



FASHION INSTITUTE OF TECHNOLOGY  
Employee Manual 2020



**Human Resource  
Management and  
Labor Relations**

## A Note to Our Employees:

This Employee Manual (hereafter referred to as the “Manual”) is designed to help you understand the college’s mission, policies, procedures, and responsibilities as an employee at Fashion Institute of Technology (“FIT”). It will inform you of what you should expect from FIT, and what FIT expects from you as a valued employee.

This Manual is not a contract of employment, nor is it intended to create contractual obligations for FIT of any kind. Manual information is for explanatory and illustrative purposes only and does not supersede the precise language of FIT’s institutional policies, employment policies and practices, or its benefit plans. FIT reserves the right to modify this Manual at any time. FIT will make every effort to notify employees when an official change has been made, but employees are ultimately responsible for keeping current on all FIT policies, procedures, benefits, and working conditions.

This Manual has been updated in both content and format since the last edition. You will notice that much of the information provided is in the form of web links (urls). This format allows for the most current content to be provided to employees via the FIT website and is environmentally friendly; it does not require printed updates!

If you have questions or need clarification regarding the contents of this Manual, please contact the Office of Human Resources by phone at (212) 217-3650, by email at [humanresources1@fitnyc.edu](mailto:humanresources1@fitnyc.edu) 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. Click on the following links to learn more:

[Mission and Vision](#)

[Strategic Plan](#)

[Civility and Inclusion](#)

## FIT POLICIES & PROCEDURES

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. All policies can be found in the [College Policy Library](#). The following policies are especially relevant for all employees. As a new employee, you will receive an email with directions on how to complete required training related to these policies; annually, you may be required to complete a recertification course:

[Child Protection and Mandatory Reporting of Abuse](#)  
[Children on Campus](#)  
[Drug and Alcohol Abuse Prevention](#)  
[Employee Code of Ethical Conduct](#)  
[Nondiscrimination and Anti-Harassment](#)  
[Sexual Misconduct Response](#)  
[Tobacco-Free Campus](#)  
[Records Retention and Disposition](#)  
[Workplace Violence Prevention Program](#)

The college will formally communicate announcements of any new policies, as well as substantial revisions to existing policies, upon publication. It is the responsibility of the employee to ensure they maintain current knowledge of all applicable FIT policies.

### 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.

## HEALTH, SAFETY, AND SECURITY RELATED POLICIES

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

[Bias Crime Prevention](#)  
[Campus Safety and Security](#)  
[Emergency Procedures and Campus Closing Procedures](#)  
[Environmental Health and Safety](#)  
[Fire Safety](#)  
[FIT Campus Card and Campus Access](#)  
[International and Domestic Travel](#)  
[Lactation Policy](#)  
[Reasonable Workplace Accommodations](#)  
[Study Abroad Emergency Response](#)  
[Workers' Compensation](#)

## YOUR EMPLOYMENT AT FIT

The following links provide important information for you as a new employee as well as for your continued career at FIT. If your position is in the bargaining unit, please also refer to the [FIT-UCE collective bargaining agreement\\*](#). If your position is not covered by the collective bargaining unit or specific employment contract, your employment with FIT is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or FIT, with or without cause, with or without notice, and at any time. Note that resignation without 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 [Collective Bargaining Agreement](#)

[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 judgement and professional taste and to dress appropriately for the activities at hand.

### 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 (212) 217-4030 or [OGC@fitnyc.edu](mailto:OGC@fitnyc.edu). The same goes for inquiries involving legal or litigation matters.

### Media Inquiries

Employees and students, other college-affiliated individuals, and all external parties, including media, must work directly with the Media and Public Relations unit of 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 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.

## PAYROLL INFORMATION

### Payroll Schedules

Payroll is directly deposited into your bank account. If you have questions regarding your paycheck, please contact the Payroll Office at (212) 217-3890 or via email at [payroll\\_question@fitnyc.edu](mailto:payroll_question@fitnyc.edu).

