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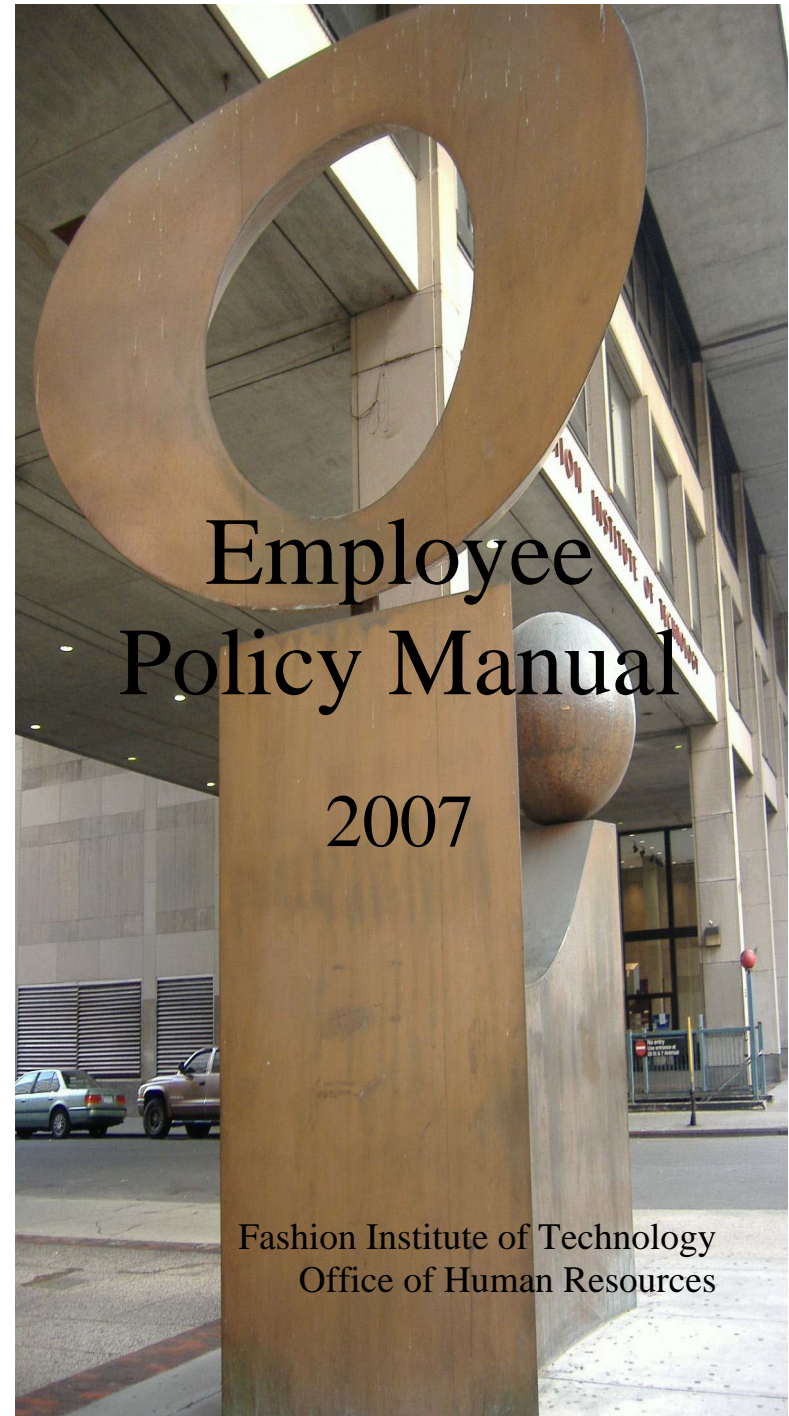
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# Employee Policy Manual

2007

Fashion Institute of Technology  
Office of Human Resources

# INDEX

## A Note to Our Readers

Nothing in this *Manual* alters the employment relationship that exists between the College and its employees, nor does anything in this *Manual* represent a guarantee or contract of employment. *Manual* information is for explanatory and illustrative purposes only and does not supplant the precise language of FIT's employment policies or its benefit plans. It should be understood that information in this *Manual* may at any time be modified. Should *Manual* information need clarification, contact the Office of Human Resources directly—by phone at 73650, or in person at 236 West 27<sup>th</sup> Street, 11<sup>th</sup> floor.

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### Media Inquiries

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### Legal Inquiries

If anyone from a government or regulatory agency seeks information from you on campus or by telephone, please direct that individual to the Office of the General Counsel at extension 74030.

The same goes for inquiries involving legal or litigation matters.

### Personnel Files

Employees' confidential personnel files are maintained in the Office of Human Resources, where employees may review their files.

Please give at least 24 hours notice, and call extension 73650 to arrange for an appointment.

### Training and Development

Newly hired employees and those transferring from other positions within the College can expect orientation and on-the-job training to be conducted by their supervisors.

Beyond that, FIT has a long-standing commitment to enhancing the job-related skills of its employees. During the academic year, the Office of Human Resources offers a variety of professional development and computer training workshops, and on-going, mandatory workplace harassment workshops. Workshop descriptions and schedules are available by accessing the intranet at INSIDEFIT, or by calling Human Resources at extension 73650.

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## Re-employment

Employees who leave the College through resignation are eligible to apply for employment in the future. Those who are terminated will not be considered for re-employment.

## Surrendering ID on Separation

Employees separating from FIT will be required to surrender their Photo-Identification cards and keys to the Office of Human Resources.

medical coverage elsewhere within that period. See the COBRA discussion in the Benefits section for coverage options that may be available beyond one year.

## Separation Benefits for Non-Retiring Full-time Employees

### Health Insurance

Full-time employees enrolled in a College health insurance plan and/or a UCE plan—prescription, dental, optical—can choose to continue contributory COBRA coverage upon separation for a maximum of 18 months. This coverage may be continued for up to 29 months if employees have received a disability determination from Social Security. The Benefits Area will send separating employees information on COBRA privileges and plan costs. If you have any questions on COBRA coverage, call the Benefits Area at extension 73670.

### Term Life Insurance

The Benefits Area will send separating full-time employees information about their privileges in converting their Term Life Insurance policy to direct-payment coverage. Departing employees must inform the insurance carrier within 31 days of separation about whether they want to convert to a direct pay policy.

### Long-Term Disability

The Benefits Area will inform departing employees who have worked full-time for at least one year, and are leaving for reasons other than retirement, that they are eligible to convert their Long-Term Disability insurance to a direct-payment policy. Separating employees need to tell the insurance carrier within 31 days whether they wish to make this conversion.

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Human Resources will schedule an exit interview with you during which you will be given details on separation benefits options as well as information on COBRA and other applicable conversion privileges.

### Termination

Should the College have to end its work relationship with an employee, the terminated employee may be eligible for severance pay. Staff who were employed full-time for at least one year before termination receive one week's severance pay, while staff who worked full-time for two or more years get two weeks' severance pay. An employee who is terminated is not eligible for reemployment at the College.

### Death of an Employee

An employee's death should be reported as soon as possible to the Office of Human Resources, which will arrange for distribution of payroll checks to the appropriate parties. If the employee was enrolled in a retirement plan, Human Resources will notify the retirement system for the distribution of any death benefits, and will also assist in processing life insurance benefits where pertinent.

### Survivor Benefits Following Death of a Full-time Employee

Should a full-time employee die while in active service, the College will continue the same medical and welfare coverage at no additional cost for the deceased employee's spouse-domestic partner-dependents, provided that these individuals were enrolled in the College's medical plans at the time of the employee's death. The spouse, domestic partner, or dependents will continue contributing the same amount as the employee had been paying for the coverage. This continued coverage will be maintained for up to 12 months, and will end if the spouse-domestic partner-dependents obtain

2. For employees initially appointed to a full-time annual position between July 1, 1976, and August 31, 1985:

- Age 62 or older with 10 years of pensionable, continuous full-time FIT service.
- Or, separated from FIT service prior to age 62 with at least 15 years of pensionable, continuous full-time FIT service and no subsequent employment in a college, university, or other institution of post-secondary education related to the duties performed while in active service at FIT or to duties normally performed by the instructional staff at FIT, and attained the age of 62.

