



Success. It's In Our Nature.

# Employee Handbook

SEPTEMBER 2015



## **Finger Lakes Community College Non-Discrimination Notice**

Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Inquiries regarding the application of Civil Rights may be directed to:

- Civil Rights Compliance Office:  
Grace Loomis, Director of Human Resources  
Title IX Coordinator  
Room B140D | 585-785-1451 | [Grace.Loomis@flcc.edu](mailto:Grace.Loomis@flcc.edu)

Or:

- Deputy Title IX Coordinators:  
Andrew Baker, Director of Community Standards  
Room 1125 | 585-785-1554 | [Andrew.Baker@flcc.edu](mailto:Andrew.Baker@flcc.edu)  
  
Jason Maitland, Director of Campus Safety  
Room B205 | 585-785-1437 | [Jay.Maitland@flcc.edu](mailto:Jay.Maitland@flcc.edu)

Finger Lakes Community College, 3325 Marvin Sands Dr., Canandaigua, NY 14424.

Inquiries may also be directed to the United States Department of Education's Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646)428-3800; or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

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Barbara G. Risser  
*President*

“There is a collective **passion** on this campus. A **genuine pride** in who we are and the work that we do.”



# WELCOME TO FINGER LAKES COMMUNITY COLLEGE!

The outstanding employees of Finger Lakes Community College are absolutely vital to the College's success. Our mission as "a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region," can only be fulfilled through your commitment to our students and community.

Whether you have just joined the College or have been here for a while, I am confident that you will find FLCC to be a rewarding community of learners and colleagues. Our faculty, staff and administrators are the College's most valuable resource!

Best wishes,

A handwritten signature in black ink that reads "Barbara Risser". The script is elegant and cursive, with a prominent initial 'B'.

Barbara Risser, Ed.D.  
*President*

# ABOUT THIS HANDBOOK

This handbook is a useful guide and resource for employees at FLCC. It will provide you with an overview of the College’s mission, organization, policies, and on the job “need to know” expectations and functions. It will serve as a good overview for you, especially in terms of the employer/employee relationship.

This handbook is confidential and for internal use only. It is not intended to be comprehensive or to address all the possible applications or exceptions to FLCC policies and procedures. Many of the subjects described are covered in detail in official policy documents and labor contracts. Employees should review all official FLCC policies at: <https://intranet.flcc.edu/Policies%20and%20Procedures/Forms/AllItems.aspx>

Questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, should be directed to the Human Resources department at ext. 1428. Other information sources for FLCC employees include the Intranet, FLCC publications, co-workers and your direct supervisor.

Like any written resource, things will change based on a variety of factors. The Human Resources department will make every effort to keep you up-to-date on relevant information and changes to policies, practices, benefits or other matters which may concern you.

When in doubt, ask your colleagues or supervisor who are always willing to help and will point you in the right direction.



# STRATEGIC PLAN AND GOALS

FLCC's 2014–2018 Strategic Plan focuses on graduate proficiency in written communication and student completion as well as the College's financial strength, institutional effectiveness and regional educational leadership. This Strategic Plan sets a new standard of excellence for educating the community's next generation of leaders and will guide the College in achieving its vision.

## ACADEMIC GOAL:

### **Graduate Proficiency in Written Communication**

Graduates will demonstrate proficiency in written communication

## OPERATIONAL GOALS:

### **Financial Strength**

The College will strengthen its financial position by improving the efficiency of its operations, identifying new sources of revenue and increasing philanthropic support, thereby enabling investments in innovative programs and college-wide improvements.

### **Institutional Effectiveness**

The College will develop and implement systems and processes that lead to continuous improvement in support of the College's strategic plan.

## STRATEGIC GOALS:

### **Student Completion**

The College will contribute to sustainable futures for our students and the cultural and economic vitality of the region by increasing the number of certificates, degrees or other credentials our students complete.

### **Regional Educational Leadership**

The College will provide regional educational leadership by partnering with service area school districts to strengthen the educational pipeline. The College will align non-credit and credit programs in support of regional workforce needs.

Employees are highly encouraged to review the FLCC Strategic Plan at [www.flcc.edu/pdf/StrategicPlan.pdf](http://www.flcc.edu/pdf/StrategicPlan.pdf).

# MISSION AND VISION STATEMENTS

FLCC's mission statement was developed in cooperation with the Board of Trustees and employees at all levels of the organization, including every constituency group.

## OUR MISSION STATEMENT IS:

Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region.

## OUR VISION STATEMENT IS:

Finger Lakes Community College will build innovative programs to meet evolving educational needs, drawing on partnerships in the community and beyond. FLCC will offer an educational environment that is intentionally designed to engage our students as learners and propel them to completion.

## OUR VALUE STATEMENT IS:

Finger Lakes Community College values its rich history of developing and providing high quality programs and services for the benefit of our students and community. From the historic Canandaigua storefronts to the natural beauty surrounding the four campus locations and two field stations, we continue to value development of the individual, innovation, creativity, the arts and our environment.

# CORE COMPETENCIES

FLCC has identified five core competencies that will enable employees to help carry out the College's mission and goals. The employee's ability to deliver on core competencies is evaluated during his or her performance appraisal.

## **Communication**

- Actively listens to others' viewpoints
- Expresses ideas clearly and effectively
- Delivers effective presentations
- Ensures that people get the information they need to do their jobs
- Technically competent

## **Respect**

- Encourages free and open discussion
- Works as a team member
- Accessible and open to change
- Values and encourages diversity in the workplace
- A commitment to recognizing and developing each individual to his or her full potential
- Inspires, mentors and motivates others

## **Leadership**

- Encourages new ideas and initiatives
- Provides support for staff
- Fosters a team environment
- Delegates appropriately
- Forecasts the needs of department/division and sets appropriate goals
- Deals with conflicts in a fair and professional manner

## **Professionalism**

- Accountability, accepting responsibility for actions and tasks regardless of the outcome
- Initiative to identify, analyze and resolve issues
- Makes timely, informed decisions that include the input of all areas potentially affected
- Has institutional perspective
- Exhibits appropriate behavior in all professional situations
- Ability to make sound judgments and logical decisions

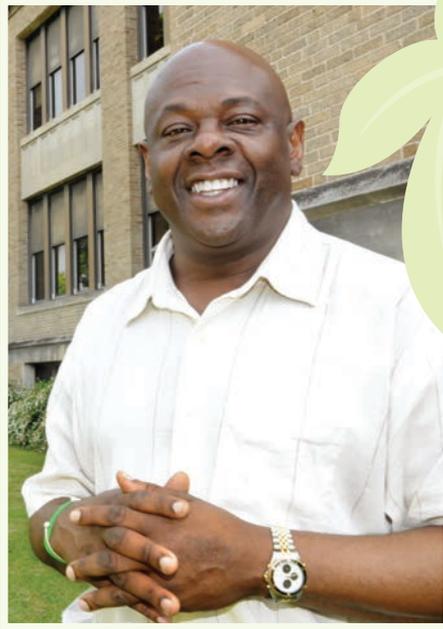
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# CORE COMPETENCIES CONTINUED

## Quality

- The pursuit of excellence in all day-to-day activities
- Demonstrates interest and enthusiasm toward work
- Maintains high standards of integrity
- Creative and able to develop innovative approaches
- Demonstrates initiative and persistence
- Understands and adheres to agreed upon standards, procedures and practices
- Provides a high level of service to our internal and external customers
- Evaluates and proactively improves processes and results





John Cromartie  
*Administrator,  
Geneva Campus Center*

“ Working at a campus center gives me the **opportunity** to meet most of the students that come through the doors. I enjoy the **relationships** I’ve built with employees and students who I see every day. ”

# ORGANIZATION

FLCC's organizational structure includes the President's Office, Human Resources, Information Technology, Advancement, Institutional Effectiveness and the three divisions of the College: Academic and Student Affairs, Administration and Finance, and Enrollment Management.

