consultation with the university's chief information officer or his or her designee

b) Instances subject to annual reporting:

- (i) When it is reasonably necessary to protect the university from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel — and the chairperson of the University Faculty Senate if a university faculty member’s account or activity is involved, or vice chairperson if the chairperson is unavailable
- (ii) When there is a reasonable basis to believe that university policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel — and the
chairperson of the University Faculty Senate if a university faculty member’s account or activity is involved, or vice chairperson if the chairperson is unavailable

- (iii) When an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee, after consultation with the university's Chief Information Officer or his or her designee, the Office of General Counsel — and the chairperson of the University Faculty Senate if a university faculty member’s account or activity is involved, or vice chairperson if the chairperson is unavailable

- (iv) As otherwise required by law

In those situations in which the chairperson of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity:

a) The college president shall report the completion of the monitoring or inspection to the chairperson and the university employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law

b) If the monitoring or inspection of an account or activity requires physical entry into a faculty member’s office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law

A university employee may apply to the general counsel for an exemption from some or all of the circumstances under which the university may inspect and monitor computer resource activity and accounts without notice — except those circumstances where such inspection and monitoring is otherwise required by law — with respect to a university computer resource used solely for the collection, examination, analysis, transmission or storage of confidential research data. In considering such application, the general counsel shall have the right to require the employee to affirm in writing that the computer resource will be used solely for the confidential research. Any application for exemption should be made prior to using the computer resource for the confidential research.

The university, at its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate university personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the university.

In addition, users should be aware that the university may be required to disclose the public under the New York State Freedom of Information Law communications made by means of university computer resources in conjunction with university business. Any disclosures of activity of accounts of individual users to persons or entities outside of the university, whether discretionary or required by law, shall be approved by the general counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, university employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection subject to annual reporting in accordance with this policy. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

Enforcement

Violation of this policy may result in suspension or termination of an individual’s right of access to university computer resources, disciplinary action by appropriate university authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

Violations will normally be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs. The university has the right to temporarily suspend computer use privileges and to remove from university computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the president of each college or the chancellor.
Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications, or information contained in or delivered by or over university computer resources will be subject to the substantive and procedural safeguards provided by this policy.

The university shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of university computer resources. This includes, but is not limited to, damages caused by unauthorized access to university computer resources, data loss or other damages resulting from delays, non-deliveries or service interruptions, whether or not resulting from circumstances under the university's control. Users receive and use information obtained through university computer resources at their own risk. The university makes no warranties — expressed or implied — with respect to the use of university computer resources.

The university accepts no responsibility for the content of Web pages or graphics that are linked from university Web pages, for any advice or information received by a user through use of university computer resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information. The university reserves the right to change this policy and other related policies at any time. The university reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.
E-Mail Policy

The college's e-mail system has proven to be an excellent tool for enhancing communication. Our policy is a modified version of a policy statement prepared by the university's Computer Policy Committee, reviewed by the University Faculty Senate and the Office of the Vice Chancellor for Legal Affairs.

Individual users broadcasting e-mail messages (i.e., announcements being sent to all or most campus users) are not permitted. If you have an announcement regarding a matter of widespread institutional interest, please forward it via e-mail to the Office of Communications and Marketing at communications@brooklyn.cuny.edu. Please allow at least two (2) days for the announcement to be broadcast via e-mail. Since the college's policy prohibits "the use of computer resources for profit making" and similar "private purposes," unsolicited e-mails sent to all or most campus users inviting them to purchase goods and/or services are not permitted.

Examples of Inappropriate Uses of E-mail

In general, e-mail shall not be used for the initiation or retransmission of:

- Chain mail that misuses or disrupts resources: e-mail sent repeatedly from user to user, with requests to send to others;
- Virus hoaxes;
- Spamming or e-mail bombing attacks or intentional e-mail transmissions that disrupt normal e-mail service;
- Junk mail: unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome such mail;
- False identification: Any actions that defraud the e-mail recipient, or misrepresent or fail to accurately identity the sender; and
- Messages containing obscene images or material or offensive language.
CONFLICT OF INTEREST POLICY

1. General Statement of Policy.

It is the policy of the University that all of its activities shall be conducted in accordance with the highest standards of integrity and ethics and in a manner that will not reflect or appear to reflect adversely on the University’s credibility, objectivity, or fairness. Every individual to whom this Policy is applicable (each, a “Covered Individual”) must maintain the highest standards of honesty and integrity and must refrain from any use whatsoever of his or her position at the University, or the information, privileges, or influence such position may provide, when such use is motivated by, or gives the appearance that it is motivated by, the desire for private gain or advantage for the Covered Individual, or for other persons, institutions, or corporations with which he or she has family, professional, business, or financial connections. Accordingly, no Covered Individual shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties and responsibilities at the University.

Sections 2 and 3 of this Policy, which set forth the general standards of conduct and the rules regarding hiring, employment, and contracting decisions and supervisory responsibility involving Family Members, apply to all Covered Individuals. Section 4 sets forth specific obligations of Covered Individuals who are involved in research or similar educational activities at the University (collectively, “research”) and the University’s procedures for managing Conflicts of Interest that may arise in connection with such activities. Section 5 sets forth the definitions of “Covered Individual”, “Family Members”, “Conflict of Interest”, and other terms used in this Policy. The provisions of this Policy are to be interpreted in light of the paramount importance of academic freedom in the activities of the University.

College and University officials with responsibilities under this Policy are identified by titles that are current as of this Policy’s effective date. If the title for a particular position changes at any time, the responsibilities under this Policy shall be performed by the individual having responsibilities within the College or the University similar to the individual who held the former title. If there is a vacancy at any time in the position, the responsibilities under this Policy shall be assumed by the individual to whom such position reports or to his or her designee.

2. General Standards of Conduct.

Although not all possible situations within the scope of this Policy are included in this Section 2, the following standards, which are based on provisions in New York State Public Officers Law §§ 73 and 74 and Executive Order No.1 issued on January 1, 2007, shall serve as general guidance for Covered Individuals. All Covered Individuals are encouraged to consult the advisory opinions of the New York State Commission on Public Integrity interpreting these provisions at http://www.nyintegrity.org/advisory, and to bring questions about the applicability or interpretation of any of these standards to the University’s Office of the General Counsel.

2.1. No Covered Individual shall accept other employment that will impair his or her independence of judgment in the exercise of his or her duties or responsibilities at the University.

2.2. No Covered Individual shall accept other employment or engage in any business or professional activity that will require him or her to disclose confidential information gained by reason of his or her position or authority at the University.

2.3. No Covered Individual shall disclose confidential information acquired in the course of his or her duties or responsibilities at the University, except as required by such duties or responsibilities or by law, nor use such information to further his or her personal interests.

2.4. No Covered Individual shall use or attempt to use his or her position at the University to secure unwarranted privileges or exemptions for himself or herself or others.

2.5. No Covered Individual shall engage in any transaction as a representative or agent of the University with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her duties or responsibilities at the University.

2.6. A Covered Individual shall not by his or her conduct give reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her duties or responsibilities at the University, or that he or she is affected by the kinship, rank, position, or influence of any party or person in the performance of those duties or responsibilities.

2.7. A Covered Individual shall abstain from making personal investments in enterprises that he or she has reason to believe may be directly involved in decisions to be made by him or her at the University or that will otherwise create substantial conflict between his or her duty or responsibility at the University and his or her private interest.

2.8. No Covered Individual, nor any firm or association of which he or she is a member, nor any corporation ten percent (10%) or more of the stock of which is owned or controlled directly or indirectly by such Covered Individual, shall sell any goods or services having a value in excess of $25 to the University, or contract for or provide such goods or services with or to any private entity where the power to contract, appoint, or retain on behalf of the private entity is exercised, directly or indirectly, by the University, unless such goods or services are provided pursuant to an award or contract let after public notice and competitive bidding.

2.9. No Covered Individual shall accept gifts of more than nominal value where the circumstances would permit the inference that (a) the gift was intended to influence the Covered Individual in the performance of his or her duties or responsibilities at the University, or (b) the gift constituted a tip, reward, or sign of appreciation for any act by the Covered Individual in connection with those duties or responsibilities. This prohibition applies notwithstanding New York State Public Officers Law § 73(5), which provides that gifts up to $75 may be allowed in
certain circumstances.


3.1. General. The University seeks to foster a work environment conducive to a satisfying family life for all members of the University community and to accommodate, wherever appropriate, individual needs relating to family life. At the same time, there are a number of situations where the personal interests of a member of the University community may conflict with the proper discharge of his or her duties and responsibilities at the University. In keeping with New York State Public Officers Law §§ 73(14) and (15) and Executive Order No. 1 issued on January 1, 2007, this Policy recognizes that conflicts may be inherent in the hiring, employment, and supervision of a Covered Individual's Family Members as well as in entering into contracts that relate to Family Members or with entities in which Family Members have a personal or financial interest. Accordingly, this Section 3 sets forth certain specific prohibitions against a Covered Individual's participation in the conduct of University business involving his or her Family Members.

