



Human Resource
Management and
Labor Relations



Fashion Institute of Technology Employee Handbook

A Note to Our Employees:

This Employee Handbook (“Handbook”) is designed to help you understand the college’s mission, policies, procedures, and responsibilities as a Fashion Institute of Technology (“FIT”) employee.

This Handbook is not an employment contract, nor is it intended to create contractual obligations of any kind. Handbook information is only for explanatory and illustrative purposes and does not supersede the precise language of FIT’s policies, practices, collective bargaining agreement, or benefit plans. FIT reserves the right to modify this Handbook at any time. FIT notifies employees of substantial changes to the Handbook or official college policies via FIT email, but employees are ultimately responsible for keeping current on all policies, procedures, benefits, and working conditions.

If you have questions regarding this Handbook, please contact the Office of Human Resources at (212) 217-3650 or the [HR Solutions Center](#).

About FIT

One of New York City’s premier public institutions, FIT is an internationally recognized college for design, fashion, art, communications, and business. We’re known for our rigorous, unique, and adaptable academic programming, experiential learning opportunities, academic and industry partnerships, and commitment to research, innovation, and entrepreneurship.

While our pedagogical mission is to prepare our students for professional excellence in design and business, our broader ethos is to foster creativity, inspire leadership, impart a global perspective, and educate students to embrace inclusiveness, commit to sustainability, and engage with community. We encourage students, scholars, teachers, and industry colleagues to cross traditional boundaries of both geography and disciplines. Together we strive to develop innovative design and strategic business solutions that will upend the status quo, create personal and professional opportunity, and have a lasting and sustainable global impact.

- [Mission and Vision](#)
- [Civility and Inclusion](#)

Policies, Procedures, and Enrichment

FIT Policies

FIT’s policies connect the college’s mission to the everyday actions of our community, clarify the institution’s expectations of its individual members, mitigate risk, enhance efficiency, and support FIT’s compliance with laws and regulations. As an employee, you will receive email notifications regarding how to complete annual required trainings on these topics.

FIT has established official college policies to govern the conduct of its employees. It is the responsibility of every FIT employee to be aware of, and to abide by, existing FIT policies, and to demonstrate behavior consistent with FIT’s core values.

Employees are encouraged to report policy violations, in good faith, to the appropriate entity designated by the specific policy in question. Employees are expected to cooperate fully, and in a forthcoming, timely, and truthful manner with investigations. Employees who report potential or actual violations in good faith, or participate in any investigation, will not be discharged, demoted, suspended,

threatened, discriminated against, bullied, or endure any other retaliation based on their participation in an investigation. For more information, please review FIT's [Employee Code of Ethical Conduct](#).

Employees may maintain awareness of college policies by:

- Reviewing the specific policies noted in this Employee Handbook
- Visiting the [College Policy Library](#) or the [Policies A-Z](#) page for access to all other FIT policies
- Carefully reading all college-wide policy announcements regarding new or revised college policies

Sexual Harassment

FIT seeks to create and maintain a safe environment where all members of the community – students, faculty, administrators, staff, guests, and visitors – can learn and work free from the fear of sex or gender discrimination, as well as sexual misconduct. FIT prohibits sexual misconduct and will promptly investigate all allegations of sexual misconduct and take appropriate disciplinary action upon finding a violation of the [Sexual Misconduct Response](#) policy.

The college is committed to providing support to victims of sexual misconduct and to providing support services and accommodations. FIT also offers education and mandatory training programs intended to prevent sexual misconduct (and other types of discrimination and harassment) from occurring in our community.

Nondiscrimination and Anti-Harassment

FIT is committed to prohibiting discrimination, whether based on age, citizenship status (except as required to comply with law), color, creed, disability, ethnic background, familial status, gender, gender identity, genetic information, marital status, military service or veteran status, national origin, pregnancy (including childbirth and breastfeeding), race, sex, sexual orientation, transgender status, unemployment status, an individual's relationship or association with a member of a protected category, a caregiver, or any other criterion prohibited by applicable federal, state, or local laws.