FLCC has three campus centers in Geneva, Newark and Victor to serve the educational needs of residents in Ontario, Seneca, Wayne and Yates counties. Our new Viticulture Center in Geneva includes a teaching winery, enology laboratory and aging rooms. There are also two field stations; the Muller Field Station on Honeoye Lake and the East Hill Campus in Naples. These provide field-based education, lab experiences and community outreach opportunities. The College also works closely with two not-for-profit corporations, the FLCC Association and the FLCC Foundation, that assist the College by providing auxiliary services and financial and/or philanthropic support to help fulfill the College's educational mission.

## PRESIDENT'S OFFICE

The president, Dr. Barbara Risser, is the chief executive officer of the College and is responsible for providing leadership for all College operations as well as for the institution's growth, development, effectiveness and response to community needs. Dr. Risser, who became the College's fourth president in August 2007, also provides leadership in economic and community development in the College's service region.

## ACADEMIC AND STUDENT AFFAIRS DIVISION

At FLCC, student success is an essential component of the College's mission. We strive to ensure our students excel as members of the College community. Our goal is to help them be well-prepared for future success in work and life.



The Academic and Student Affairs division plays an important role in ensuring student success. This division develops and implements strategies to promote student learning, well-being and success. Its major auspices— including academic initiatives, instruction and assessment, and student affairs, all serve to foster the intellectual, academic, cultural, and social development of students.

The following offices report to the Provost, Vice President of Academic and Student Affairs:

#### **Academic Initiatives**

- Curriculum Development
- Concurrent Enrollment
- Online Learning

#### **Instruction and Assessment**

- Academic departments
- Center for Teaching and Learning
- Library

#### **Student Affairs**

- Educational Planning and Career Services
- Academic Success and Access Programs
- Community Standards
- Student Health Services
- Student Life

## CONCURRENT ENROLLMENT

Thousands of area students take advantage of FLCC courses well before their high school graduation. Taking FLCC classes before high school graduation allows younger students to excel and reap the rewards of affordable college credits— all on the fast track!

The department of concurrent enrollment provides programs to high school students including the:

#### **Gemini Program**

A partnership between area high schools and the College, which provides eligible high school students the opportunity to receive FLCC college credit at an affordable cost.

#### **3-1-1 Program**

Students take three years of high school courses, a combined year of high school and FLCC courses, and one year of college courses at FLCC to complete an associate degree.

#### **Home School Initiative**

Students who are home-schooled participate in college level courses at an affordable cost.

For more information visit [www.flcc.edu/highschool](http://www.flcc.edu/highschool).

## ONLINE LEARNING

Online Learning at FLCC is growing by leaps and bounds. FLCC is a partner with the SUNY Learning Network, a world leader in online learning. Online learning allows students to overcome job, time, and geographic location obstacles by offering flexible learning options. FLCC offers more than 100 courses online, including six full degree programs.

In addition, we have four degree programs in which more than 50% of the classes are offered online.

### **Hybrid Courses: The Best of Both Worlds**

Hybrid courses combine online study with in-person classroom time. The result is the convenience and flexibility of online learning with an extra level of support through face-to-face interaction. Hybrid courses are a great option for those transitioning to online courses or that just don't have the time to invest in a full time course in the classroom.

For more information: [www.flcc.edu/online](http://www.flcc.edu/online)

## OPEN SUNY

Open SUNY is a system-wide effort designed to maximize online-enabled learning opportunities for all SUNY students current and future. Open SUNY, as a concept, seeks to support campuses and faculty in increasing access, completion, and success for their students. Open SUNY draws on a rich history of innovative instruction within the SUNY system including the SUNY Learning Network (SLN), Empire State College Center for Distance Learning and much more.

## ADMINISTRATION AND FINANCE DIVISION

This division provides efficient services that support the College's growth, facilities, and overall operations. The following offices report to the Vice President of Administration and Finance: Business Services, Controller, Facilities and Grounds, and Campus Safety.

# ENROLLMENT MANAGEMENT DIVISION

Enrollment Management provides enrollment services in collaboration with several departments. The division works to ensure a seamless, supportive network for students from the time they first contact the College through graduation and beyond. The following offices report to the Vice President of Enrollment Management: Admissions, Athletics, Campus Centers, FLCC Association, Financial Aid, Marketing, One Stop Center and Student Records.

## CAMPUS CENTERS

FLCC's three outstanding campus centers in Geneva, Newark and Victor serve the educational needs of residents in Ontario, Seneca, Wayne and Yates counties by offering a broad range of credit and non-credit courses. Each center offers day and evening classes, computer labs, academic and personal counseling, and an academic support center offering services for students with disabilities, tutoring and library services.

### **Geneva Campus Center**

The Geneva Campus Center opened in 1984 and is located at 63 Pulteney Street in Geneva. In Geneva, students from throughout the region can pursue courses in liberal arts, pre-nursing, criminal justice, business, and viticulture and enology, and other areas.

Contact the Geneva Campus Center at (315) 789-6701. Visit the Web page at [www.flcc.edu/geneva](http://www.flcc.edu/geneva)

### **Victor Campus Center**

The Victor Campus Center opened in 2010 and is located at 200 Victor Heights Parkway in the heart of Victor's thriving, tech-centered business community and near the NYS Thruway. Program offerings include liberal arts, paralegal, business, and others. For those students interested in technology, most of the required coursework is offered at the center. Highlights include state-of-the-art laboratories and specially designed equipment. The Victor Campus Center's Regional Learning Partners are four-year colleges and universities that offer degree programs from their respective institutions. Contact the Victor Campus Center at (585) 742-6337. Visit the Web page at [www.flcc.edu/victor](http://www.flcc.edu/victor)

## Wayne County Campus Center

The Wayne County Campus Center opened in 1990 and is located at 1100 Technology Parkway in Newark, just off Route 88. In 2011, a new biology laboratory opened at the center. Students can pursue a majority of their required coursework in several programs at the center, including liberal arts and sciences, business, criminal justice, human services, chemical dependency, and pre-nursing. Contact the Wayne County Campus Center at (315) 331-9098. Visit the Web page at [www.flcc.edu/newark](http://www.flcc.edu/newark)

# ADVANCEMENT

The Advancement Department develops and builds effective partnerships with regional stakeholders and manages the institution's reputation. The department works closely with both internal and external constituents of the College, including employees, students, alumni, friends, donors, community leaders, businesses, private organizations, educational institutions, not-for-profits, government officials, and the media to communicate the role that FLCC plays in the community. The following offices report to the Executive Director of Advancement: Resource Development (Alumni Affairs, FLCC Foundation, and Grants), Community Affairs (Community Partnerships, Finger Lakes Television, Internal Communications, and Public Relations), and Professional Development and Continuing Education.

## FLCC FOUNDATION

The Finger Lakes Community College Foundation is a 501 (c) (3) charitable corporation established to seek financial support for the College from the private sector. Given the growing constraints and reduced levels of public funds today, private giving is increasingly important to public higher education. Private contributions are vital to maintaining a high standard of excellence at Finger Lakes Community College.

The Foundation assists the College with equipment purchases, special projects, and campus events. The Foundation also receives and manages scholarships that help deserving FLCC students. For more information on the Foundation visit [www.flcc.edu/foundation](http://www.flcc.edu/foundation)

As part of the Foundation, the Alumni Association develops relationships with alumni, students, employees and friends of the College to support efforts that benefit alumni and advance the mission of the College. For information on the Alumni Association, visit [www.flcc.edu/offices/alumni](http://www.flcc.edu/offices/alumni)

# HUMAN RESOURCES

The Human Resources Office is dedicated to supporting a high quality work environment at FLCC. This service-oriented office develops and manages comprehensive employee programs, including wage and salary administration, benefits administration, institutional policies, recruitment, employment and retention, employee and organizational development, professional development and training, labor relations, and performance management. The division is a resource for employees as well as those interested in working at the college.

# INFORMATION TECHNOLOGY

The Information Technology Department manages computing and networking resources in support of the College's academic and administrative computing and data communication needs.

# INSTITUTIONAL EFFECTIVENESS

The Office of Institutional Effectiveness administers the college's institutional research, innovation, and excellence programs and initiatives. The office has college-wide responsibility for the collection, organization, analysis and reporting of all institutional data and serves as the key resource to the President's Cabinet for essential information and data in efforts to establish and address institutional priorities, assess institutional performance and improve institutional outcomes.