3.2. Hiring and Employment Decisions. No Covered Individual shall take part in any decision to hire, promote, discipline, or discharge any of his or her Family Members with respect to any position at the University. If such a hiring or employment matter arises relating to a Family Member, then the Covered Individual must advise his or her supervisor of the relationship and must be recused from any and all discussions or decisions relating to the matter.

3.3. Supervisory Responsibility. No Covered Individual shall have Supervisory Responsibility for any of his or her Family Members at the University, except as provided by waiver as set forth below. (For the purpose of this Section 3.3, a Covered Individual shall be deemed to have "Supervisory Responsibility" for a Family Member if the Family Member (a) directly reports to the Covered Individual, or (b) directly reports to a supervisor who reports ultimately to the Covered Individual, regardless of the number of reporting levels that separate the Family Member from the Covered Individual.) Although Department Chairs are Covered Individuals, for the purpose of this section, they shall not be deemed to have any Supervisory Responsibility for full-time faculty members in their department under this section, but they shall be deemed to have Supervisory Responsibility for their department's adjunct faculty members.

If at the time of the initial implementation of this Section 3.3 following the effective date of this Policy, a Covered Individual has Supervisory Responsibility for a Family Member at the University, or subsequent to the initial implementation of this section a Covered Individual may come to have such Supervisory Responsibility, the Covered Individual shall make reasonable efforts to effect a change in the organization or have the Family Member reassigned in order to avoid a violation of this section. If, however, such a change or reassignment is not feasible (e.g., as a result of civil service rules or provisions of the applicable collective bargaining agreement) or would result in significant harm to the operations or activities of the University, the Covered Individual may request a waiver from the Vice President for Administration of the College where the Covered Individual is employed or such other College official as may be designated by the College President. If, after a review of all the relevant circumstances, the waiver is granted, the Covered Individual may continue or assume, as the case may be, Supervisory Responsibility for his or her Family Member.

Notwithstanding any waiver regarding Supervisory Responsibility for a Family Member pursuant to the preceding paragraph, no Covered Individual shall participate under any circumstances in any action that directly affects his or her Family Member as an employee of the University individually, and not as a member of a group, including, but not limited to, performance evaluations, position reclassifications, and determination of promotional opportunities or eligibility for additional compensation of any kind from the University.

3.4. Contracting Decisions. No Covered Individual shall take part in any contracting decision at the University (a) relating to a Family Member, or (b) relating to any entity in which a Family Member is an officer, director, or partner, or in which a Family Member owns or controls ten percent (10%) or more of the stock of such entity. If a contracting matter arises involving either clause (a) or (b), then the Covered Individual must advise his or her supervisor of the relationship and must be recused from any and all discussions or decisions relating to the matter.

3.5. Family Members. The definition of Family Member, which appears in Section 5.10 of this Policy, is based on the definition in New York State Executive Order No. 1 issued on January 1, 2007. In order to comply with the Executive Order and to satisfy the needs of the University, the definition under this Policy is very broad. It covers not only spouses and domestic partners, parents, children, and siblings, but it also extends as far as great grandparents and great grandchildren and many other relatives of a Covered Individual and his or her spouse or domestic partner, as well as to other individuals living in the same household as the Covered Individual. If a Covered Individual has any questions about whether the provisions of this Section 3 apply to his or her situation, it is incumbent upon the Covered Individual to consult the University's Office of the General Counsel.

3.6. Sponsored Programs. Sections 3.1 through 3.5 shall not apply to positions funded through the Research Foundation. Hiring, employment, and contracting decisions and supervisory responsibility involving a Covered Individual's Family Members in such positions shall be governed by the Conflict of Interest Policy of the Research Foundation.

4. Policy on Conflicts of Interest in Research.

4.1. General. A particular purpose of this Policy is to promote integrity in research by establishing standards to ensure that there is no reasonable possibility that the design, conduct, reporting, or review of research projects at the University, regardless of the source of funding or the commercial exploitation of the results of such projects, will be biased by any conflicting financial interests of a Covered Individual.

The University recognizes that interactions between University researchers and commercial entities have many beneficial results for the University and its faculty, staff, post-doctoral associates, and students, as well as the commercial entities themselves. For example, such interactions are an especially effective means of facilitating the commercial development of University intellectual property, which benefits the public with new goods and services and stimulates economic development. The University also recognizes that researchers are unlikely to
4.2.1. Proposals and Applications for Research Funding - If (a) a Covered Individual intends to design, conduct, or report research at the University, or participate in the regulatory review of such research, and (b) funding for the research is being sought directly or indirectly from a government agency, non-profit institution, or Company (as defined in Section 5.6), and (c) at the time a proposal or application for such funding is being prepared, the Covered Individual has a Significant Financial Interest that would reasonably appear to be affected by the research, or the Covered Individual intends to acquire such a Significant Financial Interest at any time before two years following the conclusion of the research, then the Covered Individual must disclose the Significant Financial Interest to the College Conflicts Officer before the proposal or application is submitted to the agency, institution, Company, and/or the University. In addition, the Covered Individual must comply with any disclosure and approval procedures required by the agency, institution, or Company in connection with any such proposal or application.

Although a Significant Financial Interest relating to a proposal or application for research funding must be disclosed to the College Conflicts Officer prior to the submission of the proposal or application, the review of any related Conflict under this Policy may take place after such submission. If, however, a proposal or application for research funding is submitted before review of the related Conflict, the Conflict must be approved prior to the expenditure of any awarded funds. Notwithstanding the foregoing, in the case of research at the University involving multi-year funding that requires annual renewal, the Covered Individual must disclose any previously undisclosed Significant Financial Interest to the College Conflicts Officer before the proposal or application is submitted to the agency, institution, Company, and/or the University. In addition, the Covered Individual must comply with any disclosure and approval procedures required by the agency, institution, or Company in connection with any such proposal or application.

4.2.2. Conduct or Review of Funded Research - If (a) a Covered Individual designs, conducts, or reports research at the University, or participates in the regulatory review of such research, and (b) the research is funded directly or indirectly by a government agency, non-profit institution, or Company, and (c) the Covered Individual has acquired or intends to acquire a Significant Financial Interest that would reasonably appear to be affected by the research at any time before two years following the conclusion of the research, then the Covered Individual must disclose the Significant Financial Interest to the College Conflicts Officer and receive approval in accordance with this Policy before a renewal application or progress report is submitted to the agency, institution, Company and/or the University.

4.2.3. Licensing to Certain Companies - If (a) a Covered Individual responsible for developing, discovering, or creating any University-owned intellectual property becomes aware, or should reasonably have become aware, of a Company's acquisition or intention to acquire ownership of or a license to that intellectual property, and (b) at such time, the Covered Individual has a Significant Financial Interest in that Company, or intends to acquire or actually acquires such a Significant Financial Interest at any time in the future, then the Covered Individual must disclose the Significant Financial Interest to the College Conflicts Officer and receive approval in accordance with this Policy before the Significant Financial Interest is acquired, or as soon thereafter as possible if prior disclosure is impossible.

4.2.4. Involvement of Students and Post-Doctoral Associates - If a Covered Individual has a Significant Financial Interest in a Company, or intends to acquire or actually acquires such a Significant Financial Interest at any time in the future, and he or she supervises or otherwise has
control over any students or post-doctoral associates at the University who will be involved in related work for the Company, then the Covered Individual must disclose the Significant Financial Interest and the planned student or post-doctoral associate involvement to the College Conflicts Officer and receive approval in accordance with this Policy before the assistance of any students or post-doctoral associates in such work may commence or continue.

4.2.5 Changes in a Significant Financial Interest - All Covered Individuals must promptly disclose to the College Conflicts Officer material changes in previously disclosed Significant Financial Interests.

If a College Conflicts Officer has a Significant Financial Interest in any of the situations described above, he or she must disclose it directly to the College Provost or Provost's Designee (as defined in Section 5.12) at the time noted in each paragraph.

No disclosure is required under this Section 4.2 unless the Significant Financial Interest is within one of the above situations. Subject to approval by the University's Board of Trustees, the Conflicts Committee may add to this list. In such event, the Committee shall issue an official advisory to provide notice of the change and shall update the disclosure forms for Significant Financial Interests to reflect the change.

The University strongly recommends that Covered Individuals begin the Conflict review process at the first stage of any transaction so that the transaction will not be delayed while the Conflict review process takes place.

4.3. Review of Significant Financial Interests and Disposition of Conflicts at the College

4.3.1. Designation and Duties of College Conflicts Officers - Each College President, after consultation with the appropriate faculty governance body at the College, shall designate an employee of the College as the College Conflicts Officer in accordance with qualifications determined by the Executive Vice Chancellor for Academic Affairs and University Provost (the "EVC for Academic Affairs"). Each College Conflicts Officer shall perform the following functions:

(a) promote awareness at the College of the need to disclose Significant Financial Interests in accordance with this Policy and make disclosure forms available throughout the College;

(b) receive disclosures of Significant Financial Interests of Covered Individuals at the College;

(c) review such disclosures with the College Provost or Provost's Designee in order to determine whether any Conflicts of Interest involving a Significant Financial Interest exist; and

(d) after consultation with the College Provost or Provost's Designee, make a decision with respect to each Conflict involving a Significant Financial Interest for allowing the Conflict, setting conditions for its allowance, or prohibiting the Conflict by requiring steps to remove it, in accordance with Section 4.3.3.

