

Admin Tech Specialist Handbook

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Administrative and Technical Specialist Handbook

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1.1 ABOUT THIS HANDBOOK

This handbook is intended to provide a summary of procedures, policies, guidelines, and current benefit plans for Administration and Technical Specialist Staff only. However, it does not constitute a contract between the University and its employees. Contents may be changed, modified, or deleted at any time, with such actions being announced by the Office of Human Resources.

1.2 EMPLOYEE RELATIONS POLICY

Employees are a critical resource of Alfred University and related policies are meant to help ensure a high quality of work life for employees. In this spirit, it is intended that policy development be established with appropriate consultation in a supportive environment based on mutual trust and respect, within a framework of the highest ethical and professional standards.

1.3 HIRING AND EMPLOYMENT PRACTICES

Alfred University is an Affirmative Action, Equal Opportunity Employer and is committed to designing personnel policies that help to ensure equal employment opportunities for all individuals. As such, personnel decisions and practices are based strictly on job-related criteria.

It is against Alfred University's policy to discriminate against, or tolerate the harassment of, any employee or applicant for employment on the basis of race, color, national origin or ancestry, citizenship, religion, age, gender, physical or mental disability, sexual orientation, marital status, veteran status, genetic predisposition or carrier status, political activities or other protected legal activities conducted outside working hours, and any other status protected by law.

Any employee who believes s/he has experienced such discrimination or harassment should immediately report such action to the supervisor or Director of Human Resources. Further policy and procedural detail are contained in Section 11.1 and 11.2 of this Handbook.

1.4 ORGANIZATION AND GOVERNANCE

1.4.1 History of the University

Alfred University was incorporated by special act of the New York State Legislature on March 28, 1857, "for the purpose of promoting education by cultivating art, literature and science". The statutory college known as the New York State College of Ceramics was created on April 11, 1900 as "the state school of clay-working and ceramics". It is administered by Alfred University for the state university trustees.

Throughout the handbook, references will be made, as appropriate, to Non Statutory or Statutory, since certain policies and procedures may apply only to a particular sector. In such cases, application will be specified. Should such specification not be included, it is then to be assumed text refers to both sectors.

1.4.2 Board of Trustees

The estate, powers, and business of the Alfred University corporation are vested in, controlled, and managed by a Board of Trustees. There are three classes of 11 trustees, so that each year a third of the Board comes up for election. University By-Laws prescribe how trustees are to be recommended for election by the Board's Human Resources Committee, a committee composed of the chairs of the Executive, Finance, and Academic Affairs Committees. The Chairman of the Board and the President of the University serve as ex-officio members of this committee, with other membership eligible for appointment as designated by the Board Chair.

Although the Board provides general oversight in the administration of the University, the President and his Cabinet of Senior Administrators are charged with the day-to-day operation and administration of the institution.

1.4.3 Organizational Structure

When the President is absent from the campus, the Provost presides over the administration of the University. In the Provost's absence, the following order of delegation is in effect:

- Vice President of Business and Finance
- Vice President of University Relations
- Vice President for Enrollment Management/Associate Provost
- Vice President for Student Affairs
- Academic Deans

1.4.4 Committee Structure and Policy

The Administrative/Technical Specialist Council, with its own constitution and bylaws, exists to represent the needs and concerns of these employees. In addition, many

other varied committees exist to advise and assist in conducting University business. Membership and terms vary, as does the level of activity. Personnel are encouraged to become active in such professional services. The Provost's Office maintains and annually distributes a current listing of standing committees and their respective memberships.

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2.1 NEW EMPLOYEES: REGULAR FULL OR PART-TIME

Prior to rendering service to the University, regular full or part-time employees must schedule a meeting to register with the Office of Human Resources, a step prerequisite to official placement on the payroll, enrollment in applicable benefit programs, and receipt of an identification card and other pertinent employment information.

2.2 PROVISIONS OF APPOINTMENT

2.2.1 Classification

2.2.1.1 Regular Designations

Determined at the time of recruitment, positions are generally designated as falling into one of the following categories: Administration, Faculty, Technical Specialist, or Support Staff.

2.2.1.2 Other Designations

Called "Administrators with Academic Rank", some administrators carry academic rank as well, thus having the right to vote in University and College faculty meetings. Such eligibility will normally be restricted to the President, Provost, Academic Deans, Associate and Assistant Academic Deans, and the University Librarian. This standing list may be modified only by the President following appropriate consultation. Should such modification occur, the President will provide written notice to the faculty and the Office of Human Resources for recordkeeping and implementation purposes.

Other administrators, who teach on a part-time or occasional basis, will also have academic rank during those periods in which such teaching responsibilities occur. However, voting privileges in University or College faculty meetings are not inherent to these special designations unless specifically authorized in writing by the President.

Unless such employees come to these designations already having achieved tenure at Alfred University, neither tenure nor a tenure track is inherent to the "Administrator with Academic Rank" designation, unless specifically authorized in writing by the President.

2.2.2 Full-Time vs. Part-Time Status

Full-time employees are those regularly scheduled to work at least 35 hours (in NYS College of Ceramics, 37.5 hours) per week for a minimum of nine months per year. Those not scheduled according to this standard are considered part-time employees. Letters of appointment specify an employee's full- or part-time status.

2.2.3 Regular vs. Temporary Status

2.2.3.1 Regular

Regular employees are those on the University payroll who are employed for an indefinite time period and who are not designated as temporary.

2.2.3.2 Temporary

Temporary appointments are those granted for a fixed term and are made in order to supplement the regular workforce. Unless required by law or explicitly stated otherwise in a written letter of appointment, temporary staff are not eligible for the benefits or leaves stated in this handbook. Temporary employees are subject to the policies and procedures in this handbook, unless stated otherwise.

In some cases, temporary employees of the NYS College of Ceramics are eligible for certain benefits. The Office of Human Resources should be contacted for complete detail relative to the given temporary appointment.

Employment beyond an initially determined fixed term is not to be construed as a change in an employee's temporary status. Temporary appointments may be renewed for another fixed term.

2.2.4 Exempt vs. Non-Exempt

Administrative and technical specialist employees are considered exempt employees, such definition meaning that the University is not obligated by overtime pay requirements of the Fair Labor Standards Act.

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3.1 POSITIONS DESCRIPTIONS

It is required that up-to-date position descriptions accompany all recruitment requisition forms filed with the Office of Human Resources. It is the responsibility of both the employing department as well as the Office of Human Resources to keep such descriptions on file.

It is the joint responsibility of the employee and supervisor to review such summaries during annual performance evaluations. At the time of such review, substantive changes should be documented by the supervisor and a revised description placed on file in both the department and the Office of Human Resources.

3.2 PERFORMANCE EVALUATIONS

In a process initiated by the Office of Human Resources, evaluation of all regular administrative and technical specialist staff is scheduled to take place on an annual basis.

3.3 RULES OF CONDUCT

No listing can capture all responsibilities of employment. The following list contains some, but by no means all, of the more serious problems, which may lead to discharge or other disciplinary action:

- Falsifying or misrepresenting University records.
- Violating University policies or rules, including, but not limited to, those set out in this Handbook.
- Insubordination or refusal to comply with supervisory instruction.
- Engaging in acts of dishonesty, fraud, theft, or unauthorized use of University property or time.
- Unauthorized possession of firearms or other weapons on campus.
- Threatening, intimidating, or using abusive language or behavior toward other employees.

3.4 DISCIPLINARY AND CORRECTIVE ACTION

3.4.1 Conditions

The University will issue disciplinary or corrective action to regular employees as appropriate to the facts of a particular situation, the nature of such action dependent on the severity of the problem and other pertinent factors. Action may include, but is not restricted to, a verbal or written warning, suspension with or without pay, or termination of employment. Supervisors are to consult with the Office of Human Resources before undertaking any disciplinary and/or corrective action. Temporary employees may be terminated at any time and for any reason with or without having received any type of disciplinary and/or corrective action.

3.4.1.1 Verbal Warning

A verbal warning is considered to have taken place when the supervisor verbally informs the employee of a problem related to employment and discusses the need for correction. Supervisors should document such activity to the employee's official Personnel File, including the date of the verbal warning, the nature of the problem, and the expectations discussed.

3.4.1.2 Written Warning

A written warning requires that the supervisor inform the employee in writing of the problem, the need for correction, the time period during which correction is to take place, and the consequences of a failure to do so. As evidence of receipt of the written warning, employees will be asked to sign such warnings. A copy of the signed warning notice should be maintained by the supervisor and the original sent to the Office of Human Resources for placement in the employee's official Personnel File.

3.5 GRIEVANCES -OTHER THAN TERMINATION OF EMPLOYMENT GRIEVANCES

Employees may, from time to time, have concerns or disputes regarding some aspect of employment. To settle such concerns, employees are invited to discuss such issues with the immediate supervisor. Although this course of action is preferred, employees may also contact the Office of Human Resources to assist in the resolution.