3. For employees initially appointed to a full-time annual position on or after September 1, 1985:

- Age 62 or older with 15 years of pensionable, continuous full-time FIT service.
- Or, separated from FIT service prior to age 62 with 15 years of pensionable, continuous full-time FIT service and no subsequent employment in a college, university, or other institution of post-secondary education related to the duties performed while in active service at FIT or to duties normally performed by the instructional staff at FIT, and attained the age of 62.

As used in these sections, *continuous service* is not considered to be broken by an approved leave of absence without pay. However, the period of such an approved leave without pay does not count toward the total number of years required for eligibility.

## Resignation

If you decide to leave FIT before retirement, your departure will be considered a resignation. You should initiate this process by submitting the resignation in writing to your supervisor, who will forward it to the Office of Human Resources. It is suggested that you give the College at least two weeks of notice prior to the intended last day of your employment.

# EMPLOYMENT PRINCIPLES

## Diversity

The Fashion Institute of Technology dedicates itself to fostering a work environment that attracts and retains employees of diverse backgrounds.

Through its creation of a job atmosphere that encourages, respects, appreciates, and makes use of each individual's distinctive abilities, the College accomplishes two important goals:

- It furthers its mission.
- It grows and enriches itself with the pluralistic experience of others.

In its pursuit of diversity, FIT forbids employment discrimination in any form—be it based on gender, religion, race, ethnicity, national origin, sexual orientation, lifestyle, marital status, disability, age, or any other characteristic that may be specified by law.

## Affirmative Action/ Equal Opportunity

FIT is firmly committed to the principles of affirmative action and equal employment opportunity.

If you have a question or complaint relating to affirmative action or job discrimination, please get in touch with the Assistant Vice President for Affirmative Action, Compliance and Diversity. This officer monitors the College's performance in these areas, and can be contacted by phone at extension 73657, or in person at the Office of Human Resources's offices at 236 West 27th Street, 11th floor.

## Persons with Disabilities

The College does not discriminate against qualified employees or job applicants because of their physical or mental disabilities, and it

complies fully with all laws pertaining to individuals with disabilities.

Accordingly, the College is prepared to make reasonable job accommodations for disabled employees or applicants—provided that the person being accommodated is able to do the assigned job safely and competently, and that making the accommodation does not impose a hardship on FIT. Those seeking job accommodations may be called upon to document their needs. For more information on accommodation, contact the Office of Human Resources at 73650.

If you think you have been discriminated against because of a disability, you should report the matter without delay. You can take your complaint to your supervisor; to the Assistant Vice President for Affirmative Action, Compliance and Diversity; to the Vice President for Human Resources; to any vice president or dean; to any department director or chair; or to the FIT general counsel.

The College forbids retaliation in any form against persons making good-faith complaints of job discrimination. However, intentionally false complaints violate this policy and may lead to disciplinary action.

## Anti-Harassment

FIT is committed to providing a work atmosphere free from all forms of harassment and discrimination, and to ensuring employees the right to an environment free of discriminatory intimidation, ridicule, and insult. All members of the College community are responsible for fostering a harassment-free atmosphere, for being familiar with this policy, and for avoiding conduct that violates it.

By now, everyone should have a fair idea of what this issue is about. For our purposes here, “harassment” refers to any unwelcome or offensive actions, remarks, or behaviors that interfere with someone’s work or academic performance — or that create an intimidating or hostile work or academic environment — when these

- And, the employee has certified in writing to the College that he or she either has applied to receive a benefit under an approved FIT employee retirement plan, or has been determined by the retirement plan to be entitled to receive such a benefit.

## Retiree Health Insurance Benefits

Full-time employees who are retiring, and who satisfy the age and service specification set forth in the Retiree Health Insurance Eligibility Requirements section below, qualify to receive retiree health insurance under the New York City Health Benefits Program, and may also be eligible to receive additional benefits under UCE provisions. For detailed information on retiree health insurance coverage, call the Benefits Area at extension 73670.

There are no retiree health insurance benefits for part-time employees.

## Retiree Health Insurance Eligibility Requirements: Full-Time Employees Only

Full-time employees who have separated from FIT service and are collecting a retirement benefit based on their FIT service are eligible for coverage in the New York City Health Insurance Program, if and when the following additional qualifications are met.

1. For employees initially appointed to a full-time annual position on or before June 30, 1976:
  - Separated from FIT service at age 55 or older with at least 10 years of pensionable, continuous full-time FIT service.
  - Or, separated from FIT service prior to age 55 with at least 15 years of pensionable, continuous full-time FIT service and attained the age of 55.

## SEPARATION

There are several ways in which an employee may separate from FIT, including retirement, resignation, and termination. This section of the *Manual* looks at some of the processes and benefit options associated with leaving the College. It also discusses related issues in the event of an employee's death.

### Retirement

Certain age, length of service, and retirement plan requirements must be met in order for an FIT employee to qualify for retirement. These requirements are explained in the Terminal Sick-Bank Payment Section that follows. Persons wishing to retire must inform the College in advance by completing and signing a Notice of Retirement form advising the College of their retirement effective date. A Notice of Retirement form can be obtained from the Office of Human Resources Benefits Area at extension 73670.

Except under extraordinary circumstances, classroom faculty electing retirement must do so prior to the beginning, or after the close, of an academic semester.

### Retiree Terminal Sick-Bank Payment

A Terminal Sick-Bank Payment—equal to the current value of one-half of the unused days in an employee's sick bank, but in no event to total more than 100 days—will be paid to the employee at the time of his or her retirement, provided that both of the following requirements are satisfied:

- The employee has either attained the age of 55 years with ten years of full-time service or 20 Fall and/or Spring semesters of part-time service at the time of retirement, or is eligible for an early-retirement incentive then being offered by the College.

comments or actions are based on an individual's gender, race, ethnicity, religion, sexual orientation, lifestyle, national origin, citizenship, age, disability, marital status, or similar arbitrary criteria.

Here are some not-all-inclusive examples of offensive, embarrassing, or humiliating behavior that might be construed as harassment in the work place:

- Treating people differently because of their status in one of the categories above.
- Making or distributing offensive or suggestive comments, letters, e-mails, or phone calls.
- Taking part in insults, jokes, teasing, threats, or other remarks calculated to embarrass people, to diminish them, or to make them uncomfortable.
- Displaying inappropriate pictures, cartoons, or other graphical objects.
- Making obscene or rude gestures, or ogling or leering at someone.
- Engaging in unwanted or unnecessary touching, or blocking of a person's movements.
- Mimicking someone's accent, or mocking or imitating a disability or stutter.

### Sexual Harassment

A particularly sensitive subdivision of this topic is sexual harassment. Whether between people of different sexes or the same sex, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical behavior of a sexual nature in any of the following circumstances:

- Submission to this behavior is made explicitly or implicitly a term or condition of a person's employment or participation in an educational program.
- Submission to or rejection of this behavior is used as a threat or incentive affecting someone's job or academic evaluation or advancement.

- This behavior has the purpose or effect of unreasonably interfering with someone's work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

Following are some not-all-inclusive examples of behavior that could be interpreted as sexual harassment:

- Physical sexual assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- Patterns of conduct calculated to discomfort or humiliate through comments of a sexual nature, or sexually explicit statements, questions, jokes, or anecdotes—whether in person or in writing, or by phone, e-mail, or voice mail.
- Patterns of conduct aimed at discomforting or humiliating a reasonable person toward whom the behavior is directed and involving any of the following: unnecessary touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about a person's sexual activity; or speculation about a person's sexual experience.
- Patterns of conduct that imply discrimination or hostility toward someone's personal, professional, or academic interests because of gender or sexual orientation.

## Harassment Complaints

If you think you've been a target of harassment, it is important that you come forward and file a complaint. When someone complains of harassment, FIT will investigate the allegation regardless of the form in which it is lodged.

Any College employee with a harassment complaint is encouraged to contact the Assistant Vice President for Affirmative Action, Compliance and Diversity (AVPAACD). The AVPAACD can be reached by phone at extension 73657, or in the Office of Human

These reasons include:

- Childbirth and infant care
- Child adoption and care
- Health care for immediate family members
- An employee's own serious illness

If you would like more information on FMLA, or if you have questions about this federally mandated benefit, call the Office of Human Resources at 73650.

## Maternity Leave

A pregnant employee who holds tenure or a Certificate of Continuous Employment is eligible for maternity and childcare leave. She may continue working as long as she is able. And with a physician's certification of a date upon which she is or will be no longer fit and able to work, she may apply for limited maternity leave with pay, provided that she has sufficient days in her sick bank. Beyond that, she may apply for childcare leave without pay for as long as two years.

