FACULTY STUDENT ASSOCIATION



STUDENT EMPLOYMENT MANUAL

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**Welcome!**

Welcome to the Faculty Student Association at Stony Brook University. We wish you success in your new job, and we hope that you quickly feel at home. At the FSA, we believe that every position is important. We hope you will immediately connect with our core values and goal of fostering student success.

The Faculty Student Association, as an employer, is committed to providing an environment that is conducive to carrying out the University’s mission.  For our valued employees, we strive to administer our policies as well as our benefit and compensation programs in a manner that is competitive, fair, and understandable.  This Manual intends to communicate the terms and conditions of employment that apply to each of us as we carry out our important responsibilities at the Association.  The policies, benefits, and services detailed herein reflect a concern not only for the well-being but also for the personal growth and development of all members of the Faculty Student Association.

We hope your experience here will be fulfilling and enjoyable.

Sincerely,

Nadeem Siddiqui

Executive Director

**1.2 About The Faculty Student Association**

**Our Vision**

The Faculty Student Association at Stony Brook University is a not-for-profit auxiliary services corporation licensed by the State University of New York to provide goods and services that contribute to the quality of campus life in a flexible, efficient and responsive manner to support the mission of the Stony Brook campus. Over the years, the Faculty Student Association has seen tremendous growth as the needs of the University and mission of the Association have developed.

**Our Values**

***Student Success***

We will provide student employment opportunities to teach students transferable skills for future careers. These opportunities will help diversify their skills, build their resume and provide a source of financial support for their college living expenses.

***Teamwork, Collaboration, Inclusion and Diversity***

We will build relationships with those we work with, embrace diversity in the workplace, work collaboratively for a common goal, and demonstrate a high level of competence.  
We will include anyone affected by our decisions in the search for options.

***Communication, Respect, Honesty, Reward and Recognize***

We will perform our duties in the most ethical, kind, and transparent manner. We will assume good intent. We will communicate by setting expectations, educating, giving feedback, holding each other accountable, and rewarding and recognizing achievements.

***Culinary and Customer Service Excellence***

We will identify and support our customers’ expectations and provide exemplary service in all that we do to serve the campus community.

***Innovation***

We will look for new and better ways to manage our business, design and execute quality, and continuously improve our workplace. We will identify, research, and respond to emerging trends.

***Responsibility and Accountability***

We will meet/exceed our goals through the responsible deployment of strategic objectives with measurable outcomes. We are responsible and accountable for our results and learn from actions taken to support our on-going objectives.

***Financial Integrity***

We are stewards of our corporation’s assets and their contribution to the educational mission of the university. We will achieve our financial goals using the resources available and going beyond those resources as necessary. We support our financial goals through quantitative metrics that measure progress and outcomes. We utilize business acumen to analyze data for purposes of developing strategies to achieve goals.

***Quality Assurance, Health, Safety, and Environmental Responsibility***

We will educate our campus community and ourselves by providing programs that inform and promote health and well-being. We will maintain a safe and clean work environment and practice sustainable methods whenever possible.

***Fun***

We will approach every challenge with enthusiasm, energy and excitement and celebrate our learnings.

**1.3 Employee Concerns**

The Faculty Student Association believes that students should have an opportunity to present their feelings of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters which may be appropriate causes of concern include:

* A belief that company policies, practices, rules, regulations or procedures have been applied in a manner detrimental to an employee.
* Treatment considered unfair by an employee such as coercion, reprisal, harassment or intimidation.
* Alleged discrimination because of race, color, gender, age, religion, national origin, sexual preference or disability.
* Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary or seniority.
* Being witness to any of the above.

Students are encouraged to notify the FSA as soon as possible of their concerns. You may contact any member of the FSA Human Resources team:

* **Mark Pace**, Chief Administrator of HR and Contracts 631-632-2983
* **Pat Murray,** HR Manager 631-632-9306
* **Jillian Mungal,** HR Generalist (SBUMC) 631-444-1473
* **Harriet Rubenfeld**, HR Staff Associate 631-632-1321

**1.4 FSA Student Employment Manual Acknowledgement**

This Faculty Student Association (“FSA” or “the Association”) Employee Manual is not a contract of employment nor is it intended to create contractual obligations for the association of any kind.

