

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCES POLICY MANUAL

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Compliance - A policy that according to employment laws, rules or regulations an Association is required to adopt.

System – A policy that has been developed by the Extension Administration based upon centralized procedural requirements that must be followed. In some instances, the policy is not required but it is strongly recommended that it be adopted. In some instances, the policy may be altered slightly to conform to Association unique needs. Administrative Systems must review all system policies prior to adoption of modifications to ensure they remain in compliance with various laws and regulations.

Local – These are policy templates recommended by the Extension Administration. The Association may adopt as written or may decide not to adopt the policy or modify the policy to meet the needs of the Association. It is recommended that Administrative Systems, local legal counsel or other experienced HR source review variations prior to adoption of modifications to ensure they remain in compliance with various laws and regulations.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Introduction
Subject: Purpose of Employee Manual
Policy: Compliance/System
Code: 101
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Philosophy - People are our most valued asset and human resource management is one of the most important employer responsibilities. This is especially true in Cornell Cooperative Extension where employees are key to fulfillment of our mission. Human resource management is governed in part by legal requirements and in part by the values and standards of an organization. It is our intention to ensure that both humanistic and legal requirements are met and that human resource policies are both fair and progressive.

Purpose - The purpose of this policy manual is to communicate the Association's personnel policies to employees. A human resource policy manual serves as a management and leadership tool providing information for dealing with human resource questions, development opportunities, and concerns. This Policy Manual is not a contract of employment, express or implied, and should not be construed as such nor limit the application of the principles of "employment-at-will" on the part of the employee or employer. The policy manual provides an overview of the Association's policies that relate to rules, regulations, practices, compensation, and benefits that affect employment and guide daily operations. The employee policy manual provides general guidelines regarding Association's policies. It is not meant to include the specific details of every Association policy.

Revisions - The Association continually strives to improve and update its policies. New policies may therefore be added or current policies may be modified or revoked at any time with or without cause or notice, with the exception of the employment-at-will policy. The Association also reserves the right to interpret all information presented in this employee manual and to make exceptions to these policies at its sole discretion.

Previous Employee Policy Manual - Unless otherwise stated, this employee policy manual supersedes and replaces any human resource policy manual previously issued by the Association.

Policy Updates - An employee is responsible for being familiar with the policy manual and any policy additions or revisions that are disseminated by the Association, whether hard copy or web-based.

Government Regulations – In the event that a federal, state, or local regulation conflicts with any provision contained in this employee policy manual, the regulation shall prevail and the provision deemed amended to the extent necessary to comply with said regulation.

Questions - Any questions regarding any provision in this policy manual should be directed to your supervisor.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Classifications
Subject: Employment Definitions
Policy: Compliance/System
Code: 301
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary - The Association classifies each employee at the time of hire according to one of the classifications below. Each employee is also designated as exempt or non-exempt from federal and state minimum wage and overtime regulations. If an employee's employment classification changes during employment, the Association will notify the employee in writing. For the purpose of this Human Resource policy manual, the following terms are defined as follows:

Employee - An individual who is employed by the Association in one of the definitions below. An independent contractor or an individual who works for a temporary employment agency is not considered an employee. Volunteers are not employees of the association.

Supervisor - An individual who is employed by the Association in one of the definitions below. A supervisor is an employee who has been designated by the Association to assign, direct, and evaluate the work of a designated group of employees.

Full-Time Employees - A full-time employee is an employee who is regularly scheduled to work 35 hours or more per week.

Part-Time Employees - A part-time employee is an employee who is regularly scheduled to work less than 35 hours per week and 20 hours or more per week.

Temporary Employees - A temporary employee is an employee who is hired to temporarily supplement the workforce. A temporary employee's employment assignment is for 20 hours or more per week and is for a limited duration of less than six months. Employment beyond any initially stated period does not imply a change in employment definition nor does the Association guarantee employment for any set period of time.

Temporary-Benefits Eligible Employees - A temporary-benefits eligible employee's employment assignment is 20 hours or more per week with a limited duration of at least six months. Employment beyond any initially stated period does not imply a change in employment definition nor does the Association guarantee employment for any set period of time.

Casual Employee - A casual employee is a temporary employee who is regularly scheduled to work less than 20 hours per week.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Classifications
Subject: Exempt/Non-Exempt Status
Policy: Compliance
Code: 302
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy - Each employee is designated as exempt or non-exempt from federal and state minimum wage and overtime regulations in accordance with The Fair Labor Standards Act (FLSA) and NYS Wage and Hour regulations. If an employee's exempt/non-exempt status changes during employment, the Association will notify the employee in writing.

Exempt Employees - An exempt employee is an employee who qualifies for an exemption from federal and state minimum wage and overtime provisions as either an executive, professional, or administrative employee. Furthermore, there are special regulations pertaining to "seasonal camp employees." In accordance with such regulations, an exempt employee is not eligible for overtime compensation and is compensated for the job performed not time worked.

Non-Exempt Employees - A non-exempt employee is an employee who is subject to federal and state minimum wage and overtime provisions. A non-exempt employee is paid for time worked at the applicable federal or state minimum wage or higher and is eligible for overtime compensation.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Recruitment and Selection of Staff
Policy: Compliance/System
Code: 303
Issued: 8/9/02 revised 8/1/2003, 1/2008
Association Adoption: 1/2008
Association Effective Date: 1/2008

Policy Statement – Hiring supervisors are responsible for following all legal and system requirements when filling vacant positions including, but not limited to, non-discrimination and affirmative action requirements. A variety of resources are available to assist in this important area. It is the goal of the Association to employ quality staff whose credentials and demonstrated expertise match the needs of the position.

Pre-Employment Background Check -- Cornell Cooperative Extension associations will conduct pre-employment background checks on all new hires (both regular and temporary employees). The background checks will minimally include: reference checking; employment and education verification; and criminal and sex offender checks. Criminal and sex offender checks will be conducted upon association adoption of this policy.

Cornell Cooperative Extension (CCE) Associations engage hundreds of employees in a variety of settings carrying out the mission and purpose of the organization. Because all CCE employees have the opportunity to work with vulnerable populations, all new employees will go through a pre-employment background check. This will assist in assuring that the organization's employment practices are consistent and effective. It also will strengthen the CCE associations' commitment to workplace safety and risk management.

Employment-at-Will – The Association follows the practice of employment-at-will. This Policy Manual and any document or offer of employment neither creates a contract, implied or express, nor offers a warranty of benefits. The Association does not promise or guarantee employment for any specified period of time. Either an employee or the Association may end the employment relationship at any time for any lawful reason with or without cause or notice.

Term Appointments – Exempt extension educators are hired with a set term of employment with specified ending date. The original appointment offer will be for up to 2 years with the first year being an orientation period per policy. Subsequent offers of reappointment may be for up to 4 years or on an ongoing basis without a term specified. Any staff person hired for special, limited period grants or projects may also be hired with a stated term of employment. All temporary and casual staff are hired with a specified term of employment. Term employment is not a contract of employment and either the employee or the Association may end the employment relationship at any time for any lawful reason with or without cause or notice.