3.6 TERMINATIONS

All administrators and technical specialists are employed at-will unless a written statement to the contrary is issued in writing, detailing the terms, and either signed by the President or denoting that such agreement is with the express approval of the President. Otherwise, terminations may occur for any reason, with terminal salary payment according to the following specifications. In all cases of pending termination, supervisors are required to work in coordination with the Office of Human Resources. Termination of temporary employees may occur at any time.

3.6.1 Layoffs

Layoffs may occur when a regular (not temporary) job: (1) is eliminated; (2) is redefined and the incumbent does not have the newly required qualifications; or, (3) has evolved in terms of expectations and the incumbent has not kept up with the skills associated with such evolution.

In such cases, the University will provide employees with two weeks wages for each completed year of service with the University, up to a maximum terminal salary equivalent to four weeks pay.

3.6.2 Terminations for Unsatisfactory Work Performance

Termination may occur if, in the judgment of the supervisor, an employee is not satisfactorily performing the responsibilities inherent to the job despite his/her good

faith efforts to do so. Before termination, the University will generally provide regular employees with written notice of the deficiencies, specifying a period of time for improvement and final consideration.

If termination results, the University will provide regular employees with one month of terminal salary for each completed year of service to the institution, up to a maximum terminal salary equivalent to four weeks pay.

3.6.3 Other Terminations

Termination may also occur for reasons other than those involving unsatisfactory work performance or layoff as defined above. Such termination may include, but is not limited to, termination for misconduct. (See "Rules of Conduct" in preceding text for selected examples of misconduct.)

Should factors related to such termination involve the need for an investigation into employee conduct, the University may suspend or transfer a regular employee until the investigation is completed. In such instances, a regular employee's compensation will continue at a level consistent with that at which the suspension or transfer occurred.

Terminal pay consideration for terminations falling into this category will be at the discretion of the President. The University will not generally provide terminal salary for those terminations associated with misconduct. Terminal pay will not be provided to temporary employees.

3.6.4 Termination Grievance Procedure

Eligibility: Regular Employees

A grievance procedure is available to administrators and technical specialists to help resolve major differences relative to termination. This procedure, which is available to deal with questions of fact, interpretation, and other elements of the personnel dispute (as opposed to matters of University policy) is to function as follows:

3.6.4.1

If an employee has a dispute relating to his or her termination, s/he should submit the grievance in writing to the Office of Human Resources within five business days of being informed of the termination decision. The Officer will review the issues of the complaint with the supervisor, with the HR Director, then submitting a written decision indicating whether the termination decision is to be upheld.

3.6.4.2

If the dispute remains unresolved, the employee may, within five business days of being so informed, submit a written request for review by the appropriate Vice-President. (Note: Should the immediate supervisor be the Vice President, or if the Vice President made the termination decision, the President will undertake the review.) Following such review, the Vice President will provide final determination on whether the termination is to be upheld.

3.7 SEPARATION PROCEDURES

3.7.1 Notification

The relevant supervisors and Office of Human Resources are to be notified, in writing, as soon as an employee knows s/he will be leaving University employment, the anticipated last day of work being clearly specified in such communication. (Except in the case of the most senior management where three months' notice is generally requested, one months' notice is expected.) The last day actually worked will be the termination date. Employees may not extend their employment by electing to take vacation days after their last day of actual work (see Section 5.4 D. and E. for additional information regarding separation and unused vacation). On receipt of such written notification, the Office of Human Resources will provide written confirmation of final compensation and benefit arrangements.

As relevant, it is the responsibility of the employee to provide a forwarding address to all involved offices for the purpose of future communication as it may be necessary and/or required by law.

3.7.2 Return of University Property

At the time of separation from employment, the employee is required to return all University property. This includes, but is not limited to, such items as the following: handbook, keys, tools, identification cards, supplies, equipment, information/records/documents, and anything else the employee may have that is the property of the University.

If the employee fails to return University property in his/her possession, the University reserves the right to take appropriate action, hold the employee legally responsible and/or require restitution.

3.8 BRIDGING OF PRIOR SERVICE

Eligibility: Regular Employees, except those covered by a collective bargaining agreement

A regular employee who has prior service with the University may be eligible for bridging of the service based on the Bridging of Prior Service policy. The full policy may be viewed by clicking [Bridging of Prior Service](#).

3.9 EMPLOYMENT OF RELATIVES

No employee shall have supervisory authority over a member of his or her family. Such supervisor relationships create the impression that the supervisor could be influenced by the relationship, either positively or negatively. The full policy may be viewed by clicking [Employment of Relatives](#).

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4.1 SALARY BASE AND INCREASES

Regular Non Statutory sector employees may receive annual across-the-board salary increases, merit increases, a combination of both, or neither. Regular Statutory employees may receive annual raises, merit or other, as permitted by New York State and the SUNY Board of Trustees. However, in neither sector is there a guarantee of an annual raise.

4.2 PAYROLL PERIODS

4.2.1 Non Statutory Sector

Non Statutory sector paychecks are issued on a biweekly basis. To see the current payroll schedule click [Non Statutory Current Payroll Schedule](#). Employees hired after July 1, 2008, will be compensated for services rendered in the pay period previous to the date of the check. This is referred to as a lagged payroll; to see the lagged payroll schedule click [Non Statutory Lagged Payroll](#). Special compensation arrangements normally apply to those full-time regular employees working 9-10 months per year. It is intended that compensation be evenly distributed throughout the 12 months beginning 9/1 through 8/31 even though employees usually have an obligation beginning in August. (This arrangement may be varied according to the employee's initial letter of agreement upon hire.) If your employment with the University should terminate before the designated term of employment, your total salary will be adjusted on a pro rata basis to reflect actual time worked.

4.2.2 NYS College of Ceramics

Paychecks are distributed biweekly, according to the payroll schedule. Paychecks are intended to compensate employees for service rendered in the pay period previous to the date of the check. To see the current payroll schedule click [NYSCC Payroll Schedule](#). Special compensation arrangements normally apply to those full-time regular employees working 9-10 months per year. It is intended that compensation be evenly distributed throughout the 12 months beginning 9/1 through 8/31 even though employees usually have an obligation beginning in August. (This arrangement may be varied according to the employee's initial letter of agreement upon hire.) If your employment with the University should terminate before the designated term of employment, your total salary will be adjusted on a pro rata basis to reflect actual time worked.

4.3 DIRECT DEPOSIT

Direct deposit is a service provided to employees by the University in conjunction with those banks participating in the Automatic Clearing House (ACH). Participants may have paychecks directly deposited into any participating institution. Though this option is normally offered and selected at the employee's introductory benefits meeting, the election may occur at any time by contacting the appropriate payroll office for an authorization form.

The Payroll Department distributes check stubs specifying wages and payroll deductions to all participants on the payday schedule as noted above.

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5.1 HOLIDAYS

Eligibility: Regular Employees

The University grants 12 paid holidays for full-time staff. Employees are also allowed time off with pay (not to exceed ½ day) to attend one major religious holiday service each calendar year. The schedule is published and distributed annually each spring by the Office of Human Resources.

5.2 PERSONAL DAY AND FLOATING HOLIDAY - NON STATUTORY SECTOR

Eligibility: Regular Employees

In addition to vacation and paid holidays as noted, administrators and technical specialists are eligible for one paid Personal Day and one paid Floating Holiday during each full calendar year of employment. (Should the employee not provide service for a full fiscal year, such time will be prorated.) Such days are to be scheduled at the

mutual convenience of supervisor and employee and must be taken within three months following the end of the calendar year.

5.3 PERSONAL DAY AND FLOATING HOLIDAY & STATUTORY SECTOR

Eligibility: Regular Employees

In addition to vacation and paid holidays as noted, administrators and technical specialists are awarded one paid Personal Day and one paid Floating Holiday on their anniversary date of employment. The days are to be scheduled at the mutual convenience of supervisor, and employee must use these days during the anniversary year in which they were issued.

5.4 VACATION LEAVE

5.4.1 Non Statutory Sector

Regular administrators and technical specialists accrue vacation days as detailed in the [Vacation Policy](#) located on the Human Resources Employment Policies page.

Such vacation is to be scheduled at those times mutually agreeable to the supervisor and employee. In some cases, depending on the position, it may be specified that vacation must be taken when the University is not "in session".

For those full-time employees working less than 12 months during the fiscal year, vacation will be determined on a case-by-case basis according to the requirements inherent to the position description. Specifications will be so defined in the initial letter of agreement.

5.4.2 NYS College of Ceramics

Regular administrators and technical specialists accrue vacation days as detailed in the [Vacation Policy](#) located on the Human Resources Employment Policies page.

Employees must work a majority of the workdays in the month to earn vacation for that month. (Vacation days taken are considered as time worked for the purpose of determining vacation accrual.) Earned vacation is to be scheduled at times mutually agreeable to both the supervisor and employee. Under no circumstance will more than 40 vacation days be carried over beyond the anniversary date.

5.4.3 Vacation Not Taken

Because vacation is deemed necessary in order for an employee to get away from the job and have the opportunity for renewal, vacation pay is not offered in lieu of vacation time not taken, except upon termination of employment as stated below.