The policies and procedures outlined in this manual will be applied at the discretion of the FSA. The FSA reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this manual.

Furthermore, the FSA reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The FSA will make every effort to notify employees when an official change in policy or procedure has been made by employees are responsible for their own up-to-date knowledge about Association policies, procedures, benefits, and working conditions.

No provision in this employment manual can be waived without written permission from the Executive Director or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

The FSA values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the FSA alike can thrive. The Association provides an Open Door Policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

The FSA is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. The FSA provides fair treatment of employees based on merit. The company complies with all applicable Federal, state, and local labor laws.

Employment at the FSA is on an “at will” basis, which means either you, the employee, or the FSA, may terminate the employment relationship at any time, for any reason, with or without cause.

Only a written agreement, signed by the Executive Director, can change the “at will” nature of the employment of any individual.

Please review the policies, procedures, working conditions, and benefits described in this manual. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee manual. Please print this page and return it with your other orientation materials.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Signature Date

**Part 2: Types of Student Assignments**

**Student Assistant**

Student Assistant Positions are offered and paid by Stony Brook University departments and are open to any SBU student with a social security number, regardless of their financial aid package, year in school, or citizenship. Students in these positions may work a maximum of 29 hours per week among all positions.

**Graduate Assistant**

Graduate Assistants may work up to 20 hours a week. They can sometimes be paid through a stipend or tuition reimbursement. **Please Note:** You may also be a considered a regular Student Assistant even if you have graduate status.

**Research Assistant**

Research Assistants are hired by faculty to assist in executing an academic research agenda. Depending on the department, a research assistant may work 20 or 29 hours per week during the school year depending on the department and up to 40 hours over the summer.

**Federal Work Study On-Campus (FWS)**

Offered through the federal campus-based aid program, Federal Work Study (FWS) provides qualifying students employment opportunities to fund their college education. FWS salaries vary, depending on how much the student is granted and how many hours they will be working per week. These students may work up to 40 hours a week. Please adhere to these dates when filling out your FAFSA and applying for Federal Work Study.

|  |  |
| --- | --- |
| **Student Type** | **Priority Deadline** |
| Freshman | February 15th |
| Continuing | February 15th |

Like Student Assistant positions, a student is not eligible for employment under the Federal Work Study program unless they have a valid SSN.

**Community Service Federal Work Study Off-Campus (CSFWS)**

The Community Service Federal Work Study program (CSFWS) is a federally subsidized work program, which provides eligible students the opportunity to work for a public or 501 (c) 3 non-profit sector organization whose mission and work benefit the community.

Stony Brook University participates in the Community Service FWS program during both: the academic year and summer semesters. The Career Center works with several community-based agencies that offer these positions to eligible students. Work performed off-campus must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group.

**Who is eligible?**

The Financial Aid Office determines each student’s semester eligibility and maximum earnings. Matriculated undergraduate/graduate students who have a financial aid package may qualify for CS FWS, with the following exceptions:

* International students are not eligible
* Graduating seniors are not eligible the summer after their senior year

During the summer term, students must be enrolled in at least one course in order to be eligible for FWS funding. For more information and with questions on how to secure a CS FWS position, please contact the Career Center at [631-632-6810](tel:631-632-3810) or [sbucareercenter@stonybrook.edu](mailto:sbucareercenter@stonybrook.edu).

**Requirements for Working on Campus**

* **Be matriculated (fee paid) in the current semester:** A matriculated student is defined as any student who is admitted to the university and is pursuing a degree on a full-time basis.
* **Be in good academic standing:** Students are in goodacademic standing of they earn at least a 2.0 cumulative GPA and are not on academic warning/probation.
* **I-9 Form Employment Eligibility Verification:** When completing the I-9 form, you must provide an original picture ID and original proof of your eligibility to work. Make sure all documents are signed.

**Work Hour Restrictions**

The following lists the maximum hours an employee may work per week for each position. Even if an employee has more than one position, they must adhere to these restrictions

* Federal Work Study: 40 hours/week
* Student Assistant: 29 hours/week
* Research Assistant: 20-29 hours/week
* International Student: 20 hours/week unless otherwise specified per INS

**Part 3: Payroll Information**

**3.1 Pay Periods/Checks**

Your bi-weekly pay period begins on Tuesday and ends on Monday. You will receive your paycheck every other Thursday representing pay for two weeks which ended the previous Monday. Student employees who pick up their own paychecks must provide identification. During intersession and break periods, paychecks will be held until the students return to school, unless arrangements have been made with the unit supervisor or FSA Business Office to have their check mailed to their home.