Employment Contracts - A supervisor does not have the authority to enter into a verbal or written employment contract with an applicant or employee. An employment contract might be used in a unique situation but the agreement must specify it is a contract, must be in writing and must be signed by both the Executive Director and the employee. No other oral or written statements or representations can limit the employment at will nature of employment.

Independent Contractor - Independent contractors are not employees and may only be utilized if the circumstances meet legal requirements set by the Department of Labor and the Internal Revenue Service. Supervisors must review any potential use of independent contractors or consultants outside the payroll system with the Executive Director or designate to ensure proper and legal use of such arrangement.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Former Employees and Minors
Policy: Compliance/System
Code: 304
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Former Employees – The Association may consider a former employee for re-employment in a vacant position for which he/she may be qualified and based on the reason for the previous separation and the Association's current operating needs. If rehired, the individual is considered a new employee as of the date of re-employment and a new orientation period must be completed. With the exception of the retirement plans, there is no credit for prior service. Prior service under the retirement plans is restored in accordance with government regulations and the terms of the plan. This policy does not supersede Affirmative Action's search requirements under civil rights legislation.

Employment of Minors - The Association allows the employment of minors (ages 14 to 17) in compliance with the laws and regulations concerning the employment of minors as outlined in the NYS Department of Labor booklet, "[Laws Governing Employment of Minors.](#)". Supervisors with hiring responsibilities must be aware and comply with these regulations.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Hiring of Relatives
Policy: System
Code: 305
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy - The Association must avoid situations that may create conflicts of interest among staff members or otherwise permit one staff member unfair or unlawful advantage over other employees. An individual is not to be in a direct supervisory position with any member of his/her immediate family. Immediate family includes spouse, domestic partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, step-child, and other individuals residing in the same household.

Non-Discrimination - The relationships listed above are not all inclusive. The intent of this policy is not to bar any person from employment with the Association but to avoid situations that may be perceived or allow close interpersonal relationships to influence judgments with respect to hiring, promotion, evaluation, pay, or termination.

Conflicts of Interest - The employment of an elected board or committee member raises a question of legality in that the board or committee has essentially employed itself. To uphold Cornell Cooperative Extension's reputation in the community, situations must be avoided which may create the appearance of a conflict of interest or preferential treatment. The Association will not employ, in any capacity, elected board or committee members. Employment in any position of individuals in the immediate family of other employees or of members of the Association's board of directors or its committees requires the prior approval of the board of directors to avoid material conflict of interest.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Employment of State Retirees
Policy: Compliance
Code: 306
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy - A state retiree under the age of 65 may not be hired without prior approval under Section 212 or 211 of the Retirement and Social Security Law. If the individual's anticipated yearly salary will exceed the maximum allowable earnings set under Section 212, approval must also be obtained under Section 211 of the Retirement and Social Security Laws. Each hiring supervisor at the Association should be aware of the need to obtain prior approval to employ a state retiree.

Purpose - The New York State Employees' Retirement System allows Associations to hire state retirees with approval from the Association's Executive Director. If this approval is not obtained, the retirees may lose or have reductions made in their retirement benefits. The need to obtain approval applies to those paid through normal payroll channels and, in some instances, to those compensated as independent contractors or consultants. Such approvals must be on file at the Association. These approvals contain statutory limitations on the amount that may be earned. Failure to comply with the earning limitations may result in the loss, suspension or diminution of the individual's retirement benefits.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Employment of Federal Retirees
Policy: Compliance
Code: 307
Issued: 8/9/02 revised 3/21/03
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy - As of January 31, 2003, a person retired under the Civil Service Retirement System or the Federal Employees Retirement System is not, because of his or her retired status, barred or restricted from reemployment for which he or she is qualified. Those retired from Cornell or an Association would need a full pay period of break in service before rehire. If such a Cornell or Association employee is rehired into a position eligible for Health Insurance the employee should contact Benefit Services at Cornell due to the fact Health Insurance normally continues as part of their retirement benefit program.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment
Subject: Employment of Non-Citizens
Policy: Compliance
Code: 308
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - As with all employees, employment of qualified non-citizens is contingent on the presentation of original documentation of proof of identity and employment eligibility in accordance with The Immigration Reform and Control Act (IRCA) of 1986.

Background – IRCA prohibits all employers from hiring aliens unauthorized to work in the U.S. The Association is required to request and examine original documentation of identity and employment eligibility of all new hires and rehires, including U.S. citizens, permanent residents, and non-immigrant visa holders. Failure to comply with IRCA regulations can result in civil and criminal penalties.

Information Services – For additional information, or if you have questions regarding this issue, the following resources are available:

Financial Operations Resource Manual (F.O.R.M.);

Administrative Systems at (607)255-6590; or

Immigration & Naturalization Service
District Director
U.S. Department of Justice
Immigration & Naturalization Service

130 Delaware Street
Buffalo, NY 14202
(716) 846-4198

344 W. Genesee Street
Syracuse, NY 13202
(315) 478-1227

26 Federal Plaza
New York, NY 10278
(212) 206-6500

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Official Personnel File (OPF)
Policy: Compliance/System
Code: 309
Issued: 8/9/02
Association Adoption 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The Official Personnel File (OPF) contains records that are necessary, appropriate, and relevant to Association operations. The Official Personnel File for all Association employees is located in the Association. Employees are responsible for completing any employment-related forms that are required by government regulations and/or necessary for efficient Association operations. The Association maintains confidential personnel files containing each employee's original employment records.

Records Maintained - The employee records maintained by the Association include, but are not limited to: the employment application, federal and state tax withholding forms, insurance enrollment/waiver forms, job required licenses and certificates, staff development records, compensation records, and disciplinary notices.

Medical Information - Employee medical information is confidential and is maintained in a separate, locked file cabinet apart from employee personnel files.

EEOC and Immigration Forms - The EEOC requires that any records that indicate ethnic or racial identity be kept separate from the Official Personnel File. Thus, payroll action forms (including the Immigration and Naturalization Service [INS] I-9 Form) are kept in an administrative file for business purposes only.

Control of Personnel Files - All personnel records are maintained and controlled by the Executive Director, or designated individual for the Executive Director records.

Changes in Status - An employee is responsible for providing written notification to the Executive Director, or designated individual, of a change in name, address, telephone number, emergency contact, insurance beneficiary, insurance coverage election, tax withholding status, or marital/dependent status. This list is not all-inclusive. Neither the Association nor benefits offices are responsible for any errors resulting from an employee's failure to update the employee's personnel record.

Review of Personnel Files - A current employee may review the contents of the employee's personnel file by submitting a written request to the Executive Director, or designated individual. The Executive Director, designated individual or an authorized member of management must be present when the personnel file is reviewed. A supervisor may only review an employee's personnel file if there is a business reason to review the record.