4.3.2. College Review and Decision-Making Process - The College Conflicts Officer and the College Provost or Provost's Designee shall review each disclosure of a Significant Financial Interest within thirty (30) days of receipt of the disclosure, and within thirty (30) days thereafter the College Conflicts Officer shall make a decision and prepare a written report regarding the disposition of each Conflict involving a Significant Financial Interest. The College Conflicts Officer shall promptly give the decision and report to the College President and the College Provost or Provost's Designee, and the decision and report and the complete written record of the review and decision-making of the case at the College to the Covered Individual involved and the University's Institutional Representative (as defined in Section 5.11). If the case involves a sponsored program funded through the Research Foundation, the College Conflicts Officer shall also promptly give the decision and report and the complete written record of the review and decision-making of the case at the College to the Research Foundation's Institutional Representative (as defined in Section 5.11). In any case in which the College Conflicts Officer or the College Provost or Provost's Designee has disclosed his or her own Significant Financial Interest pursuant to Section 4.2 or has a bias or conflicting personal interest (as such terms are defined with respect to members of the Conflicts Committee in Section 4.4.4), such individual shall not participate in any review or decision for the disposition of the Conflict. In such a case, the College President may, at his or her discretion, designate another individual to participate in the review and decision-making process instead.

4.3.3. Disposition of Conflicts - The College Conflicts Officer may make his or her decisions regarding a Conflict of Interest involving a Significant Financial Interest using one or more of the following dispositions of the Conflict:

(a) Allowance of the Conflict because the circumstances require no action;

(b) Allowance of the Conflict with conditions, such as:

(i) public disclosure of the Significant Financial Interest in publications describing the research results;

(ii) independent monitoring of the research;

(iii) modification of the research plan; or

(iv) imposition of a holding period on the stock or other security in the case of a Significant Financial Interest consisting of equity, in order to minimize the appearance of influence on the outcome of the research;

(c) Prohibition of the Conflict with steps to remove it, such as:

(i) divestiture of the Significant Financial Interest;

(ii) disqualification of the Covered Individual from all or a portion of the research; or

(iii) severance of relationships that create actual or potential Conflicts; or
(d) Postponement of consideration of the matter pending further information or investigation.

4.4. Review and Disposition of Conflicts by the Conflicts Committee.

4.4.1. Appeal to the Conflicts Committee - A Covered Individual may appeal a decision at his or her College on the disposition of a Conflict involving himself or herself to the Conflicts Committee. In addition, if the case involves a sponsored program funded through the Research Foundation, either the University's Institutional Representative or the Research Foundation's Institutional Representative may independently appeal the decision to the Committee. In a case not involving such a sponsored program, the Research Foundation's Institutional Representative may not appeal the decision to the Committee.

In the event a Covered Individual wishes to appeal a decision involving himself or herself to the Conflicts Committee, the Covered Individual shall give notice and a statement of the reasons for the appeal in writing to the College Conflicts Officer within thirty (30) days following the decision at the College. The College Conflicts Officer shall promptly give the Covered Individual's notice and statement to the University's Institutional Representative and (if the case involves a sponsored program funded through the Research Foundation) to the Research Foundation's Institutional Representative. The University's Institutional Representative shall then promptly give the Covered Individual's notice and statement to the Chair of the Conflicts Committee, the College President, and the College Provost or Provost's Designee and, at such time, shall also give the Chair the decision and report and complete written record of the review and decision-making of the case at the College.

In the event of an appeal by an Institutional Representative, the Institutional Representative shall, within thirty (30) days following the decision at the College, give notice and a statement of the reasons for the appeal in writing to the Chair, the appropriate College President, College Conflicts Officer, and College Provost or Provost's Designee, the Covered Individual involved. If the case involves a sponsored program funded through the Research Foundation, the Institutional Representative making the appeal shall also give the notice and statements of the reasons for appeal to the other Institutional Representative. At such time, the Institutional Representative making the appeal shall also give the Chair the decision and report and complete written record of the review and decision-making of the case at the College.

4.4.2. Composition of the Conflicts Committee - The University shall establish a five-member University-wide Conflicts Committee consisting of the Vice Chancellor for Research or his or her designee, the President of the Research Foundation or his or her designee, a College Provost designated by the EVC for Academic Affairs, and two tenured University faculty members. These faculty members shall be actively involved in sponsored programs, with such other qualifications as may be determined by the EVC for Academic Affairs, and shall be nominated by the University Faculty Senate and selected by the EVC for Academic Affairs. The Committee shall include faculty members from two different Colleges. The College Provost and the faculty members on the Committee shall serve a term of three years; provided, however, that one faculty member nominated at the time of the formation of the Committee shall serve a term of only two years so that the terms of the faculty members will be staggered. Faculty members may not serve more than two consecutive terms. The Vice Chancellor for Research or his or her designee shall be the Chair of the Committee. The Chair shall be a voting member of the Committee but shall vote only in the case of a deadlock or to achieve a majority of the voting members of the Committee required for a decision under Section 4.4.5. A member of the University's Office of the General Counsel and/or a legal representative of the Research Foundation shall attend all meetings of the Committee.

4.4.3. Meetings of the Conflicts Committee - The Conflicts Committee shall hold meetings with appropriate notice to all participants on a schedule determined by the Chair based on the number of appeals that need to be reviewed. Committee meetings shall require a quorum of a majority of the voting members of the Committee. Members of the Committee may participate in meetings using voice or video-conferencing technology, provided that all members receive copies of the materials to be discussed at the meetings in advance. The Chair or his or her designee shall be responsible for setting the agendas for the meetings and distributing to Committee members in advance of the meetings the disclosures of Covered Individuals, the decisions and reports and complete written records of the review and decision-making of the cases at the Colleges, the statements of the reasons for appeal, and other relevant materials. The College Conflicts Officer and the College Provost or Provost's Designee may attend the portions of Committee meetings devoted to consideration of Conflicts occurring at their College. A Covered Individual may attend the Committee meeting devoted to consideration of his or her Conflict in order to present his or her appeal and may be represented by counsel or a union representative at the meeting.

4.4.4. Recusal Procedures - The College Provost seated on the Conflicts Committee shall not participate in the review or decision of any case involving a Conflict of Interest at his or her College if he or she participated in the review or decision for the disposition of such Conflict at the College pursuant to Section 4.3. In such a case, the EVC for Academic Affairs shall designate the College Provost of a different College as a substitute to participate in the Committee's review and decision-making process. In addition, the EVC for Academic Affairs shall designate an appropriately qualified individual to participate in the Committee's review and decision-making process as a substitute for a Committee member in a case where the Committee member has been recused in accordance with the procedures set forth below.

Any Committee member shall promptly recuse himself or herself from voting on, and shall exit the meeting during consideration of, any specific case in which he or she has an actual bias or the reasonable appearance of bias, or an actual conflicting personal interest or the reasonable appearance of a conflicting personal interest. For the purposes of these recusal procedures, the term "bias" means circumstances under which a Committee member would experience (or would reasonably appear to experience) impaired objectivity with respect to a case, and the term "conflicting personal interest" means circumstances in which the Committee member, or any of his or her Family Members, has a financial interest that would be affected by (or would reasonably appear to be affected by) the disposition of a case.

Although a recusal decision will ordinarily be made by the Committee member, the Chair (or, in the case of recusal of the Chair, the EVC for Academic Affairs) may require recusal of a member under two circumstances. First, any Committee member may be challenged for bias or conflicting personal interest by a Covered Individual whose case is before the Committee. This challenge shall take the form of a confidential written explanation that the Covered Individual transmits to the Chair (or, if the Chair is challenged, to the EVC for Academic Affairs). If the
Chair (or the EVC for Academic Affairs) concurs with the challenge, he or she may require recusal of the Committee member. Second, if the Chair has actual knowledge or a reasonable belief, based on competent information, that a Committee member has an actual bias or that a conflicting personal interest exists (or if the EVC for Academic Affairs has such knowledge or belief regarding the Chair), the Chair (or the EVC for Academic Affairs) may require recusal of the Committee member. In each case, recusal shall not be required without providing the Committee member an opportunity to discuss whether or not recusal is appropriate. If recusal of a Committee member is required for any reason, or if recusal of a challenged Committee member is not required, a confidential written explanation of the decision shall be included in the file for the case.

4.4.5. **Decisions of the Conflicts Committee** - The Committee's decisions regarding the disposition of a Conflict shall be made by a majority of the voting members of the Committee, provided that in a case where the EVC of Academic Affairs has designated an individual to participate in the review and decision-making process for a particular Conflict as a substitute for a Committee member recused under Section 4.4.4, that individual shall be considered a voting member in place of the recused Committee member. The Committee decisions shall be recorded in written minutes, which shall not include any identifying information about the votes of the Committee members. The Conflicts Committee shall make a decision regarding the disposition of a Conflict involving a Significant Financial Interest not later than sixty (60) days after receiving complete and accurate information about the Conflict and the decision made at the College. The College Conflicts Officer shall, at the request of a Covered Individual, give the Covered Individual complete information regarding the status of his or her appeal and shall, in any event, notify the Covered Individual of the decision of the Conflicts Committee as promptly as possible. All decisions of the Committee shall be final.