# ORGANIZATION CHART

The most up-to-date FLCC organization chart can be found on the President's website at:

<https://intranet.flcc.edu/Board%20Minutes/Forms/Summary%20view.aspx>

Job descriptions for all positions can be found at:

<https://intranet.flcc.edu/teamsites/HR/pages/Job%20Descriptions.aspx>



John Van Niel  
*Professor of Environmental  
Conservation & Horticulture*

“Working alongside students and involving them in wildlife research combines my **passion for teaching** and my love of nature.”

# GOVERNANCE

## BOARD OF TRUSTEES

Under the time-honored practice of American colleges, trustees establish policies governing the College. They also delegate responsibility for the administration and execution of these policies to professional administrators. College trustees' duties are to:

- Appoint a president (permanent, acting, or interim)
- Approve curricula
- Prepare, approve and implement budgets
- Establish tuition and fees (within legal limits)
- Approve sites and temporary and permanent facilities
- Award certificates and diplomas and confer degrees
- Appoint personnel
- Determine and implement salary and benefit schedules
- Approve the College's organizational structure

## GOVERNANCE PROCESS

All members of the College's constituency groups— faculty, administration, professional staff, support staff, and students elected to the Student Corporation Board— can participate in the governance process.

The goals of the governance system are:

- To develop recommendations for academic policies, institutional planning, and resource development and allocation
- To request and utilize appropriate data analysis in the development of policy recommendations
- To encourage proper communication and coordination between and among constituency groups
- To foster reciprocal accountability and responsibility among governance participants



# STRUCTURE AND MEMBERSHIP

The governance system includes the Board of Trustees, the president of the College, the administration, the Academic Senate, and the College Council.

College decision-making at its highest level—that of institutional policy—is vested in the Board of Trustees. Other institutional decisions are the joint responsibility of the Board of Trustees and the president. Making institutional recommendations to the president are two governance bodies: the Academic Senate and the College Council.

The Academic Senate recommends academic policies to the president. The College Council recommends other policies, including but not limited to, institutional planning and resource development and allocation. The College Council also facilitates the process involving any proposed amendments to the College constitution.

The Academic Senate is composed of elected and non-elected members. Elected members include one faculty member from each academic department, one from the library, one from the Educational Planning and Career Services, and a student representative from the Student Corporation Board. Other members of the Academic Senate are the vice president of academic and student affairs (or a person in an analogous position) and the associate vice president of instruction and assessment (or a person in an analogous position). Elected representatives and their alternates serve two-year terms with a limit of three consecutive terms.

The College Council consists of four representatives elected from each of the constituency groups (full-time faculty, administration, professional staff, support staff, and the Student Corporation Board). All representatives serve two-year terms with a limit of three consecutive terms.

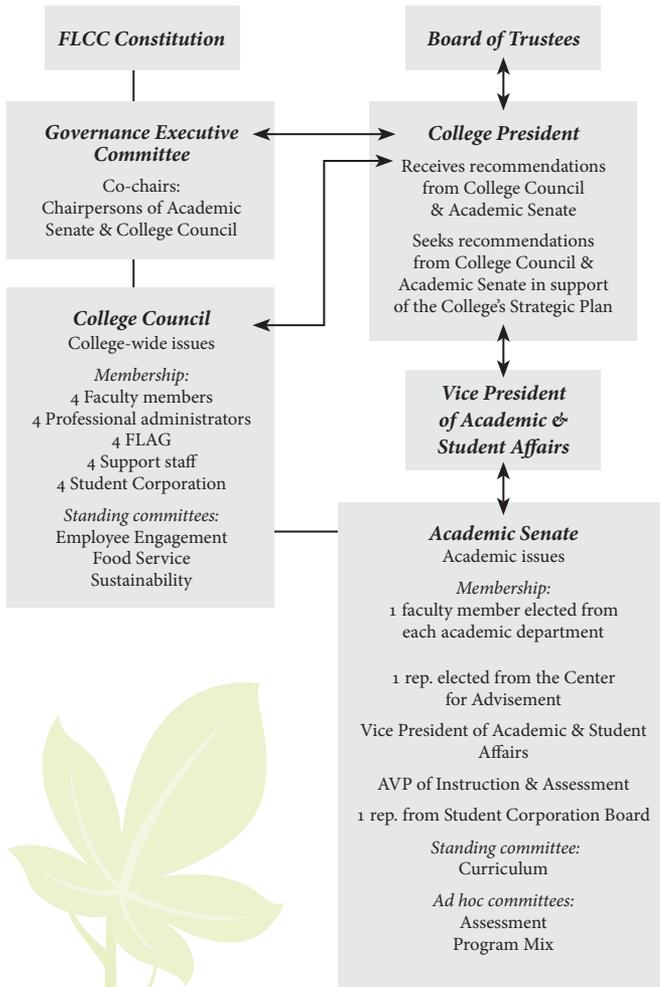
Elections of representatives and alternates to the Academic Senate and the College Council take place by April 30. Terms begin at the start of the following academic year.

For more information on governance visit

<https://intranet.flcc.edu/CC/Document%20Library2/Forms/AllItems.aspx>



# GOVERNANCE CHART



# CONSTITUENCY GROUPS

All employees are members of a College constituency group, except for part-time professionals and contract employees.

College constituency groups include:

## CIVIL SERVICE EMPLOYEES ASSOCIATION (CSEA)

The Civil Service Employees Association is the exclusive bargaining representative for full-time and part-time support staff. The labor agreement is available online at <https://intranet.flcc.edu/teamsites/HR/pages/Labor%20Contracts.aspx>

## FINGER LAKES ADMINISTRATIVE GROUP (FLAG)

The Finger Lakes Administrative Group is an organization of non-unit College administrators. The employment relationship between the College and FLAG employees is “at will.” Either the College or the FLAG employee may terminate employment at any time. The FLAG handbook, also called the Management Confidential Handbook, is available online at <https://intranet.flcc.edu/teamsites/HR/default.aspx>

## GREATER ROCHESTER AREA DEDICATED EDUCATORS (GRADE)

The Greater Rochester Area Dedicated Educators is the exclusive bargaining representative for all adjunct faculty who teach credit bearing courses. The labor agreement is available online at <https://intranet.flcc.edu/teamsites/HR/pages/Labor%20Contracts.aspx>

## MANAGEMENT CONFIDENTIAL

FLCC employs managerial and confidential employees as defined by New York Civil Service law. Some academic secretaries and Human Resources staff belong to this constituency group. Like FLAG, the employment relationship between the College and managerial and confidential employees is “at will.” Either the College or the management confidential employee may terminate employment at any time. The Management Confidential Handbook is available online at <https://intranet.flcc.edu/teamsites/HR/default.aspx>

## PROFESSIONAL ASSOCIATION

The FLCC Professional Association is the exclusive bargaining representative for full-time professional staff. The labor agreement is available online at <https://intranet.flcc.edu/teamsites/HR/pages/Labor%20Contracts.aspx>

## TEACHING FACULTY ALLIANCE

The Teaching Faculty Alliance is the exclusive bargaining representative for full-time teaching faculty. The labor agreement and the Bargaining Council Constitution are available online at <https://intranet.flcc.edu/teamsites/HR/pages/Labor%20Contracts.aspx>





Lorrie Childs  
*Secretary I*  
*Advancement Division*

“FLCC is a small college with big knowledge. I enjoy working at FLCC because it fuels my **desire to learn** new things every day.”

# FLCC ASSOCIATION

Finger Lakes Community College Association, Inc. is a not-for-profit corporation established in 1972. The Association is contracted by the College to provide auxiliary services to students and employees that support the College's mission.

A board of directors composed of 18 College constituents governs the FLCC Association's operation and management. Major services include the bookstore, child care center, student housing and residential life, dining services, inter-collegiate athletic programs, student and staff IDs, student health and accident insurance, and graduation activities.

For more information, contact the executive director of the FLCC Association at ext. 1465.

## CAMPUS BOOKSTORE

The Book Nook hours are Monday through Thursday, 8 a.m. to 6:30 p.m. and Friday, 8 a.m. to 4 p.m. Hours are extended at the beginning of the fall and spring semesters. Textbooks and educational materials, gift items, beverages and snacks, and clothing are all available for sale. Employees may rent or purchase robes and regalia through the bookstore prior to graduation ceremonies. Textbooks are sold at the campus centers during the first week of the fall and spring semesters.