FIT is also an equal opportunity employer. The college provides members of the campus community who believe they have been the subject of discrimination or discriminatory harassment with mechanisms for seeking redress and the college strictly prohibits retaliation against individuals who participate in that process in good faith.

Everyone at FIT is expected to adhere to the [Nondiscrimination and Anti-Harassment](#) policy, and all applicable policies, and to report conduct or behavior they believe to be in violation of college policy.

Health, Safety, and Security

The health and safety of our employees, students, and visitors is of utmost importance. You can find extensive information regarding safety and security procedures, how to obtain an FIT ID card, as well as emergency text notifications in the links below:

- [COVID-19 Information](#)
- [Campus Safety and Security](#), including how to report incidents
- [Drug and Alcohol Abuse Prevention](#)
- [Employee Assistance Program](#)
- [FIT Campus ID Cards](#), including usage and procurement

- [FIT Alert Notification System](#)
 - Set up your [FIT Alert Notifications](#)
- [Health Services](#)
- Studio, Lab, and Classroom Safety
 - Requires MyFIT login → Finance and Administration → Environmental Health and Safety → Procedures and Guidelines
- [What to Do in an Emergency at FIT](#)

Training and Development

Some training is mandated by law, some may be recommended based upon an employee's responsibilities or office functions, and some are voluntary and for personal and professional growth. FIT offers mandatory, annual online compliance trainings each academic year to help employees understand relevant laws, regulations, and policies, and how to embody these in their daily work. You will receive automated emails that will instruct you to complete required trainings. **It is your responsibility to complete the mandatory training in a timely manner.** Failure to complete mandatory training within the appropriate time frame may result in disciplinary or other job-related actions. Per the CBA, adjunct classroom faculty, part-time non-credit (CCPS) instructors, and part-time classroom assistants shall receive one half (1/2) of their hourly rate for each hour spent attending mandatory training.

In conjunction with your supervisor, you will discuss a plan that identifies opportunities for training and development.

To access your online compliance training dashboard, and view the status of, or complete, any training assignments, visit [Vector LMS](#) and sign in with your FIT username and password.

Please click on these links to learn more: [Education and Training Programs](#)

You may also log in to MyFIT to visit the Office of Policy and Compliance pages in the Legal Affairs Division, where you'll find more details on each training, as well as answers to frequently asked training questions and information on supplemental live trainings offered by specific departments.

Expectations for Employee Conduct

Conduct Resulting in Disciplinary Action

FIT's [Employee Code of Ethical Conduct](#) ("The Code") is intended to establish expectations under which FIT employees should conduct their college activities and provides guiding principles for ethical conduct. FIT policies, including The Code, cannot anticipate every possible situation but provides examples to guide employees in their daily decisions and actions.

In instances of ethical dilemmas where a simple or direct application of The Code isn't possible, employees should seek clarification from the Vice President of Human Resource Management and Labor Relations, or the Director of Labor and Employee Relations.

The following examples of inappropriate employee conduct are not exhaustive and are intended to provide context to the principles outlined in The Code, and other college policies. The following conduct may generally result in verbal counseling or written warnings; however, egregious, or repeated conduct may result in more serious disciplinary charges in accordance with applicable CBA provisions for bargaining unit employees.

- **Job Performance**

- Absence or lateness with no call/no show actions by the employee (it is the employee's responsibility to report absences daily); being late, leaving early, or excessive work breaks, without following department guidelines concerning notification of an absence or permission;
- Failing to follow practices as needed for the specific job assignment or neglect of job duties;
- Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment);
- Demonstrating insubordination, including:
 - Refusal to do an assigned job
 - Refusal to work overtime or holiday shifts when required
 - Disrespectful response to a supervisor/chair's directive
 - Deliberate delay or failure in carrying out an assignment
- Failing to comply with licensure and certification requirements; or
- Disclosing confidential records or information.