The stub attached to your check shows the exact amount of money earned and the deductions which you have authorized. You will find compulsory deductions for Federal and State Tax, FICA, and N.Y.S. Disability Insurance.

FSA utilizes the Ceridian Dayforce system to record and approve time-off. All services, including clock-in, payroll, and personal benefits are accessed at <https://dayforcehcm.com/mydayforce/login.asp>.

For instruction on how to use the Dayforce system, please visit the FSA website or click on the following link: https://www.stonybrook.edu/commcms/fsa/employees/index.php.

Students should always check their hours and rates to make sure they are correct. In the event they are in question, please contact your supervisor or SSR. Students failing to fully complete their timesheets (if applicable) will have their pay issued the pay period after the timesheet is completed.

**3.2 Direct Deposit**

FSA has direct deposit at most banks. Direct Deposit information can be changed via Dayforce. After logging on to the sytem, click on “Forms”, then “Direct Deposit”. Then follow the prompts.

**3.4 Overtime**

With very few exceptions, student employees are classified as non-exempt. In other words, you will be paid and one and one half your normal rate of pay for any hours worked per week over forty (40). Please keep in mind that we try to avoid situation where students work anymore than twenty-nine (29) hours per week in order to make sure you attend to your studies.

**3.5 Federal and State Taxes**

Student employee earnings are subject to Federal and State withholding taxes. Though a student may not make enough to owe taxes at the end of the year, students are generally not exempt from withholding. The only people who can claim exempt from taxes are individuals that did not owe taxes last year, will not owe taxes in the current year, and expect to earn less than $3,000.00 from all jobs in the calendar year. Students will be required to complete a Federal W-4 and NYS IT-2104 (OR IT-2104E if exempt) forms upon hire.

**3.6 FICA Regulations**

The FICA tax or FICA (Social Security and Medicare) taxes do not apply to service performed by students employed by a school, college or university where the student is pursuing a course of study. You must be enrolled at least 50% of the time. Accordingly, if a student is not enrolled in courses during the summer months, they are not exempt during that time. International students that are on a J-1 or an F-1 Visa are exempt from Social Security and Medicare withholdings.

**3.7 NYS Disability Insurance**

Employees unable to work as a result of a non-work-related injury or illness will be eligible to collect disability insurance. Disability insurance begins with the eighth consecutive day away from work. The first seven days are not covered by disability insurance.

All students are responsible for paying NYS Disability Insurance, even if you have claimed “exempt” from taxes. This is not a tax, but rather an insurance, which you and the FSA both pay to cover you in the event that you are injured. To claim benefits employees should file written notice and proof of disability to the Human Resources Department within 30 days from the first day of their disability, or all or part of the claim may be rejected.

**3.8 Worker’s Compensation**

Students employees are covered under the FSA Worker’s Compensation Insurance Policy. If you are injured while on-the-job, your supervisor should notify Human Resources of the accident. If a student visits the hospital/doctor office, the student must indicate that the visit is covered by Worker’s Compensation. As soon as you are physically able, contact Human Resources yourself.

**Part 4: Attendance**

**4.1 Absences/Lateness**

If you will not be able to come to work, or are running late, try to contact your supervisor as early as possible to let them know. Everyone is sick and/or late once in a while, but regular occurrences can reflect negatively on your performance. It is recommended that when you begin your assignment, you speak with your supervisor to learn the best way to contact them and what they feel is problematic attendance.

**4.2 Breaks**

If you work four (4) or more hours per day, you are entitled to a fifteen (15) minute paid break.

If you work six (6) or more hours per day, you are entitled to a fifteen (15) minute paid break and a thirty (30) minute unpaid break. When you take a thirty (30) minute break, you must punch out and back in when you return.