## CHILD CARE CENTER

The FLCC Child Care Center offers year-round, on-campus child care for children 18 months to eight years. Center services are available to FLCC students, faculty and staff, and when space permits, community members. For school-age children, both before-and after-school child care is available. Seasonal summer camps operate during July and August. Registration is required for enrollment. The Center is fully licensed and accredited.



# FINGER LAKES CAFÉ

The Finger Lakes Café, managed by AVI Food Systems, is the primary food vendor for the College. The café accepts cash, credit, debit, or SUNY ID card. Regular hours are Monday through Thursday, 7:30 a.m. to 7:30 p.m. and Friday, 7:30 a.m. to 2 p.m. Summer and holiday hours may vary.

Daily offerings include pizza, grill items, deli sandwiches, salad bar and hot entrées, including a vegetarian option.

The Finger Lakes Café offers a full line of event catering from daily drop-offs to full-service events. View a menu at [www.flcc.avifoodweb.com](http://www.flcc.avifoodweb.com). Specialty menu items not listed can be requested to suit the occasion.

For more information about the Finger Lakes Café, contact:

Mark Watkins, *Resident Director*  
Ext. 1444  
[mwatkins@avifoodsystems.com](mailto:mwatkins@avifoodsystems.com)

## HOUSING AND RESIDENTIAL LIFE

With the growing demand for local student housing, the FLCC Association Housing Office provides the Finger Lakes College Suites residential hall for traditional-age students. The office also provides both guidance and resources for those seeking off-campus accommodations. During the summer, the College Suites is available for College-related conferences and events housing.

## SUNY ID CARDS

ID cards are issued to employees and students in the Book Nook. ID cards provide employees and students with access to the library and athletic facilities. SUNY ID cards may be used in the Finger Lakes Café or bookstore.

ID cards and replacement cards are issued in the Book Nook during their operating hours. Replacement cards cost \$10.



# STUDENT INFORMATION

Students can stop in any office at FLCC and ask for help. Staff in Educational Planning and Career Services offer workshops to help employees understand common indicators that students may exhibit when they need help. Scenarios are used to help employees understand how they can use observation, empathy, and knowledge of available resources, policies, and common indicators, to help students.

Below is guidance on how to refer students with concerns, as well as information on what you can do to assist students who come to you for help.

- Talk to the student in a private setting
- Listen to what the student has to say and respond in a sensitive, non-judgmental way
- Be honest about the limits of your expertise but assure the student you will assist in finding the proper resources
- Let the student know you believe and support her/him, and that you hope he/she will take advantage of the resources that are available

## REFERRING STUDENTS WITH SEXUAL ASSAULT COMPLAINTS

If a student comes to you regarding a sexual assault incident, follow the instructions above. You can keep personally identifiable information confidential, but you are required to report general information about incidents of sexual violence, including nature, date, time, and general location of the incident.

- Encourage the student to report the incident to the Title IX Coordinator so that the College can fully respond to the incident and possibly prevent future incidences
- Offer to help the student navigate the process to file claims and fill out forms

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# REFERRING STUDENTS WITH SEXUAL ASSAULT COMPLAINTS CONTINUED

- Explain that Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs
- Inform students about campus resources for counseling, medical, and academic support

## ON-CAMPUS RESOURCES FOR STUDENTS

- **Office of Campus Safety**  
(585) 785-1900 • Room B229 (2202)  
Anonymous reporting through Silent Witness:  
[www.flcc.edu/offices/safety/silent.cfm](http://www.flcc.edu/offices/safety/silent.cfm)
- **Student Health Office**  
(585) 785-1297 • Room D312
- **Educational Planning and Career Services:**  
(585) 785-1267 • Room 1115
- **Office of Community Standards**  
(585) 758-1211 • Room 1125

The Student Code of Conduct is another important resource.

To view the code, you may visit <http://www.flcc.edu/pdf/judicialaffairs/StudentCodeofConduct.pdf>.



# COLLEGE POLICIES

This employee handbook contains policies that pertain to all employees. Our policies are designed to provide important information relevant to the College and its function. FLCC employees must be knowledgeable about all general human resources policies and those which pertain to their specific job functions. If employees have any questions about FLCC policies, they should talk with their supervisor and/or Human Resources.

For a comprehensive listing of all policies, go to <https://intranet.flcc.edu/Policies%20and%20Procedures/Forms/AllItems.aspx>

## AFFIRMATIVE ACTION

In accordance with its Affirmative Action program (AAP), FLCC complies with all relevant federal and state equal opportunity laws and regulations regarding affirmative action to ensure that minorities, women, veterans and persons with disabilities are given full consideration for employment, development and advancement within the College.

It is College policy that, in circumstances where underrepresented individuals are well-qualified for a position, actions will be taken to address any substantiated inequities. Overall responsibility for directing and implementing the policy and the College's Affirmative Action Plan is the responsibility of the director of human resources.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/Affirmative%20Action%20Plan%20revised%202013.pdf>

## AMERICANS WITH DISABILITIES ACT

Finger Lakes Community College does not discriminate in any employment matters against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or seeks.

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# AMERICANS WITH DISABILITIES ACT CONTINUED

The College will provide a reasonable accommodation to a qualified individual with a disability to help that individual perform essential functions of their position. All accommodation requests must be initiated by, or coordinated with, the Human Resources department.

## **Procedure for Requesting an Accommodation**

Employees or job applicants who need some type of accommodation to perform the essential functions of a job should contact their supervisor and/or the Human Resources department. The College prohibits retaliation against anyone who requests an accommodation, makes a complaint of disability discrimination or harassment, or participates in a discrimination or harassment investigation in good faith.

Any individual who feels he or she has been discriminated or retaliated against due to a disability, or has been denied a reasonable accommodation, should contact their supervisor, the Human Resources department, or the assistant director of health and safety.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/AmericansWithDisabilitiesAct.pdf>

# CHILD PROTECTION POLICY

The College is committed to protecting the safety and well-being of children who participate in College-related programs and activities or utilize campus facilities for scheduled activities.

Adults who witness any maltreatment, physical or sexual abuse of a child occurring on College property, while off campus during official College business, or at College-sponsored events will report such conduct to local law enforcement and FLCC Campus Safety immediately.

This policy applies to all students, faculty, and staff of FLCC; campus visitors; and individuals or organizations engaging in or conducting activities associated with FLCC and/or doing business at or with FLCC.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/Child%20Protection%20Policy%20approved%20June%202015.pdf>

## CONFIDENTIAL NATURE OF WORK

All FLCC records and information relating to FLCC or its students are confidential and should be treated according to institutional policy and accepted standards. No FLCC-related information, including documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the college) may be removed from FLCC premises without advance permission. The contents of FLCC records and/or information should not be disclosed except when allowed for a justifiable business purpose. Employees may not disclose confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the College. Employees who are unsure about the confidential nature of specific information should ask their supervisor or the Human Resources department for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for revealing information of a confidential nature without appropriate permission.

## CONFLICT OF INTEREST & DISCLOSURE OF CERTAIN INTERESTS

College employees must conduct business according to the highest ethical standards. A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, and siblings) as a result of College business dealings. Personal gain may result when an employee or a relative has significant ownership in a firm with which the College does business, or when an employee or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the College.

Employees are required to disclose all interests that could result in a conflict of interest and have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

No presumption of a conflict is created by the mere existence of a relationship with outside entities. However, if an employee has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the College, their supervisor or Human Resources as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/ConflictOfInterest.pdf>

## CONFLICTING EMPLOYMENT RELATIONSHIPS (NEPOTISM)

Applicants who are related to current College employees are considered for employment in the same manner as all other applicants. Employment of family members is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his/her position in an objective manner. Conflicts may be avoided by adjusting the duties assigned to one or both individuals or by modifying administrative relationships. Such adjustments may be made whenever reasonable but are not acceptable if they will have a significant adverse effect on the evaluation of the positions or on the orderly operation of the department or other offices concerned.