- **Behavior**

- Dressing inappropriately or, for non-bargaining employees, disregarding the dress code if one is required by the department;
- Failing to report injuries or damage to or an accident involving college equipment;
- Contributing to unsafe conditions or violating any safety rule;
- Engaging in horseplay that results in personal injury or equipment damage;
- Engaging in vulgar or abusive language or conduct toward others;
- Treating college faculty, staff, students, and/or visitors in a discourteous, inattentive, or unprofessional manner;
- Creating conflict or behaving in an aggressive, intimidating, or bullying manner;
- Exhibiting incivility or behaviors incongruent with FIT's values of tolerance, inclusion, compassion, and civility;
- Fighting, physically or verbally;
- Engaging in indecent or immoral behavior;
- Possessing, ingesting, and/or being under the influence of drugs or alcohol on the job;
- Discrimination, harassment, microaggressions, or sexual misconduct; or
- Demonstrating gross misconduct or other serious violations of other laws, regulations, rules, policies, or procedures not specifically listed.

- **Abuse or Misuse of College Resources, and Fraud**

- Using college systems inappropriately;
- Damaging or using college-owned equipment without authorization;
- Behaving dishonestly, including deception, fraud, lying, cheating, or theft;
- Deliberate theft of time, for example abusing lunch and break periods, loafing while on duty, or sleeping on the job;
- Violating timecard procedures;
- Falsifying company records, such as employment applications and timecards, in any way.
- Sabotaging, or vandalizing the facility, grounds, or equipment of FIT;
- Utilizing FIT equipment or resources in an inappropriate manner, or where it interferes, or appears to interfere, with college business;

- Using the college's computer systems, including accessing confidential computer files and data, without authorization, or where it interferes, or appears to interfere, with college business or poses security risks; or
- Violating other laws, regulations, rules, policies, or procedures not specifically listed.

The Disciplinary Process

The disciplinary process is determined by the employee group (bargaining unit or non-bargaining) and the specific circumstances of the conduct. Verbal counseling, written warnings, suspension, and disciplinary charges under section 28.28 of the CBA are followed for all FIT-UCE employees. The Vice President for Human Resource Management and Labor Relations, or their designee, will recommend appropriate disciplinary action for non-bargaining unit employees, which typically includes verbal counseling, written warnings, suspension with or without pay, and/or discharge.

- **Written Warnings**

A written warning may be used for behavior or performance of bargaining unit and non-bargaining unit employees that a supervisor/chair considers serious, when verbal coaching has not been successful, verified unacceptable behavior is exhibited, or when a performance improvement plan has not been successful.

- **Additional Discipline**

If verbal counseling or written warning(s) do not result in successful changes in behavior or performance, additional disciplinary action may be taken. This may include suspension with or without pay up to and including termination. Determination of appropriate action for bargaining unit employees is made in accordance with section 28.28 of the CBA. Determination of appropriate action for non-bargaining unit employees is based on progressive disciplinary action and is based on the egregiousness of the offense.

Your Employment at FIT

Oath of Allegiance

New York State law mandates all public college employees read and sign the [Oath of Allegiance](#) before beginning work.

Helpful Information

The following links provide important information for all employees. If your position is in the bargaining unit, please refer to the [FIT-UCE collective bargaining agreement* \("CBA"\)](#). If your position is not covered by the bargaining unit or a specific employment contract, your employment with FIT is generally considered to be at-will. This means your employment is for an indefinite period of time and subject to termination by FIT, with or without cause, with or without notice, and at any time. Note: for both bargaining and non-bargaining employees, a resignation without sufficient notice could affect your separation benefits.

- [New Hire Onboarding](#)
- [Current Employee Information](#)
- [Certificate of Continuous Employment](#)
- [Tenure](#)
- [Working Multiple Jobs at FIT Career Opportunities](#)
- [Performance Evaluations \(Non-Bargaining\)](#)
 - Note: Bargaining Employees should refer to the [CBA](#)

- [Personnel Records](#)
- [Travel and Reimbursement](#)
- [Visa Sponsorship](#)

Dress Code

FIT expects employees to dress appropriately and maintain a positive and professional appearance. Employees are expected to demonstrate good judgment.

Legal Inquiries

If anyone from a government or regulatory agency seeks information from you, or you receive legal inquiries or documents related to a claim or suit against the college or an employee, please direct them to the Office of the General Counsel at (212) 217-4030 or OGC@fitnyc.edu.