Details of the maternity leave and childcare leave processes are available from the Office of Human Resources at extension 73650.

## Adoption Leave

All provisions for unpaid leave outlined in the previously detailed Leave of Absence section also apply in cases involving the adoption of children under sixteen years of age, when the leave is requested by an adopting parent.

## Parental Childcare Leave

Similarly, unpaid leave provisions discussed under the Leave of Absence heading also apply in cases where an employee's spouse or domestic partner gives birth to a child, when the employee requests the leave.

## Leave of Absence: Unpaid Leave Provisions

Tenured employees or those holding a Certificate of Continuous Employment (CCE) may request a leave of absence. The requirement that leave applicants be tenured or have a CCE may be waived by the College. Leave approval by the supervisor, senior administrator, and the Office of Human Resources is required.

When leave is granted, FIT will continue providing health and welfare benefits to tenured full-time employees comparable to benefits accorded active full-time employees for one year of authorized, unpaid leave of absence.

An employee on paid leave for health reasons is forbidden to engage in regular alternate employment elsewhere for compensation.

There are many other details associated with the taking of unpaid leave. For information, contact the Office of Human Resources at extension 73650.

## Requesting Leave of Absence

An employee requesting a leave of absence can obtain a *Leave Request* form from the Office of Human Resources. If a leave is of an emergency nature, the employee's supervisor should, upon learning about it, immediately notify the Office of Human Resources by calling extension 73650.

## Leave of Absence Extension

Should it be necessary to extend a leave of absence for health reasons, contact the Office of Human Resources at 73650.

## Family and Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family or medical reasons.

Resources located at 236 West 27th Street. Alternatively, a complaint may be directed to the Vice President for Human Resources; any vice president or dean; any department director or department chairperson; or to the FIT general counsel.

Employees are *not* required to complain first to their supervisors about alleged harassment, but may do so if they wish. Similarly, employees are not required to follow the administrative chain of command in filing complaints, but may direct them to any of the several officers previously mentioned.

Any supervisor or other of the enumerated officers who receive a complaint of harassment *must immediately* report it to the AVPAACD. Where the harassment may be on-going and the AVPAACD is not available, the complaint recipient should immediately contact the Vice President for Human Resources or the general counsel or any vice president, all of whom can be reached through the Security Department if they are absent from campus.

You should know that *there are no time limits for reporting* harassment to FIT. However, harassment allegations should be filed as promptly as possible because delays could hinder the College's investigation.

## Reporting Outside FIT

Reporting to FIT is not the only course of anti-harassment action open to you. Individuals who think they have been harassed may also file charges with the United States Equal Employment Opportunity Commission, with the New York State Division of Human Rights, or with other agencies having jurisdiction over allegations of this kind. Unlike with reporting to FIT, complaints filed with these agencies are subject to time limits.

In general, deadlines to file charges with these agencies are calculated from the last date of unlawful harassment, not from the date on which an internal FIT complaint is resolved. And you should understand that employees are not required to wait

until an internal FIT complaint is resolved before filing charges with any of these outside agencies.

**Confidentiality**

FIT will do its best to keep harassment allegations confidential. However, the College cannot guarantee complete confidentiality, since it might reasonably be unable to conduct an effective investigation without revealing certain information to the alleged harasser or to potential witnesses. But rest assured that information about harassment allegations will be shared only with those having a need to know about it. Records of harassment complaints are restricted on the same basis.

**Discipline**

The Assistant Vice President for Affirmative Action, Compliance and Diversity will investigate harassment complaints and take or recommend appropriate action. Employees found in violation of the anti-harassment policy may be subject to various penalties including termination of employment and dismissal from the College.

**Good Faith**

FIT prohibits any form of retaliation against individuals who make good-faith complaints of harassment. However, persons making false harassment complaints for improper or inappropriate purposes—as distinct from complaints which, even though erroneous, are made in good faith—are subject to disciplinary action.

Monthly Accrual of Sick Leave Hours for Part-Time Non-Classroom Faculty, Classroom Assistants, and Staff						
Hours Worked Per Week	Hired on or After 3/1/97		Hired Before 3/1/97			
		0-3 Yrs*	0-3 Yrs	4-5 Yrs	6-8 Yrs	After 8 Yrs
25	2.33		2.50	3.33	4.58	5.00
24	2.25		2.42	3.28	4.50	4.96
23	2.19		2.33	3.25	4.42	4.92
22	2.10		2.25	3.21	4.33	4.88
21	2.04		2.17	3.17	4.25	4.83
20	1.96		2.08	3.13	4.17	4.79
19	1.88		2.00	3.08	4.08	4.75
18	1.81		1.92	3.04	4.00	4.71
17	1.73		1.83	3.00	3.92	4.67
16	1.67		1.75	2.96	3.83	4.63
15	1.58		1.67	2.92	3.75	4.58
14	1.48		1.56	2.73	3.50	4.27
13	1.38		1.44	2.52	3.25	3.98
12	1.27		1.33	2.33	3.00	3.67
11	1.17		1.23	2.15	2.75	3.35
10	1.06		1.10	1.94	2.50	3.06
1 - 9	0		0	0	0	0

\* Employees hired on or after 3/1/97 will accrue according to this schedule for the first three years of their employment. Beginning with the fourth year of employment, part-timers will accrue at the same rate as employees hired before 3/1/97.

**Your Time Bank**

It is the employee’s and supervisor’s responsibility to check time banks to assure that there is enough time available to cover employee absences before submitting and approving time via the Web-based Attendance System. Overuse of certain time banks may result in loss of pay.

## Personal Business Days

Personal business days may be taken solely to attend to personal business that cannot be conducted outside of the work day including but not limited to medical appointments (may be charged to either the personal or sick banks) legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisor when possible. It is recognized that emergencies may arise which prevent such prior notification. However, upon return to work an explanation must be furnished to the supervisor if requested.

Full-time employees may use up to five personal business days per academic year (September through August). Part-time employees may have two personal business absences during the Fall/Winterim period and two during the Spring/Summer period. Days identified as personal days are drawn from the sick bank. Any unused personal days to will be rolled back into the sick bank at the end of the academic year.

In the event an employee has used up all personal business days, the President of the College or President's designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions shall result in the loss of pay.

## EMPLOYMENT PRACTICES

### Job References

The College requires that every new employee supply three professional job references. Once verified, these references will be added to the employee's personnel file located in the College's Office of Human Resources.

### I-9 Form: Proof of Eligibility to Work in the United States

The United States Bureau of Citizenship and Immigration Services requires that all job applicants complete what is called an I-9 Form, and submit it along with appropriate supporting documentation. The Office of Human Resources can give you a list of acceptable original documents that you must present with the completed form.

### Oath of Allegiance

New York State law mandates that all employees of public colleges sign an Oath of Allegiance. This oath is part of confidential information completed by all College employees. The state requires that employees of the College subscribe to and sign the Oath of Allegiance before beginning work.

### Primary Employment

Full-time employment by the College is considered the basic employment of the individual and the individual shall limit other compensated professional activities so as not to impair his or her educational effectiveness. In no case shall an employee have full-time employment elsewhere while he or she is a full-time employee of the College.

### Working Multiple FIT Jobs

College employees holding more than one FIT position are limited in the total number of hours they may work. Full-time staff members are limited to ten hours per week in their secondary FIT positions. Part-time staff members with multiple FIT positions are permitted a combined maximum of 25 hours per week.

If you are a staff member who is assigned to teach, or if you are a faculty member who is hired for a staff line position, please contact the Office of Human Resources to determine your maximum allowable workload.

### Tenure—All Full-Time Employees

An employee receives tenure when that employee has satisfied the requirements for tenure (unless these requirements are waived by the President) by completing three consecutive years of full-time service and by being reappointed on a full-time basis for a fourth year. Time worked in non-tenure-bearing titles does not accrue toward tenure.

### Certificate of Continuous Employment

**Staff**—A Certificate of Continuous Employment (CCE) for part-time staff shall be granted after five-thousand-four-hundred-sixty (5,460) part-time hours, and approval by the President.

**Classroom Faculty**—All part-time classroom faculty who have completed seventy-two (72) hours of part-time service, including a minimum of fifty (50) hours in any one department, and who have been reappointed for a seventy-third (73rd) hour, shall be granted a CCE, with the approval of the President.

