CAUTION:

This particular section is approximately 113 pages. If you need to print a section of this document, and do not want all 113 pages. Click and highlight the section you wish to print, and when the printing prompt box appears, select the option to print SELECTION, not the default which is print ALL. Please take note of this to save the hassle of printing 113 unnecessary pages.

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A. CAMPUS POLICIES AND PROCEDURES

1. ACADEMIC CALENDAR

2. ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

3. ACCIDENTS, INJURIES AND MEDICAL EMERGENCIES (REPORTING PROCEDURES)

All employee accidents, regardless of severity level, must be reported and a SUNY Potsdam Accident/Injury Report must be completed for all injuries. The requested information is required by law, under the NYS PESH Rule Part 801.

When an employee is involved in a work-related injury, the following steps must be followed:
a. The employee must notify their supervisor immediately. If this is not possible & a witness is on the scene, the witness can contact: 1. the employee’s supervisor if known; 2. the Office of Human Resources at #2094; or 3. University Police at #2222. Failure to immediately report an accident may compromise the employee’s occupational injury/illness claim.

b. An Accident/Injury Report is to be completed in full, by the supervisor and injured employee, if the employee is capable of doing so. The Accident/Injury Report is then forwarded to the Office of Human Resources on the day of the accident, if medical attention is required or if the employee will miss time from work. If the form cannot immediately be delivered to Human Resources, the supervisor is to contact Human Resources at # 2094. Incomplete Accident/Injury reports will be returned to the supervisor for completion.

University Police may be dispatched to the scene of the incident depending on the severity of the accident. The Supervisor should notify University Police if medical attention is required.

Accident/Injury Reports involving no lost time or medical treatment are to be forward to Human Resources as soon as possible.

The campus Environmental Health and Safety Officer will also receive copies of all reports, which are subject to investigation.

c. It is essential and mandatory that supervisors refer all employees that are involved in accidents, to the NYS Accident Reporting System (ARS), which is 1-888-800-0029. The employee will be given an ARS intake number, which they will need to write down. If the employee needs to obtain a prescription, related to the injury, they present their ARS incident number and relay the group number (NYSIF). The pharmacy should then contact Express Scripts at 866-533-7011 As a result; there will be no charge for the prescription.

d. All employees, who are out on leave for more than 5 days, are required to complete a Leave of Absence form. If applicable, the employee will also be notified of their rights under the Family Medical Leave Act.

e. The following applies to CSEA employees: If the employee is to be out of work 5 working days or more, they must determine, immediately, if they want to charge the first 5 days of their absence to sick leave accruals, or be placed on the workers’ compensation payroll effective their first full day of absence (partial days do not count). If the employee decides to charge accruals during the first 5 days, they are then placed on the leave without pay effective day 6. Wage replacement is then determined by New York State Insurance Fund.
f. Employees, other than CSEA employees, are to contact the Office of Human Resources for specifics on their workers’ compensation benefits.

g. The injured employee must provide medical documentation to support all absences connected to the work related injury. Documentation must include the following for it to be acceptable: the diagnosis, prognosis & estimated period of absence. It is the employees’ responsibility to obtain appropriate medical documentation. All medical statements are to be turned in to Human Resources. The doctor’s office may fax it to 316-267-2170. It will remain confidential and Human Resources will in turn notify the employees’ supervisor of their status.

h. Prior to returning to work, a medical certificate, from the employees’ physician, must be submitted to Human Resources, stating the exact day on which the employee is able to return to work and if there are any restrictions. If there are restrictions, they must be specific and state when they can be lifted. Light duty may be considered when a person is 50 % disabled or less and within 45 days of full recovery. A Physical Capabilities form, which can be obtained from the Human Resources, must also be completed. Human Resources will discuss the restrictions with the employees’ supervisor to determine if light duty is possible. An employee may be required by the College to undergo a medical examination by a New York State doctor at any time during their workers’ compensation leave.

i. It is critical that the employee remains in contact, regularly, with Human Resources throughout their workers’ compensation leave.

Questions on workers’ compensation procedures are to be directed to Human Resources at 315-267-2094.

4. ADMINISTRATION OF AGENCY FUNDS

Guidelines for the administration of agency funds were established on June 24, 1987 by the Chancellor of the State University Board of Trustees. Agency funds are maintained by University-related organizations which have an established relationship with the State University of New York and/or its campus units. These funds contain agency accounts. Agency funds are resources held by a University-related organization in a custodial or fiscal agent capacity for the benefit of individual students, faculty or staff members, or appropriately recognized organizations and are not funds of the University-related organization itself.

The University-related organizations which shall be authorized to administer agency accounts are:

- The Research Foundation of State University of New York
- Auxiliary Services Corporations, and
- Campus-related Foundations.

5. ADMINISTRATION OF CONFERENCES, INSTITUTES, WORKSHOPS
All credit and/or non-credit bearing conferences, institutes and workshops sponsored or hosted by SUNY Potsdam will be administered by the Center for Lifelong Education and Recreation (CLEAR). All conferences of an educational and/or public service nature occurring on or off campus are covered by this policy. The Center for Lifelong Education and Recreation will maintain a master calendar of conferences, institutes and workshops and coordinate these activities with the Office of Residence Life and PACES. This policy does not cover locally initiated workshops run solely for SUNY Potsdam faculty, staff or students. Questions regarding activities covered or not covered by this policy should be directed to the Center for Lifelong Education and Recreation, (CLEAR).

6. ADVERTISING MATERIALS ON CAMPUS

Individuals and groups are welcome to post advertising materials on the SUNY Potsdam Campus. The following guidelines are in effect in all areas of all campus buildings:

a. Content

- Materials should be appropriate for a college campus.
- Materials shall not include information that is offensive to anyone.
- Materials shall not specify alcoholic drinks or prices, although phrases such as "cash bar" or "drink specials" are acceptable.

b. Placement of Materials

- Materials shall be posted on appropriate bulletin boards. They shall not be attached to doors, windows, or walls.
- Only one poster for any one activity may be placed on any one bulletin board.

c. Sanctions

- Individuals or groups who do not comply with these guidelines or who, without authorization, remove materials placed by other individuals or groups may be denied access to the campus for advertising purposes.

- Individual College buildings may have additional regulations. Please check with the building administrator prior to posting materials. (See Appendix XII).

7. ANIMAL POLICY

In an effort to insure an atmosphere conducive to academic pursuits and to comply with existing state and local laws, the following animal policy shall be in effect:

*Service animals, as provided for under the Americans with Disabilities Act (ADA) and comfort, emotional support and companionship animals, as provided for under the Fair Housing Act in the Residence Halls only, are excluded from the provision of this policy. (See Service and Assistance Animal Policy or Residence Hall Policies)*

1. Animals are not permitted in any buildings at any time.
2. Animals are permitted on campus grounds if they are restrained by a chain or leash not exceeding six feet in length and accompanied by persons of adequate age and discretion who properly controls their actions.
3. An owner or harborer of an animal shall not permit the animal to be a public nuisance by allowing the animal to consistently bark or howl, cause personal injury or damage personal or College property.
4. An owner or harborer of an animal is not permitted to leave the animal unattended on campus property.
5. The owner or harborer of an animal is required to pick up after their animal or may be subject to state and local laws.

Persons found to be in violation of this policy may face Student Conduct, Human Resource and/or Town Court action.
Any animal found on campus in violation of this policy shall be subject to immediate transfer to the Potsdam Animal Shelter where the owner may claim the animal after payment of any custodial fee.

8. ANNUAL REPORTS

Article IX, Title A, Section 4 of the Policies of the Board of Trustees requires the College President to submit an annual report to the Board of Trustees, the Chancellor, the College Council and the College Faculty concerning the affairs of the College on or before September 1 of each year.

Annual reports from Deans and Directors are to be submitted to the appropriate Vice President. Public Affairs prepares a summary report for release on or before Sept. 1.

9. ART COLLECTION

A large quantity of valuable artwork enhances the interiors of many campus buildings. Permanent Collection artworks located throughout the campus can only be moved by personnel from The Art Museum. All of these works are inventoried and catalogued as part of The Museum’s permanent collection and are the property of the College Foundation. If there is any question as to the ownership of a work of art, please contact The Art Museum.

If a faculty or staff member wishes to have a work removed or replaced or wishes to have artworks displayed in a particular area, he/she may consult with the Collections Manager in The Museum office. However, The Museum’s current policy does not allow for placement of art in private faculty/staff offices.

It would be appreciated if everyone would take notice of missing or damaged artwork, and notify The Art Museum office immediately so that appropriate action can be taken.

10. BACKGROUND CHECK POLICY

I. SCOPE
This policy applies to new employees as of January 1, 2007.

II. POLICY STATEMENT

a. To protect the welfare and provide for the safety of the students,
employees, and institutional resources of SUNY Potsdam, Human Resources will administer the conducting of background checks on new employees. Only the successful applicant will be subject to a background check. Candidates that apply through the online applicant system will be prompted electronically to complete authorization and a release to conduct the background check through HireRight. Candidates that are hired not utilizing the online applicant system will be asked to complete a written authorization. The appointment letter will include a statement that the employment offer is pending the satisfactory completion of the background check.

Human Resources will contact the Director/Dean or Vice President only if the background investigation produces results which may affect the employability of the candidate. All results of the background investigation are confidential and will be used by HR and the appropriate Dean or Vice President when and if the check reveals information which may affect the hiring decision. Criminal background investigation records will be received and maintained as part of a confidential file (to the degree possible) in Human Resources.

If an applicant or employee possesses an active security clearance issued by the US Federal Government, proof of that active security clearance will be considered in lieu of conducting a new criminal background check.

III. RESPONSIBILITIES
Human Resources is responsible for the management of the policy, including overseeing the background investigation process, confidentially reporting job-related negative results to the appropriate department, and the confidential storage (to the degree possible) of all findings.

IV. SANCTIONS
Those who violate the terms of this policy, including violations of confidentiality, are subject to disciplinary action, including termination. Failure to disclose a conviction(s) is deemed falsification of application and may result in termination.

VI. EFFECTIVE DATE AND APPROVAL
This policy is effective January 1, 2007. This policy shall be reviewed and revised annually, if necessary.
Approved: January 22, 2007

11. BLOODBORNE PATHOGENS

POLICY
SUNY Potsdam is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030.

The ECP is a key document to assist our college in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:
I. Employee exposure determination.

II. The procedures for evaluating the circumstances surrounding an exposure incident, and

III. The schedule and method of implementing the specific sections of the standard, including:

   - Methods of compliance
   - Hepatitis B vaccination and post-exposure follow-up
   - Training and communication of hazards to employees
   - Record keeping

PROGRAM ADMINISTRATION

- The Environmental Health and Safety Officer is responsible for the implementation of the ECP and will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

- Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

- The Custodial Services Department will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

- The Environmental Health and Safety Officer will be responsible for training and ensuring that all medical actions required are performed and that appropriate medical records are maintained.

- The Student Health Services will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.), labels, and red bags as required by the standard. The Student Health Services will ensure that adequate supplies of the aforementioned equipment are available.

I. EMPLOYEE EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this college the following job classifications are in this category:

   - Campus University Police Officer
   - Supervising Campus University Police Officer
   - Chief of University Police
   - Supervisor of College Nursing Services
   - Nurse I
   - Director of Student Health
   - Licensed Practical Nurse
In addition, OSHA requires a listing of job classifications in which some employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Cleaners/Janitors are responsible for laundry, cleaning in Residence Hall, Student Health Services, and Training Room.

II. EFFECTIVE DATES

Effective Dates-Code of Federal Regulations

- Bloodborne Pathogens Standard (Including Universal Precautions)  March 6, 1992
- Exposure Control Plan  May 5, 1992
- Record keeping June 4, 1992
- Information and Training  June 4, 1992
- Methods of Compliance (Except Universal Precautions)  July 6, 1992
- Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up  July 6, 1992
- Labels and Signs  July 6, 1992

The methods of implementation of these elements of the Code are discussed in the Exposure Control Plan available from the Campus Environmental Health and Safety Office, 5th floor, Raymond Hall, 315-267-2135.

12. BOMB THREAT

THE MOST important concern in any threat to campus property or people is to maintain order and provide communication, quick and orderly safety to the college community. Secondary but also important is the clarity with which campus functions will proceed while under the emergency procedures. Guidelines for bomb threats are as follows.

a. The Chief of University Police will determine the need for closing one or more buildings or events.
b. At the point a building is closed or event is terminated an attempt will be made to suggest the duration, i.e. "closed for the day," or "postponed until ________ ."
c. The Chief of University Police will, in conjunction with the Assistant Vice President for Facilities, post notices on the building and, if appropriate, identify where continued information and services can be forwarded. "Class information will be available in the Barrington Union" or "__________ services will be provided in _____________ ."
d. The Chief of University Police will notify the Provost, Dean of Students, the Office of Human Resources, and the Director of Public Affairs who will in turn notify appropriate services and teaching units.
e. All personnel not instructed by the above will report to the Office of Human Resources.

f. In the event Van Housen Extenson and main switchboard cannot be the communication center, emergency phones will be established in Barrington Student Union.

g. Director of Public Affairs will serve as primary media contact.

*** Any employee receiving a threatening call should immediately call University Police at *2222. Please pay attention to the following details: Sex of caller, background noise, type of "bomb", any location specifics, and when the bomb is to go off.

13. BUILDING ADMINISTRATOR: POLICIES AND RESPONSIBILITIES

Each academic building on the SUNY Potsdam campus shall have a building administrator, preferably a person already residing in that building. The building administrator shall be appointed by the President of the College after appropriate consultation. He/she shall be willing and able to assume the position and all associated responsibilities. The appointee shall be a full-time member of the faculty, professional or administrative staff of the College. He/she shall serve for a period of one year, the appointment to be made at the beginning of the Fall semester and be renewable each year thereafter. The building administrator is the chief administrator in charge of his/her building at the direction of the President of the College and is ultimately responsible for the well-being of the facility. The building administrator will have the authority to make decisions and carry out those duties which affect comfort, convenience, safety and energy conservation. In this regard, the building administrator will work closely with the Offices of Physical Plant, University Police and his/her building custodians. The building administrator’s name, office and telephone numbers and official building hours shall be prominently posted in the main lobby of his/her building. Specifically, the building administrator shall:

a. Perform his/her responsibilities in a competent, positive and timely fashion.

b. Be authorized to delegate selected responsibilities associated with the position to one or more individuals in that building with the understanding that the building administrator is ultimately responsible for decisions or policies made regarding use of the facility.

c. Make regular tours of his/her building making sure that all equipment and facilities essential to good work/study practices are in proper working order. All irregularities that cannot be taken care of by the regular building custodians shall be referred to the building administrator. He/she shall then prepare a work order and send it to the Office of Physical Plant for action. (A written record of such findings will be kept by the building administrator.)

d. Shall be notified of and act on all requests to use facilities after normal working hours or on weekends making sure that such utilization does not violate College policies. All approved requests must have written authorization from the building administrator. All requests for keys must also have his/her written authorization.

e. Accompany University Police, Physical Plant representatives and state inspectors on all scheduled safety and fire prevention tours. The building administrator shall make certain that all potentially dangerous situations and particularly those conditions that affect the handicapped are immediately referred to the appropriate administrative office. He/she shall also make certain that necessary information recorded during fire drills is submitted to the Office of University Police.

f. Be notified of all accidental occurrences in his/her building and keep a record of such.
g. Be apprised in advance of all activities regarding structural modification, scheduling pesticide spraying or changes in College policies which might affect building usage.

h. Act on requests to use audio-visual hardware and other equipment already under the supervision of the building administrator.

i. Serve as a member of a group of all building administrators, this group to constitute the Council of Building Administrators to be convened by the President of the College or designee at the beginning of the Fall semester. At this time, the President will officially appoint building administrators and discuss responsibilities and policies.

The names of Building Administrators are listed in Appendix XII.

14. BUILDING USE POLICIES AND PROCEDURES

This SUNY Potsdam Facility Use Policy is to be interpreted and applied in accordance with the Mission of SUNY Potsdam. Campus buildings are college community facilities. In determining space availability, priority will be given to the needs of academic programs. No campus building is intended for the sole use of the occupants of that building.

The Center for Lifelong Education and Recreation (CLEAR) coordinates campus wide use of campus facilities by college-affiliated and off-campus groups (see definitions below). Requests for such use and further coordination of the programs will be handled in that office by the Conference Coordinator. For information about using space on the SUNY Potsdam Campus, please call CLEAR at 267-2167 or visit their website at http://www.potsdam.edu/community/clear. CLEAR may designate alternate space managers to coordinate this process.

Additionally, any workshops, non-credit classes, camps, instructional programs, conferences or other opportunities designed for community members, whether they be adults or children, that take place on the SUNY Potsdam campus must be coordinated through staff in the CLEAR Office. Coordination by CLEAR may include, but is not limited to, the following items: training and ensuring adherence to College policies related to child protection/supervision and mandatory reporting of abuse; contract management to protect the College from liability; all aspects of the registration process: billing, fee collection, and appropriate receipting to customers; program marketing; publication and printing of materials; arranging for dining services; coordination of campus signage; and coordination of campus parking.

Credit Card Marketing - SUNY Potsdam prohibits the advertising, marketing, or merchandising of credit cards on campus to students, unless expressly authorized and registered by the Chief Student Affairs Officer or designee. Registrants will be limited to specified dates and areas and are prohibited from offering gifts to a student in exchange for completing a credit card application.

In making SUNY Potsdam facilities available to off campus groups, it is the College's intent not to compete with private businesses whose facilities can accommodate the group's needs.

DEFINITIONS

a. "Facilities" include University controlled (owned or leased) land, structures, buildings, equipment and furniture.

b. "Non-commercial organizations" shall be deemed to include:
1. Federal, State or local governmental units, departments and agencies.
2. Charitable, civic, community, cultural, educational, entertainment, industrial, labor, political, professional and recreational organizations and businesses whose activities are consistent with and in furtherance of University purposes.

c. “Commercial organizations” shall be deemed to include any for-profit organization. Commercial organizations utilizing campus space may not compete with the activities of PACES, the SUNY Potsdam College Foundation or other campus-related entities.

d. “Private individuals and groups” shall be deemed as a person and/or group that is not affiliated with a non-commercial or commercial organization as defined above.

CATEGORIES OF USERS

a. On-campus - Officially recognized organizations, clubs and College Departments whose activities are sponsored, planned and conducted by their members or staff and whose events or programs are designed for and open to SUNY Potsdam faculty, staff and/or students.

b. College-affiliated - Professional academic and educational organizations whose members include SUNY Potsdam faculty or staff that are:
   1. Requesting space, support and service for workshops, seminars, meetings or conferences
   2. Requesting facilities for tournaments, events, games, etc.

c. Off-campus - Organizations or groups external to the College. This category includes public school affiliated groups, health-related social service organizations, youth organizations, small businesses, industry and training agencies, private individuals/group, and so forth that are:
   1. Requesting space, support and service for workshops, seminars, meetings, receptions/dinners, or conferences
   2. Requesting facilities for tournaments, events, games, etc.

PROCEDURE

a. On Campus Users:
   1. All inquiries from on-campus groups shall be directed to the appropriate Building Administrator(s) and/or Space Coordinator(s) for the spaces required.
   2. The Building Administrator/Space Coordinator will make the decision as to the appropriateness of the request and the availability of space, and will inform the requester of the decision. It will be the responsibility of the event organizer or building administrator/space coordinator to inform appropriate offices/departments of the intended use. i.e. University Police, custodial staff, etc.

b. College - Affiliated and Off-Campus Users:
   1. All inquiries from college-affiliated and off-campus groups for use of College facilities for classes, workshops, seminars, meetings, conferences, dinners and other special events or activities should be directed to the Conference Coordinator or designee.
   2. Upon receipt of the request for space, the Conference Coordinator or designee, after consultation with appropriate campus personnel
regarding the availability of space/food service, will approve or deny the request.

3. Following approval of facilities use, the Conference Coordinator or designee will coordinate the event, including issuing of a contract and establishment and collection of fees (if appropriate). It will be the responsibility of the Conference Coordinator or Designee to inform appropriate offices/departments of the intended use. i.e. University Police, custodial staff, etc.

FACILITIES CHARGES

a. On-Campus:
Charges for facilities use will be waived for On-Campus groups, organizations and departments. Groups may be charged for any other fees encumbered by the event for use of space, services or resources.

b. College-Affiliated Users and Off-Campus Users:
Facility use fees for Standard (one time or occasional use) or Frequent Users will be charged to all college-affiliated and off-campus organizations or groups based on the attached fee schedule and may be modified or waived at the discretion of the Building Administrator or Conference Coordinator/Designee. Groups will also be charged for any other fees encumbered by the event for use of space, services or resources.

APPEALS

Any decision may be appealed to the Appeals Board for Campus and Facility Use, consisting of the Assistant Vice President for Facilities, The VP for Business Affairs and the Dean of Students. Any appeal must be made in writing with copies to each member of the Appeals Board within (3) business days of the rendering of the decision by the building administrator or Conference Coordinator. The decision of the Appeal's Board will be given in a timely fashion and is final.

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*Overtime and personnel fees charged if applicable.
*Additional charges will be applied for AV equipment use.

Student worker fee: $12/hour
Custodian fee: $25/hour
In order to protect the Potsdam College Foundation’s 501.c3 status, the following conditions must be adhered to by all:

Overview:
SUNY Potsdam encourages its faculty and staff to seek private support as a means for enhancing the quality of SUNY Potsdam’s educational, research, and service programs. To maximize the opportunity for success and to insure that the institution and its priorities are properly represented in all appeals for private support, institutional coordination and approval of such appeals is essential. Therefore, all efforts within SUNY Potsdam to raise funds from private sources including corporations, foundations, individuals, or other charitable entities must be approved, prior to their initiation, by the Potsdam College Foundation.

Definition:
Fundraising and solicitation activities referred to in this policy statement may include, but are not limited to, requests for pledges, cash, corporate sponsorships, securities or other negotiable instruments, items of property, donated services, gifts-in-kind (such as equipment, furniture, books, etc.), deferred or planned gifts and grants designed to support College programs, scholarships, student activities, endowments, faculty development, and capital expansion/improvement.

Required Approvals:
All planned/anticipated fundraising activities must be preapproved by the Potsdam College Foundation – the Assistant Vice President of Development at SUNY Potsdam will serve as the Foundation’s representative in this process. The AVP of Development should be contacted for a planning meeting to review the proposed fundraising activities. In addition, the Potsdam College Foundation Board of Trustees by-laws specify that certain categories of gifts must be approved/accepted by the Board of Trustees. The Potsdam College Foundation will administer acceptance of all gifts in accordance with the noted provisions.

Fundraising and Solicitation Guidelines:

• The Foundation shall accept gifts and grants for the implementation and support of accepted programs that are consistent with the purpose and goals of the College and that are deemed consistent with the laws, regulations, and policies of New York State and the federal government.

• No individual or unit of the College shall solicit funds in the name of or on behalf of the College unless they have organized and coordinated such activities with the Foundation. Students, employees, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must contact the AVP of Development for approval. The purpose for which funds shall be sought shall also be cleared in advance with respect to any and all solicitations of potential donors.