Business Reason - A staff member's immediate supervisor(s) may be given access to relevant job-related personnel records of the employee. (The board president and State Extension Specialist are considered the executive director's immediate supervisor.) Other staff members may be given access to certain materials in a staff member's personnel file if and only if the business need to know has been demonstrated and subsequently approved.

Request from Outside of CCE - The Official Personnel File will not be made available to those outside the association unless written permission is obtained from the staff member. Exceptions to this rule are as follows:

- Public information that is routinely contained within the CCE Staff Member Directory or other directories (specifically, name, confirmation of employment, and position titles).
- Request by federal, state, or local law enforcement agencies where expressly provided for by law.
- Request for information to protect the legal interests of Cornell Cooperative Extension and the Association.
- When otherwise required by law, pursuant to court order or by lawful subpoena.

Retention of Records - The Official Personnel File will be retained through December 31 of the sixth (6th) year following the employment separation date, unless there is a worker's compensation case file or until any pending or ongoing litigation relating to the record is finalized. Additionally, performance development documents and materials are retained for three years after separation.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Orientation Period
Policy: System
Code: 310
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - All new and promoted employees participate in an orientation period. The purpose of the orientation period is to welcome employees to *The Cornell Cooperative Extension Association* and to familiarize them with the Association and their new jobs and accountabilities. The preliminary orientation period may include, but is not limited to, a tour of the facility, introduction to coworkers, distribution and review of the employee manual, and enrollment in benefits, if applicable. In addition, the employee's supervisor will review the performance expectations of the job and schedule on-the-job training and development. During the full orientation period, the Association will review and provide on-going feedback relative to the new staff member's performance. The Association will then determine whether or not the new staff member will be retained. The new staff member will have the opportunity to decide whether or not she/he wishes to continue the employment relationship with the Association.

Employment Contract - Employment during and after completion of the orientation period is considered to be at-will. The orientation period is not a contract of employment for any set period of time. If employment continues at the end of the orientation period, employment will continue on an at-will basis and also be subject to performance, funding, and the need for the position.

Orientation Periods - Exempt staff members will serve a minimum orientation period of twelve months. Non-exempt staff members will serve an orientation period of up to six months. The length of all orientation periods is generally specified in writing at the time of employment.

Supervisory Responsibility - The new employee's immediate supervisor is responsible for ensuring that the employee has a thorough understanding of assigned job accountabilities and meets satisfactory performance standards.

Employee Responsibilities – Any staff member has the responsibility to seek out clarification of roles and accountabilities at any time there is doubt or confusion surrounding performance expectation through the supervisor or Association. Staff members should also be proactive in providing input to the goals and priorities surrounding their positions.

Performance Development - Throughout the orientation period, the employee's supervisor monitors, provides feedback and coaching, and evaluates the employee's job performance, work habits, attendance, cooperation, and potential for development in the position.

Written Notice – Staff members will receive written notice if they are not to be retained by the extension association during the orientation or if the orientation period is to be extended.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Performance Development
Policy: System
Code: 311
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The most important asset of the Association is the employees. Professional development opportunities provide for the continued growth and learning of employees and, in turn, enhance their contributions to the organization. The Association stresses the importance of and encourages professional development; and includes strategies for meeting the growth and learning needs of employees.

Strategies - Effective professional development strategies involve the employee, his/her supervisor, the Association, and Extension Administration. Cornell faculty may also be consulted.

Employee Responsibilities – Any staff member has the responsibility to seek out clarification of roles and accountabilities at any time there is doubt or confusion surrounding performance expectations through the supervisor or Association. Staff members should also be proactive in providing input to the goals and priorities surrounding their positions.

Performance Development – All supervisors are expected and required to initiate a yearlong performance development process with supervised staff. The Association reserves the right to be the final decision-maker in setting position goals, roles and accountabilities including expected levels of performance. This process may include and is not limited to:

- Setting individual goals reflective of and aligned to Association and program priorities;
- Developing a performance plan for each individual to address priorities;
- Reviewing individual progress periodically to adjust to changing needs or unexpected challenges that may be affecting achievement of expected results;
- Providing feedback when performance is not meeting expectations in order to effect change from a corrective viewpoint and not a disciplinary action;
- Intervening when corrective feedback has not been successful, including disciplinary actions; and
- Conducting an annual assessment of employee achievements and challenges in order to plan coming year's goals, priorities and development of an Individualized Learning Plan (ILP).

Individualized Learning Plan (ILP) – Since positions within the Association are diverse and employees bring unique skills, knowledge, and abilities to each position, performance development strategies must be designed according to the needs of the individual and the position. Individualized Learning Plans are built on the initiative and needs of the individual employee. Financial and leave requirements are subject to approval of the Association in accordance with policies contained herein and funding available. The

plan should be centered on the skills and credentials needed to perform positions established by the Association and outlined in the employee's position description and may include:

- Graduate Degree Programs;
- Formal coursework and degree programs;
- Non-formal education such as workshops, seminars, study tours, guided readings, work with mentors, and intern programs;
- Learning new skills and building expertise while on the job to improve individual and Association capacity or gaining of special certifications..

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Promotions and Transfers
Policy: System
Code: 312
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - Cornell Cooperative Extension encourages the career development and growth of its employees by considering employees for promotions and transfers to other positions. It is the goal of the Association to employ quality staff whose credentials and expertise match the needs of the position.

Job Vacancies - When there is a job vacancy it will be posted internally and management will consider current employees who apply for the vacant position. An employee who is interested in applying for a job vacancy should notify the hiring supervisor. The Association reserves the right to recruit external applicants for any job vacancy at any time before or after internally posting the position. Certain positions may require an interview process involving Cornell faculty or staff.

Transfer of duties - Program and administrative needs of the Association may entail an employee being assigned new responsibilities, roles and accountabilities at any time.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Policy on Corrective and Disciplinary Action
Policy: System
Code: 313
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - All employees are expected to comply with the Association's standards of behavior and performance for the benefit and safety of all employees and for efficient operations. Any employee who violates the policies, procedures, rules, or regulations outlined in this policy manual or those established by the employee's supervisor shall be subject to appropriate disciplinary action. The purpose of disciplinary action is to notify the employee of the problem, encourage the employee to correct the problem, and discourage its recurrence.

Supervisory Responsibilities - Employees have a right to know what is expected of them. It is the responsibility of the supervisor to communicate the Association's requirements and expectations to the employee and to help the employee meet these standards.

Employee Responsibilities – Any staff member has the responsibility to seek out clarification of roles and accountabilities at any time there is doubt or confusion surrounding performance expectation through the supervisor or Association.

Forms of Discipline - Disciplinary action may include verbal warnings, written warnings, suspension without pay, termination of employment, or other disciplinary measures depending on the circumstances. The Association does not guarantee that one type of discipline shall precede another. Further, the Association reserves the right to suspend an employee while an investigation is conducted.