**Part-time Non-Classroom Faculty** shall be granted a CCE after having completed three-thousand-two-hundred (3,200) hours of continuous service, with the approval of the President.

### Sick Leave

With the limited exceptions noted in the table below, the sick days provided to you by FIT are to be used only in cases of personal illness.

Hired prior to March 1, 1997	Hired on or after March 1, 1997	Hired on or after June 1, 2005
<ul style="list-style-type: none"> <li>17 sick days annually</li> </ul>	<ul style="list-style-type: none"> <li>16 sick days annually</li> </ul>	<ul style="list-style-type: none"> <li>14 sick days annually</li> </ul>
<ul style="list-style-type: none"> <li>Accumulate to maximum of 220 days</li> </ul>	<ul style="list-style-type: none"> <li>Accumulate to maximum of 220 days</li> </ul>	<ul style="list-style-type: none"> <li>Accumulate to maximum of 220 days</li> </ul>
<ul style="list-style-type: none"> <li>5 days may be used for personal business</li> </ul>	<ul style="list-style-type: none"> <li>5 days may be used for personal business</li> </ul>	<ul style="list-style-type: none"> <li>5 days may be used for personal business</li> </ul>
<ul style="list-style-type: none"> <li>2 days may be used for care of ill family members or domestic partners</li> </ul>	<ul style="list-style-type: none"> <li>2 days may be used for care of ill family members or domestic partners</li> </ul>	<ul style="list-style-type: none"> <li>2 days may be used for care of ill family members or domestic partners</li> </ul>

Time banks for full-time employees are maintained in the Office of Human Resources.

Part-time classroom faculty will be granted two hours of sick leave for every semester contact hour taught, cumulative to a maximum of eighty-one (81) teaching hours.

Part-time non-classroom faculty, part-time classroom assistants, and part-time staff may accumulate a total of two-hundred eighty (280) hours of sick leave.

Time banks for part-time employees are maintained in the Payroll Department.

- **Death of a family member.** Employees are permitted an absence not to exceed five consecutive days from the date of death of a member of the immediate family or a member of the employee's personal household. Except in extenuating circumstances, the absence will begin on the date of death. For our purposes, *immediate family* includes grandparents, parents, spouses, domestic partners, sisters, brothers, children, or "in-laws."
- **Other bereavement.** For deaths not involving immediate family members, FIT permits reasonable time off to attend the funeral services of an associate, relative, friend, or fellow employee of the College.
- **College closing.** If the College is officially closed due to an unforeseen emergency, those who would otherwise have worked will be paid as though they had done so.
- **Graduation ceremonies.** Absences are excused for attendance at graduation ceremonies for employees or their spouses, domestic partners, children, siblings, or parents. If the ceremonies are held at a distance requiring most of a day for travel, the absence may not exceed three calendar days—including the day before and the day after the ceremonies.
- **Court attendance.** Employees absent because of attendance before a court of law or a public authority considering matters where the employees have no personal or financial interest, directly or indirectly, are excused and paid accordingly.
- **Jury duty.** College employees summoned for jury duty will receive their normal pay for as many days as they serve.

Appropriate documentation must be submitted to the Office of Human Resources for absences due to jury duty and College business.

**Part-time Classroom Assistants** shall be granted a CCE after having completed three-thousand-two-hundred (3,200) hours of continuous service, with the approval of the President.

## Employee Classifications and Salaries

**Full-time Staff**—Regularly work 35 hours per week.

Full-time Non-Classroom Faculty, and Classroom Assistants—Regularly work 30 hours per week.

**Full-time Faculty**—Have 12 classroom contact hours per week plus four office hours. Full-time faculty are expected to accept assignments that are necessary for the operation and educational needs of the Department and the College.

**Part-time Staff**—Work no more than 25 hours per week.

Part-time Non-Classroom Faculty, and Classroom Assistants—Work no more than 22 hours per week.

**Part-time Faculty**—Teaching hours vary according to date of hire.

Employment offers are made for specific positions at FIT. Each job title is assigned to a corresponding salary schedule which outlines the complete range of pay for that position.

## Recruiting for Vacant Positions

Information about FIT job opportunities can be viewed at INSIDEFIT, under Job Postings. Or, you can go online to the College's external Web site — [www.fitnyc.edu/jobs](http://www.fitnyc.edu/jobs).

## Applying for Vacant Positions

If you are already employed at FIT and you are interested in and qualified for a vacant position elsewhere in the College, you should apply without delay. Start by filling out the Application for Position Change form that you can find on the Office of Human Resource's intranet page at INSIDEFIT, under the heading of Forms. Your completed application should be forwarded to the Office of Human Resources.

## Temporary Employee Help

The Office of Human Resources maintains a pool of prescreened and pre-interviewed workers available for temporary assignment. If you have a need for temporary help, contact Human Resources, Employment Area at extension 73650.

## Performance Evaluations

All new full-time FIT employees in staff positions will be evaluated for work performance at least during the 4th, 8th, 12th, 18th, 24th, 30th, and 36th months after they begin working at the College. All new part-time staff employees will be evaluated at least once per Fall and Spring semesters.

### Full-Time Faculty Vacation

Full-time faculty will be on vacation immediately after the graduation ceremony in the Spring semester and submission of final Spring grades. This vacation period will continue without interruption until convocation which is approximately one week before the resumption of classes for the Fall semester. (Check the college catalog for semester schedules.) Faculty will then be on vacation immediately after the end of the Fall semester and submission of final Fall grades, continuing until one week prior to the start of classes in the Spring semester.

During the period prior to the resumption of classes, all full-time faculty members are to be available on campus for counseling and advisement of students.

Faculty are not permitted to take vacation or extended amounts of time off during the semester unless they are on authorized leave of absence.

## Vacation Request

You should submit a request for vacation time to your supervisor as far in advance as possible.

## Excused Absence With Pay

There are several specific circumstances in which FIT employees—although away from work—are excused without loss of salary or days. Absences are excused for these reasons:

- **College business.** College business is when employees represent the college at a function authorized by the senior administrator and/or at the request of the President or the President's designee. These functions include but are not limited to authorized attendance at a conference or meeting or fulfilling any other specific external assignment. Employees must submit appropriate documentation to their supervisor/ chairperson and senior administrator, and receive prior written approval to participate from the supervisor /chairperson and senior administrator.

Non-Classroom Faculty hired prior to Dec. 15, 1994		
<i>No optional day entitlement</i>		
Vacation Days	Carry-Over Days	Free Days
50	15	10

Non-Classroom Faculty hired on or after Dec. 15, 1994			
<i>No optional day entitlement</i>			
Years of Service	Vacation Days	Carry-Over	Free Days
1–5	30	15	6
6 and 7	40	15	8
8 and 9	45	15	9
After 9	50	15	10

Non-Classroom Faculty hired on or after March 5, 2007				
Years of Service	Vacation	Carry-Over Days	Years of Service	Free Days
1-6	25	15	1-5	3
7-9	30	15	6-8	4
10 and over	40	15	9 and over	5

## HEALTH, SAFETY, AND SECURITY

### Responding to Emergencies

If an emergency should occur, your own safety and the safety of others may depend on your ability to respond appropriately—by remaining calm, and acting as quickly and decisively as possible.

Your immediate first response upon identifying an emergency situation will be to notify the Security Department— either by dialing extension 77777 or by picking up any of the red emergency phones located around the campus. Beyond that, your response may vary according to circumstances.

#### Fire and other immediate dangers

In the event of fire or other imminent physical danger, alert Security, then set off the emergency alarm system by manually activating one of the system-linked pull boxes located throughout campus buildings. After that, quickly evacuate the area:

- **DO NOT USE THE ELEVATORS.**
- Make sure that disabled persons are assisted.
- Shut down laboratories and studios.
- Close windows and doors, but **DO NOT LOCK** the doors.
- Follow directions from security personnel, who may move you toward exits that lead to adjacent buildings. For example, if there is fire or smoke in “C” Building, security people may determine that it is safer to exit through the “B” or “D” Buildings.
- Absent directions from security personnel, move quickly and reassuringly toward stairs and Emergency Exits.

## Injury or illness

In the event of a severe illness or injury—for example, if there is a heart attack or serious bleeding—first call Health Services at 77625. Health Services is staffed with physicians and nurses who can reach any point on campus ahead of ambulance personnel. Then:

- Phone campus Security at 77777. Security can contact 911 emergency services if needed. And Security Supervisors are certified in CPR and mobile defibrillator use.
- Make sure that someone secures an elevator for emergency personnel to use when they arrive.
- Keep the patient calm and covered up.
- Administer first aid if you or others are qualified.
- You or others **MUST NOT** attempt to transport the patient for medical care.