**Part 5: Performance Evaluations / Evaluations**

Students may receive a performance evaluation from their supervisor. The performance evaluation is a vehicle for supervisors to discuss a student’s general performance. It will cover strengths and accomplishments as well as ways in which the student may be able to improve. It is also an opportunity for the employee to discuss their job concerns and career development goals. An example of the Performance Evaluation can be found on Page 12.

**Student Outcomes**

At the end of each semester or assignment, students are asked to complete a Student Outcomes Report. An example of the Student Outcomes Report can be found on Page 14.

**References**

Evaluations can be used in place of reference letters and vice versa. If you would like to get a reference letter from your supervisor, we recommend you request one prior to your termination date.

**Student Performance Evaluation**

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| --- |
| From: To: |
| Review Period |

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| --- | --- |
|  |  |
| Student Name | Title: |

|  |  |
| --- | --- |
|  |  |
| Supervisor Name | Title: |

El

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Knowledge** | Exceptional | Effective | Needs Improvement |
| Does the student demonstrate knowledge and skills necessary to perform the job effectively. |  |  |  |
|  | | | |
|  | | | |
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| --- | --- | --- | --- |
| **Quality & Productivity** | Exceptional | Effective | Needs Improvement |
| Does the student complete assignments on a timely basis without sacrificing quality? |  |  |  |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attitude & Professionalism** | Exceptional | Effective | Needs Improvement |
| Consider the student’s enthusiasm, courtesy, adaptability, flexibility, and spirit of cooperation in the work environment. |  |  |  |
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| --- | --- | --- | --- |
| **Attendance/Reliability** | Exceptional | Effective | Needs Improvement |
| Is the student punctual, observe work schedule and demonstrates, regular attendance? |  |  |  |
|  | | | |
|  | | | |
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| --- | --- | --- | --- |
| **Overall Performance** | Exceptional | Effective | Needs Improvement |
| Check One |  |  |  |
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| **Student’s Comments**  Attach additional page if necessary |
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| --- |
| **Acknowledgement and Signatures**  I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period. I was also given the opportunity to discuss my future performance and development plans. My signature does not necessarily indicate my concurrence with the evaluation, just that I have read it.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Date Supervisor Date |



**STUDENT OUTCOMES – SELF-EVALUATION**

**(Optional)**

**NAME**: **DATE:**

**What is the most important thing you gained from your student work experience?**

**Will your résumé be enhanced as a result of the experience?**

**Are there ways we could have made this a more meaningful work experience?**

**Do you think your skills and education were utilized effectively?**

**Would you like to make any other comments?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:**  **DATE:**



**Part 6: Separation Information**

**Final Paycheck**

You will receive your final paycheck during the normally scheduled pay date. If you are currently receiving direct deposit, your final paycheck will be deposited into your account. If you are currently receiving live checks your final paycheck will be sent to your department on the normal pay date and the manager will mail the paycheck to you.

Your W-2 form will be sent to you at the end of the calendar year. If you change your home address after you leave us, please let Human Resources know.

**Part 7: New York State Paid Family Leave (PFL)**

Effective January 1, 2018, employees will be eligible for Paid Family Leave as permitted under the New York Paid Family Leave Benefits Law. After this date, eligible part-time and full-time employees may take Paid Family Leave under certain conditions, including: (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) because of any qualifying exigency arising from the fact that an employee’s spouse, domestic partner, child or parent is on activity duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

Paid Family Leave will phase in over 4 years with a gradually increasing benefit amount and duration, see below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Effective Date | Max Length of Paid Leave | % of Employee’s Avg Weekly Wage (AWW) | To the Max % of NY Avg Weekly Wage (NYAWW) | $ Max based on 2016 NYAWW of $1,305.92 |
| 1/1/18 | 8 weeks | 50% | 50% | $653 |
| 1/1/19 | 10 weeks | 55% | 55% | $718 |
| 1/1/20 | 10 weeks | 60% | 60% | $784 |
| 1/1/21 | 12 weeks | 67% | 67% | $875 |

For example: An employee earning $75,000 has an average weekly wage of $1,442.31. 50% of that amount is $721.16. That is over the NYAWW so they would receive $653 per week.