Communication of Violations - Open and candid communications with employees is an important aspect of the Association's ongoing employee relations. When a rule, policy, or procedure is violated, the employee's supervisor or other designated manager generally reviews the nature of the violation with the employee. The employee's input is important to ensure that all of the facts have been considered. After such a review, appropriate corrective action is discussed with the employee.

Corrective Discipline Notice - An employee who receives a written warning is given the opportunity to agree or disagree with the warning and to write a brief statement on the corrective discipline notice, if desired. However, as a condition of employment, the employee is required to sign the corrective discipline notice to indicate that a discussion of the issue has taken place. Refusal to sign the corrective discipline notice may result in further disciplinary action, up to and including termination. An employee receives a copy of any written disciplinary notice issued.

Prohibited Conduct - An employee may be subject to disciplinary action, up to and including termination, for violating any of the policies, procedures, rules, or regulations specifically outlined in this Policy Manual or otherwise established by the Association or the employee's supervisor. In addition, disciplinary action, up to and including termination, may be imposed if an employee engages in any form of prohibited conduct, including:

- Threatening, coercing, assaulting, or intimidating a coworker, supervisor, or any non-employee;
- Insubordination or refusal to obey instructions given by authorized management;
- Improper performance of job duties or repeated failure to perform assigned duties and responsibilities;
- The use of foul or abusive language, including racial slurs and epithets;
- Unlawful activity;

- Failure to adhere to the assigned work schedule.

The above list is illustrative and is not intended to limit the Extension's right to impose discipline in other appropriate situations.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Employer Initiated Separation from Employment
Policy: System
Code: 314
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Terminal Appointment - Employees hired on a terminal appointment will be notified of their last date of employment as stated at the time of hire or reappointment. If a terminal appointment is not to be continued, is being extended or ends before the specified term date, the Association will give as much notice as possible under the circumstances. All vacation time must be used prior to the last day of a terminal appointment.

Association-Initiated Separation – Employment is on an at-will basis. Either an employee or the Association may end the employment relationship at any time for any lawful reason with or without cause or notice. The Association will normally provide as much notice as possible given the circumstances of the separation. Generally, Association-initiated separations are most often related to funding, need for position, or performance. Because the Association is dependent on public funding, grants, and contracts, the Association may be subject to budget cuts, face funding pressures, or need to realign staffing structure to meet local program needs and priorities. In such instance, a process for a reduction-in-force or hours may be initiated. An individual whose non-temporary position has been eliminated as part of a reduction in force or reduction in hours may be eligible for recall for a period of up to one year from the date of the reduction. The Association will make every attempt to be prudent and fair in all of its decisions concerning any reduction-in-force, reduction in hours and recall. The Association may consider prior performance, skills and other qualifications in decision-making.

Appeal of Association-Initiated Separation - If an employee feels that employment termination was unlawful, he/she may file a written appeal, with the Executive Director within seven calendar days of the effective date of the termination. If the Executive Director initiates the separation or is the employee being separated, then a written appeal may be made to the Board President. Written appeals must contain the following:

- 1) The law or regulation allegedly violated;
- 2) A factual and concise statement of facts surrounding the termination;
- 3) The remedy sought.

The Executive Director (or Board President, if applicable) will investigate the appeal and make an appropriate decision based upon the facts of the issue as soon as reasonably possible. The decision will be communicated in writing to appropriate staff.

Accumulated Benefits – Upon separation, an employee is eligible to receive compensation for all accrued and unused accumulated vacation leave days based upon the association's accrual schedule.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Employment Matters
Subject: Separating from Employment
Policy: System
Code: 315
Issued: 8/9/02 revised 7/27/04
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Notice of Resignation or Retirement - To ensure a smooth transition an employee who intends to resign from employment with Cornell Cooperative Extension is requested to submit a written notice to the employee's supervisor at least two workweeks before the date of resignation is to be effective. Supervisory staff are requested to give a minimum of four workweeks' written notice.

Retirement - Retirement is a separation of employment when the employee elects to receive retirement benefits under his or her retirement benefit plan. An employee planning to retire is expected to give written notice to his or her supervisor at least 60 days prior to the anticipated retirement date and should initiate a retirement application with the Association and Administration Finance and Personnel at Cornell at the same time to ensure timely processing of the retirement paperwork

Exit Interviews - Exit interviews are generally conducted by the employee's supervisor or other assigned staff member in order to discuss employee benefits, COBRA eligibility, return of Association property, and the Association's policy regarding employment references. During the exit interview, the employee is encouraged to give suggestions, concerns, and constructive recommendations about the Association and its policies.

Return of Association Property - All Association property in the employee's possession, such as, but not limited to, files, equipment, and computer disks, must be returned to the employee's supervisor in good working order prior to the employee's last day of work.

Accumulated Benefits – An employee is eligible to receive compensation for all accrued and unused accumulated vacation leave days based upon the association's accrual schedule. For deceased employees, unused vacation accrual will be paid to the employee's estate.

If the employee is on term appointment and the resignation is on the day of the term appointment all vacation time must be used prior to the last day of the terminal appointment. For retirement the accrued vacation will be paid per the association vacation policy.

Final Paycheck – An employee's final paycheck for all hours worked is provided on the next regularly scheduled payday after the employee's last day of work. The final paycheck includes payment for accumulated vacation, if applicable. If advance notice of resignation is not given, payroll deadlines may not allow accrued vacation to be reflected in the final paycheck.

Use of Benefits during Notice Period - An employee must receive authorization to use accumulated vacation and/or personal leave during the notice period for resignation. To receive paid sick leave during the notice period for resignation, an employee may be required to provide a physician's verification of the illness.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Employment Matters
Subject:	Conferral of Title
Policy:	System
Code:	316
Issued:	8/01/2003, revised 3/28/2008
Association Adoption:	3/28/2008
Association Effective Date:	3/28/2008

Professional Title as a Cornell Cooperative Extension Professional Educator

Policy Statement:

To fulfill its obligation under applicable statutes, laws and agreements, the Director of Extension confers the title of county or regional association employed Cornell Cooperative Extension educators, upon their employment by an extension association, in the following classifications

- Extension Executive Director
- Extension Issue Leader
- Senior Extension Educator
- Extension Team Coordinator
- Senior Extension Resource Educator
- Extension Resource Educator

A current conferred title in the appropriate classification is required for all county association professional staff classified as listed above. Cornell Cooperative Extension professional titles will expire automatically upon separation of employment from the extension association, promotion to a new title or transfer to another association. The title of Executive Director must be renewed at least every 4 years. Professional title may also be terminated at any time, for any reason, via written communication from the Director of Cornell Cooperative Extension to the employee and Executive Director. Conferral of title is not employment. However, it is a system standard that anyone in certain professional educator positions is required to have a current title conferred by the Director of Extension.