## Vital Statistics:

### Address and Phone Update

It is critical that the College be able to contact its employees without delay. If your address or phone number should change, please update it with the Office of Human Resources as soon as possible.

### Photo ID Cards

All FIT employees are required to display their photo identification cards while they are in any College building or facility. ID cards should be exhibited in a clearly visible manner by wearing them on the provided necklace holders, or by clipping them to an outer garment. College Security officers will deny building access to any individual lacking an ID card. However, access on a temporary basis may be granted to persons able to produce appropriate photo identification—but only through the “C” Building lobby, where they will be asked to sign a visitor’s book.

Staff hired on or after March 5, 2007					
Years of Service	Vacation Days	Carry-Over Days	Years of Service	Free Days	Optional Days
1–7	20	20	1–2	0	4
8–13	25	25	3 and over	2	4
14 and over	30	30			4

Classroom Assistants hired prior to Nov. 9, 1992		
<i>No optional day entitlement</i>		
Vacation Days	Carry-Over Days	Free Days
50	15	10

Classroom Assistants hired on or after Dec. 15, 1994			
<i>No optional day entitlement</i>			
Years of Service	Vacation	Carry-Over Days	Free Days
1–5	30	15	6
6 and 7	40	15	8
8 and 9	45	15	9
After 9	50	15	10

Classroom Assistants hired on or after March 5, 2007				
Years of Service	Vacation	Carry-Over Days	Years of Service	Free Days
1–6	25	15	1–5	3
7–9	30	15	6–8	4
10 and over	40	15	9 and over	5

## TIME OFF

### Holidays

For your convenience, the College distributes a list of the coming academic year's approved holidays at the beginning of each Fall semester.

### Vacation

Time on vacation away from work is an ideal means of refreshing yourself and balancing the demands of your job and your personal life. FIT provides vacation time for its full-time employees as outlined in the tables that follow. Please note that Free and Optional days—if not used by August 31st of each academic year—are lost. These types of days do not carry over to the next academic year.

Staff hired prior to Nov. 9, 1992				
Years of Service	Vacation Days	Carry-Over Days	Free Days	Optional Days
1–5	30	30	4	4
6 and over	35	35	4	4

Staff hired on or after Nov. 9, 1992				
Years of Service	Vacation Days	Carry-Over Days	Free Days	Optional Days
1–4	20	20	4	4
5	25	25	4	4
6	30	30	4	4
7	35	35	4	4

If you are a new employee, you may arrange for your FIT photo identification by visiting the Office of Human Resources, at 236 West 27th Street, to obtain an Authorization to Issue Photo ID form and a copy of the Security Department's ID photo-taking schedule.

If you lose your ID card, visit the Office of Human Resources to pick up a new Authorization to Issue Photo ID form. You will then be instructed to go to the Bursar's office to pay a \$5.00 fee if it is the first time you've lost your card, or \$25.00 if you have lost your card previously. Once the fee has been paid, you can proceed to the Security Department for your replacement card.

### Reporting Job-Related Illness and Injury

Workplace health and safety are paramount concerns for the College. Employees are encouraged to exercise care and good judgment at all times, and to report unsafe practices, conditions, or equipment so as to avoid job-related injuries and illnesses.

If job-related illnesses or injuries do occur, it is essential that they be reported immediately to a supervisor, the Office of Human Resources, and/or FIT Health Services, and that they receive prompt first aid care—irrespective of how minor they may seem. All accidents must be reported without delay to the Security Department at extension 77777, or by using one of the red emergency phones located throughout the buildings.

### A Smoke-Free Campus

It is well-established science that smoking damages not only the health of smokers, but also the health of non-smokers—those exposed to so-called second-hand smoke. For that reason and others, *FIT has designated the College a smoke-free environment.* Smoking is not permitted in any indoor area of the campus. This smoking prohibition extends to all offices—private or otherwise—as well as to student and employee lounges, cafeterias, stairwells, and any other building spaces.

Smoking is prohibited not only indoors, but anywhere on the FIT grounds, including the breezeway between the A and B buildings, terraces, and any areas under an FIT overhang. Not included are the sidewalks or the street, which, as public property are not subject to FIT jurisdiction.

This policy applies to all students, faculty and visitors at FIT and to all College buildings and facilities, including residence halls.

## Drugs and Alcohol

Drug and alcohol abuse pose grave dangers to FIT and its educational mission, as well as to the health and welfare of the College community as a whole. Because of our concerns over the health and safety of students and employees, our desire for an efficient workforce, and our determination to comply with all pertinent laws, the College has established the following alcohol and drug policies:

No alcohol may be served at any FIT campus function at which students may be present. Moreover, no alcohol may be served at any off-campus event organized or sponsored by FIT at which students may be present.

In addition, alcohol is prohibited on campus unless the following conditions are met:

- Its use is authorized in writing by the President. Please submit requests in writing at least three working days prior to the event.
- It is not purchased with FIT funds.
- And, it is served only by someone who is not an FIT employee, such as an ARAMARK employee.

The College has declared itself a drug-free campus. Thus, students and employees are forbidden to possess, sell, use, or distribute illegal drugs or narcotics anywhere at FIT. In addition to violating policy, these activities also violate criminal law. Furthermore, the unlawful sale or distribution of prescription drugs, controlled substances, or similar otherwise-legal drugs is prohibited.

Federal Credit Union. To obtain information, or to enroll, visit the UCE in Room B-902, or call extension 77690.

## Wellness Program

Health-conscious College employees will want to keep track of what's being offered by the FIT Employee Wellness Program. Under this program, the College sponsors a number of free lunchtime employee exercise classes, complete with shower and locker facilities. In addition, this program;

- Holds seminars on a different health and wellness topics each semester
- Conducts health screenings
- Sponsors an on-campus Weight Watchers group
- Arranges special events each semester

For a list of current program activities, visit the Employee Wellness Program page on INSIDEFIT, or contact the Office of Human Resource's Benefits Area at 73670.

## Employee Assistance Program

Professional, confidential, and free: Those are just three among many attractive features of the FIT/UCE Employee Assistance Program (EAP). A jointly sponsored labor-management effort, the EAP is staffed by professional counselors whose goal is to help College employees who might be experiencing personal problems that may affect their job performance. These counselors adhere to the strictest standards of confidentiality, and are available not just to College employees, but to their family members or significant others as well. The EAP office can be reached at extension 77167.

## SUNY Tuition Assistance

SUNY Tuition Assistance is available to all FIT employees who take courses at other State University of New York colleges. (This benefit is not available to family members.) The program requires FIT employees to pay full SUNY tuition fees at the time of registration. Then, once a year, by the application deadline date during the month of April, they may document the SUNY courses that they took during the academic year and apply through the Office of Human Resources for tuition assistance. The amount of assistance available varies each year as it is based on dividing an allotment received from SUNY among the number of FIT employees who apply. For further information, or to obtain a SUNY Tuition Assistance form, call the Benefits Area at 73670.

## OTHER PROGRAMS

### TransitChek® Program

A good way to save money on your mass transit commuting costs is to participate in the TransitChek® program, which is available to all FIT employees. With TransitChek®, you can elect a pre-tax payroll deduction of up to \$110 per month to be applied to your mass transit expenses. For TransitChek® details and on-line enrollment, go to [www.premiumenroll.com](http://www.premiumenroll.com), or phone 1-800-557-0553. To effect your enrollment, you will need to supply FIT's Company Code, which is FTN28, and your FIT employee ID number (@000+five digits). You also may get TransitChek® brochures and related information by calling the Benefits Area at extension 73670.

### Credit Union

FIT employees are eligible to join the Education Affiliates

Any employee who is on the campus and found to be under the influence of alcohol or drugs, other than lawfully prescribed medication in authorized doses, will be required to leave the premises and arrangements will be made (by security or other authorized administrators) for the employee's safe transport off the campus.

Employees in violation of the College's alcohol or drug policies are subject to disciplinary action. This may include, but may not be limited to, a written reprimand; a requirement that the employee successfully complete an approved drug- or alcohol rehabilitation program; suspension from work; or termination of employment. These sanctions are in addition to any criminal penalties that may apply.