5.4.4 Vacation and Separation - Non Statutory Sector

When employment terminates, whether voluntary or involuntary, compensation will be provided for unused earned vacation days. The last day actually worked will be the termination date. If consistent with the needs of the department, unused earned

vacation time is to be taken prior to separation. If a temporary employee is granted vacation days, all such days must be used prior to termination. Any unused vacation days will be forfeited.

5.4.5 Vacation and Separation & NYS College of Ceramics

When employment terminates, whether voluntary or involuntary, vacation accrues through the final pay-period worked. The last day actually worked will be the termination date. If consistent with the needs of the department, unused earned vacation time is to be taken prior to separation. When that is not possible, compensation will be provided for unused earned vacation days. The NYS College of Ceramics limits such time to a maximum of 30 days. If a temporary employee is granted vacation days, all such days must be used prior to termination. Any unused vacation days will be forfeited.

5.5 BEREAVEMENT LEAVE

Eligibility: All regular full-time and regular part-time employees of Alfred University except for employees covered under a collective bargaining agreement.

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece, or nephew.

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

As necessary, particularly difficult situations and circumstances related to such bereavement should be brought to the attention of the Director of Human Resources for further consideration.

5.6 JURY DUTY, COURT OR OTHER LEGAL HEARING APPEARANCE

To allow the employee to fulfill jury duty responsibilities or otherwise make a court appearance as required by subpoena, leave is provided as necessary. To qualify for such leave, the employee must provide management with a copy of the official papers indicating times and dates to be spent in such activity, notifying the supervisor as soon as possible in the process in order to allow for work coverage during the absence. (The University may employ temporary personnel during such absences.) Should an employee be excused early from such obligations on any given day, s/he is expected to report to work for the remainder of the workday.

Leave for jury duty and court appearances required by subpoena (exclusive of those instances in which the employee him/herself has filed suit) will be paid leave. Those regular Alfred University employees (or those temporary employees on the University payroll) called to jury duty will continue to receive regular salary or wages throughout such service. In return, the employee agrees to remit to the University any compensation received by the legal system for such duty minus reimbursement received for travel and meal expense.

5.7 MILITARY LEAVE

The University will comply with all applicable laws regarding employment, reemployment, seniority, leaves, benefits, and other terms and conditions of employment for employees who enlist or are called for active duty or reserve duty in the armed forces of the United States or the military service of the State.

Employees who participate in military reserve training will be excused from work in accordance with the law. In such instances, should military pay be less than regular salary, the University will pay the difference between the two sources of compensation for up to two weeks per year for regular employees.

Management reserves the right to verify copies of the military orders of duty.

5.8 LEAVE OF ABSENCE

Eligibility: Regular Employees with a Minimum of Seven Years Continuous Service

Alfred University provides a Leave of Absence Plan for administrators and technical specialists. The plan is provided in order to allow the employee to pursue a course of action which would strengthen the institutional and/or departmental mission of Alfred University. Proposed leaves and related projects will therefore be evaluated on the basis of their intrinsic merit and value to the University.

Approved leaves are normally of approximately six months duration, but other time frames may be negotiated dependent on need and circumstance.

Those wishing to request such a leave should secure an application from the Office of Human Resources and submit it for consideration, usually at least nine months in advance of the anticipated Leave of Absence.

In administering the plan, the following guidelines apply:

- The applicant may be eligible to receive up to his/her annual base salary in full for one-half year.
- The University will determine the beginning and ending date of such leaves.
- If an employee on leave receives financial assistance from sources other than Alfred University, s/he is responsible to report such information to the Office of Human Resources. In such cases, that person's combined income less project expenses shall not exceed the annual income base salary. Should the combined Alfred University and other income related to the leave, less project expense, exceed the annual base salary, Alfred University's compensation shall be reduced by a commensurate amount.
- Employees are expected to return to regular University employment for at least two years subsequent to such leave. Any individual resigning prior to this shall be obligated to reimburse the University for funds received in support of the leave, prorated dependent on time served following the absence.
- Leaves granted each year shall be limited in number and granted at the discretion of the President.

Those employees awarded a Leave of Absence must sign a letter of agreement relative to the terms of the leave. This document will then be kept on file in the Office of Human Resources.

5.9 SICK DAYS

5.9.1 Non Statutory Sector

Regular administrators and technical specialists will accrue sick leave as detailed in Sick Leave Policy #H-3 effective July 1, 2006. Employees may accrue up to 132 days per year.

For continuous and protracted absences related to illness or injury (non-work related), documented as necessary by a physician and assuming the employee meets the eligibility requirements, the University self-funds a short-term disability policy to be used during the elimination period of 180 days as called for in the University's Long Term Disability Policy. In such cases, the Office of Human Resources should be notified as soon as possible so that the situation may continue to be monitored and required paperwork be filed and submitted as necessary.

5.9.2 NYS College of Ceramics

Regular, full-time employees accrue 1-3/4 paid sick days per month of employment. Employees must work a majority of the workdays in the month to earn sick leave for that month. (Vacation days taken are considered as time worked for the purposes of determining sick time accrual.) A maximum of 200 days may be accumulated. (For part-time regular employees, sick leave is pro-rated.) For short-term disabilities, should the employee exhaust his/her accumulated sick leave through extended and consecutive absence, the employee should contact the Office of Human Resources for further relevant benefit information during the elimination period of 180 days as defined and required for long-term disability consideration.

Where, under the laws of the State of New York, employees are permitted to convert accumulated unused sick leave as credit toward retirement and health insurance premiums, such conversion shall be permitted up to a maximum of those days allowed under the Civil Service Law. When an employee is off for a majority of the workdays in a month due to sick leave or unpaid leave, there will be no credit accumulated for that month.

5.9.3 Temporary Disability

Pregnancy and related medical problems, miscarriage, abortion, childbirth, and recovery therefrom are considered "temporary disabilities" which, to the extent medically verifiable, qualify for sick leave as described according to the applicable sector. Such time as described, as well as sick leave based on other temporary disabilities, will run concurrently with that awarded according to requirements of the Family and Medical Leave Act.

5.9.4 General Policy - Medical Certification

The employee may be asked to provide a physician's statement that verifies the beginning and ending dates of illness or injury and/or establishes the employee's readiness to return to work. When requested, such verifications and releases may be a condition of receiving sick leave benefits or returning to work. A physician's statement will be requested for absences of three working days or more.

5.9.5 Unused Sick Days

Except where regular NYS College of Ceramics employees may avail themselves of sick leave conversion policies as noted above, sick leave unused at the time of separation of employment is not paid out upon separation.

5.10 FAMILY AND MEDICAL LEAVE

In compliance with federal requirements, it is Alfred University's policy to grant up to 12 weeks of family and medical leave during a 12-month period to employees meeting the FMLA eligibility criteria. This policy is designed to define employee rights in coordination with other pertinent University policies and as required by the Family and Medical Leave Act of 1993 (FMLA). Leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in the complete policy. To the extent applicable, the University requires the employee to use sick leave as warranted and other benefit days as they are available. Should paid leave be exhausted before the expiration of the 12 weeks, leave is awarded without pay.

Click [FMLA](#) for complete details.

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6.0 FRINGE BENEFITS (SECTIONS 6 - 8)

INTRODUCTION: The benefit descriptions in this Handbook, applicable to the Non Statutory Sector, Statutory Sector, or both, are summaries and therefore general in nature. In some instances, benefits are more fully described in benefit plan documents that are separate from this Handbook and available to employees from the Office of Human Resources. Employees should thus refer to actual plan documents for complete information and eligibility requirements. Should there exist conflicting language between the benefit summaries of this Handbook and the actual plan documents, then plan documents take precedence over the summaries in this handbook. The University and/or the Benefit Plan Administrator have the sole discretion to determine employee benefit eligibility and to interpret and administer these plans.

Employees may add, change, or discontinue certain benefits only during the annually announced Open Enrollment Period or on the occasion of a Qualifying Event. The Office of Human Resources may be contacted for more specific information.

The University reserves the right to amend, delete, or change the cost arrangements of any benefit plan, or part thereof, any time, at its sole discretion, and without prior notice to employees or retirees. In addition, the University offers no guarantee of warranty of benefits to employees or retirees.

All benefits are subject to eligibility requirements. If an employee changes from full-time to part-time status, or changes job classifications, s/he may lose eligibility for certain benefits described below.

[6.1 HEALTH INSURANCE](#)

[6.2 DENTAL INSURANCE](#)

[6.3 ALFRED UNIVERSITY 403B RETIREMENT PLAN WITH TIAA/CREF](#)

6.1 HEALTH INSURANCE

Eligibility: Full-Time Regular Employees Fully Compensated by Alfred University Non Statutory Sector Payroll

Employees may enroll, or make changes in, the Health Insurance Plan (individual or family coverage) at any one of the following times: Date of Hire, Open Enrollment Period, Qualifying Event. Coverage is effective beginning the first day of the month following enrollment. Participation may be discontinued at any time. (Under certain circumstances and with appropriate application, coverage may be extended to domestic partners, as defined by the University. Contact the Office of Human Resources for further information.)