• All fundraising project requests shall be reviewed with a view toward maximizing the College’s philanthropic potential with each constituency as determined by the Potsdam College Foundation.

• If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the Foundation, representatives of the Foundation will meet with the group or individuals to resolve the issue and reach a
mutually agreeable solution. If a conflict arises that cannot be resolved in such a manner, the Executive Director of the Potsdam College Foundation will consider the issue and make a final decision.

- College personnel shall not benefit personally through commission or other benefits that may be related to any gifts, sponsorships, or grants received by the College. It is unethical to fundraise for individual gain. IRS regulations also apply to this for the purpose of auditing.

- It is recognized that individuals, corporations, foundations, or other entities may themselves initiate contact with SUNY Potsdam faculty and staff regarding funding opportunities. While individual staff and faculty members are encouraged to answer questions and to discuss gift opportunities with potential donors, those inquiries must be reported promptly to the AVP of Development. That information is critical to the overall coordination of fundraising and development activities.

- The name and address of any individual, business or entity that donates gifts must be supplied to the Foundation immediately upon receipt of the gift. Gifts are not to be held.

Naming of Physical Spaces on Campus:

All inquiries regarding naming should be directed to the College Advancement Office. According to the Chancellor’s Guidelines for Naming Opportunities on Campuses of the State University of New York, all facility-naming opportunities are subject to approval by the SUNY Potsdam College Council and in some cases the State University of New York Board of Trustees. The Potsdam College Foundation, Inc. offers a variety of naming opportunities in recognition of significant gifts to the College. Faculty and staff should work with the College Advancement Office early in the process of determining naming opportunities that will most closely match the donor’s interests with the College’s needs.

16. CHANGE OF ADDRESS

If you move to a new address, you are asked to notify the Office of Human Resources immediately. A Change of Address form will need to be completed in Human Resources which will change the address on your payroll and personnel records or on the web. Notification will also need to be made to the retirement system and benefit funds.

17. CLASS CANCELLATION POLICY

In the event of inclement weather, the President upon receipt of a recommendation from the Assistant VP for Facilities may cancel classes. This recommendation will be made as early as circumstances permit for day classes and by 2 p.m. for evening classes whenever possible.

The President will notify the Provost and Office of Public Affairs of the decision, at which time the Office of Public Affairs will notify the campus community via email and call all local radio stations. The Provost’s office will telephone the offices of the Deans of the three schools, Continuing Education, University Police and Dean of Students, who will telephone others who may need to know as quickly as possible.

The decision to cancel classes does not presume cancellation of other events on campus, which will be determined on an individual basis by the sponsoring offices. When such events are cancelled, sponsors should notify the offices of Public Affairs, the President,
and the Provost, as they often receive inquiries about such matters. The campus policy on “Extraordinary Weather Conditions” is still in place as it relates to employees and services required.

18. COLLEGE LIBRARIES LOAN POLICIES

College Libraries policies are detailed on the College Libraries website.

19. CONFINED SPACE

SUNY Potsdam has established guidelines and operational instructions to be taken by campus personnel in order to provide a safe work environment for its employees when entering confined spaces. "Permit required confined spaces" have been identified on campus and posted in accordance with Federal regulations. Confined spaces on the campus of SUNY Potsdam are as follows: manholes (steam, signal, sewage, storm, electrical and condensed stations), boilers, distribution tanks (domestic hot water, water treatment, condensed recovery tanks and oil tanks), HVAC handling units, steam tunnels, crawl spaces.

20. CONTRACTUAL AGREEMENTS

Authority to enter into contractual agreements on behalf of the College is vested in the President of the College and the VP for Business Affairs (or their designees). It may be delegated in specific instances. No individual, except as above, shall purport him/herself to represent the College, and further, any agreement entered into without proper authority is not binding on the College. The legal status of the individual will be determined by the separate circumstances.

21. COPYRIGHT GUIDELINES

Copyright law exists to protect the intellectual property of creators of original works. All creative works are automatically considered copyrighted, whether or not they are registered. The law covers works created in any format, including new technological formats such as CDs, CD-ROMs, on computer disk, and on the World Wide Web; thus works in these formats, such as web pages and computer software, must be treated as copyrighted material. The law is reasonably clear for the general case, however, certain exceptions are made for the good of the public in the cases of educational institutions and libraries. These exceptions are called "fair use", and the factors involved in determining whether something is covered under fair use include:

a. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit education purposes;
b. the nature of the copyrighted work;
c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
d. the effect of the use upon the potential market for or value of the copyrighted work. (from section 107 of the Copyright Act of 1976)

These aspects of fair use are far vaguer than the explicit statements for the general case of copyright law, and as such, are open to some interpretation. In order to clarify what is and is not permissible, the House Committee on the Judiciary issued a report (HR 94-1476) titled "Agreement on guidelines for classroom copying in not-for-profit educational institutions: with respect to books and periodicals". SUNY Potsdam's policy statement is a combination of the guidelines from this report and applicable sections of the copyright
Below is a brief listing of permissible and non-permissible photocopying use followed by SUNY Potsdam’s policy statement on copyright. The responsibility for securing written copyright clearance rests with individual faculty; suggestions on applying for permission to reproduce copyrighted material are at the end of this section. Additional information is available at the FW Crumb Library.

a. Guidelines For Books And Periodicals:

Things you may do:

Personal Use:

Make a single photocopy of a book chapter, an article, a short story, a short essay, a short poem, or a single graphic from a book, periodical, or newspaper for your own scholarly research or use in preparing for or teaching a class.

Classroom Use:

1. Distribute photocopies (no more than one copy per student in the course) in class as long as it meets the guidelines for brevity, spontaneity, and cumulative effect defined below.
2. Make photocopies of items from current news periodicals and newspapers and current news sections of other periodicals as long as it meets the guidelines for brevity and spontaneity defined below.

Reserves:

1. Place the originally published item on reserve (i.e. bound book, a complete journal issue, a CD, ...)
2. Place no more than five photocopies of a work that meets the criteria for brevity, spontaneity, and cumulative effect defined below on reserve for one semester only. You may not place the same items on reserve after that without written permission from the copyright holder.
3. Place multiple photocopies of items for which you have received written permission for the copyright holder or paid a copyright fee on reserve.

Things you may not do:

1. You may not place a photocopy of an article obtained through interlibrary loan on reserve unless written permission has been received from the copyright holder.
2. You may not place a photocopy of an article on reserve for more than one semester without written permissions from the copyright holder. The law presumes that by the next time you want to use the article again, there will have been enough time to obtain permission from the copyright holder or pay a copyright fee.
3. You may not place a packet of material on reserve as one item - individual items only may be placed on reserve.

b. Definitions

I) Brevity:

a. Poetry:
1. A complete poem if less than 250 words and if printed of not more than two pages or,
2. from a longer poem, an excerpt of not more than 250 words.

b. Prose:

1. Either a complete article, story or essay of less than 2,500 words, or
2. an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

c. Illustration:
One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

d. "Special" works:
Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph (b) above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

II) Spontaneity

a. The copying is at the instance and inspiration of the individual teacher, and
b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

III) Cumulative Effect

a. The copying of the material is for only one course in the school in which the copies are made.
b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
c. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in (a) and (b) above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

c) Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

I) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
II) There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

III) Copying shall not:

   a. substitute for the purchase of books, publisher's reprints or periodicals;
   b. be directed by higher authority;
   c. be repeated with respect to the same item by the same teacher from term to term.
   d. no charge shall be made to the student beyond the actual cost of the photocopying.
   e. Guidelines For Educational Uses Of Music

IV) Permissible Uses

   a. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
   b. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than (10%) of the whole work. The number of copies shall not exceed one copy per pupil.
   c. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics, added if none exist.
   d. A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
   e. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

V) Prohibitions

   a. Copying to create or replace or substitute for anthologies, compilations or collective works.
   b. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
   c. Copying for the purpose of performance, except as in i) (a) above.
   d. Copying for the purpose of substituting for type purchase of music, except as in i) (a) and i) (b) above.
   e. Copying without inclusion of the copyright notice which appears on the printed copy.
1. Limitations on exclusive use have been provided for Libraries and Archives. A library may reproduce one copy if

   a) the reproduction or distribution is made without commercial advantage;
   b) the collections are open to public or outside researchers;
   c) the reproduction includes a notice of copyright.

2. A copy of an unpublished work can be made only for preservation or security or for deposit in another library (but only if said library currently has a copy).

3. Reproduction of a published work may be made only to replace a damaged, deteriorating, lost or stolen copy if the library after a reasonable effort cannot get an unused replacement copy at a fair price.

4. A library may reproduce a copy of one article of a periodical for a user on request if the copy becomes the property of the user and the library has no notice that it would be used for any purposes other than study, scholarship or research if a warning of copyright is displayed.

5. Reproduction of an entire work or substantial part thereof may be made from the collection if the library by reasonable investigation determines that it cannot be obtained at a reasonable price and the copy become the copy of the user and the library has no notice of use other than private study, scholarship or research and a warning of copyright is displayed.

6. Limited copies of occasional news items, not amounting to substitution for subscription may be made.

Use Of Videotapes: Limitations On Exclusive Rights

An audio-visual tape of a program may be made for use of a single class. Such tapes cannot be retained for over 45 calendar days after recording and then must be erased or destroyed. They may be used once by individual teachers in the course of relevant teaching activities and repeated once for instructional reinforcement during the first ten instructional days within the forty-five day retention period. They can be recorded only once at request of a teacher and a limited number of copies may be made to meet needs within the retention period of several requesting teachers. After ten instructional days within retention period the tape may only be used for teacher evaluation. Parts of broadcasts may be used but cannot be altered and the educational institution is expected to maintain controls to ensure the integrity of use to conform with these guidelines.

Applying For Permission To Reproduce Copyrighted Materials

In most cases, a letter to the copyright holder (usually addressed to the permissions department of the work’s publisher) is needed in order to secure permission to reproduce copyrighted materials that do not fall under the guidelines for reproduction stated above.

The Association of American Publishers has issued these recommendations for faculty members requesting permission to reproduce copyrighted materials:
1. Request all permissions for a specific project at the same time.
2. Do not ask for a blanket permission for all of the material. It complicates the request. Often it cannot be granted.
3. Send a photocopy of the copyright page and the pages for which permission is being requested along with your application.
4. Be sure to enclose a return address with your request.

Publishers receive these requests every day. Provided the requests are presented in proper order, they usually grant them quickly and efficiently.

SUNY - Patent and Copyright Policy

The State University recognizes that the purpose of University research is to seek new knowledge for the general benefit and not to make inventions for profit. The SUNY patent and copyright policy is contained by the Policies of the Board of Trustees, Article XI, Title J.

22. DEPARTMENT NAME CHANGE

Effective Date: March 22, 2017

All department or office name changes must be approved by President’s Council. The petitioner must present a detailed rationale for the proposed name change to the supervising academic dean or vice president for President’s Council review. Once approved by the President’s Council, the new name will be formally announced to the campus community by the President's Office.

The new name will subsequently appear in all College publications, communications, on the website and signage.
(Approved by President's Council February 2017)

23. DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

Policy Statement

Domestic violence permeates the lives and compromises the safety of thousands of New York State employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

Domestic violence is defined as a pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the individuals, it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

SUNY Potsdam, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.
Definitions

For purposes of this policy, the following terms will be defined as stated below:

**Domestic Violence:** A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. [Title IX Definition of Domestic Violence: Any violent crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.]

**Intimate Partner:** Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time, couples who are in an intimate relationship, including but not limited to, couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

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

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

Guidelines

I. Employee Awareness

SUNY Potsdam shall take all reasonable actions to educate employees regarding the effects of domestic violence, ways to prevent and curtail violence, and methods to report such violence to authorities.

It is the policy of SUNY Potsdam that information on domestic violence and available resources shall be posted and, if necessary, replaced or reposted annually in areas where other employment policies and information are traditionally posted. This information shall include the topics addressed in the appendix.

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

SUNY Potsdam shall ensure that personnel policies and procedures do not discriminate against victims of domestic violence and are responsive to the needs of victims of domestic violence.

a. New York State law makes it a crime for employers to penalize an employee who, as a victim or witness of a criminal offense, is appearing as a witness, consulting with a district attorney, or exercising his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law. This law requires employers, with prior day notification, to allow time off for victims or subpoenaed witnesses to exercise his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law [Penal Law §215.14]. If there are any questions or concerns regarding the leave that must be granted to victims or subpoenaed witnesses, contact the Associate Vice President or Director of Human
b. SUNY Potsdam, upon request, will assist the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of being a victim of domestic violence. If an employee requests time off to care for and/or assist a family member who has been a victim of domestic violence, SUNY Potsdam will evaluate the employee’s request for leave for eligibility under existing law and collective bargaining agreements applicable to the employee and the attendance rules.

c. SUNY Potsdam understands that victims of domestic violence may lack the required documentation or have difficulty obtaining the required documentation to justify absences without compromising their safety. Therefore, the Associate Vice President or Director of Human Resources Operations will consult with the employee to identify what documentation she/he might have, or be able to obtain, that will not compromise his/her safety-related needs and will satisfactorily meet the documentation requirement of the employer. Because there are confidentiality issues associated with the submission of documentation in these instances, SUNY Potsdam may choose to consult with the Attendance and Leave Unit at the Department of Civil Service when questions arise.

d. Employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), shall be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.

e. New York State has established that victims of domestic violence are now a protected class in the employment provisions of the NYS Human Rights Law. This law prevents an employer from firing or refusing to hire any individual based on their status as a victim of domestic violence and prevents discrimination in compensation or in the terms, conditions or privileges of employment. SUNY Potsdam will not make inquiries about a job applicant's current or past domestic violence victimization, and employment decisions will not be based on any assumptions about or knowledge of such exposure.

f. In cases in which it is identified that an employee's work performance difficulties are a result of being a victim of domestic violence, said employee shall be afforded all of the proactive measures outlined in this policy, and shall be provided clear information about performance expectations, priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee's situation. SUNY Potsdam shall utilize all reasonable available options to resolve work-related performance problems, and may make a referral to the Employee Assistance Program, consistent with existing collective bargaining unit agreements, statute, regulations and agency policy.

g. If reasonable measures have been taken to resolve domestic violence-related work performance problems of victimized employees, but the performance problems persist and the employee is terminated or voluntarily separates from employment due to these domestic violence related issues, and the employee conveys to SUNY Potsdam that the separation is due to these domestic violence issues, SUNY Potsdam shall inform the employee of his or her potential eligibility for unemployment insurance and respond quickly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. [§593 of NYS Labor Law.]
III. Workplace Safety Plans

By means of a domestic violence workplace safety response plan, SUNY Potsdam shall make employees aware of their options and available resources and help employees safeguard each other and report domestic violence to designated officials.

a. The designated liaison between SUNY Potsdam and SUNY System Administration is the Associate Vice President or Director of Human Resources Operations. This liaison will ensure campus wide implementation of this policy and serve as the primary liaison with System Administration regarding this policy. Bi-annual reporting to SUNY System Administration and OPDV is completed by the College’s Domestic Violence Liaison/Title IX Coordinator.

b. The following individuals/offices are also designated as available to support those in need of assistance concerning domestic violence: Domestic Violence Liaison/Title IX Coordinator (315) 267-2516, Employee Assistance Program (315) 267-3434, and/or Renewal House On-Campus Advocate (315) 379-9845 [Wednesdays 9 a.m. to 5 p.m. VanHousen Ext. 390].

c. SUNY Potsdam shall comply and assist with enforcement of all known valid court orders of protection (OP) that are brought to the attention of SUNY Potsdam, particularly orders in which abusers have been ordered to stay away from the work site. In compliance with Federal and State Law, if requested by the victim of domestic violence or law enforcement, SUNY Potsdam shall provide information in its possession concerning an alleged violation of an OP.

Employees are encouraged to bring their OP to the attention of the Associate Vice President or Director of Human Resources Operations. Once the OP has been brought forward, it will be kept in a locked filing cabinet in the Human Resources office, accessible only to the Associate Vice President and Director of Human Resources Operations. In the case of a workplace emergency requiring the presentation of the OP to law enforcement, if the Associate Vice President is unavailable to obtain the document, the Director of Human Resources Operations will have access to the cabinet where the document is locked.

The Associate Vice President or Director of Human Resources Operations will discuss with the employee a plan on how to best proceed to ensure the safest possible work environment for the employee and the rest of the staff. With the permission of the employee, this may include: providing a copy of the OP and/or photo of the perpetrator to University Police; identifying supervisors or colleagues who would be able to assist with the identification of the perpetrator; or developing a workplace safety plan. Workplace safety plans may include but are not limited to, advising co-workers and, upon request, the employee's bargaining representative, of the situation; setting up procedures for alerting University Police; temporary relocation of the victim to a secure area; options for voluntary transfer or permanent relocation to a new work site; change of work schedule, reassignment of parking space; escort for entry to and exit from the building; responding to telephone, fax, e-mail or mail harassment; and keeping a photograph of the abuser and/or a copy of any existing court orders of protection in a confidential on-site location and providing copies to University Police. SUNY
Potsdam will address any additional concerns raised by a situation in which both the victim and offender are employed by SUNY Potsdam.

The employee is responsible for notifying the Associate Vice President or Director of Human Resources Operations if there are any changes to the OP.

d. SUNY Potsdam maintains a Workplace Violence Policy, which includes procedures for contacting University Police and possibly other appropriate law enforcement agencies, and which provides employees with clear instructions about what to do and who to contact if they observe anyone engaging in threatening behavior.

e. SUNY Potsdam will discuss with a known victim of domestic violence the limitations on confidentiality under New York State Law (See Section VII [h]; NYS Agencies Responsibility d – g).

f. This policy shall be reviewed annually. Any substantive policy revisions and updates shall be forwarded to SUNY System Wide Affirmative Action Officer.

IV. Accountability for Employees Who Are Offenders

SUNY Potsdam will hold employees accountable for engaging in the following behavior: (1) using state resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official state business; or (3) using their job-related authority and/or state resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

a. In cases in which SUNY Potsdam has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using state resources such as work time, workplace telephones, FAX machines, mail, e-mail or other means, said employee may be subject to corrective or disciplinary action in accordance with existing collective bargaining unit agreements, statutes and regulations.

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

c. In cases in which any employee intentionally uses his/her job-related authority and/or intentionally uses state resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for his behavior, said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes and regulations.

V. Firearms

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

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

- Should an employee fail to comply with the requirements set forth in V. a., said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statute or regulations. In addition, the appropriate law enforcement agency shall be notified for possible criminal action.

VI. Training

All personnel designated to provide support for those in need of assistance shall complete OPDV’s one-day training on Domestic Violence and the Workplace or training provided by our local domestic violence support agency, Renewal House. All appropriate managers, supervisors, Employee Assistance Program professionals, Human Resources personnel, union and labor representatives, and University Police staff will be encouraged to attend OPDV’s training on Domestic Violence and the Workplace or training provided by Renewal House. Training will be made available to all staff on domestic violence and its impact on the workplace. This training will utilize materials provided by OPDV and/or Renewal House when possible.
VII. SUNY Potsdam Responsibility

a. SUNY Potsdam believes that domestic violence is behavior that cannot be tolerated and, to that end will, actively provide information and support to employees who are victims of such abuse.

b. SUNY Potsdam will disseminate copies of this *Domestic Violence and the Workplace Policy* to all employees upon implementation and to all new employees upon hiring or appointment.

c. SUNY Potsdam expects all employees to review and follow this policy and the procedures set forth herein.

d. SUNY Potsdam will, consistent with applicable law and campus policy, document all incidents of domestic violence that happen in the workplace. Such documents shall be kept confidential to the extent permitted by law and campus policy and the provisions of Section g detailed below.

e. All SUNY Potsdam employees providing domestic violence information and support services shall document, consistent with applicable law and agency policy, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers. All information about employees who seek assistance shall be kept confidential to the extent permitted by law and campus policy and the provisions of section g detailed below, and documentation should not include any personal information. Bi-annual reporting to SUNY System Administration and OPDV is completed by the College’s Domestic Violence Liaison/Title IX Coordinator.

f. Bi-annually, the Domestic Violence Liaison/Title IX Coordinator shall, consistent with applicable law and SUNY Potsdam policy, provide information about the number and general nature of domestic violence incidents that happen in the workplace, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers, with no personally identifying information, to SUNY System Administration and OPDV.

g. Information related to an employee being a victim of domestic violence shall be kept confidential, to the extent permitted by law and campus policy, and shall not be divulged without the written consent of the victimized employee, unless the campus determines that maintaining said confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection. In such circumstances where a determination has been made that maintaining confidentiality puts the victim or other employees at risk of physical harm, only those individuals deemed necessary by the campus to protect the safety of the victim and/or other employees or to enforce an order of protection shall be given such information. SUNY Potsdam shall disclose only the minimum amount of information necessary to protect the safety of the victim and/or other employees or enforce an order of protection. Where possible, SUNY Potsdam will provide to the victim of domestic violence notice of the intent to provide information to other employees and/or safety personnel. Nothing herein shall prevent SUNY Potsdam from investigating an act or acts of domestic violence occurring in the workplace. Some examples of situations where confidentiality cannot be maintained include the following:

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

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

3. Government officials investigating a domestic violence incident that occurs in the workplace, or a report of domestic violence, shall be provided relevant information upon request and in accordance with legal requirements.

h. While reported information is kept private to the greatest extent possible by Federal law, State law, and campus policy, New York State law includes clear limitations on legal confidentiality. Information reported to anyone not in a position listed below may have to be disclosed pursuant to a subpoena, where otherwise required by law or in accordance with Section VII, paragraph g above. Such confidentiality exists in certain (but not all) instances for certain medical personnel and counselors, social workers, clergy, attorneys, and rape crisis counselors and may in fact be required to be turned over in these cases through a subpoena or court order. Please note that where medical information is received from an employee who is the victim of domestic violence, such medical information shall be kept confidential to the extent required by and permitted by New York State and Federal laws including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act, if they apply to the employee’s situation.

APPENDIX

Information to be Included in Campus Postings Regarding Domestic Violence and the Workplace

At a minimum, the following information shall be provided to current employees and new employees and included in posters posted in areas where employment information is ordinarily posted:

a. Information regarding domestic violence and available resources in the work site. Such information shall include available sources of assistance such as Employee Assistance Program, local domestic violence service providers, the NYS Domestic Violence and Sexual Assault hotline, and/or human resources personnel who are trained and available to serve as confidential sources of information, support, and referral. Additionally, the posters may include information regarding domestic violence programs located on the OPDV website: http://opdv.ny.gov/.

b. A statement informing employees that New York State law prohibits insurance companies and health maintenance organizations from discriminating against domestic violence victims or designation of domestic violence as a pre-existing condition [§2612 of the Insurance Law].

Additionally, SUNY Potsdam shall integrate information on domestic violence and this Domestic Violence and the Workplace Policy into existing materials and literature, policies, protocols, and procedures, including the Public Employer Workplace Violence Prevention Programs as appropriate.