Employees should neither initiate nor participate in institutional decisions (initial appointment, retention, promotion, salary, leaves, etc.) that affect members of their immediate families (defined as: an employee's spouse, child, ward or live-ins, step-child, mother, father, step-mother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, grandparents, grandchildren, domestic partner, significant others, or fiancés/fiancées). If an employee's administrative or management position dictates participation, the decision will be elevated to a higher level of management. In situations involving committee memberships, employees must excuse themselves from participating in decisions affecting family members.

Employees of the College will not be employed in positions where they report directly to a family member. If such a situation develops, all future personnel decisions involving either employee become the responsibility of the higher level manager. Human Resources must be consulted in all situations involving conflicting employment relationships.

## CONSENSUAL RELATIONSHIPS

College employees are prohibited from engaging in consensual sexual relationships with students or college employees over whom they have any authority or responsibility, either directly or indirectly. If a manager or supervisor has authority over an employee with whom he/she begins a consensual sexual relationship, the manager or supervisor must immediately notify the Human Resources department. For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/ConsensualRelationships.pdf>

## DRUG AND ALCOHOL USE

In compliance with the Drug Free Workplace Act of 1988, college employees must report for work on time and in the appropriate mental and physical condition to effectively carry out their job responsibilities.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on College premises, or while conducting College business off College premises, is prohibited. Alcohol may be not consumed or ingested by any employee while on duty, while conducting College business, while assigned to drive a College vehicle or while driving a personal vehicle for College business. The only allowable exception occurs at College social events on premises where alcohol may be consumed by employees in accordance with all legal restrictions and with prior and written authorization by the president. Requests to serve alcohol at FLCC social events must be made according to College protocols and will be granted by the president's office only under specific restrictions and for limited purposes.

Illegal drugs or controlled substances are not allowed on College premises.

Any violation of this policy will result in disciplinary action up to and including termination, and may have legal consequences for the individual involved. The College will comply with all applicable laws regarding drug and alcohol use and testing. For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/DrugAndAlcoholUse.pdf>

## EQUAL EMPLOYMENT OPPORTUNITY

Finger Lakes Community College is an Equal Opportunity Employer and all personnel decisions, such as recruitment, hiring, compensation benefits, and discipline will be administered without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, military service or veteran status, marital status, genetic information or any other characteristic protected by law. The College does not discriminate or harass on the basis of race, religion, color, sex, sexual orientation, national origin, age, disability, military service or veteran status, marital status or any other characteristic protected by law. Retaliation is prohibited against any person who files a charge of discrimination. The College will comply with all applicable equal employment opportunity laws.

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# EQUAL EMPLOYMENT OPPORTUNITY CONTINUED

The following person has been designated to handle inquiries regarding discrimination or harassment:

Grace Loomis, Director of Human Resources  
Civil Rights Compliance Officer  
Finger Lakes Community College  
3325 Marvin Sands Drive, Canandaigua, NY 14424  
585-785-1451 | [Grace.Loomis@flcc.edu](mailto:Grace.Loomis@flcc.edu)

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/EqualEmploymentOpportunity.pdf>

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

In compliance with the provisions of the Family and Medical Leave Act (FMLA), Finger Lakes Community College will grant up to 12 weeks of unpaid leave to eligible employees for circumstances specified by the FMLA:

- To care for the employee's child after birth, placement for adoption or placement for foster care
- To care for the employee's spouse, son/daughter or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform his/her job
- Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement.

Employees are not obligated to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment to avoid disruption of College operations. To be eligible for FMLA benefits, an employee must have worked for the College for at least 12 months, and have worked at least 1,250 hours during the previous 12 months. During FMLA leave, FLCC must maintain the employee's health coverage under any group health plan.

Employees may choose, or the College may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave, employees must comply with the College's normal paid leave policies.

Employees must provide the College with a minimum of 30 days notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible,

the employee must provide notice as soon as possible and will comply with the College's normal call-in procedures to the extent possible. Employees must provide sufficient information for the College to determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. The College is obligated to inform the employee requesting leave whether they are eligible under FMLA. If the employee is not eligible, the notice must include the reason for ineligibility and specify any additional information required, as well as the employee's rights and responsibilities.

FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Any individual who feels he or she has been discriminated or retaliated against due to a request for or use of FMLA leave should use the reporting procedures set forth in the College's Non-Harassment/Non-Discrimination policy.

For specific guidelines please view your union's labor contract. View the complete policy at: <https://intranet.flcc.edu/Policies%20and%20Procedures/FamilyAndMedicalLeaveAct.pdf>

## HAZARD COMMUNICATION PROGRAM/ RIGHT TO KNOW

Finger Lakes Community College complies with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200, and the New York State Right to Know Law and Article 28 of the New York State Labor Laws Sections 875-882 (cited as 12 NYCRR Part 820), in which employees are given the "Right-To-Know" about the effects inherent in the use of toxic substances with which they are working.

In general, each employee in the College will be apprised of the substance of the Hazard Communication Standard, the Right to Know Law, the hazardous properties of chemicals they work with, and self-protection and appropriate handling measures.

The assistant director of environmental health and safety, (herein referred to as the "Officer") coordinates these programs. The components of the programs are:

- Inventory of Hazardous Chemicals
- Labels
- Record Keeping
- Non-routine Tasks
- Material Safety Data Sheets (MSDS)
- Training and Education
- Contractor Employers

### **Additional Information**

Contact the Officer in Room B149, ext. 1664 with questions. In an emergency, dial 911.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/HazardCommunicationProgramRightToKnow.pdf>

# SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND STALKING

Many of these policies are designed to keep employees safe and free from threatening or harassing behavior. It is every employee's job to also keep our students safe. See [page 27](#) of the handbook for more information.

The following four policies specifically address the issues of sexual harassment, sexual misconduct and stalking. The policies are: Obligation to Report Harassment or Discrimination, Sexual Harassment, Title IX and Workplace Violence Prevention and Response. It is important every employee become familiar with these policies.

All FLCC employees are obligated to report any incidents, complaints, or allegations of employment discrimination or harassment of which they may become aware at any time during their employment. There are multiple offices that will receive these reports, including immediate supervisors, officers, Human Resources and Campus Safety.

## OBLIGATION TO REPORT DISCRIMINATION OR HARASSMENT\*

All FLCC managerial and supervisory employees, including department chairs, are obligated to report any incidents, complaints, or allegations of employment discrimination or harassment of which they may become aware at any time during their employment. When an employee in a supervisory role receives a written, oral or electronic complaint involving allegations of employment discrimination or sexual harassment from any College employee, or has reason to believe or suspects that such a situation may exist, the supervisor must immediately contact:

- Civil Rights Compliance Officer:  
Grace Loomis, Director of Human Resources  
Room B140D | 585-785-1451 | [Grace.Loomis@flcc.edu](mailto:Grace.Loomis@flcc.edu)

Or:

- Deputy Title IX Coordinators:  
Andrew Baker, Director of Community Standards  
Room 1125 | 585-785-1554 | [Andrew.Baker@flcc.edu](mailto:Andrew.Baker@flcc.edu)  
Jason Maitland, Director of Campus Safety  
Room B205 | 585-785-1437 | [Jay.Maitland@flcc.edu](mailto:Jay.Maitland@flcc.edu)

Finger Lakes Community College, 3325 Marvin Sands Dr., Canandaigua, NY 14424.

Failure to submit the required report may result in disciplinary action up to and including termination.

For information on reporting employment discrimination or harassment and related procedures: <https://intranet.flcc.edu/Policies%20and%20Procedures/ObligationToReportDiscriminationOrHarassment.pdf>

## SEXUAL HARASSMENT\*

Finger Lakes Community College prohibits sexual harassment in the workplace. Sexual harassment is a violation of federal and state laws and is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Civil Rights Restoration Act of 1988. Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited by College policy and state and federal law. Any act of retaliation will subject the offender to sanctions independent of the sexual harassment allegation.