The premium is a shared expense of the employee and the University, percentages dependent on individual circumstances. The employee's contribution is generally paid through payroll reduction and the flexible spending account. Full detail is provided to the employee at the Entrance Interview.

Prior to the beginning of an unpaid leave of absence or other significant change in the circumstances of employment, the employee must contact the Office of Human Resources to determine any impact on health insurance coverage and make arrangements, as necessary, for premium payment.

6.2 DENTAL INSURANCE

Eligibility: Full-time Regular Employees Fully Compensated by Alfred University Non-statutory Sector Payroll

Employees may enroll, or make changes in the Dental Insurance Plan (individual, two person, or family coverage) at any one of the following times: Date of Hire, Open Enrollment Period, Qualifying Event. Coverage is effective beginning the first day of the month following enrollment. Participation may be discontinued at anytime. (Under certain circumstances and with appropriate application, coverage may be extended to domestic partners, as defined by the University. Contact the Office of Human Resources for further information.)

The premium is paid fully by the employee through payroll reduction and the flexible spending account. Full detail is provided to the employee at the Entrance Interview.

Prior to the beginning of an unpaid leave of absence or other significant change in the circumstances of employment, the employee must contact the Office of Human Resources to determine any impact on dental insurance coverage and make arrangements, as necessary, for premium payment.

6.3 ALFRED UNIVERSITY 403B RETIREMENT PLAN WITH TIAA/CREF

Eligibility: Employees On the Alfred University Non Statutory Sector Payroll Who Work a Minimum of 1,000 Hours During the Calendar Year as Defined by the Plan Document. Designed to enable the employee to plan for retirement, the Retirement Plan calls for a 5% contribution of base salary by the employee through payroll reduction. At the same time, the University contributes 7% of base salary up to the Social Security Base, after which time it contributes 12%. Participation in this program is mandatory for all regular eligible employees. Beyond that required by the University's Retirement

Plan, the employee may also make additional contributions to tax-sheltered plans through payroll reduction, according to established IRS limit guidelines. Such guidelines establish the maximum allowable joint contribution of the employee and employer and are made available to the employee each year by the Office of Human Resources. Numerous investment choices are available and the responsibility for specific elections resides with the employee. Though various Early Retirement Options exist, the Plan is generally designed to provide income as a proportion of salary based on retirement at age 65, assuming approximately 30 years of service.

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7.0 FRINGE BENEFITS: NYS COLLEGE OF CERAMICS EMPLOYEES ONLY (Sections 7.1 - 7.4)

[7.1 HEALTH INSURANCE](#)

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7.1 HEALTH INSURANCE

Eligibility: Regular Employees Who Are Regularly Scheduled to Work At least Half-Time for the NYSCC

Employees are eligible for coverage, individual or family, through New York State and may enroll, or make changes in, the plan at any one of the following times: Date of Hire, Option Transfer Period, Qualifying Event. With premium cost shared by the employee and the NYS College of Ceramics, coverage becomes effective 42 days following enrollment. Participation may be discontinued at any time with a qualifying event. (Under certain circumstances and with appropriate application, coverage may be extended to domestic partners, as defined by the College. Contact the Office of Human Resources for further information.)

7.2 DENTAL INSURANCE

Eligibility: Regular Employees Who are Regularly Scheduled to Work At Least Half-time on the State Payroll.

On the first day of the month following six full months of continuous employment, employees are eligible for individual or family dental insurance coverage. (Under certain circumstances and with appropriate application, coverage may be extended to domestic partners, as defined by the College. Contact the Office of Human Resources for further information.) The full cost of the premium is born by the College.

7.3 RETIREMENT PLANS

(Note: State retirement plans have changed over the years, depending on Tier Classification. Further information relative to plans other than those noted below is available through the Office of Human Resources.)

Eligible employees must choose between three retirement plan options:

7.3.1 The Optional Retirement Program

Eligibility: Regular and Temporary, Exempt, Full-Time Employees on the State Payroll.

For employees whose date of membership in the plan is before July 27, 1976, this plan calls for an immediate required 3% contribution (on the total, annual salary received) by the employee through payroll reduction. For the first year, this contribution is not vested unless the employee has a prior retirement contract with any of the ORP carriers. After 366 days of continuous employment, the College contributes retroactively to date of hire as described on the SUNY benefits website: [Optional Retirement Program](#).

7.3.2 NYS Teachers Retirement System (TRS)

Eligibility: Regular and Temporary, Exempt Employees on the State Payroll

Those participating in this plan with less than ten years of membership, or ten years of credited service, are required to contribute 3% of annual salary through payroll reduction. Payments are not vested until after completion of five years of credited service.

7.3.3 NYS Employees' Retirement System (ERS)

Eligibility: All Employees on the State Payroll

Those participating in this plan with less than ten years of membership, or ten years of credited service, are required to contribute 3% of annual salary through payroll reduction. Payments are not vested until after completion of five years of credited service.

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8.0 FRINGE BENEFITS: NON STATUTORY SECTOR AND NYS COLLEGE OF CERAMICS (Sections 8.1 - 8.15)

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8.1 LIFE INSURANCE

Eligibility: Regular employees Working at least 30 Hours Per Week for Nine Months of the Year

With eligibility, enrollment in the basic plan is automatic, and covers the employee, spouse, and dependent children. The full cost of the basic plan is born by the University, with coverage beginning on the effective date of employment. Further detail is available at the Entrance Interview and on request.

In addition, within established guidelines, the employee may extend his/her own coverage, at employee expense (normally through payroll deduction), to up to five times salary.

8.2 LONG TERM DISABILITY INSURANCE

Eligibility: Regular employees Working at least 30 Hours Per Week for Nine Months of the Year

With eligibility, enrollment in the basic plan is automatic and begins with effective date of employment. The full cost of the premium is born by the University.

With appropriate documentation and application following an elimination period of 180 days (employee absence due to applicable disability), this program is designed to provide the employee with up to 60% of annual compensation at time of disability. Full detail and application assistance is available at the Office of Human Resources.

8.3 TRAVEL ACCIDENT INSURANCE

Eligibility: All University Employees

At time of hire and wholly at University expense, employees are automatically enrolled in and covered by an accident insurance plan which includes travel over 100 miles from home. The plan provides coverage of up to \$10,000 for accidental death, dismemberment, or loss of sight.

8.4 SOCIAL SECURITY AND MEDICARE INSURANCE

Eligibility: All University Employees

According to government established contributory requirements, the employee and the University contribute equally to the Federal Government Social Security Plan. The employee contribution is an automatic payroll deduction. Benefits derived from the plan are designed to aid in supplementing University retirement benefits. In addition, should the employee die or become totally disabled prior to retirement, the program provides death/disability benefits for the employee and/or the family.

Employees and retirees become eligible at age 65 for medical benefits through the Medicare Plan. Non Statutory sector employees and retirees participating in University-sponsored health insurance coverage must apply for Medicare coverage and enroll in

Medicare Part B to continue receiving such benefits. NYS College of Ceramics retirees participating in a State health insurance plan must be enrolled in Medicare Parts A and B by the age of 65 (see Section 8.13, 2). The Office of Human Resources should be contacted to ensure the required coordination of benefits.

More detailed information concerning Social Security benefits is available from the Social Security Administration Office located in Olean, New York.

8.5 WORKERS' COMPENSATION INSURANCE PLAN

Eligibility: All University Employees All work-related injuries or incidents of illness must be reported immediately to the Office of Human Resources, at which time an accident report will be filed. It is the joint responsibility of the employee and supervisor to report such incidents. Failure to do so promptly can result in the loss of compensation benefits.

8.5.1 Non Statutory Sector

The Office of Human Resources administers the state statutory Workers' Compensation Insurance Program. This program provides compensation coverage of up to approximately two-thirds of base wages to a statutory maximum and reimbursement of certain medical expenses for injuries and illnesses that are job-related. The balance of the related absence from work is charged against the employee's available sick days.

8.5.2 NYS College of Ceramics

At the NYS College of Ceramics, the State Insurance Fund administers the State of New York Workers' Compensation Insurance Program for on-the-job injuries and illnesses, which covers salary and related medical expenses, according to levels set by state statute. As above, this program too provides compensation coverage of up to approximately two-thirds of base wages to a statutory maximum and reimbursement of certain medical expenses for injuries and illnesses that are job-related. The balance of the related absence from work is charged against the employee's available sick days.

8.6 GROUP ACCIDENT INSURANCE

Eligibility: Regular employees Working at least 30 Hours Per Week for Nine Months of the Year

Alfred University offers a group plan covering accidental death or dismemberment. Enrollment, which may take place at time of hire or during an Open Enrollment Period, is voluntary. With such participation, coverage is effective beginning the first day of the month following enrollment. The cost of the premium is wholly the responsibility of the employee.