1 12 NYCRR pt. 800.16 Public Employer Workplace Violence Prevention Programs
SUNY Potsdam is committed to the development and maintenance of a Drug and Alcohol Free work environment and, in accordance with the Federal Drug Free Workplace Act of 1988 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession or use of controlled substances or the on-the-job use or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment with SUNY Potsdam.

SUNY Potsdam employees are subject to the following:

1. The term "controlled substance" means a controlled substance in Schedules 1 through V of Section 202 of the Federal Controlled Substance Act (21 USC 812).

2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee in all SUNY Potsdam work locations is prohibited. An employee may possess and use a controlled substance which is properly prescribed for him or her by a medical practitioner.

3. On-the-job use of or impairment from alcohol by an employee in all SUNY Potsdam work locations is prohibited.

4. An employee who unlawfully manufactures, distributes, dispenses, possesses or used controlled substances in the workplace will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.

5. An employee who uses alcohol on the job or is impaired from the use of alcohol in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.

6. An employee convicted of a drug or alcohol related criminal statute violation occurring in or on property owned or controlled by SUNY Potsdam is required to give a signed written notice of the conviction to the Chief of University Police within five (5) calendar days following the conviction.

7. SUNY Potsdam will notify the appropriate federal agencies, if applicable, within ten (10) days of receipt of a notice of an employee drug conviction.

8. SUNY Potsdam will make every effort to maintain a drug and alcohol free workplace. This effort will include drug and alcohol awareness education, an employee assistance program and the implementation and strict enforcement of this Policy.

25. EMERGENCY MANAGEMENT AND DISASTER PREPAREDNESS

The College has established guidelines and operational instructions to be taken by the College in order to respond promptly and effectively in case of a natural disaster or other emergencies affecting the campus which cannot be covered by routine measures. A disaster may be defined as any natural or human event that results in destruction or human suffering of such magnitude that those affected cannot correct the situation. This
26. EQUIPMENT

a. Responsibility For College Equipment

The College is charged by State Law with responsibility for the safeguarding of State owned equipment on this campus.

The Office of Physical Plant is responsible for the management of the Property Control System (equipment inventory).

Upon issuance of equipment to a department, the chair or supervisor of that department becomes responsible for the proper custody of that equipment. Notification is to be given to the Office of Physical Plant if equipment is moved from its original location. Loss or malicious damage of equipment must be reported to the Office of Physical Plant.

Equipment for general use within a building is assigned to the custody of the Building Administrator and the provisions described above shall apply.

b. Transferring/Moving Of College Equipment

The equipment inventory (PCS) allows for flexibility in equipment uses. Equipment may be moved within a department by request of the chair/supervisor to the Office of Physical Plant.

Equipment that becomes surplus to a department's needs may be transferred to another department upon notification to the Office of Physical Plant.

Equipment that becomes surplus to the needs of the College will be surplused by the Office of Physical Plant.

c. Loan Of College Equipment

All requests for the loan of State equipment are to be filed with the Office of Physical Plant upon completion of an "Equipment Loan Form" signed by the appropriate chair/supervisor.

d. Equipment Inventory Procedure

The following procedures outline SUNY Potsdam's equipment inventory process to insure compliance with various requirements and regulations. This process applies to all state owned equipment, or research foundation equipment, gifts to the College and all other equipment that requires control in the Property Control System, hereafter referred to as PCS.

The process begins when a purchase order is sent to a vendor. All items ordered by the College must be received by our Stores Clerk in Central Receiving.
The following steps outline the exact procedure from the issuance of a purchase order to the delivery of an item to the user department. Exceptions do occur and are handled on an individual basis by our Equipment Coordinator.

1. a copy of all purchase orders are given to the Office of Physical Plant where equipment in need of control is identified. Prior to the receipt of the item a decal number is assigned and sent to Central Receiving.
2. all items are shipped to Central Receiving for receipt. The Central Receiving department uses the SURS which is a part of the purchasing and accounting systems.
3. once an item is received, it is decaled and engraved, if required, at Central Receiving prior to it being delivered to the user department.
4. after the item has been delivered, all required information, which is recorded by our Stores Clerk, is forwarded to the Equipment Coordinator for inclusion in the PCS.
5. equipment that does not receive a numbered decal due to its dollar value receives an ownership tag at Central Receiving prior to its being delivered to the user department.
6. items are processed for payment by the Accounting department after a match has been made between the receipt report and their voucher system.

27. EXPRESSING BREAST MILK IN THE WORKPLACE

The College shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The College shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. There shall be no discrimination in any way against an employee who chooses to express breast milk in the work place.

28. EXTRAORDINARY WEATHER CONDITIONS

POLICY: Normal operations must be continued as much as possible. Services related to the maintenance and security of facilities and the health and safety of students, staff, and guests (i.e. emergency management, food service, power plant, security, safety, snow removal, etc.) are considered essential and must be continued in spite of severe weather conditions. College employees are required to remain on duty or report to work to avoid interruption of essential services unless directed or permitted to do otherwise. Under State policy, employee absences resulting from severe weather conditions, including "directed absences," must be charged to personal, overtime, holiday, or vacation accruals (unless the employee prefers a pay cut), even under circumstances requiring the cancellation of classes or the closing of the College. In very unusual circumstances, agencies may, after the fact, petition the Civil Service Commission (CSC) and/or the Governor's Office of Employee Relations (GOER) to suspend the Attendance Rules to excuse full-day absences without charge to leave credits. The (CSC)/(GOER) will consider such requests when buildings must be closed because they are unsafe, resulting in full day absences, or when extraordinary weather conditions affect the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full-day.

Following are: (1) a statement that outlines the authority of the College President to respond to extraordinary weather conditions, and (2) some Internet links containing documents that provide historical perspective to the State's policies.
Presidential Authority.

The President, upon receipt of a recommendation from the Assistant Vice President for Physical Plant may:

1. Cancel classes (employees are still expected to make reasonable efforts to come to work).

2. Excuse reasonable tardiness without charge to leave credits when extraordinary weather conditions affect the arrival time of a number of employees (full-day absences; however, cannot be excused without charge to leave credits or pay cuts).

3. Authorize the early departure of employees with appropriate charges to leave accruals or pay cuts when, in his opinion, weather conditions will likely severely disrupt return transportation to their homes.

4. Request the (CSC)/(GOER) to authorize him to direct the early departure of employees (except those represented by Council 82 and NYSCOBPA) without charge to leave accruals or pay cuts when, in his opinion, weather conditions are so severe as to threaten to make return home travel so dangerous that the continuation of employees on the job might endanger their health or safety.

5. Request the Governor to authorize the restitution of accruals used in conjunction with extraordinary weather conditions so extreme as to have created a natural disaster situation affecting the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full day.

FOR INFORMATION

Listen to: WPDM, 1470AM, Potsdam
WSNN, 99.3FM, Potsdam
WMSA, 1340AM, Massena
WSLB-PAC93, 92.7FM, Ogdensburg
WYBG, 1050AM, Massena
WICY, 1490AM, Watertown
CKON, 97.3FM, Cornwall
NCPR
WSLU (Canton)
WNCQ (Ogdensburg)
WIRD (Lake Placid)
29. FACULTY SENATE GOVERNANCE HOUR

Thursday at 4:00 p.m. is the Governance hour, and it is urged that to the extent practical, classes and other non-governance activities should not be scheduled at that time.

30. FACULTY UTILIZATION POLICY

The policy of SUNY Potsdam on faculty utilization reflects the criteria of the Board of Trustees of the State University of New York for the evaluation of academic employees (Policies of the Board of Trustees, Article XII, Title A) and the practice which has been in effect for many years at the College.

While the primary responsibility of full-time faculty at SUNY Potsdam is academic instruction, other responsibilities include, but are not limited to, academic advising, research and/or creative activities, continuing professional development, and campus and community service.

Full-time faculty at SUNY Potsdam normally carry 12 semester hours each semester. These 12 semester hours are not limited to standard classroom teaching, but may include contact with students in credit-bearing lab sections, research seminars, and other learning modes. In the Crane School of Music, the standard load is 24 "Modified Carnegie" units to accommodate studio instruction. Responsibilities are not determined on the basis of student load (i.e., a professor who teaches one or more large sections is not automatically given a course load reduction). Low-enrolled courses (e.g., fewer than 12 students in a lower division course; fewer than 9 students in an upper division course) are reviewed by the dean for possible cancellation and substitution of a higher demand course. Some faculty also teach tutorials and direct research projects for a few students. Schedules are reviewed before and after pre-registration to assure the effective use of faculty resources while allowing the continuation of courses that are essential to major or other programs.

Currently, variations on the normal expectations of teaching load are determined by the Deans, the Provost and, in some cases, by the President. Faculty may apply for a course reduction for research and other scholarly activity through the Department and the Department Chair to the Dean's office. Such applications state the purpose of the reduction and carry with them the recommendation of the Department and the Department Chair. Decisions on requested reductions are made by the Provost in consultation with the appropriate dean.

In addition to the reduction granted for department chairs, a reduction in teaching assignment may be granted for such reasons as:
All full-time faculty are expected to submit an annual report of their activities. The reports are reviewed by the deans and, in the case of decisions regarding discretionary pay, reappointment, promotion and the granting of continuing appointment, by the Provost and the President. Faculty are evaluated, promoted, and receive merit pay increments on the basis of teaching effectiveness, mastery of subject matter, scholarly ability, effectiveness of university service (including advisement of students), public service, and continuing growth. (See guidelines for Academic Appointment and Promotion for detail regarding procedures and policies.)

The assessment of faculty utilization is an on-going process. As stated in the Faculty Handbook "It is the responsibility of the Deans in consultation with the Provost and Vice President for Academic Affairs and Department Chairs to develop instructional programs which will result in reasonably equal service to students, the College, and the State of New York from each member of the teaching faculty." Specifically, the Provost conducts periodic reviews of faculty utilization for each academic department, including an analysis of enrollments, number of majors, general education needs, student/faculty ratios, and SUNY benchmark information. When vacant lines are available, they are reallocated to different departments in such a way as to maximize the efficiency, effectiveness, and quality of the overall academic program.

31. FIREARMS AND WEAPONS ON CAMPUS

I. Possession Of Firearms And Weapons

The rules of the Board of Trustees prohibit the possession of firearms or weapons on a State operated campus of the State University of New York without the written authorization of the campus President (or designee). The Chief of University Police has been appointed as the President's designee for such purpose. The fact that a person is in possession of a valid New York State pistol permit does not authorize that person to have a firearm or weapon on campus without such written authorization of the campus President (or designee).

Such authorization may be rescinded at any time but in no event shall it be valid for longer than one academic year.

II. Storage Of Firearms And Weapon

All firearms and weapons authorized by the campus President shall be stored unloaded in an appropriately locked arsenal under the control of the University Police department.

Procedure

i. All faculty, staff and students bringing firearms or weapons to campus must first report directly to the University Police Dept. to
have them properly stored. The office is open 24 hours a day, 7 days a week.

ii. Permission to store the firearms or weapons can be obtained from the Chief of University Police.

iii. If a faculty member would like to have a student use a weapon of any type as part of a presentation in class, the weapon must be brought to the University Police Dept. first.

32. FIREWORK DISPLAYS

In order to insure the compliance by the College with municipal, state and federal laws, the Chief of University Police will be responsible for the coordination of all campus firework displays. Organizers of such displays should accordingly contact the Chief of University Police for details well in advance of organizing a display.

33. GIFTS AND GRATUITIES

The acceptance of any gift, gratuity, or rewards by an employee from a person or persons with whom she/he does business is forbidden. If such gifts are received, they must be returned. The State University employee must adopt an attitude and mode of operation that is above criticism and avoid any type of conduct that would reflect unfairly on the employees of the State University as a whole.

34. HAZARD COMMUNICATION STANDARD

The purpose of the New York State Right To Know Law and the Federal Hazard Communication Standard (HCS) is to ensure that workers are informed about all toxic substances produced or used in the workplace and how to protect themselves from physical and health hazards. The rights afforded to employees by the State and Federal laws include the following:

a. The right to notice and information regarding all hazardous chemicals present on the work site.
b. The right to refuse to work with a substance if a request for information regarding that substance has not received a response.
c. The right to review employee exposure records maintained by SUNY.
d. The right to training.
e. The right to recourse through the New York State Attorney General or the Department of Labor in the event an employee's rights have been violated.

The Hazard Communications Standard requires manufacturers and suppliers to provide a material safety data sheet (MSDS) for each chemical that is distributed. Employers are required to maintain a MSDS for each hazardous chemical present on the job site. The MSDS will provide all safety handling and hazard information for that particular substance.

The MSDS is an integral part of the Right To Know Program. You should refer to it before handling any chemical and whenever the need arises.

The Hazard Communication Standard calls for the development of a system of labeling for containers of hazardous materials. Each label must contain the
Following: the name of the chemical, the name and address of the manufacturer, and an appropriate hazard warning.

Detailed information is available from the Environmental Health and Safety Officer.

35. HONORARIUMS, FEES AND CONSULTANTS

a. Payment Of Honoraria To Employees Of State University

Guidelines for the payment of honoraria to a SUNY employee are:

1. Honoraria may not be paid for services at the home campus; i.e., the campus at which regular appointment is held. This policy exists without exception.
2. Honoraria may be paid for lectures and professional activities at other than home campuses subject to the following limitations:

   a. If overnight absence from the home campus is not necessary, the maximum honorarium is $40.
   b. If overnight absence from the home campus is necessary, the maximum honorarium is $100 per day. (A day, for this purpose, is 24 clock hours and is not synonymous with a date. Thus, a visit from noon Monday to 6 p.m. Tuesday.

b. Travel expenses

   1. Travel expenses may be handled separately by the host campus through established State procedures.
   2. If travel is to be paid by the staff member, the honorarium payment is limited to the amounts stated in section II above.

c. Payment of honoraria

   3. The employee must report the activities as extra service by completing and filing a form UP-6 with the home campus Chief Administrative Officer.
   4. The host campus must pay the honorarium through a temporary service appointment in an appropriate title.
   5. Honoraria to State employees MAY NOT be paid by a Standard Voucher.

b. Payment Of Honoraria To Non-State Employees

Guidelines for the payment of honoraria to non-state employees are:

1. Payments to lecturers, guest speakers and performing artists for services of a short duration (i.e., services rendered not to exceed 4 consecutive days and where single payment is made) may be paid as honorariums regardless of the amount of the honorarium using the New York State Standard Voucher. Such payments are processed by the Accounting Office.

2. Honorariums
a. State Comptroller's prior approval is not required.
b. Each voucher must contain the following information:
   1. When and where services are performed.
   2. Description of service performed and copy of program, if available. If services provided were in the nature of entertainment, an explanation as to the official significance of such service is required.
   3. Description of person's background. (Including name, title, official work location, citizenship, minority status, and social security number.)
   4. Type and size of audience and whether an admission fee was charged. If a fee was charged, payment should be made from such receipts.
   5. Statement explanation regarding any travel expenses. Travel expenses, using the State allowable rates as guidelines, will be allowed if necessary, in addition to the fee. A receipt for lodging and public transportation is required. Expenses should be included on standard voucher with payment of honorarium fee.

(1) The fund from which payment will be made

(2) The total estimated expenditures

3. Contracts
Services not of a short duration require a contract and as such established procedures for contract processing must be followed. In particular payment for credit bearing instruction is processed by the Office of Human Resources using state payroll procedures.

Non-credit instruction and other service contracts are processed by the VP of Business Affairs using the voucher procedures.

It should be noted that where an agreement or contract is required only the Chancellor or specific designees in writing are authorized to sign such documents. Unless such documents are signed by authorized persons, they do not become binding on the State of New York and/or State University and unauthorized persons signing such documents for the State of New York and/or State University can be held personally liable for obligations incurred under such documents.

36. KEYS

The following guidelines for key use and issuance have been formulated to provide for the protection of buildings and equipment.

a. Responsibilities of the Assistant Vice President for Facilities (or Physical Plant designee).

   I. Creating a keying system, in coordination with Physical Plant and University Police Departments, which will insure security and reasonable convenience to departments occupying campus facilities.

   II. Maintaining a central key control inventory and up-to-date records of keys assigned.
III. Issuing all keys to faculty, staff and students (exception: student Residence Hall keys).
IV. Review all requests for rekeying locks.
V. Maintain a file of lost keys as reported to the Department of University Police.
VI. Furnish to all personnel once a year, or as required, a listing of all keys issued, by name, room & key number.

b. Responsibilities of Department Heads

I. Authorizing the issuance of keys to staff as necessary and in accordance with these guidelines.
II. Reporting loss of keys to the Department of University Police.

c. Responsibilities of Personnel To whom Keys Have Been Issued

I. Signing a key-issuance record.
II. Maintaining security of a key issued.
III. Reporting loss or theft of keys to the Department of University Police.

d. Special Security Keying And Changes Of Keying:

I. Special security locks and keys for areas of special consideration may be permitted, with the approval of the Chief of University Police, with concurrence of Assistant Vice President for Facilities and the department head.
II. No individual locks or keys may be used for space control, nor may locks be changed without prior approval of the department head, Assistant Vice President for Facilities and the Chief of University Police. Unauthorized locks will be removed.
III. Areas approved for special locks or keys may only receive maintenance and custodial services by special arrangement.

e. Procedure For Obtaining And Returning Campus Keys:

I. All requests for keys are to be submitted through the Physical Plant web-based Work Order System, QueCentre at www4.quecentre.com/sunypotsdam
II. All key requests require the approval of the department chair/supervisor, Building Administrator and Assistant Vice President for Facilities (or Physical Plant designee).
III. Persons approved for key(s) will sign a key issuance record for each key. This will be completed in the Physical Plant Maintenance Service Center.
IV. Upon transfer to another department, termination of College service or external agencies leaving the campus, all appropriate issued key(s) will be surrendered back to Physical Plant. This will be completed in the Maintenance Service Center.

f. Recovering Keys From Campus Personnel:

To facilitate recovering campus keys, the Office of Human Resources will arrange for an exit interview with the individual leaving the employment of the College. During this procedure, all keys must be returned to the Office of Physical Plant.
Loss or theft of campus keys must be reported immediately to the Department of University Police.

I. The Office of University Police will maintain a file on lost keys.

II. A lost key fee of $6.00 (non-refundable) will be assessed to students who lose any key to an academic or administrative area. In addition, students will have grades and/or transcripts withheld until all keys are returned or the lost key fee is paid.

37. LATE TIMESHEET POLICY

Effective Date: November 20, 2013
Revised: December 2017

Internal Control Policies at SUNY Potsdam require employees to submit timesheets on a timely basis. For unclassified employees, the State University of New York Policies of the Board of Trustees requires that employees certify their presence and record any absences on forms to be provided by the State for review on a monthly basis. For classified employees, the NYS Department of Civil Service Attendance and Leave Manual requires that an adequate and accurate record of attendance must be maintained for each employee. The Direct Deposit enrollment form provided by the Office of the State Comptroller states: “The State agency may cancel an employee’s direct deposits when internal control policies would be compromised by this form of salary payment.”

In order to comply with these policies it has been determined that any employee behind based on the guidelines below, may have their Direct Deposit privileges cancelled. The employee is required to pick up their check in the Human Resources/Payroll Office and is requested to bring outstanding timesheets or proof of online submission with them. For those who do not work on campus, this may be accomplished through other means.

UNCLASSIFIED EMPLOYEES: Timesheets completed for each month are due by the 10th of the following month.

Action taken by Payroll for late timesheets, 1st month behind

1) Reminder e-mail sent to employee on the 10th of the month
2) Reminder e-mail sent to employee and supervisor on the 20th of the month

Action taken by Payroll for late timesheets, 2nd month behind or more

1) Reminder e-mail sent to employee on the 10th of the month
2) On the 20th of the month: cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

Cancellation of Direct Deposit:

1. Notification: An email will be sent to the employee and a copy placed in their personnel and payroll files. This email will include the reason for the cancellation, the date direct deposit privileges will be cancelled, and the procedure for reinstatement of direct deposit and release of the check.

2. Reinstatement of Direct Deposit
After two paper paychecks, the employee may request by e-mail or letter to be reinstated to Direct Deposit. If approved, a new Direct Deposit form needs to be completed.

CLASSIFIED EMPLOYEES:
Clerical/Physical Plant/Student Health: Timesheets completed for each pay period are due on Wednesday, close of business, following the end of each pay period.

**Action taken by Payroll for late timesheets**
1) E-mail sent to employee 5 days after deadline.
2) E-mail sent to supervisor 3 days after above employee notice.
3) 14 days after deadline, cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

University Police: Timesheets completed for each month are due by the end of the second pay period of each month based on the payroll schedule.

**Action taken by Payroll for late timesheets, 1st month behind**
1) Reminder phone call given to supervisor 7 days after deadline and daily thereafter.

**Action taken by Payroll for late timesheets, 2nd month behind or more**
1) At the end of the 2nd month behind: cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

**Cancellation of Direct Deposit**
1. Notification
An email will be sent to the employee and a copy placed in their personnel and payroll files. This email will include the reason for the cancellation, the date direct deposit privileges will be cancelled, and the procedure for reinstatement of direct deposit and release of the check.

2. Reinstatement of Direct Deposit
After two paper paychecks, the employee may request by e-mail or letter to be reinstated to Direct Deposit. If approved, a new Direct Deposit form needs to be completed.

**38. MAINTENANCE AND PUBLIC ORDER**

This policy specifies that each campus communicate these rules to the college community and adopt and promulgate procedures for giving reasonable notice and details of any planned assembly, picketing, or demonstration on the grounds of the institution. To this end, the following local procedures and guidelines are in effect at SUNY Potsdam.

I. Definitions

The term SUNY Potsdam shall refer to facilities under the jurisdiction of SUNY Potsdam including buildings, grounds, parking lots, classrooms, and equipment.

II. Guidelines for any planned assembly, picketing, or demonstration on grounds or in buildings at SUNY Potsdam.
a) Any request for such activities involving SUNY Potsdam facilities shall be made in writing to the Coordinator of Services for Student Life Facilities (BSU Room 208) at least three (3) working days in advance of the activity. If unusual or unforeseen circumstances prevent observance of the three day notification period, it shall be the responsibility of the person(s) organizing the activity to notify the Coordinator of Services for Student Life Facilities for approval at least four (4) hours before any activity begins.

b) All requests shall be reviewed and a decision permitting or not permitting the requested activity shall be given in writing, including any charges for services applicable.

c) In addition to the conduct specified in the Board of Trustees' policy section 535.3, no activity may:
- Amplify sound that interferes with class activity, college activities, or that is in violation of Village ordinances or other ordinances.
- Modify or alter college facilities without permission from the College.
- Revocation or withdrawal of previously granted permission may occur at any time due to unforeseen operational problems, or for violation of the above section c1 or c2.
- If, in the judgment of college officials, an activity is not consistent with the intended purposes as specified in the application, or the activity has been misrepresented, permission to use the college facility or property shall be withdrawn and the activity in progress shall be halted.

d) The use of college facilities or property does not imply the college's endorsement of the purposes or view of the activity.

39. MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE

Any employee or student of or volunteer for the State University of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State University property or while off campus during official State University business or University-sponsored events shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable University Police Department shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees.