The cost of Paid Family Leave benefits is paid for by employees via payroll deduction. Beginning on January 1, 2018, the Company will be deducting a very small percentage of your average weekly wages to fund Paid Family Leave benefits, as is permitted by law. The deduction rate, which is set by New York State and which is the same for everyone, is 0.126% of each employee’s weekly wage with a weekly wage cap of $1,305.92. The maximum contribution is $1.65 each week. For example, if an employee’s weekly wage amounts to $1,000.00, the maximum payroll deduction for Paid Family Leave would be $1.26 for that week. For employees who make more than the state’s average weekly wage of $1,305.92, the Paid Family Leave deduction will be capped at $1.65 per week (0.126% of $1,305.92).

**IMPORTANT FOR STUDENTS!**

Paid Family Leave is a mandatory benefit for most employees. Some may be eligible to “opt-out.”

An employee may file a waiver for paid leave benefits if they work:

* 20+ hours per week, but not 26 consecutive weeks **or**
* Less than 20 hours per week and less than 175 days in a consecutive 52-week period.

If you feel you are eligible and would like to “opt-out”, contact Human Resources.

**Part 8: Code of Employer-Employee Relations**

It is the policy of the FSA to implement fair and effective personnel policies and to require all employees to support the organization’s best interests.

1. **The FSA is committed to a mutually rewarding and direct relationship with its employees. Therefore, the company attempts to:**

* Provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, national origin, disability, or military status.
* Provide compensation and benefits commensurate with the work performed.
* Establish reasonable hours of work based on the Company’s production and service needs.
* Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety.
* Offer training opportunities for those whose talents or needs justify the training.
* Be receptive to constructive suggestions about a job, working conditions or personnel policies.
* Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.

2. **The FSA, as part of its commitment to providing customers with excellent products and services, expects all employees to:**

* Deal with customers, suppliers and vendors in a professional manner.
* Perform assigned tasks in an efficient manner.
* Be punctual.
* Demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
* Follow the policies adopted by the Association.

3. **The FSA retains the sole discretion to exercise all managerial functions, including the rights to:**

* Dismiss, assign, supervise and/or discipline employees.
* Determine and change starting times, quitting times, and shifts.
* Transfer employees within departments or into other departments and other classifications.
* Determine and change the size and qualifications of the work force.
* Determine and change the nature, location, goods produced, services rendered, quantity and continued operation of the business.
* Assign duties to employees in accordance with the Association’s needs and requirements and to carry out all ordinary administrative and management functions.

**Part 9: Employment at Will**

It is the policy of the Association that all employees who do not have a written employment contract with the Company for a specific, fixed term of employment are employed at the will of the Company for an indefinite period.

Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the Association and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

No FSA representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with the FSA that are not consistent with the FSA policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, FSA recruiting materials, FSA memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, FSA policies and practices with respect to any matter should not be considered as creating any contractual obligations on the Association’s part or as stating in any way that termination will occur only “for cause.” Statements of specific grounds for termination set forth in this Manual or in any other FSA documents are examples only, not all-inclusive lists, and are not intended to restrict the Association’s right to terminate at-will.

Completion of an introductory period or conferral of regular status does not change an employee’s status as an at-will employee or in any way restrict the FSA’s right to terminate the employee or change the terms or conditions of employment.

**Part 10: Equal Employment Opportunity**

This policy has been written in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Division of Human Rights Law of New York State. FSA has a longstanding commitment to equal employment and environments that ensure that everyone in the FSA community is treated with respect, dignity, fairness, and equity. The FSA community includes, but is not limited to, employees, students, visitors, guests, contractors, and vendors associated with the institution.

FSA prohibits discrimination on the basis of race, sex, sexual orientation, gender identity or expression, religion, age, color, creed, national or ethnic origin, disability, marital status, familial status, genetic predisposition, criminal convictions, domestic violence victim status, and veteran or military status and all other protected classes under federal or state laws in the administration of its policies, programs, activities, or employment, and includes the terms, conditions, and privileges of employment and/or access for students, faculty, and staff. FSA’s non-discrimination policy affects all employment practices including, but not limited to, recruiting, hiring, transfers, promotions, benefits, compensation, training, educational opportunities, discipline, daily responsibilities and terminations.