8.7 EMPLOYEE ASSISTANCE PROGRAM

Eligibility: All Regular Full-Time Employees

CIGNA provides our employees and their families with an Employee Assistance Program (EAP). This program provides a support and referral service for various

types of problems which either are, or have the potential of, affecting the employee's performance on the job. Examples of such problems follow:

- Physical, Mental, Emotional Health Concerns
- Drug/Alcohol Dependency
- Marital Problems
- Legal and/or Financial Problems
- Providing Care for the Infirm

The NYS College of Ceramics (or University, for private sector employees) bears the full cost of the initial assessment in each case and, if necessary, three additional counseling sessions. If counseling is to be continued, or if there is a referral to another agency, additional cost then becomes the responsibility of the employee. (In some cases, depending on the service utilized, coverage is available through the employee's health insurance.)

EAP is a voluntary, confidential service and at no time will there be mention of who is utilizing the program. No subsequent reports are issued to the employer and the monthly statement is paid through the use of a code system rather than the client's name. Employees and/or their family members wishing to utilize this service should contact the CIGNA Assistance Program at [800 538-3543](tel:8005383543).

Brochures explaining the program in detail are provided to all new employees.

8.8 BENEFITS CONTINUATION (COBRA)

Eligibility: All University Employees and Qualified Beneficiaries Eligible for Health Plans During Employment (See Sections 6.0 and 7.0)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries with the opportunity to continue health insurance coverage under the applicable employee health plan when a "Qualifying Event" would normally result in loss of eligibility. Common Qualifying Events include: employment termination, death of an employee, reduction in employee hours, leave of absence, employee divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

For a specified period of time, under COBRA regulations, employees or qualified beneficiaries may continue group health insurance coverage by paying the full cost of the premium plus a 2% administrative fee. Additional information is provided to the employee and qualified beneficiaries upon notification of a Qualifying Event and/or during an Entrance or Exit Interview.

8.9 TUITION REMISSION PLAN

Eligibility: Full-Time Regular Employees

The Tuition Remission Plan provides educational privileges and opportunities for employees and employee family members who meet University established employment, dependent, and admissions requirements. All employees or family members wishing to participate in either an undergraduate or graduate program must apply for admission through the Admissions Office. Family members eligible for the benefit include the following: legal spouse or registered spousal equivalent (hereafter

both groups being referred to in this section (and Section 8.10) by the term "spouse"), and dependent children. (Dependent Child is defined as the employee's birth or legally adopted child whose age is less than or equal to 23 years of age on the intended date of matriculation. With appropriate documentation as requested, other situations may be submitted for Tuition Benefit Committee consideration.) Those wishing to participate in the program must submit an application for approval that may be obtained from any one of the following offices: Admissions, Financial Aid, Business, or Human Resources.

The Plan, which applies only to those courses and curricula considered an integral part of the University Program (exclusive of Study-Abroad and Study-Away Programs) as determined by the University and its Officers, is administered according to the following regulations: *For employees and defined family members, tuition remission is available for undergraduate courses, exclusive of laboratory, student service and other miscellaneous fees.

- For employees and spouses (not dependent children), tuition remission is also available for graduate level courses.
- In the Summer School Program, tuition remission will apply only to those courses with a sufficient enrollment of paying students. There is no tuition remission for Independent Study in the Summer School.
- In the event of the death or retirement of an employee who at the time of such an event was eligible for the Tuition Remission benefit, the employee and/or family members meeting dependency and other eligibility requirements will continue to qualify for such benefits, subject to the usual conditions and requirements of Tuition Remission.
- New York State Tuition Assistance Program Awards (TAP) and other similar awards given through the New York Education Department will serve as an offset to tuition remission (or exchange). However, New York State academic awards will not serve as an offset, with the result that such students will receive the full financial value of the scholarship as a benefit added to that of tuition remission (or exchange).

Before tuition remission credit can be issued, all full-time students are required to file a New York State Express TAP Application before the beginning of each academic year of study.

- To continue eligibility for tuition remission, recipients must demonstrate minimum academic performance standards as outlined in the Alfred University Financial Aid Satisfactory Progress Standards Policy.
- University Officers reserve the right to place restrictions on the conditions of tuition remission, including the time frame for which it shall be operative in any specific case.
- Some or all of the tuition benefits may be considered taxable income, according to pertinent IRS regulations.
- Decisions with respect to the interpretation of the provisions and implementation of this plan, as well as special conditions not covered, shall be made by the Tuition Benefit Committee.

8.10 TUITION EXCHANGE PROGRAM

Eligibility: Dependent Children of Full-Time Regular Employees

Because Alfred University is a participating member of the Tuition Exchange Program, a limited number of faculty and staff dependent children may attend, on an exchange basis, a number of colleges other than Alfred University. The number of such children who can become "exports" is determined by the number of "credits" our Institution accumulates as participants from other schools attend Alfred University. As a result, there may frequently be an imbalance between those applying for this benefit and the openings available. Thus, after it is determined that the employee (or retiree or deceased employee as per Section 8.9) and dependent child (see definitions of Dependent Child in Section 8.9) are eligible for the benefit, applicant names are forwarded to the Tuition Exchange Committee for consideration in the final selection process. Selection is based on a number of criteria such as: the availability of the desired academic program at Alfred University, the employee's length of service to the University, the applicant's year in college, and the family's prior benefit under the program. After an applicant is selected for the benefit, final participation is contingent on acceptance into the program by the receiving institution.

8.11 ALFRED UNIVERSITY AND ALFRED STATE COLLEGE OF TECHNOLOGY CROSS-REGISTRATION PLAN

Full-time regular Alfred University employees may receive a tuition waiver for cross-registration in courses at Alfred State College. The application process must be initiated and approved by Alfred University before the registration process may be undertaken at Alfred State College.

8.12 BENEFITS IN RETIREMENT

8.12.1 Health Insurance - Eligible Retirees

8.12.1.1 Private Sector

Eligibility: Regular Employees Who Meet Combined Age/Service Requirements.

Employee must be at least 55 years of age with a minimum of 10 years of service with age and years of service equal to or greater than 75. An employee who is required to retire early under the terms of an early retirement option and does not meet the 75 rule shall be considered a retiree.

8.12.1.1.1 Hire Date Prior to July 1, 1998

For those employees meeting the combined age and service requirements of the program under which they retire, the University continues to provide the benefit of a group health plan. Under this plan, the University will share in the cost of the premium for those with coverage, at the same rate as active employees.

Once the retiree and/or spouse reaches the age of 65, the University requires that the individual and/or dependent enroll in Medicare Parts A and B in order to continue to receive benefits as described.

8.12.1.2 NYS College of Ceramics

Eligibility: Regular Employees Who Meet Combined Age/Service Requirements as Defined by the Retirement Plan

For those employees meeting the combined age and service requirements of the program under which they retire, the State continues to provide the benefit of a group health plan. Under this plan, the cost of the premium remains the same as that which an employee pays for both single and family coverage. The value of each retiring employee's remaining sick days at the time of retirement will be applied to the cost of health insurance as per the State's rules.

Although Medicare allows enrollment up to three months after a person's 65th birthday, the State health insurance program requires that retirees have Medicare Parts A and B in effect on the first day of the month in which they reach age 65. (Note: It takes up to three months for Medicare to be effective so employees should plan accordingly to avoid a gap in coverage.)

8.12.2 Life Insurance

Eligibility: Eligible Retiree

The University will continue to pay for a reduced amount of Life Insurance up to an amount not to exceed \$5,000 in coverage.

8.12.3 Tuition Remission

Eligibility: Eligible Retiree

The University will continue to honor the conditions of the Alfred University Tuition Remission Plan for the individual, the spouse or spousal equivalent, and dependent children (as such spouses and children meet the eligibility requirements as defined in the Tuition Remission policy).

8.12.4 Other Benefits in Retirement

Recognizing the value of the experience and maturity of its retirees, the University encourages their continued research, scholarship, and professional activity.

Dependent on the availability of space and other resources of the University, such privileges as the following may be available to the retiree:

- Library Facilities
- Laboratory/Office Space
- Fitness Center Membership
- Research Activity Eligibility
- Continued Participation in Professional Groups and Activities

Retirees should contact the Office of Human Resources regarding space and/or resource availability and usage.

Note: With approval from appropriate administration, any sponsored research proposals will utilize normal University channels and policies. Financial control will reside with the University, rather than the retiree. The University will primarily utilize its financial

resources to support those projects and instructional programs considered fundamental to its primary and contemporary mission.

8.13 VISION and DENTAL INSURANCE

Eligibility: Vision: Full-time Employees

Eligibility: Dental: Full-time Non-Statutory Employees

Employees may enroll, or make changes in the Vision or Dental Insurance Plan (individual, two person, or family coverage) at any one of the following times: Date of Hire, Open Enrollment Period, Qualifying Event. Coverage is effective beginning the first day of the month following enrollment. Participation may be discontinued at anytime. (Under certain circumstances and with appropriate application, coverage may be extended to domestic partners, as defined by the University. Contact the Office of Human Resources for further information.)

The premium is paid fully by the employee through payroll reduction. Full detail is provided to the employee at the Entrance Interview.

Prior to the beginning of an unpaid leave of absence or other significant change in the circumstances of employment, the employee must contact the Office of Human Resources to determine any impact on vision or dental insurance coverage and make arrangements, as necessary, for premium payment.