In addition, to aid in the prevention of crimes against children on property of the State University of New York and/or during official State University business at events sponsored by the State University of New York, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use University facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For the purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10, and “child” is defined as an individual under the age of 17.
40. NEWS POLICY

All programs sponsored by the College, including workshops, conferences, non-credit courses, lectures, concerts, exhibitions, etc. are to be publicized with the assistance of the Public Affairs Office. Faculty and staff approached by the media to discuss personal or academic interests should feel free to respond, but are asked to inform the Public Affairs Office that the media contact has happened. Any faculty or staff member approached by the media to discuss a College program or policy should refer the reporter to the Public Affairs Office.

41. NOTIFICATION OF RESIGNATION OR RETIREMENT

Faculty planning on retiring or resigning are instructed to notify the College President in writing specifying the effective date. A copy of the notification should also be sent to the appropriate Vice President, Dean/Director, Human Resources and the employee's immediate supervisor.

Employees are encouraged to give such notification as far in advance of the effective date as is possible and feasible in order to allow sufficient time for planning and recruitment. The Collective Bargaining Agreement calls for employees who intend to leave the employ of the University to give thirty (30) days notice to the President or designee.

42. OFFICE HOURS

a) College Offices

Offices will open no later than 8:30 a.m.

Offices will not close before 4:30 p.m. during the academic year and will not close before 4:00 p.m. during the summer (i.e., between commencement day and the first day of the fall semester).

In unusual circumstances and only with the approval of the appropriate Vice President/Provost, specific services may be available only at certain times, so that the office can concentrate on the major priorities. However, the office must remain open and the hours during which the limited services are offered must be posted.

In offices in which there is more than one clerical employee, work schedules are to be arranged to provide continuous coverage over the lunch period.

Classified service employees are entitled to two fifteen minute breaks per day, one in the morning and one in the afternoon. This break time cannot be used to extend the lunch hour or to change arrival or departure time. The scheduling of office coverage and the limiting of specific services within the above policies is the responsibility of the office supervisor in consultation with the immediate supervisor.

b) Teaching Faculty

All teaching faculty are expected to maintain a regular schedule of office hours for consultation with students. Office hours must be held on campus regardless of teaching modality, e.g., whether courses are face-to-face, hybrid, or online. The
number of hours and the particular schedule are determined by the faculty member with the condition that they are sufficient enough and convenient enough to assure accessibility to students. Thus, for faculty teaching twelve contact hours a minimum of four hours spread across at least three days is required. The time of such hours should be distributed throughout the week as far as possible. Special provision should be made through appointments for students unable to meet with instructors at announced times. The schedule of office hours should be posted outside the instructor’s office and announced in class. Department chairs will work with school deans to assure that faculty members fulfill this responsibility.

c) Department and School Meetings

Full-time faculty members are expected to attend department, school, and college Full Faculty Meetings. This includes faculty members who are teaching distance learning courses as part of their full-time load. Department chairs will work with school deans to assure that faculty members fulfill this responsibility.

43. OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

The Omnibus Transportation Employee Testing Act of 1991 requires the establishment of rules requiring alcohol and drug testing programs for employees engaged in safety sensitive functions in the aviation, motor carrier, rail, transit, and service industries. This policy addresses the requirements and conditions of the drug and alcohol testing rules, focusing on the regulatory requirements, as they affect SUNY Potsdam.

Every person who operates a motor vehicle that weighs more than 26,001 pounds, or is designed to transport 16 (including the driver) or more passengers, or is used to transport hazardous materials which is required to be placarded and who is required to have a commercial drivers license (CDL), is considered to be "safety sensitive" and affected by the rules.

44. PARENTAL LEAVE POLICY

Parental Leave Policy for Teaching Faculty Members

SUNY Potsdam has developed a policy that relates to how parental leave will be handled in an academic department or program, where the traditional use of sick leave and being out part of a year does not fit with the academic mission of the college. Two issues distinguish teaching faculty from other professional staff: 1) the semester schedule requires that courses meet in designated 15-week blocks. A leave that starts mid-course is very disruptive to student learning and it is often difficult to find appropriate substitute faculty; 2) Teaching faculty members do not accrue vacation time that can be used for additional paid leave beyond the period of the medical leave. Therefore, a special procedure is needed. This document begins with the UUP contract language and proceeds to a campus plan for handling teaching faculty.

The UUP Contract states:

Pregnant employees may be asked or encouraged to report the existence of pregnancy, but they may not be required to do so. Where, in the opinion of the Chief Administrative Officer or designee, the nature of the duties performed may be particularly hazardous or burdensome during pregnancy, this should be pointed out in the letter of appointment and such employees should be urged to advise their supervisors of any pregnancy. In any
case where the Chief Administrative Officer or designee believes the employee is unable to perform the duties of the position because of pregnancy, the employee may be required to undergo a medical examination, at the expense of the campus, by a physician designated by the campus. A pregnant employee who is determined to be medically disabled from the performance of job duties must be treated the same as any other employee similarly disabled insofar as disability leave benefits are concerned.

Sick leave may be used only during a period of medical disability. Under this policy, disabilities arising from pregnancy or childbirth are treated the same as other disabilities in terms of eligibility for or entitlement to sick leave with and/or without pay and extended sick leave. Generally, the period of such disability is deemed to commence approximately four weeks prior to delivery and to continue for six weeks following delivery. While doctor’s certificates may be required for any period of disability, campuses should request detailed medical documentation whenever disability is claimed to commence prior to or to extend beyond the period of disability described above.

A Chief Administrative Officer or designee may approve an employee's request for leave without pay during pregnancy and prior to the onset of any medical disability as a matter of discretion. Absences during pregnancy and following childbirth may be charged to vacation, irrespective of whether the employee is disabled. While the use of annual leave prior to the onset of medical disability is discretionary with the Chief Administrative Officer, employees must be permitted to use these accruals during a period of medical disability after sick leave with pay has been exhausted.

Employees, regardless of sex, are entitled to leave without pay for childcare for up to seven months following the date of delivery or adoption under Article 7 of the Domestic Relations Law. However, where the child is required to remain in the hospital following birth, the seven-month mandatory childcare leave shall, upon employee request, commence when the child is released from the hospital. If a child is required to be admitted to a hospital for treatment after child care leave has commenced, upon employee request, child care leave shall be suspended during a single continuous period of such hospitalization and that period shall not count toward calculation of the seven-month period. In such cases, any entitlement to mandatory childcare leave expires one year from the date the childcare leave originally commenced. For purposes of computing the seven-month period of mandatory leave periods during which the employee was absent for "disability" or use of leave credits are included: the mandatory seven-month period is not extended by the granting of disability leave or the use of accrued leave. During a period of leave for childcare, employees shall be permitted, upon request, to use annual leave before being granted leave without pay. As is the case with other mandatory leaves without pay (e.g., military leave), the University shall not require that employees exhaust all appropriate leave credits prior to being granted leave without pay for child care. Sick leave may be used only during a period of medical disability. Except in the case of continuing medical disability, any leave of absence beyond the seventh month following childbirth shall be at the discretion of the Chief Administrative Officer. An employee who requests a leave for child care of less than seven months is entitled to have such leave extended, upon request, up to the seven month maximum and may at the discretion of the Chief Administrative Officer or designee, have such leave extended beyond the seventh month. In certain situations, an employee may not be permitted to return from such leave until the expiration of the period that such employee requested and was granted. Generally, such restrictions on early return are limited to situations where such return would be disruptive of a project or where the termination of a replacement would occur.
During the seven-month period following childbirth, the granting of leave for childcare is mandatory upon request from either parent. If both parents are State employees, leave for child care is mandatory for one parent at a time and the parents may elect to split the mandatory seven-month leave into two separate blocks of leave with each parent entitled to one continuous period of leave but not to exceed a combined total of seven months of leave and not to extend beyond seven months from the date of delivery.

Campuses may, in their discretion, approve other arrangements for shared leave including concurrent leave and may, as a matter of discretion, extend leave for childcare beyond the mandatory seven months.

Campus Procedure Relating to Teaching Faculty
Teaching faculty members have a unique obligation to the students in their courses to present a coherent experience and the campus has an obligation to address the needs of those faculty so as to accommodate faculty members and maintain the integrity of student instruction. Therefore, the following option is available for a faculty member who is pregnant, or adopts a child, or whose partner is pregnant during the academic year.

The employee will be granted full pay for working half time during the one semester in which it is anticipated that an employee will give birth or adopt a child or the one semester immediately following the birth or adoption. Ordinarily, this half time work will not involve teaching but will involve administrative reassignments and can include activities such as internship coordination, research, grant writing and publication, administrative responsibilities within the department or school, curriculum revisions for the department or school, or program review for the department or school. Occasionally the half time commitment may include some teaching, if the class schedule can be modified while assuring the integrity of the instruction.

During the period of time that an employee is deemed medically disabled due to pregnancy or birth, the employee shall use their sick accruals.

To be considered for the option of administrative reassignment, an employee must notify the department chair in writing of the pregnancy or impending adoption. The request is done on the form attached to this policy and available in hard copy in Human Resources or on their website under “Forms”. The department chair, in consultation with the dean, will determine what responsibilities can be assigned to the employee for the semester. If the needs of the department do not fit within the employee’s schedule for reassignment, then the Dean and Provost will assign responsibilities to the employee that serve the greater good of the school or the college. This arrangement will be put in writing and filed with the chair, dean, and Provost, as well as in the official personnel file in Human Resources.

45. PERSONAL PACKAGES

Central Receiving personnel no longer accept the delivery or receipt of personal packages addressed to an employee at the College unless the employee lives on campus (e.g. Residence Hall Directors). Central Receiving personnel will not be responsible for the liability of handling personal packages. On the occasion that an employee is required to have a personal package delivered to the college for use in their program, notification to Central Receiving personnel is required of its expected delivery method and date.

46. PERSONAL PROPERTY
Faculty are cautioned that neither the College or the State of New York are responsible for personal property brought on campus. Individuals should assure themselves that their personal insurance covers such property while on campus.

47. POLITICAL ACTIVITIES

The State University encourages you to exercise your constitutional right to vote and support the political party and candidate of your choice. You should be aware, however, that if your position is one which is funded by federal monies, any political activities you pursue may be subject to the provisions of the Federal Hatch Act. Also, please remember that if you participate in any political activities, you must not participate in them during your work hours and they must never involve the use of State equipment, supplies, or services of any kind. Refer to Section 107 of the Civil Service Law, federal Hatch Act, or contact the Office of Human Resources.

48. PRESIDENT’S AWARDS AND CAMPUS GRANT PROGRAMS

A. The President’s Award Program was set up as a way to recognize outstanding performance by campus employees. They are broken into thirteen categories.

1. EXCELLENCE IN ACADEMIC ADVISING is based on:
- Availability to students beyond regular office hours, initiative in reaching out to advisees.
- Knowledge of resources and services to give a student additional help.
- Ability to show advisees all available academic and career options.

2. EXCELLENCE IN CLERICAL SERVICE is based on:
- Exceptional service to students, the public or members of the College community.
- Commitment to continued growth and development and a willingness to undertake new challenges.
- Demonstrated creativity and innovation which has resulted in improved services or significant savings to the College.

3. EXCELLENCE IN COLLEGE SERVICE is based on:

Significant contributions to campus activities such as:

- Significant contributions to campus activities such as committees, governance, student services, mentoring, performances and exhibits
- Demonstrated service outside of one’s job duties that positively impacts the College.
- Adaptability and a willingness to undertake new challenges.

4. EXCELLENCE IN COMMUNITY SERVICE AND OUTREACH is based on:

- Meaningful participation community service activities.
- Work outside of campus that aligns with and demonstrates the College’s core values.
- Significant contributions to the community.

5. EXCELLENCE IN OPERATIONAL SERVICE is based on:
6. EXCELLENCE IN AUXILIARY AND COLLEGE EDUCATIONAL SERVICE is based on:

- Exceptional service to students, the public, or members of the College community.
- Commitment to continued growth and development.
- Adaptability and a willingness to undertake new challenges.

7. EXCELLENCE IN PROFESSIONAL SERVICE is based on:

- Outstanding performance of one's duties.
- Demonstrated decisiveness, creativity, innovation and contemporary understanding of one's field.
- Significant and successful contributions to the College.

7. EXCELLENCE IN PROFESSIONAL ADMINISTRATIVE SERVICE is based on:

- Outstanding performance of one's duties.
- Demonstrated decisiveness, creativity, innovation and contemporary understanding of one's field.
- Significant and successful contributions to the College.

8. EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES is based on:

- Investigation or creation, which has enlarged the store of human knowledge, or has expanded the potential of human creativity.
- Significant and positive impact on the students of the College.
- A record of excellence in creative activity appropriate for the specific field of discipline, such as exhibitions, performance, or critical reviews and grants.

10. EXCELLENCE IN TEACHING is based on:

- Demonstrated excellence in techniques of instruction, availability and help to students.
- Growth in one's field of instruction, concern for intellectual growth of students.
- Adherence to high standards, positive attitude towards the profession.

11. EXCELLENCE IN ADJUNCT TEACHING is based on:

- Demonstrated excellence in techniques of instruction, availability and help to students.
- Growth in one's field of instruction, concern for intellectual growth of students.
- Adherence to high standards, positive attitude towards the profession.
12. EXCELLENCE IN FOSTERING A WELCOMING AND INCLUSIVE CLASSROOM ENVIRONMENT is based on:

- Course curriculum integrates topics around diversity, equity, and inclusion (DEI).
- Exceptional communication and response to student, staff, and faculty needs or inquiries around the topics of DEI.
- Demonstrated commitment to fostering a welcoming and inclusive classroom environment.

13. EXCELLENCE IN FOSTERING A WELCOMING AND INCLUSIVE CAMPUS CLIMATE is based on:

- Demonstrated proactive engagement with the community on topics of DEI.
- Collaboration with various constituencies on campus with respect to DEI.
- Demonstrated commitment to fostering a welcoming and inclusive campus climate.

**B. RESEARCH AND CREATIVE ENDEAVOURS PROGRAM**

The Research and Creative Endeavors Program is designed to encourage faculty to plan their professional growth and to seek and attract external funding for their work. As in the past, in making awards, the Committee will especially emphasize projects that have the potential to encourage new faculty, women and minorities; to support research and creative endeavors across the disciplines, and to attract external resources. Maximum award allowed through this program is $1,000.

Deadline for receipt of applications: October and April.

**C. GRANT DEVELOPMENT PROGRAM**

This program will provide up to $1500 to full-time faculty or professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least $50,000/year) to an external sponsor within one year from the time of their award. It is expected that those interested will have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project timeline that incorporates the applicant’s plans for meeting the grant submission deadline. Allowable budget items include travel, supplies, books, duplicating, telephone etc.

Deadline for receipt of applications: Open

**D. GRANT WRITING INITIATIVE**

The Research and Sponsored Programs Office makes up to 6 awards per academic year of $250 each to faculty and professional staff who develop and submit viable proposals for external funding agencies. All grant proposals submitted through the office (excluding continuation and fellowship applications) will automatically be eligible. Awards are made based on the following considerations: quality of the proposal, match between proposal and sponsor, and institutional support for the proposal.

Deadline for receipt of applications: Open

**E. MAJOR FEDERAL FUNDING GRANT DEVELOPMENT PROGRAM**
The Office of the Provost supports the Major Federal Funding Grant Development Program. This program is designed for faculty members who have a strong record of publication and conference presentations in the proposed grant area and a track record of successful grant writing, and the potential to write successful grant proposals for substantial funding from federal agencies. The grant proposal should have a budget of at least $150,000 with a significant portion salary and wages. Recipients will be given one course release per semester for up to six semesters or until funding is awarded. Contact the Provost’s Office for more information or application forms.

49. PRINTING AND PUBLICATIONS POLICY

The Office of Public Affairs is charged with producing the SUNY Potsdam Publications that are destined for an external audience. The publications staff is responsible for maintaining quality and consistency in College publications, while projecting an accurate and favorable image of the institution.

Those members of the college community who wish to produce publications for an external audience by any means, including the use of desk-top publishing, are required to seek review of content and design from the Public Affairs Office. The staff is always ready to offer assistance in creating a design for such publications. Your cooperation in observing the various aspects of the Publications Policy will greatly enhance the efforts of the Office of Public Affairs as it seeks to present a consistent and positive image of the College.

a. Name of the College

The name of the College shall be "State University of New York College at Potsdam", "SUNY Potsdam" is the short form.

b. College Logo and Stationery

The College's logo and stationery are designed to project a unified and up-to-date image of the College. The design standards for both the logo and stationery are to be strictly followed. If in doubt as to the appropriate use of either, consult with the Office of Public Affairs. Copies of the logo, both on paper and on computer disk, are available through the Office of Public Affairs. (the logo is also available in a variety of formats in temporary storage on the campus network)

Official College stationery may now be ordered directly through Duplicating. Do not call the Office of Public Affairs or Receiving and Stores to order stationery, unless you need a change in the name of your office or your phone number. Please allow two weeks for delivery.

c. College Seal

The College seal is not to be used for publications. The College seal is to be reserved for formal documents and occasions (i.e., Presidential proclamations, diplomas, etc.). The College logo is the mark to be used when it is desirable to represent the College in a concise graphic manner.

d. Printing Services

There are three primary printing options for reproducing publications at SUNY Potsdam. Those options and their respective capabilities follow:
1. Duplicating

- Duplicating
- Sizes to 11" x 17"
- Bond, offset, and card stock
- Colored paper is available and NCR
- Black ink only
- Folding, collating, stitching, and plastic binding

2. Central Print Shop
   Duplicating and offset printing

- Over 200 copies
- Sizes to 11 x 17"
- Bond, offset, cover and card stock and fine papers available in a variety of colors
- Single and multi-color printing
- Printing halftones and screen tints
- Folding, collating, stitching, and plastic binding
- Colored ink

3. Outside Vendors
   For jobs which exceed the capacities of the above operations including:

- Printing on coated stocks
- Printing large areas of solid color
- Four-color process (color photos)
- Large quantities
- Large format

In most instances, the nature, the budget, and the intended audience of the publication will determine how it is to be designed and printed. The staff in the Office of Public Affairs will choose how best to get the job done.

If it is a job which requires simple duplicating, the timeliness of delivery and the quantity required will affect the decision as to where the job is printed. This decision is to be made by the Duplicating staff.

e. Publication Requests

To initiate an external publication to be produced by the Office of Public Affairs, you must file a Publication Request Form. This form provides the basic information necessary to begin production planning. It will also allow for prioritizing the publication in order to schedule the annual workload.

Publication Request Forms are sent to all departments in April. At this time, you are asked to project your publications needs for the following year (July 1 - June 30).

If for some reason, the office is unable to handle your request, the staff will suggest alternative methods for having the publication produced.

Of course, there are always unanticipated needs; the office will try to accommodate these needs on a time-available basis. Publication Request
Forms for these unscheduled publications are available throughout the year in the Office of Public Affairs. You should file one as soon as you know your need.

f. Funding For Publication

The Publications budget in the Office of Public Affairs provides for only the major recruitment and development publications of the College. All other publications are funded through the originating departments. Please be sure to include the amount you have budgeted for your publication and the account number to which it will be charged when you complete the Printing Publication Request Form.

g. Recruiting Publications (Admissions)

All publications intended to be used for admissions recruiting must first be reviewed and approved by the Director of Admissions and the Director of Public Affairs.

h. Production Services

1. Planning and Advising

The staff of the Office of Public Affairs is involved in planning printing on a daily basis. Consulting with the office as soon as you know that you will be producing a publication will save you time, energy and money.

2. Time and Cost Estimates

The staff will evaluate your proposed publication, determine the printing option that best suits your needs, and provide time and cost estimates.

3. Editing

The staff provides editorial support. However, you are responsible for preparing original copy. Guidelines for the preparation of copy are available in the Office of Public Affairs. Following these guidelines will expedite the production of your publication.

4. Typesetting

Computerized typesetting for most publications is done in-house. Copy submitted for publication should be on disk in Microsoft Word or Word Star with an attached hard copy.

5. Proofreading

While due caution is exercised in typesetting, typographical errors do occur. Ultimately, it is the client's responsibility to ensure that the typeset matter is free from errors. You will be asked to proofread your copy and to sign off on corrections throughout the production process.

6. Design
Do not try to design your publication in advance. Experienced graphic designers will design a publication that will effectively communicate the intended message while maintaining the College's publication standards.

7. Expediting

If your publication is to be printed in Duplicating, it is your responsibility to see that the Duplicating Job Request is properly filled out and that the job is taken to Duplicating. If the job is to be printed at the Central Print Shop, the designer assigned to the job will fill out the Duplicating Job Request and expedite production. If the job is to be printed by an outside vendor, your designer will coordinate (through Purchasing and Payables) production of the publication.

I) State Printing Regulations

Bidding
All printing purchased from outside vendors is closely regulated by statute and monitored by the Office of General Services and the Office of the State Comptroller. Most of the printing performed by outside vendors requires competitive bidding. Printing orders in excess of $2,500 require sealed bids. The bidding process can take from thirty to sixty days, depending on the estimated dollar amount of the order.

50. PURCHASING

It is the State University's objective to procure the most appropriate materials, supplies, equipment, services, etc. at the lowest available price, consistent with quality requirements and delivery needs as will best promote the interests of New York State. It is with this objective in mind that the following guidelines have been developed:

The College's Purchasing and Payables Office is charged with the centralized purchasing of all supplies and materials for the campus. This office seeks to attain the most effective and economical acquisition of products and services with consideration for the benefits of quantity buying, standardization of materials and equipment. The reduction of expensive emergency buying, the use of competitive bidding, and the development of new sources of supply will aid in obtaining advantageous prices and achieve maximum use from allocated funds. The office works with faculty and staff to determine and implement effective purchasing for specialized and all other instructional research needs, subject to rules and regulations set by the State.

The Purchasing and Payables Office is responsible for the College's compliance with all State and local purchasing rules, regulations and procedures and, as such, all purchases must be initiated by the Purchasing and Payables Office. All requests for supplies and/or equipment to be purchased from State funds must be submitted directly to the Purchasing and Payables Office via the web based requisition procedure. A separate requisition must be completed for each individual source or vendor.

a) State Contract Items
The Office of General Services issues state contracts each year for a large number of commodities. The College is required by law to purchase said supplies and/or equipment from the state contract vendor unless it can be proven that the same item (make and model) can be purchased cheaper from another source.
Individuals should contact the Purchasing and Payables Office to obtain information regarding source, price, delivery and contract items.

b) Non-Contract Items
Commodities not available under centralized contracts may be purchased directly by the College in accordance with State rules and regulations. It is the declared policy of the University that utilization of preferred sources (Corcraft, Industries for the Blind of New York State, Inc., New York State Industries for the Disabled, Inc., New York State Office of Mental Health) occur whenever possible. It is also the policy of The State University of New York to take affirmative action to ensure that minority and women-owned business enterprises (M/WBE) are given the opportunity to demonstrate their ability to provide the College with goods and services at competitive prices. The Purchasing and Payables Office maintains a file by vendor and commodity which is available for individual use. Campus procedures for purchasing non-contract items provide for:

1. a review for purchase from minority and/or women-owned business, and preferred sources
2. a review for purchases of similar commodities from the same vendor within the previous 12 months.
3. for all state dollar purchases (this includes State, IFR, Dorms, SUCF, Rehab and SUTRA funds) the following procedures apply by dollar level:

Up to $19,999.99: Send purchase requisition to Purchasing and Payables listing items to be purchased and vendor of choice, maintain documentation for reasonableness of price. Note: in instances where competition is feasible, contracts involving consideration other than money in an amount greater than $10,000 should be competitively bid or published in the Contract Reporter. The procurement record for these transactions should include documentation indicating reasonableness of price.