Retaliation against an employee, student, or any witness who participates in any FSA investigation is prohibited. Retaliation is also prohibited against any individual who files a discrimination complaint under Title IX or participates in a complaint investigation in any way. Any substantiated act of retaliation may result in sanctions or other disciplinary action as covered by Labor Management processes, collective bargaining agreements, and/or applicable FSA policies.

Affirmative action requires that FSA take specific actions and make special efforts to recruit, employ, and promote qualified members of formerly excluded or clearly underrepresented groups. To further ensure the goals of equal opportunity and affirmative action with respect to employment, FSA endeavors to increase the availability of opportunities for staff from groups that have been previously excluded or underrepresented.

**Part 11: Rules of Standard Conduct**

It is important that all employees are aware of their responsibilities to the FSA and to fellow employees. It is FSA’s intention to take a constructive approach in this area and at the same time, ensure that actions which would interfere with FSA’s operations or an employee’s job be not continued.  Not conforming to FSA standards will result in one of the following forms of disciplinary action: Verbal warning, written warning, suspension or discharge. In arriving at a proper course of action, the seriousness of the infraction, past record of the employee and circumstances surrounding the matter will be considered.

Although it is impossible to identify every possible violation of standards of conducts, the infractions below are examples of behavior for which employees will be disciplined and are not all inclusive.

**Infractions Subject to Suspension and/or Discharge:**

* Falsifying company records, including application for employment and time reporting.
* Theft, fraud, or embezzlement.
* Carrying concealed weapons or explosives or violating criminal laws on SUNY premises.
* Jeopardizing the health, safety, and/or well-being of others.

**Infractions Subject to Progressive Disciplinary Action and/or Suspension:**

* Revealing confidential information, so designated by the Board of Directors.
* Using company equipment, material, time, or information for personal use without authorization.
* Abusing or destroying SUNY or FSA property or equipment.
* Working under the influence of intoxicating beverages or drugs or bringing unauthorized alcohol or drugs into the workplace.
* Immoral, inappropriate, or indecent conduct.
* Verbal, visual, or physical conduct constituting harassment.
* Violation of safety rules.
* Excessive absenteeism or tardiness.
* Performance that does not meet the requirements of the position.
* Violating Company Policies and Procedures.
* Insubordination

**Part 12: Productive Work Environment**

It is the policy of the FSA to promote a productive work environment and

not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes

with another’s work performance or that creates an intimidating, offensive, or hostile

environment.

1. Employees are expected to maintain a productive work environment that is free of harassment or disruptive activity and all forms of discrimination on the basis of sex, gender, and/or gender identity, which includes: discriminatory harassment and sexual harassment, non-consensual sexual contact, sexual violence/assault, domestic violence, dating violence, and stalking. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, sex, military status or sexual preference or gender identity. Special attention should be paid to the prohibition of sexual harassment.
2. Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee’s refusal or willingness to submit to sexual advances will affect the employee’s terms or conditions of employment.
3. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:

* Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.
* Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
* Demeaning, insulting, intimidating, or sexually suggestive comments about an individual’s personal appearance.
* The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
* Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

1. Retaliation against an employee, student or any witness who participates in any University investigation is prohibited. Retaliation is also prohibited against any individual who files a sex discrimination complaint or participates in a complaint investigation in any manner. Any substantiated act of retaliation may result in sanctions or other disciplinary action as covered by University Policy (including the University Student Conduct Code) and/or the disciplinary procedures pursuant to the applicable collective bargaining agreements and applicable policies and procedures

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age, sex, military status or sexual preference or gender identity is also prohibited.

1. Any employee who believes that a supervisor’s, manager’s, other employee’s, or non-employee’s actions or words constitute unwelcome harassment, has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the employee’s supervisor; or to the department head or to Human Resources.
2. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
3. Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriates disciplinary action, up to, and including, termination. The Company prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to, and including, termination.

**Part 13: Sexual Misconduct and Reporting**

FSA is committed to creating and maintaining a workplace environment that is safe and accessible, and free of all forms of discrimination on the basis of sex, gender and/or gender identity – which includes: discriminatory harassment and sexual harassment, non-consensual sexual contact, sexual violence/assault, domestic violence, dating violence, and stalking. Such behavior is prohibited and violates Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and New York State Law. This policy applies to all employees, regardless of sexual orientation, gender and/or gender identity or expression, as well as individuals outside the workplace community, including but not limited to, students, guests, visitors, vendors, and volunteers.