8.14 FLEXIBLE SPENDING ACCOUNT

Eligibility: All Regular Non Bargaining Unit Employees

8.14.1 Health Care Reimbursement

Employees are eligible to set aside pretax dollars up to a legislated maximum in a Health Care Reimbursement Account to be used for medical expenses/services within a given calendar year that are not covered by insurance. Reimbursement, which must be applied for no later than three months beyond the calendar year for which the account was established, requires appropriate application and documentation.

8.14.2 Dependent Care Reimbursement

Employees are eligible to set aside pretax dollars up to a legislated maximum in a Dependent Care Reimbursement Account to be used for dependent care expenses incurred within a given calendar year while the employee and/or spouse are employed. Reimbursement, which must be applied for no later than March 15th beyond the calendar year for which the account was established, requires appropriate application and documentation.

8.14.3 Enrollment

Enrollment must take place at time of hire or during a designated Open Enrollment Period. More detailed information, including the maximum amount one may contribute per year, is provided during the Entrance Interview or may be secured at anytime from the Office of Human Resources.

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9.0 MISCELLANEOUS BENEFIT PROGRAMS AND SERVICES: ALL EMPLOYEES (Sections 9.1 - 9.4)

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9.1 FITNESS CENTER AND OTHER ATHLETIC FACILITIES

Eligibility: Regular Employees

Alfred University's extensive athletic facilities are generally available, free of charge, for employee use according to a schedule and guidelines as announced by the Athletics Director.

The Fitness Center, located in McLane Center, contains state-of-the-art fitness equipment and is available for employee and family use according to a schedule announced by the Athletics Director. Usage requirements include an annual fee (which may be paid by payroll deduction), adherence to established rules, and appropriate submission of a signed waiver/release form.

Further information about facilities may be obtained by contacting the Administrative Offices of McLane Center.

9.2 LIBRARIES: HERRICK MEMORIAL AND SCHOLE'S LIBRARY OF CERAMICS

Eligibility: All Employees

Herrick Library houses the University's general academic library resources, including reference works and serials. Scholes Library of Ceramics is a specialized library supporting curricula and research programs of the NYS College of Ceramics and other engineering departments of the University.

Both libraries provide on-line access to their library catalogs, electronic journal indexes, specialized databases, and full-text journals. On-line access is also available to the Alfred State College Hinkle Library catalog.

Further information about either library, including lending privileges, may be obtained by contacting the respective circulation offices.

9.3 CREDIT UNION

Eligibility: All Employees

Membership in the ServU Federal Credit Union is available to all employees. The Credit Union makes available share accounts; Christmas, Vacation, and Back-to-School

Clubs; and various loan programs. More detailed information is available from the Credit Union located at 180 Main Street, Alfred.

9.4 NOTARY PUBLIC

Notaries are available in numerous University offices. The Office of Human Resources can provide further location information.

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10.0 RECORDS (Sections 10.1 - 10.2)

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10.1 ACCESS TO RECORDS

The Office of Human Resources maintains a personnel file on each employee for administrative and business purposes. Medical information is kept in a separate and confidential file. The information in the files may not be accessed by individuals other than the employee except on a need-to-know basis as related to a legitimate business interest. (Note: An employee may inspect his or her file during regular office hours by scheduling an appointment with the Office of Human Resources.) Anyone who handles or learns information about students or employees during the performance of their job duties must maintain such information in strictest confidence.

All requests for employee information from outside the University must be referred to the Office of Human Resources. Generally, dates of employment and job title are released; salary is not released without employee authorization. The University reserves the right, however, to release further information when the University believes it is warranted for legitimate business or personnel reasons.

10.2 CHANGES IN PERSONAL INFORMATION

Employees must notify the Human Resource office in a timely manner of any changes such as campus, home or mailing address, phone numbers, emergency names/addresses/phone numbers, tax withholding information, dependent data and benefit information.

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GENERAL UNIVERSITY POLICIES (Sections 11.1 - 11.22)

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11.1 DISCRIMINATION HARASSMENT AND SEXUAL MISCONDUCT POLICY

[DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT POLICY](#)

11.2 DISCRIMINATION GRIEVANCE PROCEDURE

The Discrimination Grievance Procedure is available to University personnel who believe they have been discriminated against by the University on the basis of race, color, religion, national origin, age, sex, sexual preference, disability, or marital status. (Note: Complaints of sexual harassment, however, are handled according to the Sexual Harassment Policy and Complaint Procedure as noted in Section 11.1 of this Handbook.)

Legislation covered by the policy includes, but is not limited to, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Questions on procedure should be directed to the Director of Human Resources.

11.3 EMERGENCY CLOSING

In the event of severe weather conditions or other emergencies, a decision will be made by the President on whether the University and/or its offices shall remain open or be closed. The decision will be based on data collected and supplied by the Director of Safety, Security and Telecommunication who shall consult with other personnel as appropriate. In the President's absence, the decision will be made according to the Alfred University Delegation of Authority. Supervisors and/or others are not authorized to close offices except by explicit instruction of the President or his designee.

Click [Emergency Closing Procedure](#)

11.4 EMPLOYEE ALCOHOL AND DRUG POLICY

The negative physical and mental effects of the use of illicit drugs or abuse of alcohol are well-documented. Alfred University employees are prohibited from coming to work, or working, while under the influence of either substance.

The University further prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee on its property or as part of its activities.

Violation of this policy may be cause for requiring satisfactory participation in a substance abuse and rehabilitation program and/or appropriate disciplinary action. To view policy click [Substance Use & Abuse Policy](#)

11.5 CLEAN AIR POLICY

In recognition of the NYS Clean Indoor Air Act of 1989 (which prohibits or severely restricts smoking in all indoor areas generally accessible to the public) and Alfred University's commitment to a philosophy of endeavoring to provide a healthy and safe workplace, all campus buildings have been designated as smoke-free.

11.6 ANIMAL CONTROL POLICY

No animals of any kind, with the exception of registered service or assistance dogs, are allowed in campus buildings. Animals may be permitted elsewhere on campus so long as they are leashed, attended by the owner at all times, and not interfering with normal use of University facilities. Stray animals found on campus will be removed.

Violations of the Animal Control Policy should be reported to the Director of Safety.

11.7 SAFETY, SECURITY AND ACCIDENT REPORTS

The establishment and maintenance of a safe work environment are shared responsibilities of the University and its employees. While the University takes all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations, employees are expected to practice safety at all times. It is the further responsibility of all staff members to immediately report any unsafe conditions to their supervisor, the Director of Environmental Health and Safety, the Director of Safety, Security and Telecommunications, or the Office of Human Resources so that unsafe conditions can be corrected.

Regardless of how minor an incident may seem at the time, all employment-related accidents and illnesses must immediately be reported to the appropriate supervisor and the Office of Human Resources.

11.8 ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The University complies with the Rehabilitation Act of 1973, the Americans with Disability Act (ADA) of 1990, and the New York Human Rights Law regarding the needs of persons with disabilities. Questions or concerns with regard to accessibility of facilities or special accommodations should be forwarded to the Office of Human Resources.

11.9 COMPUTER POLICY

11.9.1 General Computer Policy

Employees are expected to read and comply with the Computer Use Policy posted on the AU Web.

11.9.2 Computing Facilities Policy

Computing facilities are available to the staff for university-related educational purposes, research, and administrative work. Users are expected to show consideration for one another and to use the system ethically, responsibly and efficiently. Those abusing the privilege may be subject to temporary or permanent suspension of access privileges, disciplinary action, and/or be held liable for violation of applicable civil and criminal law.

Use of computing facilities is strictly governed and enforced, according to established Alfred University policy, the full content can be found here [Policy on the Use of Computing Facilities](#)

11.9.3 AU WEB

Access to computing resources at Alfred University is a privilege, not a right. Each author of an AU Web page is responsible for its content. Authors and users must adhere to all local, state, and federal laws and regulations, as well as all Alfred University policies. Violators may be prosecuted and/or disciplined as appropriate.

The University reserves the right to remove content of, and access to, any page on the AU Web believed to be non-compliant with governing laws and policy. Please review the [Brand Style Guide for Alfred University](#). Users are expected to be familiar with all such materials and abide by their content.

11.10 MAIL DIRECTORY POLICY

As a regular part of its business communication effort, employee directories are routinely made available to staff members. Employees have the right to limit their personal information included in the directory. Those Employees wishing to do so should contact the Department of Office Services or the Office of Human Resources.

The information contained in the directory is considered private and is provided solely for internal University use. Any private or outside use is prohibited without the express written consent of the President or a member of the President's Cabinet. Any employees violating the privacy of this information will be subject to discipline up to and including dismissal.

11.11 TELEPHONE AND ELECTRONIC COMMUNICATIONS POLICY

The University provides computer and telephone equipment, and related facilities, for the purpose of conducting University business. Alfred University computer users can expect reasonable confidentiality in the messages they receive and the files they create. Information Technology Services and Safety, Security and Telecommunications personnel do not routinely monitor an individual's computer and telephone use, nor do they routinely examine files, read electronic mail, or review phone messages in an individual's account, or review any content on web pages accessible through the University's web site. However, Information Technology Services and Safety, Security and Telecommunications staff are responsible for responding to alleged abuses and have the right to investigate suspected offenses, to suspend or revoke computing and phone privileges, or to remove or deny access to any content it deems objectionable or illegal.