### Timekeeping

All employees are responsible for reporting their time usage. Full-time employees must report their paid time off (PTO) 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 MyFIT.

### Union Membership

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"), are not required to join the union and pay associated agency fees. Union provided welfare plan benefits (see below) are still available to employees choosing not to join the union but otherwise eligible. Employees who choose to join the union will provide signed dues authorization cards and will see the associated union fees deducted directly from their paycheck.

## BENEFITS INFORMATION

FIT offers an extensive benefits program for full-time and part-time employees and their eligible dependents. This section of the Employee Manual provides you with detailed information on the benefits offered. If you have questions, please email the Benefits Staff at [HR\\_Benefit@fitnyc.edu](mailto:HR_Benefit@fitnyc.edu) or call the Benefits Help Line at (212) 217-3670.

### FULL-TIME EMPLOYEES

[FT Health Care Plan](#)  
[FT Flexible Spending Account Plan](#)  
[FT Retirement Plans](#)  
[FT Commuter Benefit Plan](#)  
[FT Tuition Exemption Program](#)  
[FT SUNY Tuition Assistance Program for Employees](#)  
[FT Employee Assistance Program](#)  
[FT Wellness Program](#)  
[FT Life Insurance Plans](#)

### PART-TIME EMPLOYEES

[PT Health Care Plan](#)  
[PT Flexible Spending Account Plan](#)  
[PT Retirement Plans](#)  
[PT Commuter Benefit Plan](#)  
[PT Tuition Exemption Program](#)  
[PT SUNY Tuition Assistance Program for Employees](#)  
[PT Employee Assistance Program](#)  
[PT Wellness Program](#)  
[FT Long-Term Disability Plan](#)

### The UCE of FIT Welfare Trust Fund

The [UCE of FIT Welfare Trust Fund](#) offers benefits to both [full-time](#) and [part-time](#) employees 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 include:

### FULL-TIME EMPLOYEES

- Hearing Aid Reimbursement Plan
- Dental Plan
- Legal Services Plan
- Optical Reimbursement Plan
- Health Advocate Program

### PART-TIME EMPLOYEES

- Hearing Aid Reimbursement Plan
- Dental Plan
- Legal Services Plan
- Optical Reimbursement Plan
- Health Advocate Program

### 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 a 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 and in the case of a child meeting a plan's age limitation, it is the responsibility of the employee to notify Human Resources within 30 days of the event. For questions related to continuation coverage please contact a benefits representative at (212) 217-3670.

#### Unemployment Insurance

When an employee's 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](#).

## ATTENDANCE, LEAVE & REPORTING

This section of the Employee Manual provides you with detailed information on attendance, leave, and reporting - including the [Leave Reporting User Guide](#).

[Employee Holiday and Work Schedule Calendar](#)

[Family and Medical Leave \(FMLA\)](#)

[New York State Paid Family Leave \(PFL\)](#)

[Annual Leave](#)

[Excused Absences With Pay](#)

Sick Leave	Vacation	Personal Days	Free Days
College Business	Bereavement	College Closing	Military Service
Jury duty	Court Appearance		

### ATTENDANCE

#### Absence and Tardiness

FIT expects regular and satisfactory attendance and punctuality on the part of all of its employees. Arriving at work on time reflects a commitment to achieving the goals of the college. Moreover, too-frequent absences 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, or failure to abide by the absence notification procedure outlined below, 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 contact your supervisor as early in the day as possible. In the event your supervisor is unavailable upon contacting them, 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 or as directed by your supervisor, you must receive approval to leave work early.

#### Time Banks

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 a deduction from pay.

#### Vacation Request.

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 the needs of the department.

## SEPARATION FROM EMPLOYMENT AT FIT

There are several ways in which an employee may separate from FIT, including retirement, resignation, termination, etc. The information below relates to the processes and benefit options associated with leaving the college. 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 B at the time they request to retire.

- A. Attainment of age of 55 years *and*
  - o **Full-time employees** - 10 years of full-time service, *or*
  - o **Part-time employees** - 20 fall and/ or spring semesters of part-time service, *or*
  - o Eligibility for an early retirement incentive that is being offered by the College
  
- 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 Terminal 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 Terminal 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.