### **Definition of Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence and misconduct.

### **Typical sexual harassment behaviors include, but are not limited to:**

- Comments of a sexual nature
- Explicit sexual statements, questions, jokes or anecdotes, either in person or sent electronically
- Propositions of a sexual nature
- Subtle pressure for sexual activity
- Touching, patting, hugging, brushing against a person's body
- Remarks about sexual activity, experience, or orientation
- Display of inappropriate sexually oriented material where others can see it
- Repeated or unwanted staring

Inquiries regarding the application of Civil Rights may be directed to:

- Civil Rights Compliance Officer:  
Grace Loomis, Director of Human Resources  
Room B140D | 585-785-1451 | [Grace.Loomis@flcc.edu](mailto:Grace.Loomis@flcc.edu)

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# SEXUAL HARASSMENT CONTINUED

Or:

- Deputy Title IX Coordinators:

Andrew Baker, Director of Community Standards  
Room 1125 | 585-785-1554 | Andrew.Baker@flcc.edu

Jason Maitland, Director of Campus Safety  
Room B205 | 585-785-1437 | Jay.Maitland@flcc.edu

Finger Lakes Community College, 3325 Marvin Sands Dr., Canandaigua, NY 14424.

For more information and related procedures: <https://intranet.flcc.edu/Policies%20and%20Procedures/SexualHarassment%202012.pdf>

## TITLE IX\*

Finger Lakes Community College shall not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction in its educational programs, admissions, activities or employment policies as required by Title IX of the Education Amendments of 1972.

Inquiries regarding the application of Civil Rights may be directed to:

- Civil Rights Compliance Officer:

Grace Loomis, Director of Human Resources  
Room B140D | 585-785-1451 | Grace.Loomis@flcc.edu

Or:

- Deputy Title IX Coordinators:

Andrew Baker, Director of Community Standards  
Room 1125 | 585-785-1554 | Andrew.Baker@flcc.edu

Jason Maitland, Director of Campus Safety  
Room B205 | 585-785-1437 | Jay.Maitland@flcc.edu

Finger Lakes Community College, 3325 Marvin Sands Dr., Canandaigua, NY 14424.

For more information and related procedures: <https://intranet.flcc.edu/Policies%20and%20Procedures/TitleIX.pdf>

# WORKPLACE VIOLENCE PREVENTION & RESPONSE\*

Finger Lakes Community College is committed to working with the College community to maintain an environment free from violence, threats of violence, harassment, intimidation, and disruptive behavior.

College employees receive training and a copy of the Workplace Violence Prevention policy from the Human Resources office during new employee orientation and annually thereafter.

Incidents of violence, threats, harassment, intimidation, or other disruptive behavior will not be tolerated. Harassment and/or intimidation constitute conduct that is disruptive to the College environment and/or which may result in fear for personal safety. Such behavior can include, but is not limited to, oral or written statements, gestures and expressions that communicate a direct or indirect threat of physical harm and stalking. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including termination and/or criminal penalties.

College employees should report incidents of violence, threats of violence, stalking, harassment, intimidation, or other similar inappropriate conduct to the Office of Campus Safety. In an emergency, call 911.

## **Definition of Stalking**

Stalking is the unwanted pursuit of another person. By its nature, stalking is not a one-time event. It is repeated harassing or threatening behavior toward another person, whether that person is a total stranger, acquaintance, current or former intimate partner, or anyone else.

## **Typical stalking behaviors include, but are not limited to:**

- Repeated and unsolicited telephone calls, emails or texts
- Unsolicited letter writing
- Unwanted notes on car or at residence
- Unsolicited gifts
- Surveillance (someone is watching you)
- Unexpected appearances at places you frequent, such as classrooms
- Contacting your friends, family or other students about you
- Searching public and private records to gain personal information
- Vandalism

For more information and related procedures: <https://intranet.flcc.edu/Policy%20and%20Procedures/WorkplaceViolencePreventionResponse.pdf>

## \*GENERAL ACTIONS EMPLOYEES SHOULD TAKE

As outlined in the procedures sections of the four preceding policies (Obligation to Report Discrimination or Harassment, Sexual Harassment, Title IX and Workplace Violence Prevention and Response), employees should refer to each policy and related procedures for specific information.

If an employee has any concerns regarding the behavior of another employee, one (or more) of the following persons must be notified immediately of the incident:

- The employee's immediate supervisor
- The academic chairperson or administrative department head responsible for the employee's work unit
- The appropriate vice president (if applicable)
- The human resources director (Title IX coordinator)

In many instances, Campus Safety will investigate the complaint and if necessary, will stabilize the situation to protect life and property, preserve evidence for prosecution, and document the incident in report form for further action.

**\*As an employee at Finger Lakes Community College, it is important that you are aware of and understand the policies listed above and how they impact you, your colleagues and your work environment. It is also important to understand how these policies relate to students and what your responsibilities are should a student come to you with a concern.**

**For employee concerns related to students, see [page 27](#) of the handbook or consult with one of the following offices: Campus Safety, Student Health, Educational Planning and Career Services or Community Standards. You can also reference the student publications that have been developed under the FLCC Cares initiative.**

**If you have any questions regarding these policies, please contact The Civil Rights Compliance Officer, Grace Loomis, at 585-785-1451. 3325 Marvin Sands Dr. Canandaigua, NY 14424. [Grace.Loomis@fllc.edu](mailto:Grace.Loomis@fllc.edu).**



Lynn Freid  
*Manager of Business  
Development & Training*

“ Professional Development and Continuing Education provides training to individuals ready to enter the workforce or looking for a new career. It is **inspirational** to see a person complete a non-credit training program, obtain work, and return to FLCC to further their education and career.”

# ON THE JOB

FLCC values a safe and healthy work environment for all of its employees. All employees should be familiar with the following policies:

## ACCIDENTS AND EMERGENCIES

The College strongly encourages employees to communicate with their supervisors regarding any perceived safety concerns or issues while on the job. This helps the College maintain a safe and healthy work environment. All employees will be provided first-aid and emergency services for injuries or illnesses which occur on FLCC premises. Employees should call 911 in the event of an accident or emergency.

If an employee is injured on the job, FLCC provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained at work, employees must report it immediately to the Campus Safety Office. Failure to report an accident can affect employee coverage under Worker's Compensation Insurance.

## ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Employees must report on time and work their scheduled days and hours unless a supervisor has approved the absence in accordance with institutional policy.

## BREAK TIME FOR NURSING MOTHERS

Per section 7 of the Fair Labor Standards Act ("FLSA"), amended due to the Patient Protection and Affordable Care Act ("Affordable Care Act"), Finger Lakes Community College provides reasonable break time for employees to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk.

There is a dedicated, private room shielded from view and free from intrusion from coworkers and the public.



When an employee needs to express breast milk, they notify Human Resources who will reserve the room, and then Campus Safety assigns them a key, and no one else should enter the room until the key is returned.

## COLLEGE INFORMATION AND PROPERTY

All FLCC assets must be maintained and safeguarded from damage or loss. No FLCC-related information or property, including documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of FLCC) may be removed from College premises.

When an employee terminates employment, the employee must return all FLCC-related information and property, including documents, keys, files, records, manuals, supplies, equipment and information stored on a personal and/or office computer or on a computer storage device.

## ELECTRONIC MESSAGING

Access to FLCC electronic messaging (including employee and student e-mail) is granted to members of the College community to conduct College business or instruction with the understanding that such access is a privilege and carries with it specific responsibilities. Users of college-provided electronic messaging capabilities must recognize that these resources are a form of professional communication to which relevant Human Resources policies, and applicable Federal and New York State laws apply. Failure to adhere to acceptable use of FLCC electronic messaging facilities can result in loss of access to these resources.

### **Definition of Electronic Messaging**

Any electronic resources used to deliver text and/or video messages through e-mail or Web-based technologies (including Web sites, blogs, wikis, etc.).

### **Acceptable Use**

FLCC electronic messaging employed for internal and external communications is restricted to legitimate College functions and purposes. The information communicated using FLCC electronic messaging systems is subject to the same laws, regulations, policies, and other requirements as information communicated in other media formats. The use of FLCC electronic messaging facilities is subject to all provisions of the FLCC Network Usage policy.