4.4.6. **Authority of the Conflicts Committee** - The Conflicts Committee shall review and make its decisions regarding the disposition of all Conflicts involving a Significant Financial Interest by one or more of the means described in Section 4.3.3. The Committee shall have discretion in reviewing and making decisions regarding the disposition of those Conflicts and may request and review additional relevant information from Covered Individuals and other sources. The Committee shall annually review the dollar amounts and other aspects of the definition of Significant Financial Interest in Section 5.14 and, subject to approval by the University's Board of Trustees, shall have authority to adjust those amounts to account for inflation and other economic factors and to otherwise revise the definition. The Committee shall have authority to interpret this Policy and shall give Covered Individuals notice of its interpretative statements through periodic advisories as well as access to the written minutes of Committee meetings appropriately redacted to preserve the confidentiality of the individuals involved.

4.5. **Confidentiality of Disclosures.** Many of the matters brought to the College Conflicts Officers, College Provosts or Provost's Designees, College Presidents, Institutional Representatives, and members of the Conflicts Committee for review and decision will include information of a personal and private nature concerning the financial interests of Covered Individuals, proprietary business information, and other information of a highly confidential nature. Accordingly, except as specifically provided in this Section 4, all College Conflicts Officers, College Provosts, Provost's Designees, College Presidents, Institutional Representatives, Committee members, and others who participate in Committee meetings as provided herein shall maintain all disclosed information in strict confidence and take necessary precautions and actions to preserve the confidentiality of such information, and the Conflicts Committee shall meet in closed session. Information disclosed under this Section 4 may be disclosed outside the University only if required by the source of funding of the applicable research or by applicable law, and only after the University's Office of the General Counsel approves such disclosure and the affected Covered Individual is notified that the information will be released.

4.6. **Liaison to Research Sponsors.** The Research Foundation's Institutional Representative shall function as liaison to research sponsors regarding the disclosure of Conflicts involving a Significant Financial Interest by Covered Individuals and the disposition of those Conflicts by the College and the University.

4.7. **Periodic Review of Policy.** Not less frequently than every three years following adoption of this Policy, the Conflicts Committee shall conduct an evaluation of the provisions set forth in this Section 4 and, if necessary, formulate amendments for consideration by the Chancellor and the University's Board of Trustees. The Conflicts Committee shall solicit comments from the University Faculty Senate with respect to any such amendments.

5. **Definitions.**

As used in this Policy, the following words shall have the following meanings:

5.1. **Chair** - The Chairperson of the Conflicts Committee, as described in Section 4.4.

5.2. **College** - An educational unit of the University, including all senior colleges and community colleges, the Graduate School and University Center (including, without limitation, the School of Professional Studies and the Graduate School of Journalism), and the City University School of Law, and the University's Central Office.

5.3. **College Conflicts Officer** - The individual at each College designated by the College President to perform the functions described in Section 4.3.1.

5.4. **College President** - The President or Dean of each College, as applicable. For purposes of this Policy, the Executive Vice Chancellor for Academic Affairs and University Provost (the "EVC for Academic Affairs") or his or her designee shall be deemed to be the College President of the University's Central Office, except that the Chancellor of the University shall be deemed to be the College President of the University's Central Office with respect to Section 3.3.

5.5. **College Provost** - The Provost or Chief Academic Officer of each College, as applicable. For purposes of this Policy, there will be no College Provost for the University's Central Office, and the College Conflicts Officer for the University's Central Office will exercise the
functions described in Sections 4.3.1(c) and (d) independently.

5.6. **Company** - Any corporation, partnership, association, or other legal entity, excluding entities controlled by the United States government, the State of New York, the City of New York, or the University. A Company shall be deemed to include all of its affiliates and other associated entities.

5.7. **Conflict of Interest or Conflict** - (a) An actual or potential conflict between the personal interests of a Covered Individual and the interests of the University; or (b) the reasonable appearance of such a conflict.

5.8. **Conflicts Committee or Committee** - The University-wide committee that reviews disclosures by Covered Individuals of Conflicts involving a Significant Financial Interest and decisions regarding the disposition of those Conflicts at the Colleges, as described in Section 4.4.

5.9. **Covered Individual** - Any individual who is, or at any time becomes (a) an officer of the University; (b) a full-time or part-time employee of the University; (c) a post-doctoral associate at the University; or (d) a student engaged in faculty-directed research at the University other than as part of his or her coursework, whether or not the student is paid for such engagement.

5.10. **Family Member** - Any person living in the same household as the Covered Individual, and any person related to the Covered Individual within the third degree of consanguinity or affinity. Such related persons include the Covered Individual's spouse and the parents, children, siblings, grandparents, grandchildren, aunts and uncles, nieces and nephews, great grandparents, and great grandchildren of the Covered Individual and his or her spouse, and the spouses of these relatives as well. (For purposes of this Policy, a "spouse" includes a domestic partner under applicable laws governing domestic partnerships and civil unions.) Please refer to Section 3.5. A Covered Individual should consult the University's Office of the General Counsel if he or she has any questions about whether the provisions of Section 3 apply to his or her situation.

5.11. **Institutional Representative** - The University's Institutional Representative is the College Conflicts Officer of the University's Central Office. The Research Foundation's Institutional Representative is the individual designated by the President of the Research Foundation to perform the functions of such position, as described in Sections 4.3.2, 4.4.1, and 4.6.

5.12. **Provost's Designee** - A tenured faculty member at a College actively involved in sponsored programs who may be designated by the College Provost to perform the functions described in Sections 4.3.1(c) and (d) with the College Conflicts Officer.

5.13. **Research Foundation** - The Research Foundation of The City University of New York.

5.14. **Significant Financial Interest** - Anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

The term does not include:

(a) Salary, royalties, or other remuneration from the University;

(b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;

(c) Income from service on advisory committees or review panels for public or nonprofit entities;

(d) An equity interest that, when aggregated for the Covered Individual and the Covered Individual's spouse and dependent children, meets both of the following tests: (i) does not exceed $10,000 in value, as determined through reference to public prices or other reasonable measures of fair market value; and (ii) does not represent more than a five percent (5%) ownership interest in any single entity; or

(e) Salary, royalties, or other payments that, when aggregated for the Covered Individual and the Covered Individual's spouse and dependent children over the next twelve months, are not expected to exceed $10,000.

5.15. **University** - The City University of New York.

5.16. **Vice President for Administration** - The Vice President for Administration (or individual with similar responsibilities) of each College, as applicable. For purposes of this Policy, the Executive Vice Chancellor and Chief Operating Officer of the University or his or her designee shall be deemed to be the Vice President for Administration of the University's Central Office.

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This policy was approved by the Board of Trustees of The City University of New York on June 23, 2008, and is effective as of July 1, 2008.
Section 3

BENEFITS

NEW EMPLOYEE ORIENTATION
(HEO SERIES)

2013
Benefits

Brooklyn College offers a competitive benefits package to all eligible employees. Links to general forms are provided in the next page. Complete information is contained in the official booklets and policies of the applicable insurance companies, in the Bylaws of the Board of Trustees of the City University of New York, in the PSC/CUNY Agreement, and in policy and procedures memoranda.

More Information

For Tax Levy Employees

Donna Corbin

Benefits Office, 1160 Boylan Hall
718.951.4255

For Non-Tax Levy Employees

Jacqueline Galang

Fiscal and Business Services Center, 1146 Boylan Hall
718.951.5000 Ext: 3272
Links to General Forms

Health Benefits Application


Young Adult Health Benefits Coverage Information Sheet- Employees

http://www.brooklyn.cuny.edu/web/off_hr/110901_BENEFITS_YoungAdultCoverage.pdf

Young Adult Option through Age 29


City of New York Tax-Favored Benefits Program


Commuter Benefits Program- Overview

http://cuny.edu/about/administration/offices/ohrm/university-benefits/transit-benefit/CPOverviewnewwebsite62012.pdf
Section 4

Payroll

NEW EMPLOYEE ORIENTATION

(HEO SERIES)

2013
# The City University of New York Employee Holiday and Annual Leave Periods

September 1, 2012 through August 31, 2013

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group. The Annual Leave Period of all employees is September 1, 2012 – August 31, 2013. Employees should use their leave accounts within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or Division. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources office.

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1: Non-teaching Instructional (FGP, MFP, G.171)</th>
<th>GROUP 2: Classified Service (White Collar, Professional, Administrative, Academic)</th>
<th>GROUP 3: Skilled Trades Bargaining Unit (Section 220 (except Laborers))</th>
<th>GROUP 4: CUNY Theatre Technicians (Title 8)</th>
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<tbody>
<tr>
<td>Labor Day</td>
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<td>Columbus Day</td>
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<td>Martin Luther King Jr. Holiday</td>
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<td>Lincoln's Birthday</td>
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<td>Unscheduled Holidays**</td>
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For holidays falling on a Saturday or Sunday when you are scheduled to work, pay holiday on that Saturday or Sunday instead of the day listed on the chart or an unscheduled day. Those normally scheduled to be on an observed holiday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.