1. Discrimination on the basis of sex, gender and/or gender identity includes, but is not limited to: discriminatory harassment and sexual harassment, non-consensual sexual contact, sexual violence or assault, domestic violence, dating violence and stalking.
2. Sexual Harassment is: unwelcome sexual advances, requests for sexual favors, and verbal, physical or communicative (verbal, non-verbal and electronic) conduct of an abusive sexual nature which interferes with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or academic environment.
3. Responsible Employee: any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct to the Human Resources Department or other FSA Senior Manager.
4. FSA is responsible for and fully committed to the prevention and elimination of discrimination on the basis of sex, gender and/or gender identity. All employees of FSA are responsible for fostering an atmosphere that promotes equity, civility, caring, responsibility, accountability, and respect.
5. FSA does not tolerate discrimination on the basis of sex, gender and/or gender identity and treats it as a form of misconduct, which is handled in accordance with its discrimination complaint procedures (provided below). Sanctions enforced against individuals found to have engaged in such behavior shall be in accordance with applicable policies and procedures.
6. Retaliation against an employee or any witness who participates in any FSA investigation is prohibited. Retaliation is also prohibited against any individual who files a sex discrimination complaint or participates in a complaint investigation in any manner. Any substantiated act of retaliation may result in sanctions or other disciplinary action as covered by applicable policies and procedures.
7. FSA’s Human Resources Department works in conjunction with the University’s Title IX Coordinator who oversees Title IX compliance efforts, which includes, but is not limited to: investigating/responding to Title IX reports, inquiries and complaints, identifying and addressing patterns or systemic problems, ensuring appropriate policies and procedures are in place, and conducting appropriate trainings for students and employees.

All members of FSA are encouraged to report discrimination on the basis of sex, gender and/or gender identity to the Human Resources Department.

***The police should be contacted immediately for reports that present immediate danger by calling 911. University Police may be reached directly by dialing 333 from a campus phone or (631) 632-3333 from a non-campus phone.***

**Part 14: Substance Abuse**

It is the policy of FSA to maintain a workplace that is free from the effects of drug and alcohol abuse. Accordingly, all employees are responsible to observe FSA and University regulations, applicable laws and statutes. This information is provided to all FSA employees to ensure that the University remains in compliance with the Federal Drug Free Workplace Act of 1988. All employees must adhere to the following University policy as a condition of employment:

1. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on University premises.
2. In addition, FSA prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs. When those activities adversely affect job performance, jeopardize the safety of the employee, other employees, the public, residents, FSA equipment, or FSA’s reputation on the Campus or in the community.
3. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to:

* Possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work.
* Being under the influence of the above substances while working.
* Using the above substances while working.
* Dispensing, distributing, or illegally manufacturing or selling the above substances on University premises.

In deciding what disciplinary action to take, FSA will consider the infraction, the employee’s present job assignment, the employee’s record of employment with the company and other factors relative to the impact on the conduct of the company’s business.

1. Intoxication and/or substance abuse do not excuse individuals from the legal or disciplinary consequences of disorderly or inappropriate conduct. Restitution for the cost of damages to University property resulting from such misconduct will be the responsibility of the individual.
2. Employees are obligated to notify the FSA Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace or at the work-site no later than five days after such conviction.
3. Supervisors should report immediately to the FSA Human Resources Department any action by an employee who demonstrates an unusual pattern of behavior. Human Resources will determine appropriate action. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. Arrangements must be made for safe transit.
4. Employees must report their use of over-the-counter or prescribed medications to Human Resources if the use might impair their ability to perform their job safely and effectively.
5. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including FSA-sponsored or required counseling, is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

The Employee Assistance Program (EAP) is available for any employee who wishes to seek confidential assistance in dealing with drug and/or alcohol related problems.