Background:

County Law 224 of the State of New York requires Cornell University to serve as agent for the state for the cooperative management of county and regional Cooperative Extension associations and the proper supervision of professional staff. That law confers on Cornell the responsibility to set standards for all professional staff. The memorandum of agreement between Cornell University and the United States Department of Agriculture obligates Cornell to assume responsibility for the conduct of educational work authorized by Smith-Lever and other acts and USDA programs. Conferral of Title recognizes an individual's connection to the state extension system and is separate from the employment of the individual with the association. Title may be terminated at any time for any reason, including the individual's not meeting the professional or performance standards expected of extension educators.

Limitations and Requirements:

Conferral of title from the Director of Extension shall be granted upon the initial employment of a professional educator by an association. For Executive Directors, conferral of title must be renewed at least every 4 years as part of the in-depth review process.

In-Depth Review:

At least every four years, in lieu of the required annual performance review process, the association will schedule and conduct an in-depth review of the professional educator. The in-depth review shall include, at a minimum:

- Evaluation of the educator's body of work over time
- Professional standards and credentials
- A survey of stakeholders including at least two faculty or associates employed by Cornell University.
- A Plan of Work covering the next review period.

Documentation of the assessment shall be maintained by the association and will be periodically audited by extension administration. The Director of Extension may request certification from the Executive Director that annual performance reviews and in-depth reviews have been completed. Performance or other issues that arise from the in-depth review should be communicated to the Director of Extension and the appropriate State Extension Specialist. For the Executive Director the appropriate State Extension Specialist will be involved in the in-depth review process. This must occur at least every 4 years and include action by the association board on whether or not to request renewal of professional title by the Director of Extension.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Compliance Policies
Subject: Equal Opportunity Statement
Policy: Compliance
Code: 401
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - Cornell Cooperative Extension is an Equal Opportunity Employer. Cornell Cooperative Extension actively supports equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, religion, political beliefs, national or ethnic origin, gender, sexual orientation, age, marital or family status, veteran status, or disability. Cornell Cooperative Extension is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity. This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

Implementation - To implement the spirit of these laws, Cornell Cooperative Extension recruits widely, advertising positions in a number of ways throughout the state and basing decisions to hire upon the experience and knowledge of the individual. Discrimination on any basis (age, disability, gender, etc.) will not be tolerated. The Association has an Equal Employment Opportunity Program and a continuing Action Plan for Progress in compliance with federal laws and regulations as well as the laws of New York State. Each employee is provided a copy of the booklet entitled, "In Support of the Diversity Advantage."

Employee Responsibilities - The Association expects employees to act professionally at all times and to treat others with fairness, dignity, and respect. Offensive, discriminating, or harassing behavior of any kind by an employee, volunteer, vendor, supplier, visitor, customer, or any other non-employee is not tolerated.

Reporting Policy Violations - An employee who believes that the actions or words of a supervisor, coworker, vendor, supplier, visitor, customer, or any other non-employee has violated this policy should report the behavior to their supervisor, the Executive Director, or any member of management immediately.

Investigation of Complaint - All complaints are investigated promptly, discreetly, and thoroughly and in as impartial a manner as possible. An investigation generally entails talking with the parties involved as well as any witnesses. Any employee is required to cooperate in an investigation. Any employee or supervisor who violates this policy will be subject to disciplinary action, up to and including termination.

Retaliation – Cornell Cooperative Extension and its Association offices will not take any adverse employment action against an employee who files a complaint in good faith or who participates in an

investigation. In addition, Cornell Cooperative Extension prohibits an employee from retaliating against a coworker for filing a complaint or participating in an investigation.

Remedial Action - Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, as determined by management.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Compliance Policies
Subject: Americans with Disabilities Act (ADA)
Policy: Compliance
Code: 402
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – The Association complies with the Americans with Disabilities Act (ADA) by providing an equal employment opportunity to all qualified persons with disabilities. In addition, the Association prohibits discrimination or harassment based on an individual's disability or a person's relationship or association with a disabled individual.

Reasonable Accommodation – The Association provides a reasonable accommodation to applicants and qualified employees with disabilities, unless it imposes an undue hardship on the Association. An employee who needs reasonable accommodation to perform the essential functions of the employee's job should contact their supervisor.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Compliance Policies
Subject: Sexual Harassment Policy
Policy: Compliance
Code: 403
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Purpose – The Association is committed to maintaining a professional work environment where employees and non-employees are free from any form of sexual harassment. All necessary measures are taken by the Association to prevent sexual harassment in the workplace or, in the event it occurs, to stop the conduct immediately.

Definition of Workplace - For the purpose of this policy, the workplace includes the office, work sites, and social functions sponsored by Association both on and off the premises of the Association, business meetings, business-related travel, or at any work location while representing the Association.

Sexual Harassment Definition - The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature to an individual of the same or opposite gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- When submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions (e.g., promotion, termination, pay increase) affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Behavior - Unprofessional, inappropriate, or offensive conduct, whether committed by a supervisor, coworker, vendor, supplier, visitor, client, or any other non-employee, is prohibited, even if the conduct is welcome by the recipient(s). Prohibited conduct includes, but is not limited to:

- Insulting, lewd, or sexually oriented comments, jokes, innuendoes, or stories. This includes verbal harassment as well as written, voice mail, and e-mail messages;
- Demeaning, insulting, or sexually suggestive comments used to describe an individual or the individual's appearance or body;
- Leering, ogling, obscene gestures, or whistling;
- Sexual flirtations, advances, or propositions;

- Physical contact, including touching, groping, grabbing, hugging, massaging, fondling, or intentionally rubbing up against a person's body;
- Viewing, displaying, storing, or transmitting sexually oriented or pornographic materials; and
- A supervisor threatening or implying that a subordinate's acceptance or refusal of the supervisor's sexual advances will affect the subordinate's terms or conditions of employment (e.g., promotion, demotion, pay increase, termination).

Supervisory Responsibility - In the event that a supervisor is a witness to, or is notified of, any instance of sexual harassment or inappropriate conduct, the supervisor must take immediate action to stop the conduct and notify the Executive Director or Equal Employment Opportunity Officer.

Reporting Policy Violations - An employee who believes that the actions or words of a supervisor, coworker, vendor, supplier, visitor, client, or any other non-employee has violated this policy should report the behavior to their immediate supervisor, Executive Director or designated Equal Employment Opportunity Officer immediately. Alternatively, the employee may contact the Equal Employment Opportunity Officer for the extension system in Extension Administration at Cornell. (The Office of Workforce Diversity, Equity and Life Quality at Cornell is also available for information and guidance in bringing a local complaint forward.)

Investigation of Complaint - All complaints of sexual harassment are investigated promptly, discreetly, and thoroughly and in as impartial a manner as possible. An investigation generally involves talking with the parties involved as well as any witnesses. Any employee is required to cooperate in an investigation. Any employee or supervisor who violates this policy will be subject to disciplinary action, up to and including termination.