$20,000.00-$50,000.00: Send purchase requisition to Purchasing and Payables listing goods/services to be purchased and vendor(s) of choice. We will request bids and select vendor based on lowest price. Justification is required if higher price is selected. We are required to advertise the bid in the NYS Contract Reporter.

$50,000.01-$125,000.00: Send purchase requisition to Purchasing and Payables listing goods/services to be purchased and vendor(s) of choice. We are required to advertise the bid in the NYS Contract Reporter and solicit a minimum of 3 informal proposals. Justification is required if higher price is selected.

$125,000.01-$250,000.00: Send purchase requisition to Purchasing and Payables listing goods/services to be purchased and vendor(s) of choice. Formal bidding is required (IFB or RFP). We are required to advertise the bid in the NYS Contract Reporter and solicit a minimum of 5 sealed bids. AG/OSC approvals are required under the following circumstances: bid protest, non-low bidder selected, award not in accordance with the IFB/RFP, or single or sole source.

$250,000.01 and above: Formal bidding is required (IFB or RFP). We are required to advertise the bid in the NYS Contract Reporter and solicit a minimum of 5 sealed bids. AG/OSC approvals are required.

c) Citibank VISA Procurement Credit Card Program (aka "P-Card")
The College provides a small dollar program utilizing the VISA credit card for purchases using STATE dollars. The program allows authorized employees to purchase items by using their SUNY VISA credit card in person, on-line or by phone.
Each employee must obtain proper receipts and back-up paperwork and complete an on-line certification once monthly for submission to our office for auditing purposes. Additional information and applications can be obtained by contacting the Purchasing & Payables office.

d) Storehouse
Storehouse items must be submitted on a separate requisition and prices should be verified against the College storehouse stock list before submission. The College storehouse list should also be checked before requesting merchandise from other sources.

e) Bookstore Purchases
Bookstore personnel will issue an invoice indicating your departmental appropriation number and total cost. This should be submitted immediately to the Purchasing and Payables Office on the standard requisition form. CitiBank P-Card may also be used for campus bookstore purchases.

f) Equipment
All equipment purchased by the College must be entered immediately into the equipment inventory. No equipment may be removed, relocated, or in any other way be disposed of without the prior written approval of the Office of Physical Plant. All requests for repairs to any State-owned equipment must be processed through the Purchasing and Payables Office.

g) Service Contracts
Service Contracts are required for any service rendered in a fiscal year that exceeds $5,000. This includes consultants, piano tuning, linen rental, non-credit instructors, installment or lease purchases, etc. The procedures governing these contracts are lengthy and may require up to ninety days lead time. Details and guidelines are available from the Purchasing and Payables Office.

h) Library Acquisitions
Expenses charged to Library acquisitions are initiated by the Library and are not subject to the above regulations. Expenses chargeable to Library S&E must, however, still follow the stated regulations.

i) The State Finance Law expressly states that no purchase liability shall be incurred except by issuance of a purchase order. Merchandise ordered and received without the issuance of a purchase order becomes the personal obligation of the individual ordering. Authority is lodged solely in the College Accountant to create any financial obligation between the College and any other party. This applies to purchases, memoranda of understanding, agreements, contracts or any other document resulting in payment of funds by the College. Faculty and staff are cautioned that the law of Agency applies to any transaction improperly entered into without authority in which case the individual is personally liable for any and all payment(s) due other parties.

j) Receiving
Central Receiving is responsible for verifying that all state and non-state contract items purchased with state funding are physically received. All items delivered to the College must be sent directly to Central Receiving. All hand carried orders or yellow book authorizations picked up by College employees must be taken to Central Receiving for proper identification. Exceptions to this rule may require
Central Receiving staff to go out into the field to inspect shipments of goods which for one reason or another were unable to pass through Central Receiving. Repairs will be verified by appropriate departmental supervisors.

k) Emergency Purchases
State University Purchasing and Contracting procedures (Procedures Manual Item 7553) defines an emergency purchase as follows:
"An emergency purchase must involve an accident or unforeseen occurrence requiring immediate action; it is unanticipated or fortuitous; it is a sudden or unexpected occasion for action and involves a pressing necessity. The conditions must be such that unless corrected without delay, death, injury or serious property damage would result. Where such conditions exist, the waiver of competitive bidding requirements must be approved in writing by the campus President or appropriate designee to provide for adequate internal control."
All emergency situations must be documented in writing by the designee. The President's designee for determining emergency situations is the VP for Business Affairs.

l) Purchasing From College Employees
Item No. 4, Section 73 of the Public Officers Law states:
"No officer or employee of a state agency, member of the legislature or legislative employee or firm or association of which such person is a member, or corporation, ten per cent or more of the stock of which is owned or controlled directly or indirectly by such person, shall sell any goods or services having a value in excess of twenty-five dollars to any state agency unless pursuant to an award or contract let after public notice and competitive bidding (emphasis added).

In accordance with the above, the purchase of goods or services in excess of $25 from College employees can only be made as a result of a competitive bidding process.

51. REASONABLE ACCOMMODATION POLICY

A. Statement of policy

SUNY Potsdam is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of SUNY Potsdam to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the State government position for which he or she is applying or in which he or she is employed. This policy is based on the New York State Human Rights Law, Sections 503/504 of the Federal Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA), Executive Order 6, and Executive Chamber Memorandum, entitled Equal Access to State Agency Employment, Programs and Services for Individuals with Disabilities, issued in 1996, as well as Executive Chamber Memorandum Technology Policy 96-13-Accessibility to Technology, issued November 1996 and Technology Policy 99-3: Universal Accessibility for New York State Web Sites, issued September 1999.

The Policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, and promotions.

The provision of reasonable accommodation assists the College to:
To date, most employee requests for reasonable accommodations have been addressed directly by the employee's supervisor or department chair. While department chairs and supervisors are encouraged to continue responding directly to requests from individuals with disabilities, there may be occasions when making a decision about accommodations is complicated by other factors. For instance, the need for an accommodation may be obvious, or it may be difficult to determine what constitutes a reasonable accommodation, or a department's budget may be unable to absorb the total cost of providing the accommodation requested. The following procedure has been developed to ensure that employee request for reasonable accommodations are treated in as consistent and equitable a fashion as possible.

B. Procedure for Requesting and Receiving Reasonable Accommodations

1) The employee requesting an accommodation obtains, completes, and forwards to his or her department chair or supervisor an Application for Reasonable Accommodation(s).

2) The department chair or supervisor completes the second half of the Application for Reasonable Accommodation, returns one copy to the individual requesting the accommodation, and forwards one copy to the Affirmative Action Officer. The Affirmative Action Officer notifies the employee of the disposition of the Application for Reasonable Accommodation within two weeks of receiving the application.

3) If the department chair or supervisor states on the Application for Reasonable Accommodation that the department can provide the requested accommodation directly without additional documentation or assistance, the application process is complete, and the department proceeds with necessary arrangement. The Application for Reasonable Accommodation remains on file in the Human Resources Office for record keeping purposes only.

4) If the department chair or supervisor states on the Application for Reasonable Accommodation that the Department or unit is prevented from directly accommodating the request due solely to budgetary considerations, and if it is determined that the request or some mutually agreed upon variation thereof may be accommodated without undue financial hardship to the institution as a whole, the Affirmative Action Officer contacts the appropriate dean or director, who then assists in locating funds through channels within his or her own division. It is expected that required job accommodations will usually be funded directly by the employee's department or unit.
5) If the department chair or supervisor states on the Applications for Reasonable Accommodation that the department lacks information necessary for making a decision about the request, the request is referred to the Affirmative Action Officer, who notifies the applicant of the need for additional information.

6) If the procedure for requesting and receiving reasonable accommodations is not completed before step 5, the Application for Reasonable Accommodation, as well as all additional information and supporting documentation, is reviewed by the Affirmative Action Officer.

If, based on the review, the Affirmative Action Officer determines that the employee is entitled to an accommodation and that the proposed accommodation is reasonable as defined by the ADA, she will consult with the employee's supervisor about appropriate methods of implementing the requested accommodation or some variation thereof.

7) If a review of the request and of supporting documentation is inconclusive, or if it is determined that medical documentation is inadequate or otherwise problematic, the Affirmative Action Officer, after consulting with the division leader, will specify to the applicant why the documentation is unacceptable, and the applicant will be allowed to submit additional supporting documentation. If, after this additional documentation has been submitted, the need for an accommodation is still not clearly established, the employee may be asked to submit to a medical examination by an appropriate medical professional designated and paid for by the College.

The submitted medical documentation and reports from medical exams will be used solely to assist the appropriate College officials in making an informed decision about the employee's request for accommodation. All such documentation will be held in the strictest of confidence.

8) While the College may seek technical assistance from a medical professional, State or local rehabilitation agencies or disability constituent organizations in determining how to accommodate a particular individual in a specific situation, the decision as to what is and what is not an appropriate accommodation is made by the College.

C. Channels for Complaints

If the request for accommodation is denied, the individual may either accept the denial and end the process or elect to use the external review process with the New York State Compliance Review Board, responsible for review of denials. The Compliance Review Board is first accessed through the Reasonable Accommodations Unit of the New York State Department of Civil Service (518-457-8023).

If the individual requesting an accommodation believes that a decision to deny the request was based on illegal discrimination, complaints may be filed in several ways. The
individual may choose to use the College’s internal grievance procedure, available in the Office of Human Resources.

A complaint may also be filed externally with any of the following:

- the New York State Division of Human Rights under the Human Rights Law;
- Compliance agencies designated under Sections 503/504 of the Rehabilitation Act of 1973;
- The Equal Employment Opportunity Commission (EEOC) under the Americans with Disabilities Act (ADA);
- Or initiating a private right of action to challenge an alleged discriminatory practice

The Office of Human Resources can provide addresses and telephone numbers of regional offices.

D. Definitions

The following definitions are based on the New York Human Rights Law. Unlike both the Americans with Disabilities Act and the Rehabilitation Act of 1973, the New York State Human Rights Law protects all individuals with physical, mental or medical impairments that either impede normal bodily function or are demonstrable by medically accepted diagnostic technique. The protection of the federal statutes is limited to those impairments that substantially limit one or more major life activities.

Essential job functions: Essential functions are those fundamental to the position; a function is essential if not performing that function would fundamentally change the job or occupation for which the position exists.

Person with a Disability: A person who has "a physical, mental, or medical impairment," who, upon provision of reasonable accommodation if needed, is able to perform in a reasonable manner, the activities involved in the job or occupation sought or held.

Individuals with a disability also include persons who have a record or history of impairment, even if they do not currently have impairment. These individuals are protected from bias, but only current impairments need to be reasonably accommodated.

Persons who have a condition regarded by others as an impairment, or who are incorrectly perceived as having an impairment, are also protected from discrimination. However, only actual impairments need to be reasonably accommodated.

Physical, Mental or Medical Impairment: Any impairment "resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques."

Qualified Person with a Disability: A person with a disability who, as defined below, can reasonably perform the activities involved in the job, and who satisfies the requisite skill, experience, education and other job-related requirements of the position which the individual holds or desires.

Reasonable Accommodation: The New York Human Rights Law, the Rehabilitation Act of 1973, and The Americans with Disabilities Act (ADA) of 1990 require that employers provide reasonable accommodation to the known physical or mental limitations of otherwise qualified applicants or employees with disabilities, unless it can be
demonstrated that providing such accommodations would result in undue financial or operational hardships.

Reasonable accommodation refers to the modifications or adjustments to a job application process which enables a qualified individual with a disability to be considered for the position sought and to modifications or adjustments to the work environment or the manner in which a job is performed. An accommodation is reasonable if it removes or mitigates the barriers to performance caused by the individual's impairment, and does not cause undue hardship to the employer.

Reasonable Performance: The Human Rights Law protects from discrimination those who can reasonably perform the job, with reasonable accommodation, if needed, despite the person's impairment. Reasonable performance is not perfect performance or performance unaffected by the disability, but reasonable job performance reasonably meeting the employer's needs to achieve its business goals. Ability to reasonably perform the "activities involved in the job or occupation" means the ability, with or without accommodation, to satisfactorily perform the essential functions of the job as established by the employer. The employer's judgement as to what is minimum acceptable performance will prevail, so long as standards for performance are applied equally to all employees in the same position.

Undue hardship: This means significant difficulty or expense to the employer. In determining whether an accommodation would result in undue hardship, any relevant factor may be considered.

52. RECYCLING POLICY

Recycling is mandatory for all waste generators (i.e. households, churches, schools, businesses, etc). Please be courteous and separate all waste products into the appropriate recycle bins throughout campus. Bins are provided in various areas on campus: Paper, Plastic and Aluminum (recyclable beverage containers, i.e. soda cans)

54. REIMBURSEMENT OF EXPENSES TO CANDIDATES INVITED TO CAMPUS FOR AN INTERVIEW

Recruitment costs have risen significantly in recent years and departments are expected to follow guidelines to help reduce recruitment related expenses. All reimbursement of travel costs associated with an on-campus visit to SUNY Potsdam will follow New York State guidelines.

Candidates will make all of their own travel arrangements. The college will reimburse the candidate’s personal airfare or mileage expenses up to a maximum of $1,000. Airfare or mileage reimbursement over $1,000 requires additional approval, contact Human Resources for these procedures. The college’s reimbursement policy covers only the candidate and does not allow coverage for anyone accompanying the candidate. Acceptable forms of transportation include: plane, train, automobile (personal or rental), and bus. Taxis to and from airports are not typically acceptable. All original receipts must be submitted for reimbursement. Claimed expenses submitted without a receipt cannot be reimbursed. Gasoline charges, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance. Charges for gasoline will be approved only for a rental car.

Exceptions to these policies, where appropriate, must have prior approval of the
President of the College. Vice Presidents and Deans are requested to exercise careful management of recruitment monies for departments and divisions under their supervision. Chairs/Directors and heads of search committees are expected to exercise all possible economies, without damaging the effectiveness of their searches. More information may be found here.

55. REIMBURSEMENT OF MOVING EXPENSE POLICY

**Summary**

College funds may be used to reimburse certain expenses incurred by new appointees when transporting themselves, their families, and household goods and personal effects to their new place of residence.

**Policy**

**Policy Statement**

When an employing unit’s administration believes it is necessary to attract specific personnel, reimbursement of moving and related expenses may be authorized by the area Dean/Vice President.

Reimbursement of moving and related expenses shall not be made to an eligible employee unless the employee agrees in writing to return the monies received for such expenses in the event the employee resigns or voluntarily separates from employment within one year of the initial appointment.

**Eligibility Criteria**

- Must meet the distance test as outlined in IRS Publication 521 Moving Expenses
- Full time appointment required
- Professional/faculty appointment required

<table>
<thead>
<tr>
<th>Expense</th>
<th>Qualifies for Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic cost of moving household goods (reasonable items of furniture, furnishing, clothing, appliances, tools and equipment) and personal effects up to 12,000 pounds, including pianos, refrigerators, and deep freezers</td>
<td>YES – Must use a carrier authorized by the NYS Department of Transportation. Three competitive bids are required if commercial carrier is not used and rental of trailers or trucks from commercial establishment were used. If neither commercial mover nor rental truck is used, documented moving expenses up to $200 are reimbursable.</td>
</tr>
<tr>
<td>Additional insurance above the lowest valuation rate charged</td>
<td>YES</td>
</tr>
<tr>
<td>Short duration (30 days) in-transit storage</td>
<td>YES</td>
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<tr>
<td>Mileage incurred to drive one personally-owned vehicle from the old to the new location</td>
<td>YES – Mileage is reimbursed at the personal vehicle standard mileage rate instead of the moving mileage rate. The difference between the two mileage rates is taxable to the employee.</td>
</tr>
<tr>
<td>Meals and lodging</td>
<td>NO</td>
</tr>
<tr>
<td>Item</td>
<td>Allowance</td>
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<td>---------------------------------------------------------------------</td>
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<tr>
<td>Second automobiles and other motor vehicles, boats, and trailers (other than those used as the appointee's residence)</td>
<td>NO</td>
</tr>
<tr>
<td>Expenses related to buying or selling a house</td>
<td>NO</td>
</tr>
<tr>
<td>Expenses for renting temporary living quarters</td>
<td>NO</td>
</tr>
<tr>
<td>Building materials, animals raised for profit, farming equipment, livestock</td>
<td>NO</td>
</tr>
<tr>
<td>Reimbursement request submission timeframe</td>
<td>Within 30 days of incurring expenses, but no later than within one year of the effective date of the appointment.</td>
</tr>
<tr>
<td>Storage unit rental</td>
<td>NO</td>
</tr>
<tr>
<td>Airfare</td>
<td>NO, No matter the mode of transportation used to transport appointee and his/her family to new location, reimbursement will be made at rate of one automobile at the rate paid by NYS for the use of personally owned automobiles. Mileage to be measured by shortest route between the two places of residence.</td>
</tr>
</tbody>
</table>

**Procedure**

1. The reimbursement will be based on reasonable costs and budget availability.
2. The candidate must complete the Request for reimbursement of Moving Expenses (Form AC-1099-S), sign the form and have area Dean/VP sign the form.
3. A receipted original or carbon copy of the Bill of Lading or Freight Bill must be attached. Additionally, if certified carrier is not used, copies of three competitive bids must be included.
4. A Standard Voucher (Form AC-92) must be attached providing a summary of the details of allowable expenditures.
5. All completed forms should be submitted to the Dean/VP then to Purchasing and Payables.

**Related Information and Forms**

- Request/Agreement for Moving Expense Reimbursement (Form AC-1099-S)
- Standard Voucher (Form AC-92)
- State University of New York Policy – Payment of Moving Expenses, Document 8200

55. RELEASED TIME FOR FACULTY SENATE CHAIR

The Chair of the Faculty Senate will be eligible for up to three credit hours per semester of released time from regular instructional responsibilities in recognition of his or her duties and responsibilities for faculty governance activities. When the chair's absence from a portion of his or her teaching responsibilities impacts the instructional program, funds may be made available to provide appropriate temporary service assistance upon recommendation of the deans.

56. RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS
According to Federal and State law the Research Foundation, and College policy any research proposal involving the use of human or animal subjects must receive the approval of the campus Human Subjects Institutional Review Board or the Institutional Animal Care and Use Committee as appropriate prior to submission to a sponsor or implementation of the research project. The purpose of this policy is to protect the rights and welfare of human subjects and to insure humane treatment of animal subjects. Individuals who propose to engage in research involving the use of human subjects or animals should contact the Office of Research and Sponsored Programs for guidelines and forms. Information and guidelines will be provided by these persons.

57. RESPONDING TO GOVERNMENT OFFICIALS

SUNY Potsdam is committed to the free exchange of ideas between people of different social and political systems. It is the policy of the College to encourage such interaction. The College neither requires its employees to answer questions posed by representatives of government agencies nor forbids its staff from responding to such inquiries. The College also believes that its employees should cooperate with and assist officials of government agencies when appropriate and in when compliance with The Family Education Rights and Privacy Act of 1974 (FERPA) commonly known as the Buckley Amendment which forbids staff members from providing certain information such as personal details related to individuals not available through the public online directory. Faculty and staff can obtain information on FERPA from the Office of Public Affairs and can obtain assistance from this office in case of uncertainty about whether to respond to government officials.

58. RESPONDING TO LEGAL AGENCIES

The Office of Human Resources is responsible for the coordination of the responses of a legal nature on this campus. A part of this responsibility includes overseeing of official responses to requests for information and data from off-campus legal agencies such as the Office of University Counsel, the Office of the Attorney General and Attorneys at Law.

The Assistant Vice President for Human Resources, should be informed of all requests for information from such sources. These requests arrive with some frequency and often ask for similar information from various campus sources. Coordination of replies is necessary to insure that proper procedures are followed and correct information is disseminated.

In addition, the Assistant Vice President for Human Resources is designated as the official campus liaison with the Office of the State University Counsel. University Counsel is the legal advisor to the University. Individual employees and departments requiring legal advice and opinion pertaining to College affairs should make initial contact with and forward copies of relevant correspondence to the Assistant Vice President for Human Resources.

59. RESPONDING TO QUESTIONNAIRES AND REQUESTS FOR CAMPUS DATA

The Office of Institutional Effectiveness is responsible for the coordination of data on this campus. A part of this responsibility includes overseeing of official responses to requests for data from off-campus individuals and agencies.

The Office of Institutional Effectiveness should be informed of all requests for data from such sources. These requests arrive with considerable frequency, and many ask for similar information. Coordination of replies is necessary to insure that correct and consistent information is being disseminated. Also, it is important for this office to know the nature,
60. SAFETY GUIDELINES

New York State's Public Employees Occupational Safety and Health Act provides that the same safety and health standards that apply to workers in the private sector apply to employees in the public sector. SUNY complies with these safety and health standards by furnishing its employees with a job and workplace free from recognized hazards and by providing responsible and adequate protection to the lives and safety of its staff.

No one in the University is required to work under conditions that are manifestly dangerous. Some less obvious but still hazardous conditions may exist, so always be sure:

a. That appliances which protrude from walls and doors, such as pencil sharpeners, are not positioned where people may be injured by them;
b. That wastebaskets, electric cords, telephone, and similar objects are not located where people may trip over them;
c. That safety procedures for laboratories are understood and followed;
d. That you hold on to the handrails when using stairs;
e. That you remain at a safe distance from the elevator doors;
f. That the drawers of filing cabinets and desks are kept closed when not in use;
g. That the upper drawers of filing cabinets are not filled to capacity while lower drawers are empty, thereby creating the possibility of the cabinets tipping over; and
h. That burning cigarettes or matches are not thrown into the wastebaskets.

Use common sense at all times and report any hazardous conditions to your supervisor. You should consult with your supervisor concerning evacuation procedures and other emergency situations.

61. SCIENTIFIC MISCONDUCT

A crucial element of any policy on scientific misconduct that is to be fair and effective is a process that will distinguish instances of genuine and serious misconduct from insignificant deviations from acceptable practices, technical violations of rules, simple carelessness, and other such minor infractions. The policy proposed in this document will allow such distinctions to be made in a manner that minimizes disruptiveness and protects the conscientious, honest scientist from false or mistaken accusations.

a. Policy Statement
   It is the purpose of these policies to instill and promote the principles of professional integrity, to prevent scientific misconduct, and to discover and censure instances of misconduct when they occur. Accordingly,

   1. SUNY Potsdam shall maintain high ethical standards in science and other scholarly work, prevent misconduct where possible, and promptly and fairly evaluate and resolve instances of alleged or apparent misconduct.
2. Every member of the College community has the responsibility of reporting misconduct in scientific work. No person raising serious allegations of misconduct will suffer any penalty; however, frivolous, mischievous or malicious misrepresentation in alleging misconduct will not be tolerated and may result in action against the perpetrator.