**Part 15: Behavior of Employees**

It is the policy of the FSA that certain rules and regulations regarding employee behaviors are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Association, or is offensive to customers or coworkers will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote

the best interests of the FSA. Appropriate employee conduct includes:

* Treating all customers, visitors, and coworkers in a courteous, respectful manner.
* Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the FSA's best interests.
* Reporting to management suspicious, unethical or illegal conduct by coworkers, customers, or suppliers.
* Reporting to management any threatening or potentially violent behavior by co-workers.
* Cooperating with FSA investigations.
* Complying with all FSA safety and security regulations.
* Wearing clothing appropriate for the work being performed.  (Performing assigned tasks efficiently and in accordance with established quality standards.)
* Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
* Giving proper advance notice whenever unable to work or report on time.
* Maintaining cleanliness and order in the workplace and work areas.
* Not engaging in any form of sexual or other harassment.

**Part 16: Whistle Blower Protection**   
It is the policy of the FSA to protect from retaliation employees who report any activity that he/she considers to be illegal or dishonest.

Whistleblower definitions:

* Whistleblower protections are designed to provide confidentiality and safeguard against retaliation to whistleblowers.  
   A whistleblower as defined by this policy is an employee of Faculty Student Association who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy.
* Examples of illegal or dishonest activities are: violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Reporting:

* If an employee has knowledge of, or a concern about, illegal or dishonest activity, the employee should report the activity.
* The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities upon notification and in accordance with the process and procedures.
* The employee may report the activity by using some anonymous method such as a letter, phone call, fax or email to any member of the management team, his/her immediate supervisor or the Chief Executive of Human Resources and Contracts.
* The employee should exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.
* Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.
* All reports of illegal dishonest activities will be promptly submitted to the Chief Executive of Human Resources and Contracts, who in accordance with the established claims handling process, is responsible for initiating the investigation and associated processes including coordinating corrective actions.

Collateral protocols:

* Except for an employee who intentionally files a false report of wrongdoing, the company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, etc.
* The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
* Any whistleblower who believes he/she is being retaliated against must contact the Chief Executive of Human Resources and Contracts immediately.
* Employees with any questions regarding this policy should contact the Chief Executive of Human Resources and Contracts.

**Part 17: Personal Appearance of Employees**

It is the policy of the Company that Employees should be clean and neat in appearance and should wear clothes that are suitable for work. Employees are expected at all times to present a professional, businesslike image to customers, coworkers and the public.  Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Company.  Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

**Part 18: Electronic Video Recording/Security Systems**

The Electronic Video Recording Security Systems utilized by the Faculty Student Association are for the sole purpose of providing safety and security to the business operations. Personal privacy of our staff, patrons, and general members of the campus community must be respected at all times. This policy provides the procedure by which this system is used.

Viewing images on the system is on a strictly “need to know” basis. Only those staff members specifically authorized to use the system may do so only for the specific reasons that are defined in the authorization procedure.

Camera placement is strictly limited to:

* Transactions that occur at cash registers and point of sale systems.
* Inventory that is subject to shoplifting or employee theft.
* Equipment that is subject to theft or vandalism.
* Entrances and egress to areas where inventory or assets of significant value are located.
* Entrances to over-21 alcohol consumption areas.
* Other areas, consistent with this policy, that may be authorized in writing by the Executive Director.

Camera placement is **not** permitted in the following areas:

* Personal areas, including rest rooms and changing areas.
* Lounge areas and dining rooms, except where narrowly focused on FSA property or business transactions, as defined above.
* Any display screens of video images should be turned off when not in use.

Viewing of the security system via internet or other remote method is limited to individuals approved to do so through the authorization procedure. Viewing of the security system via internet of other remote method may only be done by authorized individuals on FSA work premises, unless otherwise specifically authorized by the Executive Director, Assistant Executive Director/Director of Operations and Director of Finances and Accounting

Camera placement is usually discrete, so as not to suggest that continuous surveillance is provided, unless authorized for reasons of theft prevention by the Executive Director and Chief Administrator of Human Resources and Contracts.

One or more Security Managers will be designated by the Executive Director and Chief Administrator of Human Resources and Contracts to maintain the Electronic Video Recording Security Systems. The duties of this position will include:

* Maintaining the system in good operating order.
* Implementing access to the system, in accordance with the authorization process.
* Assuring that at least three months of back video recordings are maintained at all times.
* Reviewing system tapes or granting access for others to review the system only as instructed by the Executive Director and Chief Administrator of Human Resources and Contracts.
* Immediately reporting potential violations of this policy to the Executive Director and Chief Administrator of Human Resources and Contracts.