## Unscheduled Closing

From time to time, emergency circumstances such as electrical blackouts or severe weather conditions may require an unscheduled closing by FIT. A decision on whether to cancel classes and/or shut down offices will be based on many considerations, so that it is important for faculty and staff to proceed in the belief that the College is open and operating until they can confirm definitely to the contrary. That is, do *not* assume that—because other organizations are closing—FIT will follow suit. There are several information sources available where you can check the College's operating status:

- Phone: Emergency Closing Number—212-217-7792
- Internet: FIT Web site—[www.fitnyc.edu](http://www.fitnyc.edu)
- Local broadcast television news
- Local cable television news—including NY1, and News-12 operations in New Jersey, Long Island, the Bronx, and Westchester
- Local AM radio news stations—including WOR-710, WCBS-880, and WINS-1010

## Personal Property

The College cannot be responsible for any personal property that you may take to or leave at the campus. So bring to work only those personal items that are absolutely necessary. Keep a close eye on the property that you do carry with you to the campus. Don't leave purses, briefcases, clothing, electronic equipment, packages, or other personal property unattended and in plain view.

to request a plan booklet or enrollment application, call the Human Resources Benefits Area at 73670.

## Supplemental Retirement Annuity Plan— All FIT Employees

A voluntary Supplemental Retirement Annuity (SRA) 403(b) plan is available to all employees who want to set aside a portion of their salary on a tax-deferred basis for retirement accumulations. Employees may enroll at any time during their employment. Employees who join the plan may elect to reduce their salary by any amount up to the maximum exclusion limit determined by the Internal Revenue Code. Participants in the SRA plan may direct their salary reduction contributions to any of the five retirement carriers available for investment: ING, MetLife, Nationwide, TIAA-CREF, or VALIC. Representatives from these carriers are available throughout the school year to meet with employees on an individual basis for retirement investment counseling. To obtain the retirement counseling schedule or for plan information or SRA enrollment forms, call the Human Resources Benefits Area at extension 73670.

## TUITION

### FIT Tuition Exemption

All full-time employees and employees working at least one-half ( $\frac{1}{2}$ ) of a full-time load, their spouses or domestic partners, and their dependent children are exempt from paying tuition and registration fees for all courses offered at the College. Auxiliary employees are not eligible for tuition exemption. Prior to registering for classes, you must complete a Tuition Exemption form and have it approved by your supervisor and the Office of Human Resources. Tuition Exemption forms may be obtained by calling Human Resources at extension 73650.

## RETIREMENT

### Basic Retirement Plans— All Full-Time Employees

Within their first 30 days of employment, full-time FIT employees must enroll in one of the two basic retirement plans offered by the State University of New York, of which the College is a part. This is an important decision, since **your choice of a plan cannot be changed**. These are the two basic plans from which you may choose:

- The New York State Teachers Retirement System—*a defined benefit plan*.
- The Optional Retirement Plan (ORP)—*a defined contribution plan*. Four investment carriers participate in the ORP. They are ING, MetLife, TIAA-CREF, and VALIC.

New employees must complete a *Retirement Option form* and an enrollment application for the retirement plan they have chosen. It is important to remember over the years ahead to keep your beneficiary designation up-to-date with the retirement plan in which you are enrolled. To inquire about the retirement plans, or to obtain plan booklets, contact the Human Resources Benefits Area at extension 73670.

### Basic Retirement Plans— Part-Time Faculty

Part-time faculty employees have the option of enrolling in the New York State Teachers Retirement System (NYSTRS) plan—a defined benefit plan. New part-time faculty must complete a Retirement Option form indicating whether or not they wish to join the NYSTRS. Under current NYSTRS guidelines, part-time faculty members who do not join as new employees may join at a later time in their employment and may be eligible to buy-back previous periods of otherwise eligible employment. For more information or

## ATTENDANCE

### Absence and Tardiness

FIT's smooth functioning requires regular and satisfactory attendance and punctuality on the part of all of its employees. Arriving at work promptly on time reflects a commitment to achieving the goals of the College. Moreover, too-frequent absence or tardiness can disrupt planned activities and place unfair burdens on those who must absorb the added workload left by an absent or tardy colleague. Excessive absence and lateness may be subject to disciplinary action.

The same is true for unacceptable *patterns* of absence or lateness. These patterns may become evident when an employee has frequent unscheduled absences before or after weekends or holidays, or is often late to work following weekends or holidays.

### Absence Notification

If you are going to be absent without prior approval, it is essential that you call your supervisor as early in the day as possible and explain why you will not be reporting for work.

In the event your supervisor is unavailable when you call, you should explain your absence to another supervisor or a coworker.

### Minimum Time-Off Increments

Time off will be charged in increments no shorter than one-half hour. Thus, if you are late for any amount of time less than one-half hour, then you must charge one-half hour to the appropriate time bank. Similarly, if you leave work early, the minimum time-bank charge is one-half hour. And remember: Except in cases of illness, you must receive approval to leave work early.

## EMPLOYEE CONDUCT

### Dress Code

FIT expects its employees to be appropriately attired at all times while going about their College tasks. Clothing should be suitable to the activities at hand.

### Solicitation

While FIT recognizes that there are many worthwhile causes seeking support in our community, the College prohibits soliciting, canvassing, and peddling, as well as the distribution of leaflets, pamphlets, products, and the like anywhere on campus. In a similar vein, employees are not to use College resources or facilities—such as phones, voice mails, e-mails, supplies, or equipment—for solicitation or other non-College purposes.

### Conflict of Interest

No trustee, officer, or employee of the college, whether paid or unpaid, shall engage in any business or transaction, or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties. Such interest shall be disclosed to the president and the board of trustees. The board shall determine whether it constitutes a conflict of interest. Knowing violation of this section may be cause for removal from office or employment.

### Disclosure of Employee Information

FIT's policy is not to disclose employees' personal information—addresses, phone numbers, and the like. Any request for this kind of information should be directed to the Office of Human Resources.

Long-Term Disability begins, whichever occurs first. For more information, contact the UCE at extension 77690.

### 2. Long-Term

Full-time FIT employees are eligible for long-term disability (LTD) insurance. There are four different levels of coverage in the plan, each offering a certain waiting period for benefits and a certain percentage of salary replacement. The basic coverage option is offered to employees on a non-contributory basis, while the three higher-level coverage options require an employee contribution through payroll deduction. Employees select their level of coverage at the time of initial enrollment. Beyond that, they may elect a different level of coverage during the LTD plan's open enrollment period held each year in the month of March. For details on the coverage options, waiting periods, disability definitions, payment limitations, plan exclusions, and other important information, please refer to your LTD plan booklet. If you have any questions on the plan, or wish to apply for LTD benefits, call the Human Resources Benefits Areas at 73670.

### 3. Social Security Disability Benefits

There are circumstances in which disabled employees who are insured under Social Security may become eligible for monthly Social Security Disability Income benefits. The eligibility requirements are quite detailed and specific. To find out about eligibility requirements or the procedure to apply for benefits, call the Social Security Administration at 1-800-772-1213.

New full-time employees complete a Plan Beneficiary Designation form when joining the plan. It is important that you remember to keep your beneficiary information current. To update your Beneficiary Designation form, or to obtain a plan booklet, call the Human Resources Benefits Area at 73670.

### Additional Term Life Insurance (Optional & Contributory)

The College offers actively-at-work employees under age 70 the option to purchase Additional group term life insurance in increments of salary of 1x, 2x, 3x, or 4x base annual full-time salary up to a maximum of \$500,000 of Additional coverage. Additional term life premiums are age-banded and calculated on the amount of Additional coverage elected. Employees pay premiums through payroll deductions. New employees have 30 days from hire date to elect Additional coverage. During an open enrollment period held each year in the month of December, all actively-at-work employees under age 70 may elect to increase or decrease the amount of their Additional term life insurance for the following calendar year. Any increases in Additional term life insurance are subject to submission of medical evidence and approval by the insurance company.

### Disability Plans

#### 1. Short-Term

Short-term disability insurance is available to full-time employees enrolled in the UCE Welfare Fund Plan. This coverage takes effect when you have depleted your paid sick days and have met a seven day, no-pay requirement. After that, claims approved by the UCE are paid by the plan for each work day of your disability, at a level equal to one-half of your daily pay rate, up to a maximum of \$87.50 a day. This coverage expires after either 28 weeks of payments or when eligibility for

### Overtime/Extra Hours Pre-Authorization

Authorization forms must be completed before any overtime or extra hours are worked. The overtime/extra hours form specifies the amount of time that may be worked during the indicated period. You can download forms from the Office of Human Resource's INSIDEFIT intranet page, or call Human Resources directly at extension 73650.