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# ELECTRONIC MESSAGING CONTINUED

## Unacceptable Use

Unacceptable use of FLCC resources, not limited to electronic messaging, includes the following uses:

- For personal profit
- For political purposes
- To interfere with the privacy, security, and legitimate work of others
- To interfere with the performance of the network
- To perform unauthorized copying or transmission of software
- To attempt to violate any connected computer system's security
- To access data being transferred through the network or files on any computer connected to the network without the owner's permission
- To spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system, or destroy another user's data
- To transmit "chain letters," unsolicited commercial e-mail (UCE)
- In any manner which violates any federal, state, or local law
- Involving the use of a username or account belonging to another individual without their permission
- Employing subterfuge to avoid being charged for use of the network or any computer systems attached to it
- For the transmission of material that is harassing or unlawful

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/ElectronicMessagingAcceptableUse%202014.pdf>

## EMERGENCY PREPAREDNESS AND RESPONSE

FLCC has emergency procedures and protocols in place to protect the safety of employees during emerging incidents or when crises occur which may affect College operations. The College conducts training and drills to prepare faculty, staff, and students for emergency situations.

### Fire Drills

When the alarm sounds, faculty, staff, students and visitors must proceed to the nearest exit, evacuate and move away from the building. All windows and doors should be closed upon exit. Elevators should not be used. Everyone should stay outside until the alarm silences and occupants are directed to return to the building by designated safety officials and administrators of the college.

Those with disabilities should contact the disabilities coordinator at ext. 1441 in Student Health Services to establish a personal evacuation plan prior to an emergency.

Those who have difficulty with stairs and/or a timely exit should not attempt to use the stairs during an evacuation. Instead, if located on a floor that does not have a direct ground level outdoor exit, seek out the nearest Emergency Evacuation Assembly, located adjacent to a stairwell and clearly marked with the international wheelchair access symbol and a sign stating, “EMERGENCY EVACUATION ASSEMBLY AREA.” Campus Safety and fire safety personnel will respond to the assembly areas to evacuate persons in need of assistance.

### **Fires**

In the event of a fire, an employee should pull the nearest alarm and evacuate as described above. When the alarm is activated, the fire department is automatically notified and will be en route to the College with safety equipment and fire personnel.

### **Medical Emergency**

- If a medical emergency arises, an employee should call 911. Be prepared to give information such as your location, the nature of injury, etc.

### **Crime**

The Office of Campus Safety has information about sexual assault prevention and crime prevention available for all employees and students at the College. For more information:

<http://www.flcc.edu/offices/safety/index.cfm>

To report a crime in progress, call 911. Be prepared to report:

- What is happening
- Who is involved
- Where it is happening
- A description of the suspect(s)

To file a crime report, call Campus Safety’s non-emergency number, ext. 1900.



## EMPLOYEE ASSISTANCE PROGRAM (EAP)

FLCC offers a professional service that provides information, counseling, and referral services to all full-time and part-time employees and their dependents. Associates in Employee Assistance is the College's EAP provider. A counselor can be reached at 585-383-4478.

The EAP provides the following services without cost to employees:

- Supervisory and management training sessions
- Three assessment/referral interviews
- Unlimited telephone consultations
- One workshop presentation
- Brief information/articles of interest to all employees
- Referral services to community resources

## EMPLOYEE DESKTOP COMPUTERS

Finger Lakes Community College will provide a desktop personal computer to most employees for the sole purpose of supporting the business and educational functions of the College. Hardware and software support and maintenance of employee desktop PC systems and accessories, such as printers, will be provided by IT. An employee LAN account will be provided for access to network resources subject to the provisions and restrictions of the FLCC Network Usage, e-mail, and Security of IT Systems and Data Policy.

In addition:

- Local storage of data on computing devices should be avoided generally and is expressly disallowed for information which is regarded as sensitive by the Security of IT Systems and Data Policy.
- Users who are assigned individual accounts may not share those accounts under any circumstances.
- Users are responsible for keeping their passwords secure, utilizing an alphanumeric mix with a minimum of 6 characters or longer depending on the complexity requirements of the system. Passwords should periodically be changed.

For more information: <http://intranet.flcc.edu/Policies%20and%20Procedures/ComputerDevicesManagementAndUse.pdf>

# INTRANET EMPLOYEE ANNOUNCEMENTS

An employee announcement section on the FLCC intranet Web site, <https://intranet.flcc.edu>, is available to disseminate FLCC business-related announcements to employees on legitimate College functions and purposes. All content is subject to the same laws, regulations, policies, and other requirements as information communicated in other formats. This section on the Intranet is for announcements only and is not a discussion forum. The Division of Information Technology reserves the right to remove any posting that does not comply with this policy. Penalties for misuse of this policy may include the revocation of an employee's account and loss of access to some or all of FLCC computing resources.

## **Acceptable use**

Announcement content must:

- Be accurate, concise and coherent
- Be FLCC business-related
- Be appropriate for the general FLCC employee population
- Have an expiration date set by the poster not to exceed the date of the event, with 30 days recommended as a guideline
- Demonstrate common sense, decency, and civility, and respect for the rights of others

## **Unacceptable use includes, but is not limited to, posting announcements**

- For any purpose not related to FLCC business
- For personal gain, including the sale of personal items, except as part of College-sponsored activities
- For partisan political purposes
- To distribute frivolous messages or jokes
- To advertise an event or emphasize an announcement that has an existing posting; only one active posting per event or announcement is permitted at a time
- To refute or point out errors in existing announcements
- With content that is harassing or unlawful
- In any manner which violates any federal, state, or local law

The Intranet is a valuable resource for employees. The following information is also on the College Intranet: academic calendar, advising materials, Angel login, branding/logo guidelines, budget information, campus maps, policies and procedures, Datatel login, disability services, employee directory, forms and guidelines, governance documents, institutional research/data, IT help desk, maintenance work order system, Middle States Accreditation, public events calendar, team sites, and WebAdvisor.

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/IntranetEmployeeAnnouncements%202014.pdf>



Melissa Miller  
*Chairperson, Department  
of Science & Technology*

“ I love helping my therapeutic  
massage students realize  
their **potential**. Seeing them  
**successfully** transition into  
the workforce is one of the  
best parts of my job.”

## KEYS

Keys are distributed through the Office of Campus Safety. Keys should not be loaned to others, nor should they be left unattended. Each person receiving a key must sign it out and accept responsibility for its use and safe-keeping. All keys issued to College personnel must be turned in upon termination of employment and/or upon request. Keys issued for special purposes or events must be returned as soon as possible after the event.

## PAYMENT OF WAGES AND SALARY

Salary and hourly payments are made bi-weekly, every other Friday. If the normal payday falls on a bank holiday, paychecks will be deposited one workday prior to the routine schedule. A statement of earnings is available on WebAdvisor each pay period. W2 statements are also available on WebAdvisor.

Employee paychecks are dispersed by direct deposit to the employee's preferred bank or credit union. Employees may use multiple accounts and banks. To activate direct deposit, an authorization form must be turned in to the Human Resources department with a voided personal check or savings account information.

The amount of federal withholding is determined by the number of exemptions claimed by the employee on form W-4 (the employee's Withholding Allowance Certificate). If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new form W-4 must be submitted to the Human Resources department.

## PERSONNEL RECORDS

Employee records must be kept up to date. Employees should notify the Human Resources Department of any changes in name, marital status, address, telephone, number of eligible dependents, W-4 deductions, or emergency contact information. Forms for these changes and more can also be found on the HR team site.



## REFERENCE CHECKS

All inquiries regarding a current or former FLCC employee must be referred to the Human Resources department, including reference requests. No employee may provide a reference letter to any current or former employee without advance permission from the Human Resources department.

Under no circumstances should any FLCC employee release any information about any current or former FLCC employee. All inquiries regarding any current or former employee of FLCC must be referred to the Human Resources department.

In response to an outside request for information regarding a current or former FLCC employee, the Human Resources Department will furnish or verify the employee's name, dates of employment, job title and department. No other data or information will be shared unless the employee (or former employee) has authorized FLCC to do so in writing and the written authorization has released FLCC from liability related to this action.

## REQUESTING TIME OFF FOR RELIGIOUS OBSERVANCES

Finger Lakes Community College permits absences from work for employees to participate in religious observances. These absences must be arranged with the employee's supervisor with as much advance notice as possible. Reasonable accommodations to bona fide religious observances and practices should be made in accordance with work scheduling to the extent that it is practical. Employees may request this time as either paid leave or time off without pay.