Retaliation - The Association will not take any adverse employment action against an employee who files a complaint in good faith or who participates in an investigation. In addition, the Association prohibits an employee from retaliating in any way against a coworker for filing a complaint or participating in an investigation.

Remedial Action - Any vendor, supplier, visitor, client, or other non-employee who sexually harasses an employee will be subject to remedial action, as determined by Association management.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Operational Policies
Subject: Hours of Operation and Work Schedules
Policy: Compliance/Local
Code: 501
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Normal Hours of Operation - The normal hours of operation are established by the employee's supervisor in accordance with the needs, priorities, and requirements of the work unit and the Association. Normal hours of operation for Cornell Cooperative Extension of Otsego County are 8:30 A.M. to 4:30 P.M.

Department Hours - The regular workdays and hours of each department may vary from the Association's normal business hours, depending upon the particular needs and requirements of that work unit and the Association's operating needs.

Flexible Work - An employee may be allowed to work a flexible schedule that varies from the Association's standard work hours, if approved in advance by the employee's supervisor. Some positions do not lend themselves to flexible work and deviations are made on a case-by-case basis.

Changes in Work Schedules – The Association reserves the right to revise an employee's normal work schedule at any time. This includes, but is not limited to, the employee's starting and ending times, the total number of hours worked per day and/or per week, and the days worked.

For Non-Exempt Employees:

Normal Work Schedules – A Non-Exempt employee's work schedule is established by the employee's supervisor in accordance with the needs and requirements of the work unit and the Association's operating needs.

For Exempt Employees:

Normal Work Schedules: In accordance with the employment law and regulations, Exempt employees are paid for the job they perform and not the hours worked. Thus, there is greater flexibility in work schedules. There may be core hours in the office set by an employee's supervisor in order to meet client and Association needs. An exempt employee is not relieved from communicating schedules and whereabouts with the employee's supervisor during normal office hours or from reporting absences and deviations from normal schedules.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Operational Policies
Subject: Meal and Break Periods
Policy: Compliance/Local
Code: 502
Issued: 8/9/02, revised 2/14/08
Association Adoption: 2/14/2008
Association Effective Date: 2/14/2008

Meal Periods – New York State law requires an employee who works more than six hours in a given day that includes the period between 11:00 a.m. and 2:00 p.m. receive a 30 minute unpaid meal period approximately midway between the employee’s workday. An employee who begins work before 11:00 a.m. and continues working later than 7:00 p.m. receives an additional unpaid meal period of 20 minutes between 5:00 p.m. and 7:00 p.m.

Break Periods – Policies on break periods will be determined according to operating needs for both the work unit and the Association.

Scheduling of Meal and Break Periods - Meal and break periods are scheduled by the employee’s supervisor in accordance with operational needs.

Forfeiture of Meal Periods - An employee who works more than six hours in a given day is required by law to take the scheduled meal period. The employee is not allowed to work through the meal period to make up lost work time or in order to leave work early.

Extension of Meal and Break Periods - An employee who chooses not to take an allowed break may not take an extended meal period, arrive at work later than the normal starting time, leave work before the normal quitting time, or receive extra compensation for the time worked. Unused break periods cannot be accumulated for use at a later date.

Changes in Meal and Break Periods - The Association reserves the right to change the frequency, length, and time period of established meal and break periods due to business needs.

Lactation Breaks - In compliance with state law the association provides reasonable time away from work for lactating mothers in its employ to express breast milk, and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

All staff, including regular, temporary, casual staff members and student employees may request time away from work to express breast milk for up to three years following the birth of a child. For this accommodation, the association will make reasonable efforts to provide a private room or other location in close proximity to the work area.

To make reasonable time away from work arrangements to express breast milk, all staff, including regular, temporary, casual staff members and student employees needing accommodation must contact their supervisor or Executive Director. As appropriate, unpaid break time, paid break time, or unpaid meal time can be used for this accommodation, as well as personal leave, family health leave, vacation, or flexible scheduling.

Blood Donation Leave - In compliance with New York State Law the Association will provide reasonable time away from work for employees who wish to donate blood. This provision allows for up to three hours of unpaid leave in any 12-month period, with the option to use sick, personal, or vacation leave to cover the time taken.

Employees must request time off in advance from the supervisor in accordance with the Association's procedure for requesting time away from work in general. Supervisors must respond in accordance with Association procedure.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Operational Policies
Subject: Emergency Closings
Policy: Local
Code: 503
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary - It is Association's policy to remain open during all normally scheduled work hours. Employees are expected to report to work during inclement weather conditions unless otherwise notified by the Association. In the event that inclement weather, power failure, or other emergencies require the Association to open late, close early, or shut down for an entire workday, employees will be notified, either personally or via local radio announcement.

Compensation for Exempt Employees - Exempt employees receive their regular salaries when the Association is officially closed for periods of less than one workweek due to emergency operating conditions. Exempt employees shall not be paid if the Association is closed for an entire workweek or longer, but may be allowed to use any available vacation leave. Depending on the nature of the emergency and due to the nature of exempt positions, the association may allow or require staff to continue work at an alternate location, in which case the employee would receive his/her regular pay for the period.

Compensation for Non-Exempt Employees for Partial Workday Closings* - A non-exempt employee, either full-time, part-time, or temporary benefits-eligible, who is directed by the employee's supervisor to arrive at work late or to leave work early due to emergency operating conditions is paid for the employee's normally scheduled work hours at the employee's base rate of pay. Temporary and casual employees are not paid for any hours not worked but may be allowed to make up the time during the current workweek, if prior authorization is granted by the employee's supervisor.

Compensation for Non-Exempt Employees for Entire Workday Closings - A non-exempt employee, either full-time, part-time, or temporary benefits-eligible, who is directed by the employee's supervisor not to report to work on a given day due to an emergency closing is paid for the employee's normally scheduled work hours at the employee's base rate of pay. If the Association is closed for more than one workday due to emergency operating conditions, a full-time, non-exempt employee is paid for up to a maximum of five continuous workdays based upon the employees regular scheduled hours for those days. These payments do not include days in which the non-exempt employee was not scheduled to work. Depending on the nature of the emergency the association may require staff to continue work at the office or at an alternate location, in which case the employee would substitute his/her regular pay for any leave with pay granted under this policy. Temporary and casual employees are not paid if there is an emergency closing but may be allowed to make up the time during the current workweek, if the employee's supervisor grants prior authorization.

**Note: In accordance with employment law and regulations, employees who are released early must be paid for four hours of show up pay or their regularly scheduled hours if less than 4 hours.*

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Operational Policies
Subject: Business Expenses
Policy: Local
Code: 504
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – The Association recognizes the importance of attending professional meetings and approved training opportunities for the personal and professional growth and development of its staff. Therefore, staff may be granted time off and reimbursement for expenses for attendance at professional meetings as indicated below. It is expected that good judgment will be used in exercising this privilege and that requested time off will be mutually agreeable to the employee and his/her supervisor. Procedures for reimbursement are outlined in the Financial Operations Manual.