Media Inquiries

Employees and students, other college-affiliated individuals, and all external parties, including media, must work directly with Communications and External Relations before planning, approving, or carrying out any interactions with the media. Please review the [Media Relations](#) policy for detailed protocol.

Compensation Principles

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.
- 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 Classroom Faculty: Maximum 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. Bargaining unit members may refer to the CBA for additional details.

Payroll Information

Payroll Schedules

Payroll is directly deposited into your bank account according to the [Payroll Schedule](#). If you have related questions, please call (212) 217-3890 or email payroll_question@fitnyc.edu.

Timekeeping

All employees are responsible for reporting their time usage. Full-time employees must report paid time off (PTO) on FIT's Web-based Attendance System. Those who work part-time must submit approved time sheets to the Payroll Office in accordance with the payroll schedule posted on [MyFIT](#).

Union Membership

Following the United States Supreme Court decision of Janus v. AFSCME (2018), employees may, but are not required to, join the union. Where employees in bargaining unit positions do join the union, the college shall, to the extent permitted by applicable law, check off UCE dues, VOTE/COPE, Opportunity

Plus, and NYSUT Benefit Trust upon submission of a signed authorization to the Payroll. Health and Welfare plan benefits are available to all full-time and part-time employees holding a CCE, regardless of union membership). Other union benefits are only available to union members. For further information, contact the UCE of FIT office, located in the Business and Liberal Arts Center, room B 902.

The UCE of FIT Welfare Trust Fund

The [UCE of FIT Welfare Trust Fund](#) offers benefits to both [full-time](#) and [part-time](#) employees with a CCE on a contributory basis. You can visit the UCE of FIT Welfare Trust Fund office on-campus in room B-902, or contact them by phone at (212)217-3377 for more information.

Benefits Information

FIT offers [an extensive benefits program](#) for full-time and part-time employees and their eligible dependents. Employees should be sure their beneficiary/next of kin information is up-to-date at all times and should notify Human Resources in the event changes are needed. If you have questions, please submit via the [HR Solution Center](#) or call (212) 217-3650.

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, visit the [Social Security Administration](#) or call (800) 772-1213.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

COBRA is a federal law that allows for continuation of health care plan coverage that would otherwise end due to certain qualifying events. Following a qualifying event, an individual choosing COBRA continuation coverage of their health benefits will be at the full cost of the plan plus an additional 2% administrative cost. In compliance with federal COBRA law and New York State Continuation Coverage law, FIT's health care plan coverage may be extended for up to 36 months due to termination of employment or reduction in work hours. FIT's health care plan coverage may also be extended under COBRA for up to 36 months for an enrolled employee's covered spouse (and dependents) due to divorce, for enrolled dependents due to an employee's death, or if an enrolled child meets the age limitation under a health care plan. In lieu of federal COBRA, a child who loses coverage due to the plan's age limitation may elect the New York State "Age 29" Dependent Coverage Extension (Young Adult Option) for up to 36 months and which has a different cost and different eligibility requirements than COBRA.

The Office of Human Resources and Labor Relations is responsible for notifying enrollees in an FIT health care plan of their COBRA and New York State Continuation Coverage rights. In the case of divorce, it is the responsibility of the employee to notify Human Resources within 60 days of the event. In the case of a child meeting a plan's age limitation, the employee must notify Human Resources within 30 days of the event. For questions related to continuation coverage please contact (212) 217-3670.

Unemployment Insurance

When an employee's work relationship with FIT has 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](#).

Attendance, Leave, and Reporting

This section of the Employee Handbook provides you with detailed information on attendance, leave, and reporting. For Payroll and FLSA purposes, the FIT work week is defined as Sunday 12am to Saturday 11:59pm.

- [Employee Holiday and Work Schedule Calendar](#)
- [Family and Medical Leave \(FMLA\)](#)
- [New York State Paid Family Leave \(only auxiliary employees may be eligible\)](#)
- [Annual Leave/Excused Absences with Pay](#)

Absence and Tardiness

FIT expects all employees to maintain an acceptable level of attendance and punctuality. Arriving at work on time reflects a commitment to achieving the goals of the college. Moreover, excessive absences, tardiness, or the failure to notify the college in a timely manner of either, 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, or failure to abide by the absence notification procedure outlined below, may result in disciplinary action.