Observe holidays as listed. Those normally scheduled to be on an observed holiday will receive straight time pay for the day or a compensatory day, if applicable.

Effect of 2/22/12, no paid holidays.

Observe holidays as listed.

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* Effective 2/22/12, Laborers are not entitled to any paid holidays. Work performed on the observed holidays will be paid at double time (2x). Work performed on all other holidays will be paid at straight time.

**EOO Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.
Payroll and Check Distribution

The Office of Payroll 1156 Boylan Hall, ext. 5091, processes the payroll for all tax-levy employees. Every other Thursday full-time tax-levy employees are paid for the two-week period ending the previous Wednesday. The payroll is submitted to Albany two weeks before payday; there is no “payroll lag.” In fiscal terms, employees are paid to current. This provision does not apply to senior executives of the administration and other persons not represented by a collective bargaining unit.

The Office of Payroll offers many helpful services such as electronic direct deposit of paychecks, the purchase of savings bonds via automatic deduction, and enrollment in the state’s College Savings Program allowing employees to save pretax monies toward their children’s education. Employees may also join the PSC-CUNY Credit Union or the New York City Municipal Credit Union, both of which offer a range of services. Additional information on payroll services is available on the Human Resource Services Web site: www.brooklyn.cuny.edu/bc/offices/hr/.

Check Distribution, under the direction of the bursar, receives all state payroll checks and disburses them to College employees. Check Distribution is located in the lobby of the West Quad Building. Checks may be picked up after 3 p.m. on the Wednesday before payday. Those who have direct deposit may either pick up payroll stubs or have them sent to the department.
Payroll Forms

Listed below are the links to payroll forms frequently used:

Direct Deposit
Education Affiliates Federal Credit Union

Education Affiliates Federal Credit Union (formerly PSC-CUNY FCU) offers instructional staff members a wide range of banking services. A not-for-profit organization owned entirely by its members, it provides the following advantages:

- High Interest on Savings
- Payroll Deduction
- CDs and IRA Accounts at favorable rates.
- Loans
- Insurance
- Visa
- Share Drafts (Checking)
- Automatic Teller Machine (ATM) Cards
- Automated Clearing House
- Home Banking
- On Line Bill-Payer Services

For more information about becoming a member call 1.212.302.1954 or visit the website at www.eafcu.org

Municipal Credit Union

Municipal Credit Union (MCU)

MCU is a full-service financial institution that offers City employees and Federal or State employees who work in one of the five boroughs, a range of financial services, such as:

- Checking and savings accounts
- Visa cards
- Mortgages
- Loans
- ATM access
- Money market accounts
- Individual retirement accounts

For information about becoming a member call 1.212.238.3300 or visit the website at www.nymcu.org
Section 5

Time and Leave

NEW EMPLOYEE ORIENTATION

(HEO SERIES)

2013
Time and Leave

If you have any questions regarding your time and leave, please feel free to contact us:

**Full- and Part-time Instructional and Nonteaching Instructional Staff**

Sadio Harry  
1231 Boylan Hall  
718.951.5137  
sHarry@brooklyn.cuny.edu

**Skilled Trades, Security and Laborers**

Brenda Campfield  
718.951.5377  
brendac@brooklyn.cuny.edu

**Civil Service and White Collar/Gittlesons**

Brenda Campfield  
718.951.5377  
brendac@brooklyn.cuny.edu

**College Assistants**

Payroll Office  
718.951.5091
Outline for Time and Leave

Full-Time Instructional Staff

Only accrue sick time unless they are members employed as Librarians.

Librarians accrue both sick and annual time.

Sick days are accrued at 1.667 a month = 20 days per year.

Maximum accrual for sick days is 160 days.

(Librarians) Annual time begin at 1.667 a month = 20 days per year and increases by 1 day every year according to the date they were hired.

Ex: Hired on 12/12/10 accrues 1.667 a month = 20 days

on 12/12/11 accrues 1.750 a month = 21 days

Full-Time Non-Teaching Instructional Staff

Accrue annual leave at the following rates:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly Accural</th>
<th>Yearly Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of the 1st year of service :</td>
<td>1 day, 1 hrs., 45 min.</td>
<td>15 Days</td>
</tr>
<tr>
<td>Beginning of the 2nd year of service :</td>
<td>1 day, 2 hrs., 20 min.</td>
<td>16 Days</td>
</tr>
<tr>
<td>Beginning of the 3rd year of service :</td>
<td>1 day, 2 hrs., 55 min.</td>
<td>17 Days</td>
</tr>
<tr>
<td>Beginning of the 4th year of service :</td>
<td>1 day, 3 hrs., 30 min.</td>
<td>18 Days</td>
</tr>
<tr>
<td>Beginning of the 5th year of service :</td>
<td>1 day, 4 hrs., 05 min.</td>
<td>19 Days</td>
</tr>
<tr>
<td>Beginning of the 6th year of service :</td>
<td>1 day, 4 hrs., 40 min.</td>
<td>20 Days</td>
</tr>
<tr>
<td>Beginning of the 7th year of service</td>
<td>1 day, 5 hrs., 15 min.</td>
<td>21 Days</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Beginning of the 8th year of service</td>
<td>1 day, 5 hrs., 50 min.</td>
<td>22 Days</td>
</tr>
<tr>
<td>Beginning of the 9th year of service</td>
<td>1 day, 6 hrs., 25 min.</td>
<td>23 Days</td>
</tr>
<tr>
<td>Beginning of the 10th year of service</td>
<td>2 day, 0 hrs., 00 min.</td>
<td>24 Days</td>
</tr>
<tr>
<td>Beginning of the 11th year of service</td>
<td>2 day, 0 hrs., 35 min.</td>
<td>25 Days</td>
</tr>
</tbody>
</table>

The maximum accrual of annual leave for members of the non-teaching instructional staff shall not exceed forty-five (45) working days as of August 31 of any year. However, any staff member who as of August 31, 1987 has accumulated annual leave in excess of forty-five (45) working days shall have a personal accrual maximum equal to the number of days accrued as of August 31, 1987.

- Not later than March 1, any employee who will have an annual leave accumulation in excess of forty-five (45) days or in excess of the personal accrual maximum unless sufficient annual leave time is taken prior to August 31, shall submit to the head of the office a written request to use such excess annual leave before the end of the current annual leave year (September 1 through August 31). The office head shall, in writing, approve the annual leave request or, if the needs of the office so require, offer an alternate annual leave schedule within the current annual leave year.

Sick days are accrued at 1.667 a month = 20 days per year.

Maximum accrual for sick days is 160 days.

**Unscheduled Holidays**

In addition, *Non-teaching staff and Librarians* receive four (4) unscheduled holidays (personal days) each year, to be taken during the period September 1- August 31.
Bereavement Leave

A. An employee may be excused without charge for a period of up to four (4) days when a death occurs among members of the employee’s immediate family, as provided in the applicable Leave Regulations. When the death in an employee’s immediate family occurs while the employee is on annual leave, or sick leave such time as is excusable for death in the family shall not be charged annual leave of sick leave.

- Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child or any relative residing in the same household and effective January 1, 2004, the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the domestic partner living in the same household.

ECP – Executive Compensation

A. Staff members in ECP titles earn twenty-five (25) days of annual (vacation) leave per; the annual leave year runs from September 1 through August 31.

Annual leave balances for staff in ECP positions will be managed as follows:

- Staff appointed to ECP titles on or after January 1, 2009, with no service in the University immediately preceding appointment to the ECP title have an annual leave cap of 50 days.
- Members of the ECP with more than 50 days of accrued annual leave as of August 31, 2010, shall have as the maximum number of days that can be carried forward to the next annual leave year the balance as of that date (the "personal cap"). The personal cap can never increase; it can only diminish down to a cap of 50 days. Thus, if on any subsequent August 31-, the staff member has a balance lower than the balance as of August 31, 2010, that lower number becomes the personal cap, subject to further reduction, if the staff member’s balance as of any subsequent August 31, is lower than the balance on the previous August 31.

Dedicated Sick Leave Program

A. Staff members can donate time to a member in need.
B. Both sick and annual can be donated.
Available Leaves

A. Family and Medical Leave (Serious medical need for employee or employee’s family member)
B. Child Care Leave
C. Paid Parental Leave (PSC grants 8 weeks to care for newborn)
D. Fellowship Leave
E. Special Leaves (Study, Research)
Section 6

Perks

NEW EMPLOYEE ORIENTATION
(HEO SERIES)

2013
CUNY Work/Life Benefit

The CUNY Work/Life Program is an important benefit for all employees and their families. The program is offered through Corporate Counseling Associates (CCA) at no charge to the employee or members of the employee's family to help them balance the demands of their professional and personal lives. Traditional counseling is available for stress, family problems and substance abuse, and there many other services, such as referrals for child care and elder care — even pet care!

CCA’s experienced team of counselors are available 24 hours a day, seven days a week by calling 800.833.8707 for a confidential consultation. In addition, the CUNY Work/Life website has hundreds of educational articles, useful tips and Internet resources.

Any questions related to the Work/Life program should be directed to Therese Marrocco or Anne Alarcon in the Office of Human Resource Services, 718.951.5131. Some of the areas that the program covers are listed below.