Business Travel - An employee is reimbursed for all out-of-town travel expenses for authorized business travel per Association approved rates. This includes meals, airfare, lodging, rental cars, and tolls.

Seminars and Training - An employee shall be reimbursed for attending authorized seminars and training courses that are directly related to the employee's job and approved by the supervisor.

Professional and Trade Association Membership - Membership in a professional or trade association will not be reimbursed by the Association.

Mileage - An employee who uses the employee's own vehicle to conduct authorized Association business is reimbursed at the Association-approved mileage rate. The employee is also reimbursed for any business-related tolls and parking fees.

Authorization - An employee must submit the request to their supervisor at least two weeks in advance and receive approval from the Executive Director, or designated employee, before incurring any business expense, except as otherwise specified. The Association reserves the right to deny reimbursement for any business-related expense that was not pre-authorized.

Cash Advances - Requests for cash advances to cover anticipated business expenses must be submitted in writing to the Executive Director at least 15 workdays in advance.

Procedures for Reimbursement - A completed and signed *Expense Report Form* must be submitted to the Association business office prior to the end of the month for all business expenses incurred during the month. All required documentation and receipts must be submitted timely in order for the business expense to be processed.

Falsification of Expenses - Falsification of business expenses may result in disciplinary action, up to and including termination.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Absence Policies
Subject: Tardiness and Absences
Policy: Local
Code: 601
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - In order to maintain a productive work environment, employees are expected to work all scheduled work hours and to keep unscheduled absences to a minimum. Poor attendance, tardiness, and early departures place a burden on the Association, other employees, and those we serve and also hinder the ability of the Association to effectively meet program, administrative and other performance matters.

Tardiness – The following guidelines pertain to tardiness:

- **Notification of Tardiness** - An employee is expected to be at the employee's assigned work area ready to begin work at the time the employee's scheduled workday begins. An employee who is going to be late arriving at work must personally notify the employee's supervisor before the employee's scheduled starting time. The reason for tardiness and the expected time of arrival must be indicated to the supervisor.
- **Disciplinary Action** - Violations of this policy may result in disciplinary action, up to and including termination. In addition, any employee who has a record of tardiness or who develops a pattern of tardiness, even if excused, may be subject to disciplinary action, up to and including termination.

Attendance – The following guidelines pertain to absences:

- **Scheduled Absences** - An employee should schedule personal appointments either before or after the employee's scheduled workday or on scheduled days off whenever possible. Requests for scheduled time off must be submitted in writing to the employee's supervisor according to the applicable policy (e.g., personal, vacation leave, etc.). The reason for the absence must be indicated. All requests for time off are subject to approval by the employee's supervisor on a case-by-case basis and may need to be coordinated with other program and/or administrative needs.

- **Unscheduled Absences** - An employee who is unable to report to work due to illness, a family emergency, or other unscheduled reason must personally contact the employee's supervisor or designate (if the supervisor is unavailable) before the employee's scheduled starting time. The employee must speak directly with the employee's supervisor or designate, indicating the reason for the absence and when he or she expects to return to work. Asking a relative, friend, or another person to call in on the employee's behalf is not permitted unless the employee is incapacitated. Leaving a message on the answering machine, the supervisor's voice mail, or with a coworker is not permitted.
- **Daily Notification** - If an employee is unable to report to work for more than one workday, the employee must notify the employee's supervisor each day of the absence. In the event the absence was pre-authorized, this requirement is waived.
- **Failure to Call in or Report to Work** - An employee who does not report for work or notify the employee's supervisor of his or her absence for two consecutive workdays shall be considered to have voluntarily resigned his/her position and will be terminated.
- **Documentation of Absences** - An employee who has frequent absences may be required to provide documentation of the reason for any future absences.
- **Disciplinary Action** - Notification of an absence to an employee's supervisor does not automatically mean the absence is authorized. Any time off from work that is without approval of an employee's supervisor is considered an unexcused absence. Excessive unscheduled absences may result in disciplinary action, up to and including termination. An unexcused absence is without pay and may also result in disciplinary action, up to and including termination.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Holidays
Policy: Local
Code: 602
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006; revised 7/17/2008

Observed Days - Cornell Cooperative Associations observe the following holidays:

New Year's Day	Memorial Day	Veterans Day
Martin Luther King, Jr. Day	Labor Day	Thanksgiving (2 days)
Presidents' Day	Columbus Day	Christmas (2 days)

Eligibility - Full-time, part-time, and benefits-eligible temporary employees are eligible for paid holidays upon hire. Temporary and casual employees are not eligible to receive compensation for Association-observed holidays.

Holiday Pay - Eligible employees receives holiday pay equivalent to their regular daily rate of pay.

Holiday Pay Requirements - An employee must be scheduled to work on the scheduled day of observance for that particular holiday in order to be eligible to receive holiday pay.

Holiday Occurs during Vacation - If an Association-observed holiday falls on an employee's normal workday and the employee is on paid vacation, the day is counted as a paid holiday and not a vacation day.

Leave of Absence - An employee who is on a paid leave of absence is eligible to receive compensation for any Association-observed holidays that occur during the leave. An employee who is on an unpaid leave of absence is not eligible for any paid holidays that occur during the leave.

Holiday Observance - If a scheduled holiday falls on a Saturday, employees are normally given the preceding Friday off. If a scheduled holiday falls on a Sunday, the holiday is normally observed on Monday. The Association will make an official announcement as to the date the holiday will be observed prior to the holiday.

Assigned to Work on a Holiday - A non-exempt employee who is required to work on a designated Association holiday is eligible to receive holiday pay plus payment for all hours worked at the employee's straight-time rate of pay. A non-benefits eligible temporary employee who works on a designated holiday is paid at the employee's base rate of pay for all time worked. An exempt employee who is required to work on a designated Association holiday is eligible to take the corresponding time off at a later date with supervisor approval.

Holidays Not Designated by the Association - An employee who is interested in observing a religious holiday or period of worship that is not included in the above list of Association-observed holidays may request time off for such observance. Requests should be submitted in writing to the employee's supervisor at least two workweeks in advance. All requests for time off are subject to advance approval by the employee's supervisor. It is the Association's policy to grant such time off if it does not unduly disrupt the Association's operations. Accumulated vacation or personal leave may be used at the employee's option. An employee who has no accumulated paid leave available must take the time off without pay.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Vacation Leave
Policy: Local
Code: 603
Issued: 8/9/02/revised 7/27/04
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary – Cornell Cooperative Extension’s vacation policy is designed to provide eligible employees with a period of rest and relaxation in recognition for services performed throughout the year.