Employees are expected to read and comply with the Computer Use Policy posted on the AU Web and to conduct electronic communications in the same professional and respectful manner as all other internal or external University communications. Naturally, employees may not use the University's computer facilities to conduct illegal activities of any sort. Employees who violate this policy may be subject to discipline up to and including discharge.

The University phone system is vital to the operation of University business and should be used primarily for that purpose. However, it is recognized that it is sometimes essential for an employee to make or receive personal calls at work. In such cases, the employee is expected to keep personal calls to a minimum both in frequency and length and that the individual will reimburse the University for any charges resulting from personal telephone use.

11.12 KEYS AND OTHER UNIVERSITY PROPERTY POLICY

With supervisory approval, employees are allotted equipment and keys for the work area as appropriate. Once issued, such items become the responsibility of the employee. In the event such materials are lost or stolen, it is to be reported immediately to the supervisor and Security Office so that appropriate action may be taken.

11.13 PURCHASING AND PROPERTY CONTROL POLICY

11.13.1 Private Sector

Purchases of \$1,000 or more must be processed through the Purchasing Department and require the use of a purchase order form. Those under \$1,000 may be processed directly by the department and do not require use of such forms.

11.13.2 NYS College of Ceramics

All purchases over the petty cash threshold must be processed through the Purchasing Office; those under the threshold, must be received through the Shipping/Receiving Department and be processed through the Purchasing Office. Other guidelines apply to purchases over prescribed dollar amounts and may be secured through the Purchasing Office.

Equipment purchases or gifts are controlled on the State Property Control System. It is the purchaser's responsibility to notify Property Control of changes in location, condition, or status and of the receipt of gifted or donated equipment. State-owned equipment may not be disposed of without prior authorization from the Property Control Department.

11.14 SOLICITATION POLICY

Wishing to maintain a campus environment of academic integrity and personal development, the University recognizes the need to protect this environment from uncontrolled solicitations, while still acknowledging the need of the campus community to support worthy causes and freely exchange ideas.

In order to minimize personal inconvenience and interference with one's job, non-employees are not permitted to engage in solicitations, selling or appeals for donations, or distribution of related literature on University premises unless authorized in advance by the University. Solicitation by, or for, employees is not permitted during work time, which does not include breaks or meal period. Mass mailing or other distribution of non-work related literature by employees is not permitted in work areas at any time.

11.15 TRAVEL AND ENTERTAINMENT POLICY

11.15.1 General Statement

The University Travel Policy is intended to establish principles by which University personnel will be reimbursed for University business-related travel expense. Such travel will be reimbursed based on the guidelines established by individual departments in addition to those established in the [University Travel Policy](#) (Click for details)

11.15.2 Cash Advances

Cash advances for travel are available for estimated expenses from the Business Office. Such advances may be obtained up to 30 days in advance of the scheduled travel. Approved requests for amounts of \$100 or more must be submitted at least ten days in advance of the scheduled travel. Such advances are considered to be a personal obligation until removed with the submission of an approved Travel Expense Report at the end of the trip.

Advances are to be settled with the Business Office within 20 business days of the completion of the trip or other purpose for which funds were obtained.

Advance registrations requiring a check (check request) must be submitted to the Business Office at least ten days in advance of the necessary mailing date to insure timely payment.

11.15.3 Motor Pool

The University maintains a limited number of vehicles available for business use for employees meeting registration eligibility requirements. Reservations can be made through the [Motor Pool webpage](#). The Motorpool office has related authorization and reporting requirements, details of which may be secured from the office.

Personal vehicles, when properly insured and in good operating condition, may also be used. In such cases, mileage expense will be reimbursed.

11.15.4 Travel Expense Report

Travel Expense Reports make provisions for reporting all expenses of the trip whether payment is in advance, by cash, or with credit. Such reports establish those expenditures for which reimbursement will be provided. Receipts are required for items over \$25 and for all lodging charges. It is the responsibility of both the traveler and the supervisor approving the form to verify that the expenditures reported conform to the stipulations as detailed on the travel reimbursement forms and specified by the University Travel Policy.

11.15.5 Advance Approval, NYS College of Ceramics

All travel must be approved in advance using a Travel Advance/Encumbrance Form. The form must be submitted to the Ceramics Business Office with supporting documentation and approval signature(s).

11.16 VEHICLE AND TRAFFIC REGULATIONS

11.16.1 Scope

Prescribed regulations apply to all operators of motor vehicles on property owned or controlled by Alfred University. It is the responsibility of the primary operator to assure that the vehicle is neither parked nor operated in violation of University regulations, local ordinances, or State law.

The operation of motorcycles, in areas other than those designated for all motor vehicles, is prohibited. The operation of snowmobiles is not permitted on any University property.

Alfred University assumes no responsibility for a vehicle or its contents when on University property. This includes any damages that may be caused by the necessity to tow or otherwise move a vehicle.

11.16.2 Parking Regulations

11.16.2.1 Enforcement

The enforcement of parking and vehicle regulations is under the direction of the Alfred University Safety Office.

11.16.2.2 Registration

All motor-operated vehicles must be registered with the Safety Office. Permits are issued to regular full-time or part-time employees. They will receive one permit in the form of a hangtag that can be transferred from one vehicle to another depending upon employee need. The tag permits the driver to park in authorized areas. In the event of a change in the vehicle or the vehicle plates, the Safety Office must be notified of the change within two working days.

11.16.2.3 Authorized and Prohibited Parking Areas

Signs are erected throughout the campus designating given parking areas as either student or faculty-staff areas. Normally restricted faculty/staff areas, however, are open parking from 5 p.m. to 7 a.m.

Parking is prohibited in front of all loading docks, entrances to buildings, crosswalks, and fire hydrants. It is further restricted in any other areas where signs, restrictive guardrails, yellow-curbings, or lines so indicate. Fire lanes are strictly controlled, with only necessary emergency, service, or delivery vehicles authorized to park even temporarily in such locations.

Unauthorized parking may result in ticketing and/or booting of the owner's vehicle.

11.16.2.4 Special Parking

Special parking permits for visitors and campus guests are available from the Safety Office. Such permits entitle the bearer to park in designated areas as specified on the permit by the Safety Office.

Permits are also available for those with physical disabilities. In such cases, a physician's certification may be required, documenting the need and indicating the period of time for which the permit will be required. Such a permit entitles the bearer to park in designated handicap parking areas as well as any other area for which s/he would normally qualify.

Special parking permits, which are not transferable, must be displayed on the dash of the vehicle for which it is registered.

11.16.2.5 Revocation of Parking Permit

Parking permits may be revoked at any time for repeated violation of prescribed regulations or for the reckless operation considered to be endangering life or property.

11.16.3 Pedestrian Areas of Campus

Pedestrian areas of campus are defined as those areas within a closed gate or a sector that is usually secured by a closed gate. A pedestrian area sufficiently wide enough for emergency vehicle travel is considered to be a Fire Lane. With the exception of necessary service or delivery vehicles, operation of motor vehicles is prohibited in designated pedestrian areas of campus unless special authorization has been granted by the Safety Office.

11.16.4 Penalties

11.16.4.1 Tickets/Fines

Tickets and related fines are invoked by the University for violation of vehicle regulations and are payable at the Business Office within five working days from the date of issuance.

11.16.4.2 Appeal Procedure

Vehicle violations may be appealed within five working days from the date of issuance. Appeals beyond this time will not be considered. Appeals are processed by an autonomous board consisting of students, faculty, and administrative staff.

11.16.4.3 Booting

Booting is the disabling of a vehicle by applying a clamp to a wheel that can only be removed by the Safety Office. Unregistered vehicles, vehicles parked in violation of regulations where signs and lot markings prohibit parking, or repeated tickets, will be booted.

11.16.4.4 Abandoned Vehicles

Vehicles will be considered abandoned if left in unauthorized locations for more than seven continuous days. Such vehicles will be disposed of according to the State Vehicle and Traffic Law Code, Section 1224.

11.17 CREDIT CARD USAGE

Credit cards registered in the University's name are available to employees only on a very limited basis, dependent on need and as approved by the applicable Vice President. Use is carefully governed requiring that all expenditures be reconciled with appropriate receipts, and are restricted to business use only.

11.18 CONFLICT OF INTEREST AND BUSINESS ETHICS POLICY

The University is expected to conduct its business transactions at the same high level of integrity expected in its educational approach to students. This business conduct is carried on through employees of the University and encompasses contacts with the public as well as with other University personnel.

A conflict of interest is defined as the existence of a situation where an employee's position or authority can be used to influence decisions in ways that would directly or indirectly lead to financial or personal gain for that employee or his or her immediate family. Immediate family, for the purpose of this policy, is defined as spouse, spousal equivalent, parents, children, siblings, spouses or spousal equivalents of these individuals, and in-laws. A conflict of interest also includes those employee activities that have the potential to adversely affect the individual's ability to carry out the responsibilities inherent to his/her University position.