Emotional Well-being

Assistance and counseling for employees and their family members who are experiencing high stress levels, anxiety and depression.

Marriage / Family / Relationship

Individuals experiencing marital difficulties, divorce, family conflict or relationship issues can speak to a counselor who can help with couples counseling or family therapy. In addition, clinical intervention and confidential assistance is available for individuals abusing alcohol and/or prescription or illegal drugs.

Child Care

Child care specialists will provide resources to assist employees and their family members with any issue involving children, such as prenatal care, adoption, nanny/daycare agencies, parenting, child development, etc.

Adult Care

The program provides resources and counseling in every area of adult care or elder care, including nursing homes/assisted living facilities, home care agencies, hospice care, Medicaid/Medicare, transportation, meal delivery, etc.
CUNY Work/Life Benefit (continued)

Academic

A wide range of resources are available to assist employees in locating all levels of academic institutions, from pre-school through college and continuing education. Help and counseling is available for work-related interpersonal problems (excluding direct intervention in the manager-employee relationship).

Health and Wellness

Counseling, information, referrals and support for individuals with physical health issues are available, as are information and resources to assist employees and their family members with debt management, budgeting, divorce and family law, landlord and tenant law, recording wills and estate planning, and more.
PROCEDURES FOR CUNY EMPLOYEES
TUITION FEE WAIVER

PLEASE READ BEFORE COMPLETING THE TUITION FEE WAIVER FORM (OFSR 305)

As part of the "Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)," which was signed into law on June 7, 2001, Section 127 of the Internal Revenue Code was extended permanently for both graduate and undergraduate courses, effective January 1, 2002. This benefit enables employers to assist workers to further their education at a cost of up to $5,250 per year tax free, whether or not the course is job-related.

NOTE: CUNY eligible employees are hereby advised that undergraduate and graduate level courses in which they enroll in using the CUNY Employee Tuition Fee Waiver Form OFSR 305, may be reportable as wages and subject to withholdings if educational assistance benefits exceed the $5,250 threshold are non-job-related and do not meet the requirements of the "working condition fringe benefit" exclusion. To meet the requirements of "working condition fringe benefit" exclusion the course must: 1) maintain or improve skills that an employee is required to have for employment; and 2) be expressly required by the employer, or is legally required in order to retain an established employment relationship, status or rate of compensation. Moreover, the course must: 1) not be for the purpose of satisfying the minimum educational requirements to qualify for employment; and/or 2) not to qualify the employee for a promotion or transfer to a new trade or business.

PROCEDURES:
A. Obtain the CUNY Employee Tuition Fee Waiver (Form OFSR 305) from the HR Office of the College of Employment. Failure to submit a completed Form OFSR 305 to the HR Office of the college of employment may result in the inclusion of the value of your tuition assistance as wages.

B. Submit the completed Form OFSR 305 to the registrar at the College of Enrollment who will complete the registration certification portion of the waiver form and forward a copy of the waiver form to the HR Director at the College of Enrollment. In addition, a copy must be submitted to the Bursar at the College of Enrollment.

C. The HR Director at the College of Enrollment will forward the OFSR 305 form to the HR Director at the College of Employment.

D. You must submit to the College of Employment evidence of enrollment, including the Management Certification, bursar’s receipt and the course description, in order to ascertain whether the course you are taking is taxable. The management representative designated by your college will use the University Accounting Office guidelines to determine whether the course you are taking is job related.

E. If the educational benefit exceeds the $5,250 threshold and the course is determined to be non-job related and does not meet the working condition fringe benefits exclusion within the Internal Revenue and University Accounting Office guidelines, the HR Director of the College of Employment will notify the Payroll Office so that the actual dollar amount of the tuition fee that has been waived will then be reported as wages and subject to tax withholding. The determination will be recorded on the reverse side of this form.

F. A copy of your certified Form OFSR 305 with a record of transmittal to Payroll will be kept on file at the HR office at your College of Employment. You may request to obtain a copy for your records.

IF YOU ADD OR DELETE A COURSE PLEASE SUBMIT THE APPROPRIATE DOCUMENTATION IMMEDIATELY TO THE HR OFFICE OF YOUR COLLEGE OF EMPLOYMENT.

OFSR.305G Updated September 2005

(OVER)
Brooklyn College Employee Discounts

Entertainment

- **Brooklyn Center for the Performing Arts** offers discounts on most performances. To find out more, call 718-951-4500 or visit the box office on Campus Road & Hillel Place on Tuesday-Saturday (1pm-6pm).

- **NEW** CorporateOffers.com provides discounts to Broadway shows and other live entertainment shows in the New York Area. As an employee you can get access to these exclusive offers that are up to 70% off the face value of tickets. This week's top sellers are located at [http://www.corporateoffers.com/offers.php](http://www.corporateoffers.com/offers.php) For a list of offers visit:[http://www.corporateoffers.com/corporateaccess/offers/broadway.php](http://www.corporateoffers.com/corporateaccess/offers/broadway.php)
  If you have any problems using this website, please contact CorporateOffers.com at (646) 290 6419

- **Corporate Perks** offers BC employees discounts on household goods, clothing, electronics, movie tickets, rentals, hotels, plane tickets and many more. All you need is your BC email to join.

- **Plum Benefits** offers discounts for many events: theater, sports, concerts, comedy, attractions and more. Most Broadway and off Broadway plays are discounted between 10% and 40% off regular prices. You can even save 40% off new movie tickets. Signing up is easy. You just need to use your work email to register. But not to worry if you do not have a work email address - you may use the Plum Benefits CUNY access code, which you can obtain by calling extension 5131.

- **Orlandovacation.com** is offering BC employees discounts for their vacations. The BC Employees may receive discounts by ordering online or calling into the Orlando based office at 1-(888) 632-1103.
  Website: [http://www.orlandovacation.com/discounts](http://www.orlandovacation.com/discounts)  Member Log on is: BCSAVES

- Laughing Devil Comedy Club offers free tickets to BC faculty and staff. To redeem two free tickets, please visit: [http://www.LaughingDevil.com](http://www.LaughingDevil.com) and use the code HRCOMP23B on the ticket page. The code can be used multiple times, while supplies last.

- "Connect Your Home" is offering multiple home entertainment employee discounts. Click here to see the complete list.

- **Working Advantage** offers CUNY Employees exclusive discounts on movie theatres, theme parks, ski tickets, Broadway theatre and much more.

To register for Working Advantage:

- You click on "Register" on the top of the site.
Enter CUNY member ID: (please call our office to obtain the ID)
Complete the one-time registration for free
Create your personal account.
When registration is complete, you can order either online or by phone at 1-800-565-3712 Monday- Friday 8am-6pm or Saturday 9am-5pm EST

By registering online, you will automatically receive 100 bonus Advantage Points! Advantage Points are accrued in your personal account when you place orders online at www.workingadvantage.com. Points never expire and can be redeemed for various reward products such as movie tickets, theme park tickets, gift cards and more! Visit site for details.

Take advantage of their discount offers today so you can save up to 40% on Universal Studios, SeaWorld, Busch Gardens, AMC Theatres, Regal Cinemas, BLOCKBUSTER®, Cinemark Theatres, hotel stays, sporting events, family events, Broadway theatre and more!

Food

- Applebee's is giving us a 10% discount. Show your faculty/staff ID to receive a discount on your order.
- Show your Brooklyn College ID when you go to Burger King, Dynasty Chinese Restaurant, Subways and Quiznos in the Junction to receive a discount on your order.
- Restaurant.com is offering Brooklyn College students, faculty, staff and employees 40% off gift certificates to more than 15,000 restaurants nationwide. The Brooklyn College discount code is: CUNY.

Clothing

- Remix Gem Variety Store in Flatbush Avenue gives you discounts when you show your BC ID.
- You will receive 20% off the entire purchase with a valid CUNY ID at Jos A. Bank menswear retailer.

Computer

Dell offers CUNY members discounts when you buy Dell computers and peripherals in the Dell University Program. When you shop with Dell through CUNY E-mall, you get the following discounts:

- 7% off all purchases.
- Academic pricing on software and peripherals.
Health & Fitness

- YMCA of Greater New York offers CUNY staff and students a 20% off in adult and family membership rates and 50% off in initiation fee. You can also download a FREE one week guest pass at http://www.ymcanyc.org/
- Weight Watchers At Work - FREE REGISTRATION Wednesdays at Noon $144 for 12 weeks and includes etools. ($144 is pro-rated after Week 1).
  Contact janec@brooklyn.cuny.edu
- Modell's offers all CUNY employees a 10% discount for purchases made in-store only. To get the discount you just need to show your ID at the time of in-store purchase.