3. SUNY Potsdam shall take appropriate disciplinary action against any individual found guilty of misconduct. This will include disclosure to funding agencies, collaborating scientists and institutions, journal editors, professional associations, licensing boards, and potential employers who request oral or written references.

4. These policies apply to scientific research and related scholarly writing conducted by any member of the University faculty or staff. They are not intended to address issues, such as the conduct of students in fulfilling course requirements, which are covered by other policies.

5. These procedures for the institutional handling of allegations of scientific misconduct normally have four stages:

   I. an inquiry to determine whether the allegation or related issues warrant further investigation;
   II. when warranted, an investigation to collect and thoroughly examine evidence;
   III. a formal finding, and
   IV. appropriate disposition of the matter.

6. As a general rule, the College will take no more than (60) days to conduct its inquiry and determine whether an investigation is warranted. If an investigation is to be undertaken, it will begin within (30) days of the conclusion of the inquiry, and the institution shall generally take no more than (120) days to complete the investigation, prepare the report of findings, obtain the comments of the subject(s) of the investigation, and make a decision on the disposition of the case.

7. The College will annually report to all funding and sponsoring agencies as follows:

   I. Assurance that the institution has established an administrative process for reviewing, investigating, and reporting allegations of misconduct in science in connection with sponsored research.
   II. Provision of such aggregate information on allegations, inquiries, and investigations as funding and sponsoring agencies may prescribe.

b. Definitions

1. Scientific Misconduct: - "Misconduct" or "Misconduct in Science" means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.
2. Inquiry: An Inquiry is an information-gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.

3. Investigation: An Investigation is a formal examination and evaluation of all relevant facts to determine if an instance of misconduct has taken place. If misconduct is confirmed, the investigation should determine the seriousness of the offense and the extent of any adverse effects resulting from the misconduct.

c. Personnel

1. The Provost, after consultation with the President and others as necessary, will appoint an administrator to serve as the Misconduct Policy Officer.

2. Responsibilities of the Misconduct Policy Officer:
   
   a. To work confidentially with a complainant in the development of a specific, formal written complaint.
   b. To maintain records of all complaints and institutional responses.
   c. To conduct inquiries and submit recommendations concerning investigations to Provost.
   d. To assist the Provost in the conduct of formal investigations into allegations of misconduct.
   e. To inform sponsoring and funding agencies as appropriate.

d. Liability Coverage

The involvement of faculty and staff in inquiries or investigations pursuant to these Guidelines is considered part of their employment duties and responsibilities within the meaning of Section 17 of the Public Officers Law.

e. Inquiry and Investigation of Allegations

1. Inquiry
   
   I. As a first step in the process of inquiry an initial report of alleged misconduct will be prepared in writing by the Misconduct Policy Officer. The accuracy of this report must be attested to by a statement signed by the person(s) originating the report. The Misconduct Policy Officer will then conduct an immediate, informal, discrete inquiry into allegations of misconduct in order to determine whether there is a substantial basis for initiating a formal investigation into the alleged misconduct. The Misconduct Policy Officer will make every effort to safeguard all individual reputations and the integrity of the research. Every effort shall be made to protect the interests and privacy of those who in good faith report apparent misconduct and others who testify. In the conduct of this Inquiry, the Misconduct Policy Officer may consult, on an ad hoc basis, with faculty members of his/her choice.
II. The faculty member or other investigator whose research is the subject of the complaint shall be notified that a complaint has been lodged, the nature of the complaint, and the procedures to be followed. The affected individual(s) will be granted confidential treatment to the maximum extent possible, a prompt and thorough investigation, and an opportunity to comment on allegations and findings of the inquiry and/or the investigation.

III. Any evidence pertinent to the resolution of the issue shall be made secure by the Misconduct Policy Officer conducting the inquiry.

IV. (The inquiry shall be conducted in confidence with the purpose of separating unfounded allegation(s) from those of a substantive nature and shall be completed whenever possible within 60 days of the initial receipt of the allegations. At the completion of the inquiry, a written report shall be filed with the Provost with an assessment as to whether or not the allegation(s) is warranted, and the reasons attendant thereto. The Misconduct Policy Officer will maintain sufficiently detailed documentation of inquiries to permit a later assessment of the reasons for determining that an investigation was not warranted, if necessary. Such records shall be maintained in a secure manner for a period of at least three years after the termination of the inquiry and shall, upon request, be provided to authorized representatives of sponsoring and funding agencies.

V. Precautions should be taken against real or apparent conflicts of interest on the part of those involved in the inquiry or investigation.

VI. The Provost shall determine on the basis of the written report of the inquiry, and any other consultation deemed necessary, whether the allegations warrant a formal investigation. In either case, the basis for the decision will be fully documented.

VII. If the decision of the Provost is that no investigation is warranted, the Provost will notify all those concerned of this determination. The Provost may also examine the propriety of the initial charge and take further action if appropriate.

VIII. If the decision of the Provost is that an investigation is necessary, it shall be formally undertaken within 30 days of the completion of the inquiry.

2. The Investigation

Administrative Actions If the decision of the Provost is that an investigation is necessary, the Provost or her designee shall:

I. Appoint a Misconduct Investigation Committee, which will have the following membership:
   - Misconduct Policy Officer (Chair)
   - Dean/Director of Appropriate Area
   - Director of Research & Sponsored Programs (or designee)
   - Other administrators as appropriate.

   This committee will conduct the investigation and prepare a report for the Provost.

II. After administrative and legal consultation, inform the Research Foundation, the granting agency and any other parties...
potentially affected by the investigation of the decision to conduct an investigation. Where there is reasonable indication of possible criminal violations, the appropriate funding agencies shall be notified within 24 hours of this determination. Where Public Health Service (PHS) grants are involved, the PHS Office of Scientific Integrity will be notified.

During the course of the investigation, funding and sponsoring agencies are to be apprised of any developments which disclose facts that may affect current or potential funding for the individual(s) under investigation or that the funding agency needs to know to ensure appropriate use of funds and otherwise protect the public interest.

III. Inform the subject of the investigation of the accusations and that a formal investigation shall be conducted and invite the subject to make a written response to the allegations.

IV. Consult, as the need arises, on an ad hoc basis with faculty members of his or her choice during the formal investigation.

V. Inform collaborator(s) in the research project under investigation and give them the opportunity to comment.

VI. Immediately proceed to collect and secure all materials necessary for the investigation.

VII. Take interim administrative actions, as appropriate, when necessary to protect research funds, human subjects, or equipment.

VIII. Complete the investigation within 120 days, whenever possible.

f. Conduct of the Investigation

During the course of the investigation, the Misconduct Investigation Committee shall:

1. Receive and review relevant documents, including but not necessarily limited to relevant research data and proposals, publications, correspondence, and memoranda of telephone calls.
2. Interview all individuals involved either in making the allegation or against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegations. Complete summaries of these interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the investigative file.
3. Seek additional information as deemed necessary.
4. Consult, when appropriate, with expert(s) from outside the institution.
5. Record and document all relevant information obtained in the course of the investigation. This documentation is to be made available to the appropriate officials of sponsoring agencies, when requested.
6. Analyze and summarize results of the investigation
7. Prepare and submit a written report to the Provost, including a summary of the investigation, findings, and recommendations for further action.

g. The Finding

At the conclusion of the investigation, the Provost (or designee) will:
1. Submit a written report to the President of the results of the investigation. Included in this report shall be:

   I. A statement of the accusation.
   II. A statement of the findings.
   III. An indication of the evidence or lack of evidence of misconduct.
   IV. An evaluation of the seriousness of any misconduct found.
   V. Recommendations for further action.

2. Submit a copy of the report to the accused for rebuttal.

3. Include any written rebuttal by the accused as an addendum to the report.

h. If an investigation has been launched on the basis of a complaint, and no fraud or misconduct is found, no disciplinary measures should be taken against the complainant and the institution should undertake diligent efforts, as appropriate, to restore the reputation of persons alleged to have engaged in misconduct. It will also undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations. If the allegations are found to have been maliciously motivated, disciplinary actions may be taken against those responsible.

Responsibility for recommending the nature and severity of disciplinary action will rest in the Provost. If misconduct is confirmed, the Provost shall make recommendations to the President for appropriate sanctions against the subject.

The President, upon receiving the report of the Provost and any statement of rebuttal by the accused, will make a final determination regarding what action shall be taken and formally notify all parties, including the awarding agency and Research Foundation of that decision.

If misconduct is confirmed, the institution will take appropriate action in accordance with Article 19 of the Agreement between the State of New York and United University Professions. A faculty/staff member who is the subject of an inquiry or investigation has, as a matter of course, the right to consultation with legal counsel if he or she chooses. However, the faculty member has the right to representation by counsel in institutional proceedings only after formal disciplinary charges have been filed in accordance with Section 19.8 of the Agreement between the State of New York and the United University Professions.

Consideration will also be given to formal notification of other concerned parties, not previously notified, such as:

1. Sponsoring agencies, funding sources.
2. Co-authors, co-investigators, collaborators.
3. Editors of journals in which fraudulent research was published. State professional licensing boards.
4. Editors of journals or other publications, other institutions, sponsoring agencies, and funding sources with which the individual has been affiliated.
5. Professional societies.
6. Where appropriate, criminal authorities.
i. Reporting Requirements

a. An institution's decision to initiate an investigation must be reported in writing to the appropriate officials of the sponsoring and funding State or Federal agencies on or before the date the investigation begins. At a minimum, the notification should include the name of the person(s) against whom the allegations have been made, the general nature of the allegation, and the application or grant numbers(s) involved.

b. An investigation should ordinarily be completed within 120 days of its initiation. This includes conducting the investigation, preparing the report of findings, making that report available for comment by the subjects of the investigation, and submitting the report to the sponsoring agency. If they can be identified, the person(s) who raised the allegation should be provided with those portions of the report that address their role and options in the investigation.

c. The institution is expected to carry its investigations through to completion, and to pursue diligently all significant issues. If an institution plans to terminate an inquiry or investigation for any reasons without completing all relevant requirements, a report of such planned termination, including a description of the reasons for such termination shall be made to the appropriate funding and sponsoring agencies.

d. The final report submitted to the sponsoring agency will describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained relevant to the investigation, the findings, and the basis for the findings, and include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a description of any sanctions taken by the institution.

e. If the institution determines that it will not be able to complete the investigation in 120 days, it must submit to the sponsoring agencies a written request for an extension and an explanation for the delay that includes an interim report on the progress to date and an estimate for the date of completion of the report and other necessary steps. If the request is granted, the institution must file periodic progress reports as requested by the sponsoring agency.

f. The institution is responsible for notifying sponsoring agencies if it ascertains at any stage of the inquiry or investigation that any of the following conditions exist:

1. There is an immediate health hazard involved;
2. there is an immediate need to protect Federal (or State) funds or equipment;
3. there is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;
4. it is probable that the alleged incident is going to be reported publicly;
5. there is a reasonable indication of possible criminal violation. In that instance, the institution must inform the sponsoring agencies within 24 hours of obtaining that information.

62. SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATION AND HARASSMENT
POLICY MANUAL ON SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATION AND HARASSMENT

I. Introduction

An atmosphere of mutual respect among members of the academic community is necessary for SUNY Potsdam to function as a center of academic freedom and intellectual advancement. Any violation of mutual trust, any form of intimidation or exploitation, damages the institution’s educational process by undermining the essential freedoms of inquiry and expression. Students, staff, and faculty must feel personally secure for real learning to take place.

As a place of work and study, SUNY Potsdam must be free of discrimination and harassment in all of its forms, including intimidation and exploitation. All students, staff, and faculty must be assured that the College will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

A. Background of this Policy

SUNY Potsdam is committed to maintaining an academic, residential and working environment which is free of inappropriate and disrespectful conduct of a derogatory nature regarding any protected category: race, color, sex, age, national origin, religion, marital status, disability, sexual orientation, gender identity expression, and veteran status especially when such conduct adversely affects a student’s or an employee’s work/educational environment or creates an intimidating, hostile or offensive college environment.

Discrimination and/or harassment are prohibited personnel practices when it has the effect or purpose of abusing others based on direct or implied discrimination. It is also a prohibited personnel practice when it interferes with an individual’s academic, social or work performance. The effect may include, but is not limited to: anguish, withdrawal from a course, a major, a school, a residence, a department or a career.

This policy applies only to employee/employee or employee/student cases of discrimination or harassment. (Student/student discrimination or harassment cases must be reported to the Director of Student Conduct and Community Standards and heard in the Student Judicial System.)
B. Sexual Harassment

Sexual harassment is not simply inappropriate behavior; it is against the law. Title VII (Section 703) of the Civil Rights Act of 1964 protects employees from sexual harassment in that it is a form of unlawful sex discrimination. Title IX, enforced by the Office of Civil Rights of the U.S. Department of Education, protects both students and employees from sexual harassment in that it constitutes differential treatment on the basis of sex. (Title IX applies to any educational institution receiving Federal funds.)

C. Definition

Sexual harassment is characterized by the imposition of unwelcome sexual activity including:

- Unwelcome sexual advances,
- Requests for sexual favors, and
- Other intimidating verbal or written communications or physical conduct of a sexual nature.

Such unwelcome sexual activity also occurs in relationships of equal power -- between colleagues or between students.

Sexual Harassment is defined as follows:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - Submission to or rejection of such conduct is made either explicitly or implicitly a term or a condition of instruction, employment, or participation in other college activity; and/or
  - Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; and/or
  - Such conduct has the purpose or effect of unreasonably interfering with the individual’s performance or creating an intimidating, hostile, or offensive college environment.

Examples of conduct that may constitute or support a finding of sexual harassment include, but are not limited to, the following types of behavior:

- Verbal or written sexually suggestive or obscene comments, jokes, or propositions including letters, notes, e-mail, or comments about a person’s clothing,
- Visual contact, such as leering or staring at another’s body,
- Sexually suggestive cartoons, posters, or magazines,
- Unwanted physical contact such as intentional touching, grabbing, pinching, or blocking movement.

Such unwelcome sexual activity often occurs in relationships of unequal power, between a faculty member and student or supervisor and employee. Sexual harassment can occur between a student and faculty member, with the latter as victim.

Consenting romantic and sexual relationships between a faculty member and student, or supervisor and employee, while not expressly forbidden, are deemed unwise. A faculty
member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exits, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove a defense on the grounds of mutual consent.

D. Harassment on the Basis of Protected Characteristic(s) Other Than Sex/Gender

Sexual harassment has been more thoroughly defined in the law than harassment based on other protected categories. Because harassment and discrimination can take many forms, an expanded definition and examples are provided. Intimidating, threatening, and harassing behavior can also occur without reference to a protected category. This type of behavior will fall under the College’s Workplace Violence Policy and should be reported to University Police.

Harassment based on race, color, age, religion or national origin, disability, sexual orientation, gender identity expression, veteran status, or other protected characteristics is oral, written, graphic or physical conduct relating to an individual’s race, color or national origin (including an individual’s ancestry, country of origin, or country of origin of parents, family members or ancestors), or other protected characteristics that is sufficiently severe, persuasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College’s programs or activities (see Appendix A).

Harassment based on race, color, age, religion, or national origin (including an individual’s ancestry, or country of origin of parents, family members, or ancestors), disability, sexual orientation, gender identity expression, or marital or veteran status may be oral, written, graphic or physical conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College’s programs or activities, or terms, conditions or status of employment.

The Genetic Information Nondiscrimination Act became effective in November 2009. It is unlawful for an employer to discriminate against an individual on the basis of the genetic information of the individual in regard to hiring, discharge, compensation, terms, conditions or privileges of employment.

Governor Paterson also issued during December 2009 that no State agency shall discriminate on the basis of gender identity against any individual in any matter pertaining to employment by the State including, but not limited to, hiring, termination, retention, job appointment, promotion, tenure, recruitment and compensation. Gender identity shall mean having or being perceived as having a gender identity, self-image, appearance, behavior or expression whether or not that gender identity, self-image, appearance, behavior or expression is different from that traditionally associated with the sex assigned to that person at birth. All managers, supervisors and employees in all State agencies shall make diligent, good faith efforts to ensure that all employees are afforded equal opportunity, without regard to their gender identity.

II. The Office of Affirmative Action

SUNY Potsdam is responsible for providing a learning and working environment free from discrimination. The College reserves the right to pursue any complaint of discrimination brought to its attention. The Affirmative Action Officer, based on information received, could exercise his/her own discretion and initiate a complaint on behalf of the College.
In addition, the Affirmative Action Officer may determine that a specific complaint of unlawful discrimination or harassment is of such a serious or potentially criminal nature that the investigation steps outlined in this process should be accelerated or eliminated. If made, this determination shall be communicated to the President or his/her designee, to the Affirmative Action Office, and to Human Resources for appropriate action, which may include the initiation of disciplinary action.

If at any time during the course of investigating or resolving a complaint of discrimination, the Affirmative Action Officer determines that a complaint is not within the jurisdiction of the office, the complaint and Complainant shall be referred to the appropriate office and the matter shall be considered concluded for the purposes of the Affirmative Action Office.

A. Role of the Affirmative Action Officer

The Affirmative Action Officer is trained in investigating and resolving complaints, and is available for assistance in filing the complaint with the College and will remain impartial during an investigation. The Affirmative Action Officer does not represent any individual or department, but does advocate on behalf of the College’s goals of equal opportunity and nondiscrimination.

The Affirmative Action Officer may receive initial inquiries, reports and requests for consultation and counseling. Assistance will be available, whether or not a formal complaint is contemplated or even possible. It is the responsibility of the Affirmative Action Officer to respond to all such inquiries, reports and requests as promptly as possible and in a manner appropriate to the particular circumstances. An individual may refuse to put a complaint into writing. However, notwithstanding that refusal, there may be a continuing obligation on the part of the campus to investigate the verbal complaint to the best of its ability and proceed with any action warranted.

The Affirmative Action Officer shall solicit information concerning any factors that might prejudice an objective evaluation of the evidence and shall reassign an investigation if a conflict or potential conflict emerges.

B. Supervisory Responsibility

Complaints or concerns that are reported to an administrator, manager or supervisor concerning an act of discrimination shall be immediately referred to the Affirmative Action Officer.

III. The Procedure for the Review of Allegations of Harassment and Unlawful Discrimination

The procedure for the review of allegations of harassment and unlawful discrimination provides a mechanism through which SUNY Potsdam may identify, respond to, and prevent incidents of illegal discrimination and harassment. This process has been developed in accordance with guidelines and recommendations provided by the Chancellor’s Office of Affirmative Action and in consultation with Office of the University Counsel of the State University of New York. The SUNY Potsdam Affirmative Action Officer administers the process locally. These procedures are intended to balance the rights of those bringing complaints of discrimination, harassment and/or retaliation with those against whom such claims are brought.

A. Who can file a complaint? – The Complainant
Any Potsdam employee or student may file a complaint. The person filing the complaint shall be known as the Complainant.

However, if a student alleges that he/she has been harassed or discriminated against by another student, the investigation and adjudication process will be handled through the Office of Student Conduct and Community Standards in accordance with the Code of Student Rights, Responsibilities and Conduct.

**B. Against whom may complaints be brought? – The Respondent**

A complaint of unlawful discrimination or harassment may be brought against any employee or student. If a complaint concerns behavior by a vendor or contractor or some other individual who may not be a member of the College community, but who may have an affiliation or a recognized connection to SUNY Potsdam, the individual should bring concerns to the attention of the Affirmative Action Officer who will provide assistance wherever practicable. The person alleged to have engaged in harassing or discriminatory behavior shall be known as the Respondent.

If the President is the Respondent, the Affirmative Action Officer may refer the complaint to the Office of University Counsel. Counsel’s findings and recommendations shall be submitted to the Chancellor or his/her designee. If the Affirmative Action Officer is the Respondent, the matter shall be referred to the President or his/her designee.

**C. Each Party’s Rights and Responsibilities**

The College’s formal review procedures are not designed to replicate an external judicial process. Consequently:

- Complainants and Respondents are expected to meet with the Affirmative Action Officer as needed and as requested.
- Legal counsel retained by a Complainant or Respondent may not participate in or be present at any meeting convened by the Affirmative Action Officer.
- Respondents and Complainants are expected to communicate with the Affirmative Action Officer directly, not through legal counsel, other intermediaries or persons accompanying the parties.
- Complainants and Respondents have the right to receive notice of all actions, recommendations, determinations and findings made by the Affirmative Action Officer.

**D. Additional opportunities for redress**

The SUNY Potsdam procedure does not in any way limit a Complainant from the right to file a complaint with outside enforcements agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. Contact information for these agencies is listed in Appendix B.

A Complainant is not required to pursue the SUNY Potsdam Discrimination Complaint Procedures before filing a complaint with a state or federal agency. In addition, if the Complainant chooses to pursue the SUNY Potsdam Discrimination Complaint Procedure, the Complainant is free to file a complaint with the appropriate State or Federal agency at any point during the process. Upon filing with an external agency, the SUNY Potsdam internal Complainant will be referred to the Office of University Counsel for review,
IV. How does the SUNY Potsdam process begin? – Filing Deadline

A written complaint by an employee must be filed within 90 calendar days following the alleged discriminatory act or the date on which the Complainant first knew or reasonably should have known of such act. Students must file a complaint within 90 calendar days following the alleged discriminatory act or 90 calendar days after a final grade is received for the semester during which the discriminatory acts occurred.

It is the Complainant’s responsibility to be certain that a complaint is filed within the applicable 90 calendar day period. In the event that the Complainant is prohibited from filing a formal complaint within this time period, the Complainant may contact the Affirmative Action Officer with regard to other avenues of recourse.

When the Respondent is a student

This process should be followed in student-to-student complaints only: To make a complaint of harassment or discrimination, the Complainant will make an appointment to meet with the Director of Student Conduct and Community Standards as soon as possible following an incident of harassment or discrimination. The Director will inform the Complainant of options available to them through the campus judicial system and the Code of Student Rights, Responsibilities and Conduct.

A. In all circumstances, employee and student complaints shall contain:

- The name, local and permanent address(es), and telephone number(s) of the Complainant.
- A statement of facts explaining what happened and what the Complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each Respondent reasonable notice of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided, if appropriate.
- The name(s), addresses(es) and telephone number(s) of the Respondent(s), i.e. the person(s) claimed to have committed the act(s) of unlawful discrimination.
- Identification of the status of the Respondent, whether faculty, staff, student or affiliated individual.
- A statement indicating whether the Complainant has filed or reported information concerning the incidents referred to in the complaint with a non-College official or agency, under any other complaint or procedure. If an external complaint has been filed, the statement should indicate the name of the person or department or agency with which the information was filed and the address to which it was reported.
- Other supplemental information as may be requested.