### Travel Policies

**Pre-Approval:** All FIT business travel must be approved in advance by your Senior Administrator. You will be asked to document your off-campus College business activities.

**Reimbursements:** Refer to BiTech Policies and Procedures on INSIDEFIT.

- Original receipts must be presented for all expenses, except for tips and snacks under \$5.00.
- Reimbursement forms must be approved by the same supervisor who approved the original travel request. Employees cannot approve their own expense reimbursements.

**Advances:** Refer to BiTech Policies and Procedures on INSIDEFIT.

- Must be approved by a supervisor.
- Backup should include information on the conference, event, or purpose of trip.
- College will pay as an advance: 100% of hotel and transportation; 75% of meals and incidental expenses.
- Advances do not apply to Teaching Institute awards for travel.

**Transportation to and from airport or train station:**

- Fully refunded with receipts, plus tolls and up to 15% tip.
- Should use most economical travel options.

**Hotels:**

- Basic room and occupancy tax fully refundable when staying at hotel where conference is being held, or if hotel is recommended by the conference. When not staying in the host hotel, arrangements should be made at a reasonably priced hotel with prior approval from supervisor.
- Reasonable rates for hotels may be found at the U.S. General Services Administration website: [www.gsa.gov](http://www.gsa.gov), under Travel Resources, Per Diem Rates. If you are unable to find a hotel within the maximum rate, please speak with your senior administrator.
- Room service, laundry, and pay TV charges will not be reimbursed.
- In addition to business-related telephone calls (made to the College), one personal telephone call per day while traveling will be reimbursed.

**Airfare/Railfare:** Economy or coach tickets only.

**Car Rentals:**

- Only allowed when no other means of transportation is available. The most economical parking options should be used.
- Car rental expenses for personal use during a conference will not be reimbursed.

**Personal Automobile Use:**

- NYS/IRS-approved mileage rate reimbursement (currently 48.5 cents per mile) plus tolls.
- Should only be used if it is more economical than air or rail travel.
- The most economical parking options should be used at conference sites, or when deciding whether to park at an airport or take a cab to that airport.

**Meals:**

For more information about the Worker's compensation program, or to report a claim, call the Human Resources Benefits Area at extension 73670.

### Unemployment Insurance

When employees' work relationship with FIT is ended, they may be eligible to receive unemployment insurance benefits if they meet requirements established by the New York State Unemployment Insurance Division (NYSUID). To determine a former employee's eligibility for benefits, the NYSUID requires the College to provide specified information on that person, including details surrounding the employee's termination. More information about unemployment insurance is available on the NYSUID Web site—[www.labor.state.ny.us](http://www.labor.state.ny.us).

### Group Life/ Accidental Death Plans

The College provides term life insurance and accidental death insurance for all full-time employees on a non-contributory basis. Coverage is effective with the first day of full-time employment.

- Employees under age 70 receive term life insurance in an amount equal to 100% of their base annual full-time salary, rounded to the next higher thousand-dollar level. The amount of term life insurance for employees ages 70 and over is computed differently. The amount of term life insurance for employees ages 70 through 74 is calculated at 65% of base annual full-time salary, rounded to the next higher thousand-dollar level. The amount of term life insurance for employees ages 75 and over is calculated at 50% of base annual full-time salary, rounded to the next higher thousand-dollar level.
- Accidental death insurance is provided in an amount equal to the amount of the term life coverage that is in force.

people avoid interruptions in their health insurance coverage. COBRA permits employees whose jobs end, or those who lose health insurance coverage because of a decrease in their working hours, to continue their group health insurance coverage on a contributory basis for up to 18 months. This period may extend to 29 months if the Social Security Administration makes a determination of disability.

For a spouse who loses health coverage because of divorce from an employee or because of the employee's death, COBRA allows continued coverage on a contributory basis for up to 36 months. This is the same period permitted by COBRA for children who lose health coverage because of a parent's divorce or death, or because the children are no longer eligible for coverage due to dependent-age limitations.

The Office of Human Resources informs all separating employees of their rights under COBRA. It is the responsibility of employees or spouses to notify Human Resources within 60 days of situations involving death or divorce, or of a child's becoming ineligible for health coverage. More information is available from the Benefits Area at extension 73670.

## Worker's Compensation

Employees of FIT are covered under the New York State Worker's compensation law. In the event of a qualifying job-related injury or illness, Worker's compensation pays for necessary and reasonable medical care expenses related to the injury or illness. Worker's compensation may also provide some reimbursement for lost wages.

It is essential that employees promptly report any job-related accident, injury, or illness no matter how minor the injury may seem. Accident/injury reports must be made to the Security Department—either by dialing extension 77777 or by picking up any of the red emergency phones located around the campus—and/or to Employee Health Services at extension 77625. Employees should also seek first aid or other medical attention as necessary.

- The College will reimburse for meals purchased during work-related travel upon submission of original receipts up to a total of \$50.00 per day. Tips and snacks under \$5.00 do not require receipts.
- Alcoholic beverages consumed during a meal will not be reimbursed.

**Tippling and Gratuities:** Payment for customary and reasonable tips and gratuities, such as for baggage handling and for transportation services, is permitted. The cost of tips for meal service is included in the daily meal allowance and will not be reimbursed as a separate expense.

### **Personal Travel and Entertainment:**

- Optional conference banquet expenses will be covered with prior approval from supervisor.
- Expenses for non-conference-related entertainment or travel in the conference host city will not be reimbursed.

## Misuse of Computing Resources

Computer equipment, networks, and information sources—referred to collectively as computing resources—form the backbone of FIT's communications infrastructure. Misuse or misapplication of these resources is forbidden, and is considered a serious breach of conduct. While most people probably understand what constitutes appropriate or inappropriate use of the College's computing resources, here is a short-list reminder of just some of the many practices that are forbidden:

- Using resources for any unlawful purpose
- Using resources for commercial, profit-making, or solicitation purposes
- Sending nuisance messages, junk mail, chain letters, or materials of an obscene, threatening, or harassing nature
- Accessing the accounts or files of others without their permission

- Intercepting or monitoring the communications of others without their permission
- Introducing malicious computer viruses, worms, or bugs
- Installing personal software that is unlicensed or that has not been authorized by Enterprise Technology Services

### Use of College Property

FIT forbids the unauthorized employee use or removal of College or vendor property. This policy applies not only to equipment, supplies, and funds—but also to computer software, codes, and passwords, as well as other proprietary information.

### Mail Policy

The College's U.S. mail service, express delivery service, and messenger service must not be used for non-College-related business, or for personal business.

### Falsification

Entering false or misleading information on, or deliberately omitting information from, FIT applications, documents, résumés, or the like can have serious consequences. Discovery of intentional falsification may result in a refusal of employment, or—if the false information is discovered after employment has begun—the employee may be terminated through the appropriate processes.

### Firearms and Other Weapons

The College is committed to ensuring a safe work environment for the entire FIT community. In pursuit of this goal, the College prohibits the possession or storage of firearms or other dangerous weapons anywhere on campus. This prohibition applies whether or not gun owners may hold valid firearms permits.

If you suspect that someone has a firearm or other dangerous weapon on campus—or if you have concerns for your own safety or

as part of the employee's gross income for federal tax purposes. Consequently, unless you have indicated and provided proof to the Human Resources Benefits Area that your domestic partner is your dependent, the value of this benefit must be included as income in your federal tax return for the applicable year and is subject to FICA taxes. State and local tax treatment of the amount in question will vary among jurisdictions. You should consult the applicable laws and/or a tax professional to ascertain how the amount should be treated in your case.

The Benefits Area can provide you with the current taxable value for the benefit plans in which you are enrolling. This amount will change whenever there is a premium change by the health insurance carrier.

For additional information on domestic partner enrollment, contact the Human Resources Benefits Area at extension 73670.

### Flexible Benefit Plan

The Flexible Benefit Plan (IRS Section 125 plan) allows you to pay for certain eligible expenses with set-aside, pre-tax income. This results in a tax savings to you. The types of expenses permitted under this Flex Plan include certain eligible unreimbursed medical expenses, health insurance premiums, and dependent care costs.