Employee Phone Plan Discounts

Employee Value Program (EVP) makes it easy for Brooklyn College employees to receive huge discounts on wireless services. To view your private Employee Value Program (EVP) online store, please visit www.evpdiscount.com/CUNY or call 1-888-457-6294 for more information. Use the following Corporate ID: GAEDU_SNY_ZZZ

The contact person for Employee Value Program (EVP) is Andrew. Contact Andrew via email at andrew@evpdiscount.com. From EVP Discount website you can:

- Start new discounted Sprint service
- Upgrade your current phone and plan
- Purchase discounted accessories
- Apply your employee discount to your current plan
- Get contact information for your EVP representative
- Verizon Wireless customers can get great discounts on phones, calling plans, accessories, and much more. To see if you are eligible, please go to http://www.verizonwireless.com/b2c/vzwfly. Click here to view different employee benefits. Click here to print the Verizon Wireless order form.
- AT&T offers a generous discount to BC Employees and Students:
  - All Brooklyn College Students receive an 18% Discount.
  - Brooklyn College Faculty and Staff Members receive a 20% Discount.
    Please contact your local AT&T Rep. Wayne Smith – 646-256-8953 or walk in to AT&T's newest Store at 1610 Flatbush Ave Brooklyn, NY 11210.
- T-Mobile, USA is offering faculty, & Staff a special 15% discount and activation fees

Phone plan discounts for CUNY

19% off select Sprint plans
10% off all Sprint accessories
Brooklyn College New Employee Orientation (HEO Series)

19% off select Nextel plans
10% off all Nextel accessories
are waived. For information call this number: (888) 864-2895.

Software

Everyone can download Symantec Antivirus for Windows v.10.2 for FREE. Go to E Mall in CUNY website to download.
Save on a variety of Microsoft Office software packages when you purchase through E Mall on the CUNY website.

Financial Services

Municipal Credit Union offers CUNY employees the competitive rates in saving and checking, along with low interest rates on loans.
PSC-CUNY offers a variety of benefits to CUNY’s instructional and managerial staff. It offers competitive rates on savings and investment accounts along with competitive interest rates on loans.
Please contact PSC-CUNY for more information.

Newspaper/Journal

New York Times- all Brooklyn College employees and students are eligible for up to 60% off of the regular rate. This offer is available for new and current subscribers.

- To receive the discount, make sure to mention Brooklyn College's media code: SNYTXX
- To sign up or change current subscription, call (888) NYT-COLL (698-2655)
- In addition, faculty members who use NYT as required reading in class are entitled to a free Monday-Friday home subscription. Contact Christine Cappello, education manager, at 914-937-5913 or cappec@nytimes.com for more.

EXTRAS

- Moving Day Boxes is offering Brooklyn College Employees a 10% discount on all orders of moving boxes and moving supplies. Simply shop on-line at MovingDayBoxes.com After you have completed your order and have received your order confirmation you can claim your 10% discount HERE. Enjoy free shipping on all orders.
- Urban Clarity, Professional Organizers, is offering Brooklyn College 10% discount on services promotion code: Brooklyn College
- All auto parts from Go-Part.com are 20% off for Brooklyn College. We carry parts such
as headlights, tail lights, and side mirrors. Call in and mention the CUNY discount for your savings.

- PSC-CUNY and affiliates (AFT and NYSUT) offer a variety discounts to CUNY’s instructional and Managerial staff. Discounts offered on: Legal Service Plans, Term Life Insurance, NSC Defensive Driving Courses, magazine subscriptions, Wyndham Hotels and Vacation Rentals, Six Flags Discounts and more.

- NEW Brooklyn College faculty and staff receive Zipcar discounts! Zipcar is giving you $25 of free driving credits for the holiday season! To redeem, use the holiday code on the flier. Click on the above link for details. In addition, you can save $35 each year. You can reserve a zipcar to get to an appointment, pick up clients or just for fun. Each reservation includes 180 miles of driving, gas and insurance. Join now at http://www.zipcar.com/bcfaculty&staff

Where can I find E Mall in CUNY portal?

- Log on CUNY website
- Click on "Log-in"
- Register to site by creating a username and password
- Click on brown bag E Mall icon and begin to shop.
FREE ADMISSION TO BROOKLYN BOTANIC GARDEN for BROOKLYN COLLEGE EMPLOYEES

I am extremely pleased to inform you that from *July 1, 2009, through June 30, 2010, Brooklyn College will be an Academic Member of the Brooklyn Botanic Garden.

This program is designed to provide institutions of higher learning with greater access to the cultural, educational and scientific resources at the Brooklyn Botanic Garden. For the upcoming academic year, admission to the garden will be free for all BC students, staff and faculty who display a current College ID. In addition, we will have unlimited use of the Gardener's Resource Center, the use of the Science Library by appointment, and invitations to special events and public programs. I will share news about these events with you as it comes in.

The Brooklyn Botanic Garden is a special treasure that adds immeasurably to the quality of life in our borough. I urge you to take advantage of this special opportunity and visit the garden at different times throughout the year.

With best wishes,

William A. Tramontano, Ph.D.

Provost and Vice-President for Academic Affairs

*updated January 2013
**Brooklyn College Athletics Fee Schedule**
*Brooklyn College Recreation Facilities*

**Membership Fees**
*2012 – 2013*

<table>
<thead>
<tr>
<th><strong>Brooklyn College Students¹</strong></th>
<th><strong>Fees Per Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS</td>
<td>Included in Student Activity Fee</td>
</tr>
<tr>
<td>SGS</td>
<td>$13.60</td>
</tr>
<tr>
<td>Grad</td>
<td>$18.60</td>
</tr>
<tr>
<td>Summer</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>6 Months</strong></th>
<th><strong>1 Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse/Partner</td>
<td>$175.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Children (18 and Under)</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
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</table>

**STAFF/FACULTY FEES**

<table>
<thead>
<tr>
<th><strong>BC Staff &amp; Faculty²</strong></th>
<th><strong>1 Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$175.00</td>
</tr>
<tr>
<td>Individual with Spouse/Partner³</td>
<td>$250.00</td>
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<tr>
<td>Children (18 and Under)</td>
<td>$100.00</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Alumni⁴</strong></th>
<th><strong>6 Months</strong></th>
<th><strong>1 Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$225.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Individual with Spouse/Partner³</td>
<td>$325.00</td>
<td>$600.00</td>
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<tr>
<td>Children (18 and Under)</td>
<td>$125.00</td>
<td>$225.00</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Continuing Education/Community</strong></th>
<th><strong>6 Months</strong></th>
<th><strong>1 Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$350.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Individual with Spouse/Partner³</td>
<td>$550.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Children</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Senior Citizens⁵</td>
<td>$175.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

¹ You must provide current and valid Brooklyn College ID at time of purchase.
² You must provide valid Staff or Faculty ID at time of purchase.
³ Spouse/partner must provide confirmation of same address (mail, license, etc.) and proof of marriage (marriage license, domestic partnership, etc.). Children 18 and under must pay the childrens fee. Childrens parent/guardian must also be a member. Any children over the age of 18 must pay the individual community fee.
⁴ You must provide a valid BC Alumni Card and a valid photo ID at time of purchase.
⁵ Senior citizens are 62 and over.
*LOSS OF ID WILL RESULT IN A $10.00 REPLACEMENT FEE.*

**BC Parking Permits**

Faculty and Staff can apply for parking online. It's fast and convenient. In addition, you may purchase your permit online using a major credit card (MasterCard/VISA).

To apply for a BC Parking permit online log into the BC WebPortal, click on the tab E-Services and then BC Parking Permits.

If you have any questions or need further information, please contact the Office of Fiscal and Business Services at (718) 951-3190 or at (718) 951-5000 ext. 3272 (FBSC).
"CUNYISMS" AND OTHER USEFUL TERMS

**Chancellor** - Chief executive educational and administrative officer of the City University of New York (CUNY).

**Vice Chancellor for Faculty and Staff Relations** - The executive officer that oversees the development and implementation of the total employment program for CUNY's faculty and staff.

**Provost** - Senior Vice President for Academic Affairs

**ECP** - Term used to refer to positions covered by the Executive Compensation Plan

**HEO** - Acronym used to denote the entire Higher Education Officer series, the professional administrative employees of the University, or an individual serving in the highest title in the series. The series includes the titles, in descending order, Higher Education Officer (HEO), Higher Education Associate (HEA), Higher Education Assistant (HEa), and Assistant to Higher Education Officer (aHEO).

**Gittlesons** - Clerical and administrative employees in the titles of CUNY Office Assistant and CUNY Administrative Assistant.

**220 Titles** - Skilled trades titles whose salaries and certain working conditions are governed by a determination of the New York City Comptroller.

**University Director of Classification** - The position in the Human Resources Management Services Office responsible for: (1) reviewing and approving the allocations of new or reclassified positions to established job titles; (2) assisting the colleges in conforming classification requests to University policy, Board Bylaws, collective bargaining agreements, and CUNY Civil Service Commission Rules; (3) conducting studies and formulating recommendations for amending the classification.

**Functional Title** - Specific position title required for positions in the HEO series, Business Manager series, and Administrative designations.

**Payroll Title** - Broad-banded title for most unclassified positions

**AAO** - Affirmative Action Officer

**COMMITTEES**

**CFSA** - Committee on Faculty, Staff and Administration; one of six Standing Committees of the Board of Trustees.

**COPS** - Council of Presidents, comprised of each collegiate unit's President, the Chancellor, and senior University staff as designated by the Chancellor. COPs serves to insure unified and cooperative leadership in the University.

**COPOL** - Council of Personnel Officers and Labor Designees serving to insure unified human resources and labor administration throughout the University.