Absence Notification

If you are going to be absent without prior approval, it is essential you contact your supervisor as soon as possible. In the event your supervisor is unavailable, you should contact their designee.

Time Banks

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

Vacation Requests

You should submit a request for vacation time to your supervisor as far in advance as possible. Vacation requests given without sufficient notice may be denied based on operational needs. Please see the current CBA for deadlines for submitting requests.

Separation from Employment

There are several ways in which an employee may separate from FIT, including retirement, resignation, termination, etc. The information below discusses related processes and benefit options. It also discusses related issues in the event of an employee's death.

Retirement from FIT

Certain age, employment service, and retirement plan participation requirements must be met in order to qualify for retirement from FIT. Employees must meet *one* of the criteria in section A below and also must meet the criteria in section B at the time they request to retire.

Section A:

- Attainment of age of 55 years *and*
 - **Full-time employees** - 10 years of full-time service; *or*
 - **Part-time employees** - 20 fall and/ or spring semesters of part-time service.

Section B:

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

If the required criteria are met, a Sick-Bank Payment equal to the current value of one-half of the accrued but unused days in the employee's sick bank, up to 100 days will be paid upon retirement.

Full-time employees who qualify for retirement may otherwise request a pre-retirement leave ("Travia Leave") equal to one-half of the accrued but unused days in their sick bank, to a maximum of 100 days, in lieu of receiving a Sick Bank Payment. Full-time employees may qualify for other benefits including, but not limited to, retiree health care coverage through the New York City Health Benefits Program and retiree Welfare Fund benefits coverage if additional criteria are met.

Because retirement benefits are specific to each employee's situation with many details, you are strongly encouraged to speak to a benefits representative in advance. Please contact hr_benefit@fitnyc.edu for additional information.

Re-employment

Employees who leave the college through voluntary resignation and are in good standing related to performance expectations and other conditions of employment are eligible to apply for employment in the future. Those who are terminated for cause will not be considered for re-employment.

Surrendering ID and FIT property

Employees separating from FIT must surrender their Photo-Identification card(s), keys, and any other FIT owned property including, but not limited to, laptops, tablets, or mobile devices.

Other Resources

Academics

- [Academic Advisement Center](#)
- [Academic Skills \(Tutoring\) Center](#)
- [Barnes & Noble at FIT](#)
- [Career and Internship Center](#)
- [Center for Excellence in Teaching \(CET\)](#)
- [Gladys Marcus Library](#)
- [Global FIT](#)
- [Library Services for Faculty](#)
- [Writing & Speaking Studio](#)

Administrative

- [Administrative Offices](#)
- [Asset Management](#)
- [Banner](#)

- [Communications & External Relations](#)
- [Department of Public Safety](#)
- [FIT Phone Directory Search](#)
- [FIT Associate Stores \(including discounts\)](#)
- [Information Technology](#)
- [Institutional Research & Effectiveness](#)
- [Office of Faculty Services](#)
- [Office of Grants & Sponsored Programs](#)
- [Print FX/Graphics](#)
- [Print Shop Request](#)

Campus and External Events

- [Campus Directory](#)
- [Development & Alumni Services](#)
- [Dining Services](#)
- [Facilities](#)
- [The Museum at FIT](#)
- [Visitor Registration](#)
- [25 Live \(Event Space Reservation\)](#)

Students

- [Admissions \(Undergraduate\)](#)
- [Athletics and Recreation](#)
- [Care Team](#)
- [Dean of Students](#)
- [Counseling Center](#)
- [Disability Support Services](#)
- [Financial Aid](#)
- [Health Services](#)
- [Internship Studies](#)
- [Office of International Programs \(Study Abroad\)](#)
- [Office of International Student Services](#)
- [Online Learning and Academic Technologies](#)
- [Registration](#)
- [Residential Life](#)
- [Student Clubs and Activities](#)
- [Student Life](#)