## RESPONSIBLE NETWORK USAGE

Finger Lakes Community College provides network resources for the purpose of facilitating the academic and administrative work of College employees, students and authorized visitors. All users who are granted access to these resources are expected to utilize these networks in a manner which respects their operational integrity and efficiently preserves these resources for the benefit of the College's user community. In addition, usage of these resources must be consistent with local, state and federal laws. Failure to comply with this requirement for responsible network use, and the following specific policy guidelines can result in the loss of network access privileges.

In enforcing these and related computer use policies, as well as in complying with the enforcement of federal, state and local laws, the Information

Technology Department may monitor, inspect, and retain the contents of transmissions and files.

Unacceptable Use includes, but is not limited to the use of FLCC's network resources:

- to interfere with the privacy, security, and legitimate work of others
- to intentionally interfere with the performance of the network
- to perform unauthorized copying or transmission of software
- to attempt to violate any connected computer system's security
- to access data being transferred through the network or files on any computer connected to the network without the owner's permission
- to spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system, or destroy another user's data
- in any manner which violates any federal, state, or local law
- involving the use of a username or account belonging to another individual without their permission
- employing subterfuge to avoid being charged for use of the network or any computer systems attached to it
- for the transmission of material that is harassing or unlawful

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/ResponsibleNetworkUsage.pdf>

## SECURITY OF IT SYSTEMS AND DATA

Finger Lakes Community College will provide resources, policies and procedures necessary to the maintenance of the security of information stored and utilized on its computer systems and networks in accordance with federal, state and local laws and consistent with SUNY security guidelines. Measures taken to protect IT Systems and Data will be based on recognized best-practices and will include data access control managed by independent Data Stewards, an active user re-certification effort, and enforced standards for user passwords.

### Definitions

- **Information Technology Department:** The Information Technology Department (IT) consists of those staff members under the supervision of the Director of Information Technology.
- **Users:** The term user for the purpose of this policy refers to all students, faculty, staff, retirees, visitors and volunteers who are authorized by the College to access and use IT resources.

*continued on following page*

# SECURITY OF IT SYSTEMS AND DATA CONTINUED

- **Data Stewards:** For College computer systems on which sensitive information is stored, data stewards are identified by the division head or the Chief Information Officer. Typically, the data stewards are the heads of offices responsible for creating and maintaining the data on the respective computer system.
- **IT Security Incident:** Any event involving FLCC computer systems and/or communications networks that is suspected or determined to:
  - violate applicable state or federal law or regulation
  - be harmful to the security or privacy of FLCC computer systems, communications networks, FLCC information, or the general public
  - be otherwise harmful to FLCC computer systems and/or communications networks
  - cause unexpected disruption to FLCC computer systems and/or communications networks.
- **Critical Incident:** Some incidents will rise to the “critical” level, due to their impact on the campus. Any IT security incident that impacts regulated data (e.g., student information, personal health information, SSN’s) sensitive College data (as defined above), or which otherwise meets the standards as a reportable cyber incident under SUNY’s required Cyber Incident Reporting Guidelines will be regarded as “Critical.”

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/SecurityOfITSystemsAndData%202014.pdf>

## SMOKING AND TOBACCO USE

Finger Lakes Community College is a smoke-free facility. No lighted cigar, cigarette, pipe, or any other form of smoking device is allowed in any indoor area of the College, including College vehicles and all off-campus facilities.

Finger Lakes Community College joins the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active or passive, is a significant health hazard. The College recognizes that environmental tobacco smoke is classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA). As a result, the College has adopted a policy addressing reduction of smoking and the use of tobacco.

Smoking is prohibited in the following five “smoke free zones” at a distance of at least 30 feet:

1. The front entrance to the College, near Lot-B
2. The front entrance to the College at the library
3. The rear entrance to the College, nearest to the Ontario building
4. The sidewalk, stairs, steps and the vestibule entrances off the courtyard
5. The loading dock

These areas are clearly marked to indicate that smoking is prohibited within the zone. Adequate receptacles are placed on the perimeter of the zones to dispose of smoking materials. No person shall carry a lighted cigar, cigarette, pipe, or any other form of smoking object or device, including operating e-cigarettes, or engage in active/passive tobacco use in any College building, College vehicle, off-campus College facility or within a distance of at least 30 feet from College buildings. .

For more information <https://intranet.flcc.edu/Policies%20and%20Procedures/SmokingTobaccoUseFINAL.pdf>

## TERMINATION OF EMPLOYMENT

Upon termination of employment, an employee must provide the College with appropriate advance written notice (per labor contract). Vacation days or personal days may not be included in the notice period.

### **Exit Interview**

The Human Resources department is responsible for scheduling an exit interview with an employee before the last day of his/her employment and for arranging for the return of all College property. The final paycheck will be prorated to reflect payment of the total salary earned.

With favorable termination, benefits (life insurance, medical and dental insurance, etc.) end on the last day of the month in which the last date of employment falls. An employee may elect to continue medical and dental benefits in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. Human resources staff will provide information on payroll deductions, flexible spending accounts, life insurance, and retirement plan/benefits, including tax sheltered annuities.



## TIME RECORDS

Accurate time records must be submitted by employees, including hours or days worked, overtime hours, and absences. All hourly employees must record the time they arrive and depart accurately, every day. All salaried employees must record the days they work or are absent. Falsification of time records may result in disciplinary action up to and including immediate dismissal.

For instructions on Web time entry and other payroll topics:

<http://www.flcc.edu/offices/Payroll/index.cfm>

To complete your time entry on WebAdvisor, go to: <https://webadvisor.flcc.edu>

Also available on WebAdvisor are: pay advances, employee leave plan summaries, W-2 statements, department budgets, and purchase requisitions. Faculty will find class rosters, schedules, advisee lists, and grades.

## USE OF COLLEGE EQUIPMENT

The College provides supplies, uniforms, equipment, automobiles and materials for employees to perform their jobs. These items are for College business only and are not for personal use. Employees should exercise appropriate care and respect when using College equipment and property for authorized business purposes. Loss, damage or theft of College property must be reported immediately. Negligence in the care and use of College property may be considered grounds for discipline, up to and including dismissal.

All employees must abide by the following rules:

- Private use of College-owned equipment is strictly prohibited
- All College department equipment is controlled under the rules and regulations of the department
- All other College-owned equipment is under the direct control of the director of facilities and grounds
- Equipment may be used for off-campus educational purposes only with permission from the department head responsible for inventory control of the equipment
- Anyone from outside the College community wishing to utilize College-owned equipment must abide by College policies
- Upon termination of employment, the employee must return all College property, uniforms, equipment, work-related products and documents in his/her possession

For more information: <https://intranet.flcc.edu/Policies%20and%20Procedures/UseOfCollegeOwnedEquipment.pdf>

# CLOSING

Thank you for taking the time to review our employee handbook. We hope that you found it helpful and informative.

The Human Resources department at FLCC is responsible for programs and policies that ensure a positive, inclusive and productive work environment. We are also committed to delivering comprehensive services in a caring, respectful and responsive manner.

Our staff provides services, consultation and information in the following areas:

- Benefits and payroll administration
- Employee and organizational development
- Labor relations
- Performance management
- Professional development and training
- Recruitment, employment and retention
- Wage and salary administration

We are here to support you, from the time you apply for a position through your retirement. Our door is always open. We look forward to serving you as a valued employee of FLCC!

The Human Resources staff includes:

- Grace Loomis, *Director of Human Resources*  
ext. 1451
- Kathy Bollen, *Human Resources Assistant*  
ext. 1228
- Patti Zimmer, *Human Resources Development Specialist*  
ext. 1638
- Alecia Spayd, *Human Resources Senior Clerk*  
ext. 1428 (main line)







Curtis Nehring Bliss  
*Director of Honors Studies*

“What an **honor** to work my life at an institution of learning whose primary goal is to **explore ideas** and build minds for thinking and citizenship.”



**FingerLakes**  
COMMUNITY COLLEGE

Success. It's In Our Nature.