All University employees are required to review the Conflict of Interest Policy and sign a statement that they have read and understood the principles inherent to the policy

and are responsible for following the practices covered therein. The complete [Conflict of Interest Policy and Conflict of Interest Form](#) may be viewed by using these links. The Conflict of Interest and Business Ethics Policy covers the following:

- Description of situations which create the potential for Conflict of Interest;
- Responsibilities and duties inherent to all University positions;
- Disclosure requirements for purposes of government grants.

11.18.1 Potential Conflict of Interest

Potential for Conflict of Interest exists when a University employee or a member of his/her immediate family:

- Has material financial interest in (defined as a value exceeding \$5,000 or representing more than 5% ownership interest in any one business enterprise or entity), business relationship with, or significant indebtedness to, anyone doing business with the University;
- Accepts payments, loans, services, significant favors, or gifts from anyone doing business with the University (dependent on the individual's position and the responsibilities inherent to that position);
- Is an officer, director, partner, or consultant with an organization that does business with the University;
- Has outside interests which have the potential to impair independent, unbiased judgment with regard to the employee's University function;
- Participates in outside activities which have the potential to create a material conflict of interest relating to the University's trade secrets, proprietary information, or other proprietary or business interest;
- Holds membership in a professional organization, the objectives of which are in conflict with University interests to the extent they would adversely affect the individual from fulfilling the responsibilities of his/her position.

11.18.2 Basic Business Practice

Basic business practice dictates that employees accept responsibility for properly carrying out the duties of his/her position at the University and, with these duties, ensure the following:

- Related University revenues and expenditures are to be promptly recorded and duly accounted for, according to the financial system of the Institution;
- Funds received are to be promptly deposited according to University guidelines;
- Privileged information and confidential data of the University and/or its constituencies are to be treated as such and transmitted only according to University direction.

In general, it is required that employees handle University funds, assets, intellectual property (including computer software and other copyrighted material), and privileged information in a legal and ethical manner consistent with the interests of the University. It is further required that employees conduct all internal and external University business interactions in an ethical manner, free from personal or other improper influence.

11.18.3 Notification

All employees of Alfred University are expected to carefully familiarize themselves with the Conflict of Interest and Business Ethics Policy as it pertains to individual situations. If the employee determines that a potential conflict of interest exists, a statement specifying the factors involved is to be sent to the President of the University, or the President's designee, for review and resolution as appropriate. Questions about conflict of interest should be promptly directed to the administration as necessary for direction and guidance.

Employees who wish to engage in any of the activities described in the University policy on "Consulting" must notify the University in advance in accordance with the Consulting Policy.

11.18.4 Sign-Off

University staff who serve as principal or co-principal investigators of federal grants are required to provide sign-off at least annually explaining any possible conflicts which may exist between the individual's personal situation and the contracts s/he administers.

11.18.5 Financial Disclosure Policy

The federal government also requires pertinent financial disclosure of any investigator or person employed by the institution who is responsible for the design, conduct, or reporting of research activities. Each investigator, therefore, must disclose to the institution all significant financial interests of the investigator and/or the investigator's immediate family that would reasonably appear to be directly and significantly affected by the research or educational activities funded or proposed for funding by government grant. Financial disclosure must be made at the time of the proposal and, thereafter, on an annual basis or as new reportable significant financial interests occur.

The University is responsible for collecting and interpreting all financial disclosures and acting to eliminate any interests that present a potential conflict of interest.

11.19 CONSULTING POLICY

Eligibility: Regular Employees.

The term consulting is understood to refer to service performed by a staff member for outside organizations and refers to that assistance considered primarily advisory in nature. Such activity is recognized as a worthwhile activity that may add to the individual's experience, knowledge and professional growth. It may also enhance the prestige of the University and provide the consultant with additional income. As an institution of higher education, the University is committed to making available to the larger community the special knowledge, experience, and intellectual competence of its staff and considers such activity a benefit to all concerned.

However, moral and ethical considerations are inevitably present in this activity. Potential problems include conflict of interest, interference with the performance of University duties, and improper use of University staff, equipment, materials and time. It is therefore the responsibility of any staff member contemplating such activity to fully inform, and receive the approval of, both the Supervisor and the Director of Human

Resources in advance of beginning such activity. (Note: Proposals, and subsequent approval, must detail agreement related to use of University equipment/facilities and provide financial disclosure and arrangements for both the employee as well as the University as applicable.)

In general, the following conditions apply:

- Consulting either on or off campus of up to one day per week is permitted, provided it can be accomplished without interfering with the employee's University responsibilities and/or, in the University's judgment, creating a material conflict of interest;
- Consulting must be carefully undertaken with the employee acting as an individual and not as a University spokesperson;

Consulting should be undertaken only with careful examination of all aspects of the proposed activity in order to avoid those situations that might lead to conflict of interest or other unethical practice. (Note: It is generally considered improper for an employee to serve as a consultant on a research grant or other project of the university unless specifically identified as such in the proposal.)

11.20 PATENT POLICY

11.20.1 General

Patents are valuable to a university and its staff members. Along with publication in scientific journals, they establish dates of scientific contributions, can serve to control the quality of products manufactured by licenses, and may also be a source of income.

Alfred University seeks to extend knowledge on one hand and, on the other, to patent information where financial aspects dictate such as an appropriate course. The University will seek to patent only those inventions that represent major compositional or process breakthroughs. Compliance with the Alfred University Patent and Procedure Policy are essential if the inventor and the University are to obtain maximum benefit from patentable inventions.

A member of the professional staff of Alfred University is required, as a condition of employment, to submit to the University disclosures of ideas, inventions or discoveries that may be patentable and that were conceived and/or reduced to practice during the inventor's employment by Alfred University ("Inventions"). Title to all such Inventions shall vest in the University, subject to the terms of any applicable governmental or private funding agreements. However, Inventions that the inventor can demonstrate were conceived or reduced to practice independently from Alfred University will be exempt from these rules. A member of the University staff must recognize both the legal and ethical obligation that s/he has to the employer. Within two months of that time in which a staff member believes that s/he has a patentable Invention, the employee must prepare a disclosure of the discovery for transmittal to the appropriate Dean and/or Vice President. If the invention is the result of a sponsored research effort, a duplicate copy of the related agreement shall be sent with the disclosure. The Dean will then convene a meeting of the Patent Committee. The Committee will then make one of two decisions:

- 1) Request the Provost to authorize funds to search the patent literature and/or make other arrangements to evaluate the Invention; or,
- 2) Assign the University's rights to the invention to the inventor.

Click for details [General University Patent Policy](#)

11.20.2 Research Centers

Particular guidelines for Inventions, including patentable Inventions, indigenous to specific Research Centers of Alfred University may be governed by further terms and conditions related to University defined statutes governing a given center as well as those federal, state, or other sponsoring directives appertaining thereto. Such relevant guidelines are held in the central repository of the applicable Center, Research Office, or Business Office as appropriate and may be accessed therein.

11.21 COPYRIGHT INFRINGEMENT POLICY

The Copyright Infringement Policy is intended to promote and encourage excellence and innovation in scholarly research and teaching by identifying and protecting the rights of the University, its faculty, staff, and students. At the same time, we must recognize that copyright owners have exclusive rights to reproduce their copyrighted works, to prepare derivative works, to distribute copies and to perform or display the works publicly. Consequently, it is copyright infringement for any person other than the copyright owner to exercise any of the rights listed above unless properly authorized by the owner, or unless the use of the material constitutes "fair use" as provided by Copyright Law (Title 17, United States Code).

All employees involved in the reproduction of copyrighted materials for classroom use, preparation of lectures and/or labs, or other campus organizational use have an important responsibility to use their best efforts to assure that the rights of the copyright owners are recognized and honored. This responsibility involves reading and complying with the [Copyright Infringement Policy](#) (click for full policy).

11.22 WEAPONS POLICY

Possession or use of weapons on property owned, affiliated with, or controlled by Alfred University (including sidewalks, driveways and parking lots) or where Alfred University events are occurring, is expressly prohibited, except as may be required by law enforcement officials. This policy further applies to those operating Alfred University Motor Pool vehicles, whether on or off University property.

The definition of "weapons" covers all items capable of inflicting serious injury. Examples include, but are not necessarily limited to, the following:

- Firearms
- Knives
- Air Guns
- Spear Guns
- Paint Guns
- Bow and Arrow
- Explosives: Gunpowder, Firecrackers

- Ammunition, etc.

Because such items are capable of inflicting serious injury and thereby pose a clear risk to persons and/or property, violations of this policy may result in disciplinary action up to and including suspension of students or termination of personnel and may likewise be prosecuted under applicable law.

Note: On occasion, academic programs may require the use of tools falling under this definition. Such use, when applied directly to program-related activity, is exempted from this policy.

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11.23 AU Intellectual Property Policy

[AU Intellectual Property Policy](#)

11.24 Reporting Time Worked by Hourly Employees

[Reporting Time Worked by Hourly Employees](#)

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