If the Complainant brings a complaint beyond the 90 calendar day period, the Affirmative Action Officer may terminate any further processing of the complaint, refer the Complainant to the Office of University Counsel for review and appropriate action.
including making a determination that the complaint should not be processed further, or
direct the Complaint to an external agency (see Appendix B for a list of alternative
forums).

If a Complainant elects to withdraw a complaint, this decision must be communicated in
writing to the Affirmative Action Officer indicating the reason for withdrawal. If a student
is the Complainant, the College may continue to pursue a review of the allegations.

**B. Consultation and Review**

Any member of the College community may consult with the Affirmative Action Officer
regarding potential discrimination and harassment. In a telephone conversation or a
personal appointment, the Affirmative Action Officer will:

- Receive complaints of alleged discrimination or harassment;
- Discuss the facts of a situation and help the individual identify the problem(s);
- Assist the Complainant in the use of the complaint form to define the charge;
- Determine if the Office of Affirmative Action is the appropriate College resource to
  address the concern.
- Inform the individual of the ways in which the Office of Affirmative Action
  approaches problem solving;
- Explore methods of resolving the situation by herself/himself, if that is the
  Complainant’s preference;
- Advise an individual of alternative College resources, and external options for
  resolution, if appropriate;
- Provide the Complainant with information about the various internal and external
  mechanisms through which the complaint may be filed, including applicable time
  limits for filing with each agency.
- If at any time an employee or student of the College feels physically threatened,
  University Police should be contacted.

**C. Intake Interview**

The Affirmative Action Officer will ask a Complainant to participate in an initial interview.
During this initial contact, known as the Intake Interview, the Complainant will be:

- Asked to complete a Complaint Intake and Information Form. (The Complainant
  may be asked to have this completed prior to the Intake Interview).
- Interviewed about the allegations so that the charge may be clearly stated.
- Asked to provide information about witnesses and other aggrieved persons.
- Advised of the Office’s intake procedures and to facilitate realistic expectations as
  to the role of the Office.
- Referred to a proper College department if the complaint does not fall within the
  jurisdiction of the Office of Affirmative Action.
- Advised of the protection against retaliation.
- Advised of the College’s policy on confidentiality.
- Advised of the option to file a complaint with one of the external Federal/State
  investigative agencies at any time.

**D. Informal Resolution**
The Affirmative Action Officer shall make every reasonable effort to resolve the matter in a structured but informal manner. Such resolution may take any form that is acceptable to the parties and to the College. Possible resolutions may include, but are not limited to:

- Separate meetings with the Complainant and/or Respondent;
- Joint meetings between the Complainant and Respondent with the Affirmative Action Officer serving as facilitator;
- A meeting with the supervisor of the Complainant and/or Respondent;
- A written agreement or memorandum of understanding signed by one or both of the parties;
- No further action at the request of the Complainant.

If a resolution satisfactory to both the Complainant and the Respondent is reached through the efforts of the Affirmative Action Officer, the Affirmative Action Officer shall close the case, and send a written notice to that effect to the Complainant and Respondent.

E. Formal Resolution

If an informal resolution is not acceptable to both the Complainant and the Respondent, a written request must be submitted to the Affirmative Action Officer requesting a formal investigation within 10 calendar days of the completion of the Informal Process. If the Affirmative Action Officer determines that the complaint merits further investigation, the Complainant and Respondent shall be advised in writing of the initiation of an investigation within 10 calendar days of completion of the Informal Process. During this investigation the Affirmative Action Officer will:

- Provide an initialed, signed, date-stamped copy of the complaint to the Complainant and Respondent;
- Review all College records that concern the complaint;
- Interview witnesses or other interested parties;
- Review statements provided by both the Complainant and the Respondent(s);
- Review other relevant and material evidence;
- Will take all reasonable steps necessary to complete the investigation within ninety (90) calendar days after receipt of the complaint. If such is not possible, the Affirmative Action Officer may extend this deadline for a reasonable period of time. The Complainant and Respondent will receive notification from the Affirmative Action Office regarding the basis for extension.

F. Evaluating the Evidence and Resolution

In making a determination as to whether or not the complaint is substantiated, the Affirmative Action Officer shall evaluate the conduct alleged to have been discriminatory or harassing by considering the totality of the circumstances, including the nature, frequency, intensity, context and duration of the alleged conduct.

Within 48 calendar days of the receipt of the written request for a Formal Resolution, the Affirmative Action Officer will issue a written statement to the Complainant and Respondent indicating the finding at the conclusion of the investigation. The statement may reflect a determination that the complaint has insufficient evidence. If both parties concur with the determination, no further action will be taken and the case will be closed.
If either party disputes the determination, the case will be referred to the Affirmative Action Review Board. The Affirmative Action Review Board shall begin by reviewing the findings of the Affirmative Action Officer. The Board will be provided all written information pursuant to the case and shall have the opportunity to interview the Complainant, Respondent, witnesses, and other interested parties. The Board shall make a determination as to whether or not an act(s) of discrimination and harassment has taken place. Within 48 calendar days of the case being referred to the Board, it will report its findings to the President or designee, the Affirmative Action Officer, the Complainant and the Respondent.

If the Board determines that there is insufficient evidence to substantiate the complaint, the case will be closed and the College will take no further action. If the Board determines that an act(s) of harassment and/or discrimination has occurred, the case will be referred to the President for appropriate action. When the Board transmits the recommendation to the President and/or designee, the Board shall transmit concurrently, copies to the Complainant, Respondent and the Affirmative Action Officer.

Within 24 calendar days of receipt of the written summary, the President or designee shall issue a written statement to the Complainant and Respondent, indicating what possible actions the President proposes to take.

1. For Employees (including student employees) not in a Collective Bargaining Unit:

The President and/or designee may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the College, including but not limited to termination, demotion, reassignment, suspension, reprimand, or training.

2. For Employees in Collective Bargaining Units:

The President and/or designee will refer the decision to Human Resources for action under the applicable collective bargaining agreement. Corrective action may include, but is not limited to: reprimand, mandatory counseling, written counseling, probation, suspension, termination of employment, non-renewal of contract or involuntary withdrawal from a program of study.

G. The action of the President shall be final.

No later than 10 calendar days following the issuance of the statement by the President, the Affirmative Action Officer shall issue a letter to the Complainant and to the Respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed.

If the President is the Respondent, the Chancellor or his designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor’s decision shall be final for purposes of this discrimination procedure.

H. Other Considerations

1. Maintenance of Records

The Affirmative Action Officer shall maintain within his/her office records of formal grievances for 7 years.

2. Failure to Cooperate
If the Respondent refuses to cooperate and/or respond in a timely manner, the Affirmative Action Officer may forego completion of an investigation and may take other action he/she deems necessary and appropriate to address the situation. Failure to cooperate fully in a review of a complaint of discrimination may be grounds for discipline.

3. Inaction by Complainant

If at any time during an investigation a Complainant declines to cooperate with the Affirmative Action Officer, or if the Affirmative Action Officer determines that the Complainant no longer wishes to pursue his/her complaint, the Affirmative Action Officer may consider the matter closed and take no further action, with appropriate notification. However, if the Affirmative Action Officer determines a situation to be of a sufficiently serious nature, he/she may continue the inquiry.

4. Retaliation

An employee or student who participates in a complaint has the right to do so without fear of or actual retaliation. Retaliation against an employee, a student or a witness who has filed a discrimination complaint will result in appropriate sanctions or disciplinary action as covered by collective bargaining agreements and/or applicable college policies.

5. Confidentiality

To the extent practicable, all aspects of the investigation conducted in accordance with these procedures will be confidential. All affected parties shall cooperate fully in the investigation and shall maintain and preserve the confidentiality of the investigation to the extent possible. All parties are required to refrain from engaging in any retaliatory action in relation to the complaint(s) and/or the responses to such complaint(s). Any party involved in the investigation process who violates the confidentiality of the investigation will be subject to disciplinary action.

During any portion of the procedures, the parties shall not employ audio or video taping devices.

For further information or assistance contact:

Stacey Basford
Office of Affirmative Action
Physical Plant 009
State University of New York College at Potsdam
44 Pierrepont Avenue
Potsdam, NY 13676
Fax: 315-267-3200
basforsl@potsdam.edu

APPENDIX A

DEFINITIONS AND PROHIBITED ACTS AND BEHAVIORS

Sexual Harassment in the Employment Setting is defined as:

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment.
Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant. Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

**Sexual Harassment in the Educational Setting is defined as:**

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

**Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender**

Harassment based on race, color, age, religion, national origin, disability, sexual orientation, gender identity expression or other protected characteristics is oral, written, graphic or physical conduct relating to an individual’s protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities.

63. SMOKING POLICY AND GUIDELINES

**BACKGROUND**

In January 1990, the Clean Indoor Air Act (Act) required that stringent regulations governing smoking be implemented in indoor areas open to the public. In passing this law, the State Legislature found that “there is a substantial body of scientific research showing that breathing secondhand smoke is a significant health hazard for nonsmokers.” The purpose of this Act is to preserve and improve the health, comfort and environment of the people of this State by limiting exposure to tobacco smoke.

Further, in June 2012, the SUNY Board of Trustees passed a resolution directing all SUNY campuses to begin the work necessary to be tobacco free. Becoming a tobacco use restricted campus is the next step in that process.

The provisions of this Act governing public places, coupled with the directions of the SUNY Board of Trustees, prohibit tobacco use except in designated smoking areas, which are to be clearly marked and separated from any area in which tobacco use is not permitted.

**POLICY**

This policy restricts and/or prohibits tobacco use in the workplace in conformity with the Clean Indoor Air Act and the SUNY Board of Trustees resolution.

- Tobacco use is permitted in designated areas only. It is prohibited in all other areas of the campus. Those areas, along with other related information, may be found at www.potsdam.edu/studentlife/healthservices/upload/tobaccorestrict.pdf

**ENFORCEMENT**

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All employees and members of the College community share the responsibility for adhering to and enforcing the policy.
We anticipate that most instances of violation of this policy can be remedied through education and/or informal reminders. As smoking regulations are College policy, serious or repeat violations may subject employees to disciplinary action as contained in the appropriate articles of the union contracts.

64. STUDENT ASSISTANT POSITIONS

The following policy concerning student assistant positions has been established by the State University of New York to govern the use of such positions.

a. These positions are established for the purpose of giving financial support to students while at the same time accomplishing necessary work for the campus.

b. Individuals assigned to these positions must be students of SUNY.

c. Students who are in good academic standing may be allowed to work more than 20 hours a week while classes are in session. Students who are struggling academically should continue to be limited to 20 hours per week. Students may work up to 40 hours per week during vacation periods.

d. The minimum hourly rate is $8.00 ($8.75 effective 1/1/15), and the maximum hourly rate for student assistants, is $17.91.

e. Student assistants are in the non-competitive class of civil service and are not assigned to a bargaining unit. No fringe benefits are accorded to individuals in these positions. Their work status is temporary and no long-term commitments are possible. Student assistants are paid at an hourly rate only for hours actually worked.

Students may seek employment opportunities at:
http://www.potsdam.edu/offices/career/beartracker.cfm

The hiring of student assistants is processed through the Office of Human Resources. Guidelines and appropriate forms are available from Human Resources.

65. TEACHING LOADS

It is the responsibility of the Deans in consultation with the Provost and department chairs to develop instructional programs which will result in reasonably equal service to students, the College and the State University of New York from each member of the teaching faculty. The policy of SUNY Potsdam on faculty utilization reflects the criteria of the Board of Trustees of the State University of New York for the evaluation of academic employees (Policies of the Board of Trustees, Article XII, Title A) and the practice which has been in effect for many years at the College.

While the primary responsibility of full-time faculty at SUNY Potsdam is academic instruction, other responsibilities include, but are not limited to, academic advising, research and/or creative activities, continuing professional development, and campus and community service.

Full-time faculty at SUNY Potsdam normally carry 12 semester hours each semester (24 "Modified Carnegie" units in Crane). These 12 semester hours are not limited to standard classroom teaching, but may include contact with students in credit-bearing lab sections, research seminars, and other learning modes. Responsibilities are not determined on the basis of student load (i.e., a professor who teaches one or more large sections is not automatically given a course load reduction).

Low-enrolled courses (e.g., fewer than 12 students in a lower division course; fewer than 9 students in an upper division course) are reviewed by the dean for possible cancellation
SUNY Potsdam Policies on Textbook Access and Affordability

To comply with the Higher Education Opportunity Act (HEOA), effective July 1, 2010, and the New York Textbook Access Act (Education Law § 720 et seq.), effective July 1, 2009, SUNY Potsdam (hereinafter “College”) has adopted the following policies regarding:

1. Textbook requisition

College faculty members shall place their textbook orders with The College Store (hereinafter “bookstore”) by March 1 for the summer session and fall semester and by October 1 for the Winterim session and spring semester. These dates are
chosen to allow bookstore staff sufficient lead time before the start of each semester/session to confirm the availability of course materials and, when appropriate, the availability of used textbooks or alternate digital formats. If a faculty member does not wish to use a textbook or uses other materials, this information must be provided to the bookstore as well. The bookstore will make every effort to fill the order as requested by the faculty member.

2. Notification of textbook information to students

The College’s on-line student course registration system (BearPaws) shall display a link to textbook information (and other required materials, if applicable) for each scheduled class. The information displayed for each course shall consist of the following:

a. For courses with required and/or recommended textbooks and/or materials, the textbook author, title, ISBN, price, edition, and whether the selection is required or recommended will be displayed.

b. For courses without required and/or recommended textbooks, the phrase “No Book Required” will be displayed.

c. For courses where other course materials are required (individualized by student), the phrase “See instructor for information” will be displayed.

d. For courses for which no order has been received, the phrase “Yet to be determined” will be displayed.

The College and its bookstore shall make best efforts to notify students as to the availability of the following: textbook rentals, used textbooks for purchase, textbook buyback programs, alternative content delivery programs (e.g., e-texts) and other cost saving strategies.

2. Liaisons between departments and the bookstore

Each academic department shall identify a bookstore liaison to help coordinate timely submission of textbook orders and to follow-up on late orders.

4. Informing faculty

The College President or his/her designee shall keep faculty informed of their obligations under the current textbook laws and provide them with information regarding options for reducing textbook costs to students.

5. Allowable compensation

No College faculty member, administrator or employee shall demand or receive any payment, loan, advance, goods, or deposit of money, present or promised, for adopting specific course materials required for course work or instruction, except as follows:

a. Sample copies, instructor’s copies, or instructional material, that are not to be sold;

b. Royalties or other compensation from sales of textbooks that include an instructor’s own writing or work;

c. Honoraria for academic peer review of course materials; or

d. Compensation for training in the use of course materials and learning technologies.
6. Academic freedom
These policies shall not supersede faculty members’ academic freedom in the selection of course materials for use by students.
Adopted 22 February 2010

67. THEFT OF STATE PROPERTY

Whenever state property is found missing or to have been stolen, the Office of University Police is to be notified immediately. University Police personnel will initiate an immediate investigation and prepare and file required investigative reports.

68. TRAFFIC AND PARKING REGULATIONS

The operation of motor vehicles on campus must conform with all state, municipal and College regulations. Vehicle and traffic laws of the State of New York are applicable and enforceable on the campus and other College property. Campus University Police Officers are empowered to enforce these statutes. All reportable accidents on campus, as defined by the Vehicle and Traffic Law, should be reported to the University Police Department.

a. Registration Of Vehicles

All members of the College community who operate a motor vehicle on campus must register the vehicle with University Police. Only a motor vehicle owned by the employee or an immediate member of his/her family may be registered. Any change of vehicle, license or registration should be promptly reported. An employee with a physical disability may be issued a handicapped decal following his/her written application to the Chief of University Police. The application must be supported by a physician’s written statement certifying such need. Beginning January 2003, any faculty or staff member who parks a vehicle on campus will be required to have an annual vehicle registration decal. You will receive this decal upon receipt of a $10 vehicle registration fee. Should you have more than one vehicle that will be parked on campus, it will be necessary to register and obtain a decal for each separate vehicle at the cost of $10.00 per vehicle.

b. Regulations

1. Vehicles may be parked only in areas specifically designated for the type of parking permit issued and displayed.
2. Permission to park or stand in unauthorized areas to load or unload materials necessary to the College function must be obtained from the University Police Department.
3. Operators of disabled motor vehicles should notify the University Police Department when it is necessary to leave the vehicle in an unauthorized area.
4. Special parking designation may be granted for extraordinary circumstances, with the approval of the Chief of University Police. Any motor vehicle which is parked in violation of these regulations may be ticketed and/or towed from campus at the owner’s expense.
5. If you or your class are going to a conference or class trip which will require you and/or your students to leave your vehicles on campus overnight, please check with the University Police Department as to which parking lots you can use for overnight parking. Certain parking lots are not designated for overnight parking, so you or your class could receive tickets for parking in an unauthorized lot.
c. Enforcement

The penalty for violation of regulations is as follows:

1. For no permit displayed/improperly displayed the penalty shall be a $15.00 fine,
2. For violation of a handicapped designated space the penalty shall be a $50.00 fine.
3. For all other violations the penalty shall be a $15.00 fine, except parking in a bus stop, loading dock, or fire lane, which shall be a $30.00 fine.
4. Unpaid fines or fees shall be deducted from the salary or wages of any employee of the College (Education Law, §360) and grades and transcripts shall be withheld from students until all fines or fees are paid.

69. TRAVEL ADVANCES

Travel advances are available to employees on College business and are issued upon request by the Purchasing and Payables Office. Travel advances are personal loans to the individual and repayment becomes the individual's responsibility. All procedures established pursuant to travel advances are those of the New York State Department of Audit and Control and are outlined as follows:

a. Travel requisitions are required for ALL trips. This form is an estimate of all expenses of the trip and gives the traveler permission to travel and proper approval of reimbursement out of State accounts listed on the requisition.
b. Travel advances will be limited to those people on State payroll or specific designees of the President.
c. Dollar amount of the travel advance will be limited to the appropriate per diem rate times the number of nights the traveler is in approved travel status up to a maximum advance of $400.00. Registration fees may also be paid in advance, but these checks will only be made out to the vendor or sponsoring agent. Registration fees will not affect the $400.00 maximum advance. Requests for advances of registration fees must be accompanied by a registration or application form. These checks will be made out to the sponsoring agent and sent with the traveler.
d. All travelers wishing to receive a travel advance must fill out an Application for Travel Advance form.
e. As noted on the application form, it is the responsibility of the traveler to file a New York State Travel Voucher within 15 days of his/her return or a judgment affecting the traveler's next scheduled pay check will be entered against him/her. Revenues must continue to flow back into this system for the advance program to continue to be effective.
f. The advance will normally be paid back by using the State of New York travel reimbursement check. If additional funds are due the traveler, a reimbursement check will come in his/her name. If the travel voucher falls short of the advance, the traveler will be expected to refund the balance to the account.
g. State procedures prohibit advancing money for State vehicle or personal vehicle mileage.

A minimum of two days should be expected for preparation of travel advance checks. Try to plan ahead.

70. TRAVEL POLICIES AND PROCEDURES
Expenses for travel on College business by State vehicle, personal car, Enterprise Rent A Car, or other transportation are subject to reimbursement as outlined in Appendix XIV.

a. State Vehicles
The College operates a fleet of State-owned vehicles which may be used by the faculty and staff for travel on official College business.

To reserve a state-owned vehicle, you must complete a Vehicle Request/Authorization Form and send it to the Office of Physical Plant, Room 518 Raymond Hall. Keys and a vehicle use envelope may be signed out one working day in advance of travel. Keys and credit card receipts must be returned in the completed, signed envelope, immediately upon completion of travel.

If a traveler is unable to return a state-owned vehicle on schedule, he/she is required to notify the Office of Physical Plant (267-2134).

A mileage charge will be made against the traveler's authorized budget for the use of a State-owned vehicle. When available, State-owned vehicles should be used rather than privately-owned vehicles.

State-owned vehicles will be operated in accordance with the guidelines prepared by the Office of General Services entitled, "Driving a State Passenger Car," a copy of which is to be located in the glove compartment of each State-owned passenger vehicle. Fuel for these vehicles should be obtained from State facilities where possible.

All designated drivers of State-owned vehicles must have valid driver's licenses and must be presented when keys are issued.

Students will be assigned to drive a State-owned vehicle only when it is not feasible to use another driver. The President (or designee) must authorize all student drivers of a State-owned vehicle. A separate authorization for the use of a student driver must be made for each trip. Student-owned vehicles may not be used for official College business. State-owned vehicles may be assigned to students for the purpose of conducting official business of the Student Assembly.

State-owned vehicles may be used for transporting students only for the purpose of field trips required for an instructional or research program or to inter-collegiate competitions in such fields as athletics, speech, music and drama, and other social, recreational, cultural and educational programs authorized by the President (or designee), provided such events are accompanied by a member of the campus staff. A complete list of all students traveling in a State-owned vehicle must be filed with the Office of Physical Plant prior to each trip.

b. Personal Car
A traveler on College business using his/her personal car will be reimbursed at the State reimbursement rate in effect at the time of travel as well as for receipted tolls and receipted parking. The reimbursement rate may not exceed that approved by the State Comptroller. Owners of private automobiles used for travel on College business in which students are passengers are advised to carry liability insurance of $100,000/$300,000 as a minimum.

c. Enterprise Rentals
When deciding the most cost efficient means of transportation for your trip, you should
consider the rental car option through the NYS Contract vendor – Enterprise. Reduced rates are given to NYS employees on official College business. Currently, employees must call Enterprise to make sure a car is available. After reserving it they must follow through with sending a purchase requisition with the details of the trip – destination, dates of trip, driver, and reservation number. Purchasing will fax a purchase order to Enterprise to reserve the rental car. Additionally, Enterprise Rent-A-Car has created an online rental booking system designed to make the reservation process easy and convenient for you. Whether you need a vehicle at a local branch or at an airport, reserving your vehicle online using the booking system will save you time. Plus, now you can book your rental car anytime, anywhere, and at your leisure. Also, the system will print receipts for completed trips. Instructions and links for this service can be found at the Purchasing & Payables web page http://www.potsdam.edu/offices/purchasing/forms.cfm. Rates and details of the contract can be obtained by calling ext. 2140. Citibank Travel cardholders can reserve their car through Enterprise and pay with their travel card. The $8.99 per day insurance should be declined as Citibank provides that insurance automatically for the cardholder.

d. Out-Of-State Travel
Official travel outside of the State of New York requires prior approval of the responsible vice president. Direct travel through New Jersey en route between upstate and downstate is not considered out-of-state travel.

e. Tax Exemption Certificates for Lodging
Tax exemption certificates are available from the Purchasing and Payables Office if you pay lodging charges while on College business where there is a room occupancy tax (within NYS). Printable copies of this form are available at the Purchasing & Payables web page at http://www.potsdam.edu/offices/purchasing/forms.cfm.

f. Travel Expense Voucher
In order to be reimbursed for travel expenses related to college business, a travel expense voucher with original receipts must be completed by the traveler and received in the Accounting Office after completion of travel. If the traveler used his/her personal car the form AC160, Statement of Automobile Travel must also be completed and submitted. Please ensure that starting and ending points (including addresses) for each claimed trip are listed on this form. A trip that includes multiple destinations requires that each destination be listed on the AC160.