**(F)P & B** - Faculty Personnel and Budget. The FP & B committee considers appointments, reappointments, promotion, and compensation with respect to the instructional staff and recommends actions on such matters to the president.
"CUNYISMS" AND OTHER USEFUL TERMS (CONTINUED)

WVAT - Workplace Violence Advisory Team

EMPLOYMENT CLASSIFICATION AND RELATED TERMS

Career Series - Two or more titles ordered by increasing minimum pay, increasing responsibilities, or some other measure by which eligibility for successive higher titles is determined by promotional exam or by maturation.

Adjunct - Instructional person employed to teach part-time or perform related duties on a part-time basis.

Tenure - The right of a person to hold his position during good behavior and efficient and competent service and not to be removed therefrom except for cause.

PAF - Personnel Action Form, used by colleges to initiate personnel actions.

Max/Kahn Memorandum - A memorandum written in 1958 by Mrs. Pearl Max and Mr. Arthur Kahn that sets forth University procedures on appointment and tenure.

13.3.b - The section number of the provision in the PSC/CUNY collective bargaining agreement that denotes a reappointment upon which HEOs are no longer subject to annual reappointment (Certificate of Continual Administrative Service). This usually occurs eight years after the initial appointment.

Article 15.2 Waivers - Adjunct instructional staff workload waiver is required when it is necessary to have an adjunct teach contact hours beyond the limits set forth in Article 15.2 of the collective bargaining agreement with the Professional Staff Congress.

Position Classification - The process by which a position is assigned to an appropriate title based on the duties of the position and or the qualifications and specifications established.

Reclassification - The movement of a position from one title to another title in order to rectify a prior classification error or because of a permanent and material change of the duties of that position.

CCE - Certificate of Continuous Employment, given to lecturers after five consecutive full years of service, after which the lecturer is no longer subject to annual reappointment. The certificate is valid only in the college or Educational Opportunity Center that grants the certificate.

Probable Permanent - A classified staff appointee serving a probationary term prior to attaining permanent status.

Provisional - an employee appointed to a competitive class, classified position on a non-permanent, interim basis. Provisional appointments are typically made when there is no eligible list containing the names of at least three eligibles willing to accept an appointment.

Probationary Period - An initial working test period of employment; typically one year, for classified employees.
"CUNYISMS" AND OTHER USEFUL TERMS (CONTINUED)

**Classified Service** - A division of the workforce determined by Civil Service Law and subject to CUNY Civil Service Regulations.

**Unclassified Staff** - CUNY's teaching and non-teaching instructional staff.

**Classification** - A group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.

**BARGAINING UNITS, RELATED TERMS**

**CBA** - Collective Bargaining Agreement

**DC37** - District Council 37, the unit of the American Federation of State, County, and Municipal Employees (AFL-CIO) that represents most of the University's classified staff.

**PSC** - The Professional Staff Congress, the union that represents CUNY faculty and other instructional staff employees.

**IATSE** - International Alliance of Theatrical Stage Employees

**IBT** - International Brotherhood of Teamsters

**IUOE** - International Union of Operating Engineers

**NYSNA** - New York State Nurses Association, union that represents RNs

**STM** - Steamfitters

**UCBJA** - United Brotherhood of Carpenters and Joiners of America

**UAP** - United Association of Plumbers

**IBEW** - International Brotherhood of Electrical Workers

**0IBPD** - International Brotherhood of Painters and Decorators

**SEUI** - Service Employees International Union

**White Collar Unit** - This unit contains the largest groups of full-time and part-time classified staff employees.

**Blue Collar Unit** - Unit comprised of employees in the title of Custodial Assistant, Campus Peace Officers and titles in the Maintenance and Stores-Stock series as well as the Custodial Supervisors series. The unit also includes a variety of skilled trades.

**OFFICES, DEPARTMENTS, COLLEGES (SHORT NAMES)**

**OFSR** - Office of Faculty and Staff Relations. Under the direction of the Vice Chancellor, this office is responsible for the University's human resources functions for its instructional and classified staff.
HRMS - Human Resources Management Services is responsible for the classified and unclassified personnel management systems. This unit administers civil service examinations, classifies positions, determines salary parameters, develops human resources policies, and maintains currency of the University's Personnel Rules and Regulations.

Senior College - A four-year college, upper division college, or the University graduate division.

Bernard M. Baruch, Brooklyn College, The City College of New York, College of Staten Island, Hunter College, John Jay College of Criminal Justice, Lehman College, Medgar Evers College, New York City College of Technology, Queens College, York College, Graduate Center, CUNY School of Law

Community College - A two-year college offering associate degrees

Borough of Manhattan Community College, Bronx Community College, Hostos Community College, Kingsborough Community College, LaGuardia Community College, Queensborough Community College

B & G - Buildings and Grounds

BMCC - Borough of Manhattan Community College

LGCC - LaGuardia Community College

QBCC - Queensborough Community College

KBCC - Kingsborough Community College

CCNY, "City" - City College

CSI - College of Staten Island

NYCCT - New York City College of Technology

PDLM - Professional Development and Learning Management

OLR - Office of Labor Relations

HEALTH AND WELFARE BENEFITS, RELATED TERMS

ORP - Optional Retirement Program available to instructional staff provided through the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF).

NYCERS - New York City Employees Retirement System, a defined benefit pension plan for classified staff.

NYCTRS - New York City Teacher's Retirement System

NYCHBP - New York City Health Benefits Program

Travia Leave - Retirement leave with full pay for instructional staff, based upon one-half of accrued sick leave and usually equal to one semester.

SLOAC - Special Leave of Absence Coverage that entitles employees (approved for leave) to a maximum of four months of benefits coverage in a 12-month period during unpaid leave resulting from a disability or serious illness of the employee.
SL - Sick leave
AL - Annual leave
WC - Workers' Compensation
UI - Unemployment Insurance

**Sabbatical Leave** - Leave granted to any member of the permanent instructional staff or a full-time lecturer after six years of full-time service for the purposes of study and research, including travel or creative work in literature or the arts.

**Leave for Temporary Disability** - Leave granted to members of the instructional staff for any temporary physical or mental incapacity of health including pregnancy and childbirth and shall be deemed to include sick leave and maternity leave.

**MISCELLANEOUS TERMS**

**PPB** - Personnel Policy Bulletin. A document issued to clarify and supplement Personnel Rules and Regulations. PPBs revise or announce specific policies and are considered to be "in force" until they are replaced.

**Interpretive Memo** - Document issued which provides interpretation of policy and or personnel regulations.

**Interpretive Agreement** - An agreement between the University and any one of its collective bargaining units representing classified staff that amends personnel policy and or regulation.


**DCAS** - Department of Citywide Administrative Services formerly New York City Department of Personnel

**CTC** - Citywide Training Center. Central source of training within New York City government and City agencies for training and staff development.

**Chancellor's/University Reports (CE/UR)** - Monthly reports prepared by the colleges and submitted to the Chancellor, who then forwards them to the Board of Trustees. They contain personnel, academic, fiscal and student matters that require Board approval.

**SUNY** - State University of New York

**RF** - Research Foundation. The RF is a private, not for profit, educational corporation engaged in post-award administration of private and government-sponsored programs at CUNY. The RF is governed by its own Board of Directors.

**Errata** - Refers to changes to the Chancellor's and University Reports, proposed by the Central Office Screening Committee, that pertains to matters that would be improper for the Board to approve in its current form.

**Addendum** - A separate section of the University/Chancellor's Reports containing items which were unable to be included in the Reports at the time that they were submitted but cannot wait
"CUNYISMS" AND OTHER USEFUL TERMS (CONTINUED)

for future Board action. All addenda items must be requested by the President and must receive the specific approval of the Deputy Chancellor.

Board of Trustees - The governing and administrative body of the City University of New York. The Chancellor is appointed by and reports to the Board.

RECRUITMENT, SELECTION
NOE - Notice of Examination
ExamsXpress - Online examinations for selected vacancies.
PVN - Personnel Vacancy Notice is the public announcement made by a college for the recruitment to fill a position in an approved classification.
RRI - Recruitment/Retention Initiative, a limited opportunity to exceed the maximum salary to recruit or retain faculty and HEOs in hard-to-staff disciplines.

Applicant Pool - A group of eligible applicants.
Hiring Pool - An event whereby a group of qualified candidates for classified positions are brought together with HR hiring personnel, in one location, to interview for vacant positions.

ACCOUNTING, PAYROLL AND HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)
PMS - Payroll Management System of New York City, used in the community colleges.
PaySR - the state payroll system that is used in the senior colleges.
CUPS - The City University Personnel System; the University's computerized personnel records system.
OTPS - Other Than Personal Services (used for accounting purposes)
GSA - General Services Administration (used for accounting purposes
UAO - University Accounting Office
ERP - Enterprise Resource Planning System is a multi-module application software that provides a common, consistent system to capture data organization wide with minimum redundancy. It integrates the information across functions and monitors the various functions and processes. At CUNY, ERP will eventually replace CUPS as well as systems in the Student Administration and Finance areas.

Data Warehouse - a repository of data from several HR sources including, CUPS, payroll systems, and other sundry data files.
Tax Levy - Refers to funds raised through New York City and State taxes allocated to CUNY