Employees must notify the Office of Human Resources and Labor Relations of a request to retire by completing and submitting a Notification of Retirement form, found on the [benefits forms page](#), in advance of the anticipated retirement.

Because retirement benefits are generally specific to each employee's situation and navigating the process of retirement involves many details, you are highly encouraged to discuss your retirement plans with a benefits representative well before any planned retirement. Please send an email to [hr\\_benefit@fitnyc.edu](mailto:hr_benefit@fitnyc.edu) for additional information

[Summary of Benefits upon Separation of Employment](#)

### Re-employment

Employees who leave the college through resignation 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 on Separation

Employees separating from FIT will be required to surrender their Photo-Identification cards, keys, and any other FIT owned property granted to them for work purposes by FIT including, but not limited to, laptops, tablets, or mobile devices.

## TRAINING & 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 online compliance training to help employees understand relevant laws, regulations, and FIT policies, and how to embody them in their daily work. Compliance training helps employees flourish and encourages an ethical environment at FIT. You will receive automated email notifications that will guide you in completing required training. It is your responsibility to complete the mandatory training in a timely manner. Per the [Collective Bargaining Agreement](#), adjunct classroom faculty 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.

Please click on these links to learn more:

[Education and Training Programs](#)  
[Compliance Training Frequently Asked Questions](#)

## OTHER RESOURCES

### ACADEMIC RELATED

<a href="#">Academic Advisement Center</a>	<a href="#">Library Services for Faculty</a>
<a href="#">Academic Skills (Tutoring) Center</a>	<a href="#">Center for Excellence in Teaching (CET)</a>
<a href="#">Barnes and Noble at FIT</a>	<a href="#">Gladys Marcus Library</a>
<a href="#">Career and Internship Center</a>	<a href="#">Program and Curriculum Development</a>
<a href="#">Global FIT</a>	<a href="#">Writing and Speaking Studio</a>

### ADMINISTRATIVE RELATED

<a href="#">Administrative Offices</a>	<a href="#">Information Technology and FIT Web Resources</a>
<a href="#">Asset Management</a>	<a href="#">IT Help for FIT</a>
<a href="#">Banner 9</a>	<a href="#">Institutional Research and Effectiveness</a>
<a href="#">Communications and External Relation</a>	<a href="#">Office of Grants and Sponsored Programs</a>
<a href="#">Employee Training</a>	<a href="#">PrintFX/Graphics</a>
<a href="#">FIT Phone Directory Search</a>	<a href="#">Print Shop Request</a>
<a href="#">FIT Associated Stores (including discounts)</a>	

### CAMPUS AND EXTERNAL EVENTS RELATED

<a href="#">Campus Directory</a>	<a href="#">Faculty and Staff</a>
<a href="#">Development and Alumni Services</a>	<a href="#">The Museum at FIT</a>
<a href="#">Dining Services</a>	<a href="#">Visitor Registration</a>
<a href="#">Facilities</a>	<a href="#">25 Live (Event Space Reservation)</a>

STUDENT RELATED

<a href="#"><u>Admissions (Undergraduate)</u></a>	<a href="#"><u>Internship Studies</u></a>
<a href="#"><u>Athletics and Recreation</u></a>	<a href="#"><u>Office of International Programs (Study Abroad)</u></a>
<a href="#"><u>Care Team</u></a>	<a href="#"><u>Office of International Student Services</u></a>
<a href="#"><u>Dean of Students</u></a>	<a href="#"><u>Online Learning and Academic Technologies</u></a>
<a href="#"><u>Counseling Center</u></a>	<a href="#"><u>Registration</u></a>
<a href="#"><u>Disability Support Services</u></a>	<a href="#"><u>Residential Life</u></a>
<a href="#"><u>Financial Aid</u></a>	<a href="#"><u>Student Clubs and Activities</u></a>
<a href="#"><u>Health Services</u></a>	<a href="#"><u>Student Life</u></a>