Enrollment in the Flex Plan is open to all full-time employees and to part-time employees who have obtained a Certificate of Continuous Employment. New full-time employees may enroll within the first 30 days of employment. Open enrollment is also held each year in the month of December for all full-time employees and for part-time employees who have obtained a CCE. For additional information on the Flex Plan, contact the Benefits Area at extension 73670.

### COBRA

The term "COBRA" is an abbreviation for the Consolidated Omnibus Budget Reconciliation Act of 1985, a federal law that helps

who live together on a continuous basis, who have registered as domestic partners and have not terminated the domestic partnership.

To enroll a domestic partner in one of the College's or the UCE's health insurance plans, employees must present proof that they have registered as domestic partners with the City Clerk (see information below), or present an Alternative Affidavit of Domestic Partnership. In addition, the employee and domestic partner must complete a Declaration of Financial Interdependence form and provide two acceptable documents as proof of financial interdependence.

### NYC Domestic Partner Registration

Persons may register as domestic partners if they are residents of the City of New York or at least one partner is employed by the City of New York on the date of registration. In order to register, persons must execute a Domestic Partnership Affidavit and submit it to the Office of the City Clerk, which maintains a registry of domestic partnerships. There is a nominal fee for registration. For additional information, contact the Office of the City Clerk at 212-669-8898.

Employees and their domestic partners who are not residents of the City of New York may execute an Alternative Affidavit of Domestic Partnership in lieu of registration. Contact the Human Resources Benefits Area for additional information at extension 73670.

### Tax Consequences of Health Benefits for Domestic Partners

You should be aware that, under IRS rulings, if your domestic partner is not a "dependent," within the meaning of the Internal Revenue Code, the amount of the individual premium rate for each health plan that the domestic partner is enrolled in will be treated

the safety of others—immediately contact your supervisor, the Security Department at extension 77777, or the Office of Human Resources at extension 73650.

## PAY POLICIES

### Paycheck Intervals and Options

There are 24 pay periods in each calendar year. Employees are paid on the 16th day and the last day of every month. If a payday falls on a holiday or a weekend, pay will be distributed on the prior business day.

There currently are three options for receiving your paycheck:

- Direct electronic deposit to your bank account
- Check mailed to your home address
- Check available for pickup on campus

If you opt to pick up your pay at the College, checks are made available in the Payroll Department—on the 5th floor at 236 West 27th Street—after 3 p.m. the day before payday, and all day on payday.

If you have questions regarding your paycheck, please contact the Payroll Office at 73890.

### Timekeeping

All employees are responsible for reporting their time usage. Full-time employees must report their time taken on FIT's Web-based Attendance System. Those who work part-time are to submit their approved time sheets to the Payroll Office in accord with the payroll schedule posted on INSIDEFIT.

### Emergency Closing

In the event the College is closed due to unforeseen circumstances—for instance, severe weather or a power blackout—employees who were scheduled to work on the day of the closure will be paid for the hours they were slated to work. If employees are out ill on the closing day, their sick banks are to be charged. And for those

### 2. Part-Time Employees

The UCE Welfare Fund offers certain benefit plans on a contributory basis to part-time employees who have obtained a Certificate of Continuous Employment (CCE) and who meet a minimum number of working hours, which vary depending on employee category. Employee contributions are paid through a payroll deduction. Part-time employees who hold a CCE and who are interested in enrolling in the UCE Welfare Fund must complete an enrollment application with the UCE and complete an authorization form for a payroll deduction. For enrollment information, call the UCE at extension 77690.

The UCE Welfare Fund package for part-time employees includes these benefit plans:

- Dental
- Optical
- Hearing Aid
- Legal Service Plan
- Health Insurance Reimbursement\*

\*This applies only to part-time employees who are enrolled in one of the UCE or FIT part-time employee health plans and who meet the UCE Welfare Fund's eligibility requirements for reimbursement based on length of employment and hours worked.

### Domestic Partner

#### Health Insurance Enrollment

FIT employees have the option of adding their domestic partners to the health insurance plans they are enrolled in with either the College or the UCE. Health benefits available to domestic partners (and their dependent children) are identical to the health benefits offered to married spouses (and their dependent children).

“Domestic partnership” is defined as: two people, both of whom are eighteen years of age or older, neither of whom is married or related by blood in a manner that would bar their marriage in New York State, who have a close and committed personal relationship,

To get information about enrollment periods and costs for the HIP plans, contact the UCE at extension 77690. For similar information on the Aetna HMO plan, contact the Benefits Area at extension 73670.

## The UCE Welfare Fund

The UCE Welfare Fund offers various benefit plans to both full-time and part-time employees on a contributory basis. You can visit the UCE on-campus in room B-902, or contact the UCE by phone at extension 77690. Following is a brief overview of the UCE's benefit plans and eligibility rules. Please contact the UCE for more detailed information on any of these plans.

### 1. Full-time Employees

Full-time employees have the option of enrolling in the UCE Welfare Fund effective with their 91st day of full-time employment. Enrollment is contributory and is maintained through payroll deduction. Employees may elect either individual or family coverage—which includes coverage for domestic partners. For additional information on domestic partner enrollment, see the Domestic Partner heading in this section of the Manual. If enrollment in the UCE Welfare Fund is waived, employees must wait until the annual open enrollment period should they wish to enroll at a future date.

The UCE Welfare Fund package for full-time employees includes these benefit plans:

- Prescription Drug
- Dental
- Optical
- Hearing Aid
- Short-Term Disability
- Legal Service Plan

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scheduled to be out on vacation, optional, or free days on the emergency closing day, the appropriate time bank is to be charged.

## Reimbursement

In order to be reimbursed for any College-related out-of-pocket business expenses that you may incur, you must complete a Travel & Business Expense Report. This form must be approved by your supervisor, and no employee may approve his or her own expense form. For details, see BiTech Policies and Procedures on INSIDE-FIT.

## Agency Fees

College employees whose job titles are included in the Collective Bargaining Agreement negotiated between the Fashion Institute of Technology and the United College Employees of Fashion Institute of Technology (UCE/FIT), but who are not members of the union, are required by law to pay so-called “agency fee” dues to the UCE/FIT in the same amounts as union members who earn equivalent pay. These agency fees are payable by check-off procedure only, and will show as paycheck deductions.

## BENEFITS

### FIT Benefits Area

The Human Resources Benefits Area administers the College's benefits programs for all employees. These programs include the health insurance plans; life insurance; disability insurance; Worker's compensation; basic and supplemental retirement plans; flexible benefits plan; SUNY tuition assistance; TransitChek®, and the Employee Wellness Program. Highlights of the various programs are discussed below.

For detailed information about any of the College's benefits plans, call the Benefits Area at extension 73670.

### INSURANCE

#### Health Insurance Plans

##### 1. Full-time employees

The College offers its full-time employees the choice of enrolling in either a Health Maintenance Organization (HMO) plan or a Point-of-Service (POS) plan. Both plans are provided on a non-contributory basis.

- While there are important differences in how the plans function, they are similar in that each provides substantial coverage for eligible major medical and hospital costs.
- Coverage for either plan you choose takes effect on the 31st day of full-time employment, provided a timely enrollment application has been completed.
- You may choose to enroll as an individual, or you can opt for family coverage—which includes coverage for domestic partners. For additional information on domestic partner

enrollment, refer to the Domestic Partner heading later in this section of the Employee Policy Manual.

- Open enrollment is held each December, permitting you to switch plans or to opt in or out of the College's coverage.
- If you are a full-time employee with health insurance from some other source, you may wish to waive your College-provided medical coverage. Should you do so, you will receive a coverage-waiver payment of \$50 per pay period. Such waiver payments are treated as taxable income.

For detailed information on the plans, get in touch with the Benefits Area at extension 73670.

##### 2. Part-time employees

On a contributory basis, part-time employees may choose among three health insurance plans: HIP Prime, which is an HMO; HIP Point-of-Service; and Aetna HMO.

- All three of these plans offer major medical, hospital, and prescription coverage.
- As a new, part-time employee, you are eligible to enroll within 60 days of your hire date. Beyond that, you must wait to join during the open-enrollment period established for each plan.
- You may select individual coverage or family coverage—which includes coverage for domestic partners. For additional information on domestic partner enrollment, refer to the Domestic Partner heading later in this Benefits section of the Manual.
- Part-time employees who meet certain eligibility requirements, based on length of service and number of hours worked, are eligible to receive reimbursement for a portion of their health insurance premiums. Contact the Benefits Area at extension 73670 for further details on eligibility requirements.