71. USE OF STATE UNIVERSITY OF NEW YORK STATIONERY

It is contrary to the policy of the State University of New York and the State of New York for State employees to use State agency stationery for the conduct of personal, non-agency related business. An Executive Chamber Policy Memorandum underscores the importance of communicating this policy to employees:

"The use of State agency stationery, accompanied by the typed words 'Personal and Unofficial,' constitutes an unacceptable contradiction in the message transmitted. As a matter of policy, State agency stationery should be utilized only for official governmental business. If a communication is 'personal and unofficial,' it has no business being sent on agency stationery. Sending such communications on agency stationery could give the appearance of an inappropriate attempt to utilize the influence of an individual's office for a private purpose."
All State University employees should make every effort to keep official and personal activities separate and to avoid potential conflicts of interest.

72. USE OF UNIVERSITY RESEARCH EQUIPMENT

The following guidelines underscore the University's willingness to have industry use the University's research equipment through cooperative arrangements involving faculty, students, and technical staff:

SUNY Potsdam is committed to implementing arrangements for cooperative use of available research equipment, while recognizing that priority on use of such equipment must be for the University's primary academic mission and activities of the campus.

In recognition of this educational mission, proposals for cooperative use of equipment should involve faculty, students or technical staff in ways that add to their knowledge and professional skills.

Each such cooperative use of research equipment must be defined in scope (by dollar amount, time, or other quantitative measure). Appropriate permit or contract procedures should be followed consistent with the procedures developed for the administration of sponsored programs and the use of University facilities by outside organizations.

In order to ensure that necessary priority is given to ongoing University research and educational programs the determination regarding the availability of particular items of equipment for cooperative use should rest with the Provost, or designee, in consultation with the principal research investigators.

University facility and equipment services will not be provided to non-University organizations or individuals in direct competition with private companies that provide equivalent equipment services on a commercial basis in the geographic region.

Under normal circumstances, full cost, both direct and indirect must be recovered, including special costs relating directly to security, insurance and indemnification protection for the University.

All arrangements must be consistent with Board of Trustees' policies. Non-University organizations and individuals, who utilize University research facilities under such cooperative arrangements, will retain ownership of all patentable inventions or discoveries.

Consistent with Trustees' Policies, patent and licensing rights may also be subject to provisions of formal agreements with industrial sponsors of University research programs.

Responsibility for the management of these Guidelines lies with the Office of Research and Sponsored Programs, to which all inquiries should be directed.

73. VEHICLE USE POLICY - FLEET VEHICLES

Vehicle Use Policy

1. Travel in fleet vehicles owned or leased by the College is for SUNY Potsdam faculty, staff, students and for official College business.
2. Verify that all drivers of fleet vehicles have a valid driver's license by enrolling each driver, faculty, staff and students, in the NYS License Event Notification System (LENS) program.

3. Require that all drivers have at least three (3) years of driving experience and be an employee of the College or a registered student, in the case where students are authorized to drive a vehicle.

4. Require that all drivers of passenger vans complete a van driver training course, to include classroom and behind the wheel training. Training course will be offered on campus and on a scheduled basis beginning July 1, 2002.

5. State owned / leased vehicles may be used for transporting students only for the purpose of field trips required for an instructional or research program or to intercollegiate competitions in such fields as athletics, speech, music and drama and other social, recreational, cultural and educational programs authorized by the President or his/her designee, provided such events are accompanied by a member of the campus faculty / staff.

6. Students will be assigned to drive a State owned / lease vehicle only when it is not feasible to use another driver. A separate authorization for the use of a student driver must be made for each trip and be approved by the President or his/her designee.

7. A complete list of passengers traveling in fleet or rented vehicles must be filed with the Office of Physical Plant, Raymond Hall 518, prior to the scheduled trip.

8. Student owned vehicles are not to be used for official University business.

9. State owned / lease vehicles may be assigned to students for the purpose of conducting official business of the Student Assembly.

10. The President, or designee, must approve all out-of-state travel, prior to the scheduled trip. Direct travel through New Jersey en route between upstate and downstate is not considered out-of-state travel.

11. College departments are prohibited from renting 15 passenger vans unless they are contracted with a "for hire" business that provides a properly licensed and trained driver with the vehicle.

12. The towing of small utility or boat trailers by College fleet passenger vans, owned or leased, will require the review and approval of the Assistant VP for Facilities. Only faculty / staff will be approved for trailer towing, on a limited basis, following the proper training of handling and safety of trailer towing.

13. Fleet vehicles are reserved by completing a "Vehicle Request Authorization Form" and sent to the Office of Physical Plant, Raymond Hall 518. Keys and a vehicle use envelope may be picked up one working day in advance of the trip. Keys, credit card receipts and gas receipts must be returned in the completed, signed envelope immediately upon completion of travel. If a traveler is unable to return the vehicle at the scheduled time, notification must be provided to the Office of Physical Plant (267-2134).
14. All fleet vehicle usage will follow College regulations and provide necessary reports to Physical Plant as required.

15. Vans with a seating capacity of 11 or more passengers must be operated by a driver who has been certified as a Vehicle and Traffic Law Article 19-a driver, if such person transports students more than thirty (30) days each calendar year. The driver must have a valid class CDL C driver's license with a P endorsement and must comply with the physical examination and certification requirements provided in 15 NYCRR Part 6, Department of Motor Vehicles Commissioner's Regulations.

Usage Rates: (Effective July 1, 2002)

Cars: $0.28 / mile (4 dr. sedans & station wagons)

Vans: $0.38 / mile (7 & 12 passenger)

74. VIDEO SURVEILLANCE

A. Purpose

SUNY Potsdam believes that safeguarding the personal welfare of the students and employees is of paramount importance at all campus locales and in all buildings. In an effort to discourage those behaviors which threaten personal safety or a potential loss of campus resources, selective use of video surveillance is engaged at the campus.

B. Policy

The State University of New York College at Potsdam reserves the right to place video surveillance cameras on campus where necessary and appropriate. SUNY Potsdam respects the privacy of the university community members and takes pains to balance that privacy against safety needs on campus. Cameras extend the protection of University Police, even when officers are not in an immediate area. Cameras are not a guarantee of safety but are a tool that assists University Police. Cameras protect campus community members from dangers by serving as deterrents and alerting police to dangers. Cameras are never used to monitor or track the behaviors of campus community members. This policy does not apply to legitimate academic use of video cameras for educational purposes, to cameras used for journalism, or to private video cameras owned and operated by members of the campus community. This policy does not apply to cameras used covertly by University Police or another law enforcement agency for criminal surveillance as governed by the New York Penal Law. This policy does not apply to video cameras or webcams established for reasons unrelated to surveillance activity, including remote monitoring of facilities construction to ascertain project progress or campus public relations initiatives.

C. Definition of Terms:

1. Video Surveillance Cameras: a camera device that is capable of capturing images (not audio), viewable by the naked eye and transferring such images to a data storage system. Image capture may use any technological format.

2. Data Storage System: a computer or electronic device dedicated to the purpose of storing data.
3. **Public Area:** an area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as the campus quad, an academic hallway, classroom, library study rooms, all outdoor areas.

4. **Private Areas:** areas such as bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothing, designated break rooms or offices assigned to individuals. The only exceptions are cameras used narrowly to safeguard money, documents, or supplies, from theft, destruction, or tampering.

5. **Temporary Video Surveillance Cameras:** cameras that are established by University Police to provide additional security for a campus event or situation, and that are not in place for more than 30 days.

6. **Permanent Video Surveillance Cameras:** cameras which may be established as part of the campus infrastructure. Placement of permanent cameras requires joint approval by the Chief of University Police, Chief Information Officer, Chief Financial Officer and Director of Environmental Health and Safety.

**D. Camera Placement:**

1. SUNY Potsdam University Police currently monitor video surveillance cameras located in public areas on campus. These cameras capture images only, no audio.

2. Requests for placement of video surveillance cameras must be made to the Chief of University Police. Approved requests will include joint approval from the Chief of University Police, Chief Information Officer, Chief Financial Officer and Director of Environmental Health and Safety.

3. All camera purchases occurring subsequent to the implementation of this policy must meet the guidelines of this policy.

4. Placement of video surveillance cameras shall be the responsibility of the Chief of University Police, Chief Information Officer, Chief Financial Officer and Director of Environmental Health and Safety and shall conform to applicable federal and state laws.

5. This policy does not apply to cameras used covertly by University Police or another law enforcement agency for criminal surveillance as governed by the New York Penal Law.

6. Cameras may not be established in private areas of the campus without obtaining a warrant and are subject only to appropriate legal authority.

7. Video surveillance cameras shall not be directed or zoomed into the windows of any private residential building including residence halls.

8. Electronic shielding will be used to the extent possible so that the camera does not have the ability to look into or through windows.

9. This policy prohibits the use of dummy or placebo cameras.

**E. Video Surveillance Use and Nonuse:**

1. Video surveillance cameras are not to be used to monitor individual students, faculty, or staff, except as necessary for a criminal investigation and/or except as in accordance with the terms of a warrant. Cameras may be used to monitor a student or employee work area, such as an area with financial transactions, even if there is only one student, faculty, or staff member employed in that work area. Cameras used to monitor a work area will not be used to view the contents of computer screens.

2. Video surveillance cameras will not be used by the college to evaluate employee performance or to monitor employees. Video surveillance cameras shall not be used to monitor violations on campus, such as violations of parking regulations.
rules, nor used to collect data on students such as parking patterns or student activity.

3. Use of video surveillance cameras shall be accompanied by signage indicating use of such cameras with signage appropriate to the facility and camera placement. Signage content and placement must be approved by the Chief of University Police or his designee.

F. Video Surveillance Camera Monitoring:

1. Video or camera images may be monitored only by SUNY Potsdam University Police or other select personnel as authorized by the Chief of University Police. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Information Technology Administrators would also have access to the video camera systems for maintenance purposes.

2. If University Police feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Prior to releasing the video clip, or image still, the face and identifying features of all those on video but not of interest to the investigation will be blurred.

3. All University Police Officers, and other select personnel as authorized by the Chief of University Police, approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgement that they have read and understand this policy. Officers and authorized personnel will receive any and all updates or amendments to this policy.

G. Video or Other Storage Media:

1. Video tapes or other media will be stored and transported in a manner that preserves security. Current and archived tapes or media shall be kept locked and secured.

2. Recorded images not related to or used for an investigation shall be kept confidential and destroyed on a regular basis. Recorded images will be retained for a minimum of thirty (30) days and a maximum of one year. Cameras purchased prior to the implementation of this policy will be granted a variance to this policy if recorded image retention is less than thirty (30) days. All recorded images used for an investigation or prosecution of a crime shall be retained until the end of the proceeding and appeal period unless directed otherwise by a court of law.

3. All new camera purchases will be expected to conform to a recorded image retention minimum of thirty (30) days, as well as comply with campus hardware standards. Information Technology Department defines the technologies and coordinates licensing and procurement.

4. No recorded image shall be altered in any manner. The only narrow exception allows for faces of nonparticipants in an incident to be blurred for privacy reasons in the event a video or still image is provided to the media.

5. SUNY Potsdam currently maintains a closed circuit video surveillance system not available on the Internet, located in the University Police Department and select, authorized, campus locations.

H. Video Surveillance Equipment Maintenance:

1. Every area with authorized video surveillance equipment is responsible for maintaining said equipment in good and working order. In the event that equipment may require disposal, replacement, or update, University Police
must be consulted prior to any action being taken. Information Technology Department defines and coordinates licensing and procurement of all equipment. All costs associated with equipment maintenance, including disposal, are the responsibility of the originating area.

I. Destruction or Tampering with Video Surveillance Equipment:

1. Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system may be prosecuted in the criminal justice system as well as the campus judicial system and be held responsible for cost of repair and/or replacement.

J. Compliance:

1. It is the responsibility of all members of the college community to observe this policy. Anyone found to be in non-compliance will be subject to sanctions as determined by the laws of New York and/or campus administrative procedures.

K. Authority:

1. New York State’S Public Officers Law and Penal Code laws constitute the authority regarding this policy. The Consolidated Laws of New York State can be found at [http://public.leginfo.state.ny.us/menugeff.cgi?COMMONQUERY=LAWS](http://public.leginfo.state.ny.us/menugeff.cgi?COMMONQUERY=LAWS).

SECURITY SURVEY REQUEST FORM

Please complete the non-shaded areas of the Security Survey Request Form (PDF) to request the SUNY Potsdam University Police Department to conduct a security survey in your area. Survey location must fall under the purview of the requesting department/office. Once the assessment is complete, UPD will issue recommendations regarding appropriate security/surveillance measures. Subsidization of such measures is neither implied nor implicit. Video surveillance equipment may not be installed without recommendation from the UPD and approval by the Vice President for Business Affairs. Other security measures may be approved by UPD with this form.

75. WHEELED VEHICLES

SUNY Potsdam recognizes that skateboards, rollerblades, bicycles and other wheeled vehicles or devices are legitimate methods of both exercise and transportation. However, some people choose to utilize these items in other than a conventional manner, thereby creating a physical danger to themselves and others as well as hazard to property. In an effort to continue to provide for the open use of College property of these modes of transportation, the following guidelines are adopted:

Trick or stunt riding is prohibited. Trick or stunt riding is defined as repetitive or competitive moves where wheels leave the surface. Vehicles or devices used in such a manner are subject to impounding.

No wheeled vehicle or device for personal transportation may be used in any campus building. Wheelchairs and youth strollers are exempt from this provision.
Skateboards, bicycles, rollerblades and similar wheeled devices are prohibited from any tennis court surface.

Skateboards and rollerblades using sidewalks will do so safely and will yield the right of way to pedestrians.

Skateboards and rollerblades using campus roadways will travel in the right lane of traffic only, as close to the right-hand curb as is feasible and safe.

76. WORKPLACE VIOLENCE PREVENTION POLICY AND PROCEDURES

Policy:
SUNY Potsdam (hereinafter referred to as “The College”) is committed to providing a safe work environment for all employees and has adopted a zero tolerance policy regarding workplace violence. SUNY Potsdam will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others. This document sets forth standards for employee conduct and guidelines for reasonable precautions. The procedures outline response to threats or violence should they occur in the workplace.

Statement:
Any and all forms of violence, threatening behavior, and/or acts of aggression which involve or affect The College employees or which occur on The College’s campus are prohibited by this policy. This includes, but is not limited to, threatening behavior, violent actions, and acts of aggression by college employees directed against other employees, by employees directed against students, or visitors, and by students, or visitors directed against college employees. The College will actively work to prevent and eliminate violence, threatening behavior, and acts of aggression on campus. The College will respond promptly and decisively to violence, threatening behavior and acts of aggression on campus. This response may include termination of employees or dismissal of students and will include timely involvement of law enforcement agencies, where appropriate. All disciplinary measures taken against students shall be in accordance with the procedures of the campus judicial system. This policy does not alter any codes of student conduct or procedures of the campus judicial system. The College’s response may also include removal of third party vendors or contractors from campus or termination of contracts with such vendors or contracts. Engaging in violence, threatening behavior and/or acts of aggression is considered a form of employee misconduct.

Definitions:
“Violence, threatening behavior and acts of aggression” includes, but is not limited to, conduct against persons or property that is offensive, intimidating, hostile, injury producing, and/or abusive. Normal, courteous, respectful, pleasant, non-coercive interactions between employees and students, employees and employees, and visitors and students or employees, are not considered to be violent, threatening or acts of aggression.

“Employer” means the State University of New York at Potsdam (The College)

“Employee” means a public employee working for The College or a Research Foundation employee associated with The College

“Visitor” means someone that is not an employee, student, or vendor.
“Vendor” means a representative that renders goods or services and includes PACES employees.

“Workplace” means any location away from an employee’s home, permanent or temporary, where an employee performs any work in the course of his or her employment by an employer.

“Supervisor” means any person within The College who has the authority to direct and control the work performance of an employee.

“Retaliatory actions” mean the discharge, suspension, demotion, penalization or discrimination against any employee or other employment action taken against an employee in the terms and conditions of employment.

Application of Policy:

The College’s prohibition against threatening behavior, violence, and acts of aggression applies to all persons involved in the operation of the College and all persons who attend the College, including but not limited to all college employees, all college students, third party vendors, and anyone else on campus.

This policy shall be deemed supplemental to all applicable State and Federal laws, all personnel rules and regulations, and all student codes of conduct.

To determine if a complaint of workplace violence has occurred, the following standard will be applied:

The evidence and information appears reliable and is of such weight and persuasiveness as to convince an authorized personnel, as defined in this policy, has occurred.

Prohibited Conduct:

The College will not tolerate any act or threat of violence made in the workplace, on College property, or while in work status.

No person may engage in violent conduct or make threats of violence, implied or direct, on College property or in connection with College business. This includes but is not limited to:

- The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects
- Behavior that is sexual, racial, religious or ethnic harassment (i.e. hate symbols, words, name calling, slurs, and gestures).
- Acts or threats which intimidate, harass, threaten, bully, coerce, or cause fear of harm Acts of threats made by oral or written words, gestures or symbols that communicate a threat of physical or mental harm

No person, without legal authority, may carry, possess or use any dangerous weapon or instrument on College property or in College buildings or facilities as defined by New York State Penal Code.

Responsibilities:
Employer

- Perform an annual risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence.
- Create and maintain the highest practical level of physical security on campus.
- Facilitate appropriate responses to reported incidents of workplace violence.
- Assess the potential problem of workplace violence.
- Evaluate incidents to prevent future occurrences.
- Utilize prevention, intervention and interviewing techniques in responding to workplace violence.
- Develop workplace violence prevention tools to assist in recognizing and preventing workplace violence on campus.
- Arrange regularly scheduled workplace violence prevention training sessions for employees.
- At the time of the employees’ initial assignment and annually thereafter, the University shall provide its employees with information and training on the risks of violence in their workplace.
- Maintain accurate records on campus violence.

President

- The President shall have ultimate responsibility for oversight of the workplace violence policy and response to reported incidents of workplace violence, in consultation with the appropriate Vice President and Human Resources.
Supervisors

- Supervisors are required to contact University Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- Supervisors must report to the University Police any complaint of workplace violence made to them and any other incidents of workplace violence of which they become aware or reasonably believe to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the University Police and immediate supervisor, the supervisor should keep it confidential and only disclose it as necessary during the investigation process and/or subsequent proceedings.
- Supervisors are empowered to take immediate action to resolve or stabilize situations on campus and to protect people from harm.
- Failure of a supervisor to initiate appropriate action may result in administrative action including possible discipline in accordance with appropriate collective bargaining agreement.

Employees and Vendors

- Responsible for helping to maintain a safe work and educational environment and all are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior.
- Notify University Police whenever a protective restraining order is granted which mentions College property or involves a College employee, or a person working at or attending the College, and provide a copy of the order to University Police. Employees should also notify their Supervisor.
- Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify University Police and their Supervisor.
- All employees have an obligation to report any incidents of workplace violence.

University Police

- University Police is responsible for responding to, intervening and mitigating imminent danger situations.
- University Police is responsible for documenting all incidents reported to them of workplace violence.
- The Dean for Student Affairs or designee will be notified of an incident involving a student.
- University Police will maintain incident reports of all threats and incidents of violence.
- University Police Officers will be trained in workplace violence awareness and prevention, non-violence crisis intervention, conflict resolution and dispute resolution.
- When informed, University Police will maintain a record of any Orders of Protection.
Human Resources

- Human Resources is responsible for assisting the Chief of Police and supervisors in responding to workplace violence, assisting the President in facilitating appropriate responses to reported incidents of workplace violence, referring to University Police workplace violence incidents reported to HR, and consulting with, as necessary, counseling services to secure professional intervention.
- Human Resources is responsible for providing new employees or employees transferred to the College with access to the Workplace Violence Policy and Procedure and ensuring that employees receive appropriate training pursuant to NYS Labor Law§27b and annually thereafter.
- Human Resources will conduct background checks on all new employees.

Reporting Procedures

- Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence must be reported to University Police at 267-2222.
- Any person who is the subject of a suspected violation of the Workplace Violence Policy involving violence without weapons or personal injury, or is a witness to such suspected violations, should report the incident to University Police.
- Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or criminal prosecution as appropriate.
- Any individual who exhibits threatening behavior or engages in violent acts on the College property shall be subject to removal from the premises as quickly as safety permits.

Retaliation

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

77. WORK ORDER REQUESTS

a. Maintenance of Campus Physical Facilities

1. Scope
   Maintenance of campus physical facilities is the responsibility of the Physical Plant Department. Work done by the department may be classified as either routine or non-routine.
I. Routine Work
The primary function of the Physical Plant Department is the routine maintenance and operation of campus physical facilities. This function is defined as upkeep, repair, replacement and preventative maintenance of buildings, systems, components and non-academic equipment as originally configured, installed and operated. Routine maintenance and operation work is given priority. This is necessary because facility malfunctions tend to affect the campus community as a whole, rather than one or a few individuals. The cost of routine maintenance is the responsibility of the Physical Plant Department and is paid from the department’s operating budget.

II. Non-Routine Work
Non-routine work is considered any job that is not maintenance and operation oriented, such as requests for partitions, shelves, space alterations, utility enlargements, academic equipment construction and/or repair. The cost of non-routine work is not a part of the Physical Plant Department’s operating budget. The funding source will have to be identified and the project may require approval of the Building Administrator, Department Chair/Director, Dean, Provost and/or President.

2. Procedures
A request to have work (routine or non-routine) performed by Physical Plant requires the submission of a work order through the department’s web-based system, QueCentre at www4.quecentre.com/sunypotsdam.

a. Submit work order.
b. Physical Plant personnel will review the work order to determine the feasibility of the request, as well as the capability of the Physical Plant Department to complete the project, and budget and personnel requirements.
c. For non-routine work, the Physical Plant Office will estimate the project cost, recommend a funding source(s) (e.g. department budget, campus OTPS pool, capital construction), and discuss with the requester before proceeding. Where the funding source identified is the campus OTPS pool, it is the requester’s responsibility to request the funds. If capital construction funds are required, the Assistant Vice President for Facilities is responsible for submitting the request as required after approval by the President (or designee).
d. Authorized work requests will be assigned to the appropriate supervisor for action. The requester will be notified that this has been done.
e. The requester may, at any time, review the status of a work order through the QueCentre system and contact Physical Plant supervisors as necessary.
It is to be noted that because of the large number of work orders submitted it may not always be possible to complete requests within time limits desired due to available personnel, funding requirements, the availability of materials and other commitments.

b. SUNY Potsdam Telecommunications Network
The SUNY Potsdam Telecommunications Network supports voice services. Voice services are provided through a cable plant of twisted-pair wiring connecting each campus telephone to the telephone switch. Voice services include Octel voice mail and auto-attendant features.

Services relating to the SUNY Potsdam Telecommunications Network (repair, maintenance or installation) must be requested from the TelCom Office on a Network Add/Change/Repair form or by emailing telcom@potsdam.edu. The form must include a description of the work to be performed and an account to be billed for work performed.

For more information, please contact Melissa Proulx, Director of Human Resources