Eligibility – Full-time, part-time, and temporary benefits-eligible employees are eligible for paid vacation leave in accordance with the vacation schedule below. Non-benefits eligible temporary employees are not eligible for paid vacation leave but may be allowed to take time off without pay, provided the employee receives prior approval from the employee's supervisor.

Vacation Leave Pay – A non-exempt employee is eligible to receive compensation at the employee's current base rate of pay for the vacation period. An exempt employee receives the employee's regular salary for the vacation period.

Accrual Procedure - Vacation accruals begin on the staff member's first day at work. Vacation leave may not be taken before it is accrued. Employees are eligible to use vacation leave after six months of continuous service. Changes in the rate of accrual are made effective the first day of the pay period in which the anniversary date occurs. Vacation ceases to accrue after a staff member is on paid leave for other than vacation for more than 20 consecutive calendar days. Vacation does not accrue during unpaid leaves.

Accrual Calculations for All Staff Except for Resource Educators and Above –

Year of Employment	Total Days per Year
1 st	10
2 nd	11
3 rd	12
4 th	13
5 th	14
6 th	15
7 th	16
8 th	17
9 th	18
10 th	19
11 th or more	20

Accrual Calculations for Resource Educators and Above – These classifications receive 21 days per year.

Maximum Accumulation – The total number of hours or days that can be carried over to the next year is equal to the amount of one week of work time. For example, if an employee works 20 hours per week, he/she can carry over 20 hours from the previous year into the next year.

Accumulation Over the Maximum - Vacation-eligible staff may not accrue in excess of their maximum accumulation based on credited years of service during the fiscal year.

Benefit Year - The period commencing on January 1st and ending on December 31st.

Scheduling - Vacations are normally scheduled based on the date the request is received. The association reserves the right to designate when some or all of an employee's vacation leave is taken, based upon program, administrative and other Association needs.

Use of Vacation Leave – Non-exempt employees may use vacation leave in increments of one hour. Exempt staff should normally use vacation leave in half-day increments.

Holiday During Scheduled Vacation - If an association observed holiday falls on an employee's normal workday and the employee is on paid vacation, the day is counted as a paid holiday and not a vacation day. No allowance is made for sickness or other paid absence occurring during a scheduled vacation.

Leave of Absence - Vacation leave accrues while an employee is on a paid leave of absence (including paid portion of FMLA leave) that does not exceed 20 consecutive calendar days but does not accrue while an employee is on an unpaid leave of absence.

Change in Standard Hours - If a staff member changes his or her standard hours of appointment during the fiscal year (*January 1 – December 31st*), either voluntarily or involuntarily, the maximum accumulation balance will not be adjusted until the first pay period following January 1, the start of the new fiscal year. At that time the maximum balance will be reset based upon his or her new standard hours for non-exempt staff or % of full time equivalent for exempt staff. Any time accrued over the new maximum accumulation amount will be forfeited.

If the change in standard hours or % of full time occurs at a point during the fiscal year that doesn't realistically provide time for the staff member to use up accrued time over the new maximum (adjusted at the beginning of the next fiscal year) an exception to the maximum accumulation provision may be considered. Exceptions should be considered on a case-by-case basis by the Executive Director, with the stipulation that accruals must be brought within the maximum by December 31st of the next fiscal year. Exceptions will not be granted in two consecutive years. The intent is for supervisors and staff to work together to proactively plan and balance business and personal needs to allow adequate time away and avoid the loss of accruals.

Change in Employment Status - When a staff member changes from temporary to regular employment or benefits-eligible status with no break in service, vacation accruals are retroactive to the staff member's original hire date in accordance with the accrual charts above.

Separation from Employment - An employee not on a term of employment, with a minimum of one year of continuous service, who resigns, retires, terminates or is laid off is eligible to receive

compensation for unused accumulated vacation leave, up to the association maximum accrual upon separation from the Association. If termination of employment occurs prior to completing one year of service, the amount of vacation used will be deducted from the staff member's final pay.

Employees hired on a terminal appointment will be notified of their last date of employment as stated at the time of hire or reappointment. If a terminal appointment is not to be continued, is being extended or ends before the specified term date, the Association will give as much notice as possible under the circumstances. A terminal appointment is not a contract of employment and is subject to employment at will standards. All vacation time must be used prior to the last day of a term appointment unless the reason for separation is retirement.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Sick Leave
Policy: Local
Code: 604
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Purpose - This policy incorporates and interrelates the concepts of sick leave and extended medical leave, providing continuation of pay and benefits when an employee is forced to be absent because of a non-work-related personal illness or injury.

Eligibility – Full-time, part-time and temporary benefits-eligible employees begin accruing sick leave credits immediately upon hire. Temporary employees are not eligible for paid sick leave.

** When a temporary employee becomes benefits-eligible (i.e., works at least 20 hours per week and works for the association for more than 6 months with no break in service), the sick leave accrual is retroactive to the staff member's original hire date.*

Proper Use of Sick Leave - Sick leave cannot be taken before it is accrued. Sick leave is provided to protect employees against financial hardship during illness or injury. An employee may use sick leave credits for personal injury or illness that inhibits the employee's work. Sick leave is also available for planned, routine medical or dental appointments needed to maintain the staff member's good health.

Note: When possible, routine medical and dental appointments should be arranged to minimally impact the Association's work requirements.

Sick Leave Accrual – Regular full-time employees accrue one day of sick leave each month; regular part-time employees accrue sick leave at their appropriate part-time rate.

Family Sick Leave – Employees are eligible to take up to five (5) days per year from their sick leave account to attend to illnesses, medical appointments and disabilities of other family members (defined as parent, child or significant other.)

Maximum Accrual - Association employees may accrue a maximum number of 200 working days of sick leave, based upon the employee's standard workweek.

Accrual During Leaves of Absence - An employee will accrue sick leave credits while on a paid leave of absence that does not exceed 20 consecutive calendar days. When a staff member (exempt or non-exempt) is on a paid leave (for other than vacation) for more than 20 consecutive calendar days, sick leave ceases to accrue. The 20 consecutive calendar days are counted from the first day of absence. Employees will not accrue sick leave credits while on an unpaid leave of absence.

Medical Verification – The Association may require medical verification of an employee’s absence if it perceives that the employee is abusing sick leave, or has used an excess amount of sick leave, or when an employee is absent for more than three consecutive workdays due to an illness or injury before sick leave is paid. If an employee is on an authorized medical leave of absence, the provisions of the Family and Medical Leave Policy shall apply.

Abuse of Sick Leave - An employee who, after investigation, is found to have abused the use of sick leave or falsifies supporting documentation, will be subject to disciplinary action, up to and including termination.

Recording of Sick Leave Accruals - The Association is responsible for maintaining sick leave accrual records for its exempt and nonexempt staff and for ensuring the accuracy of those records. Supervisors should review sick leave usage and accruals periodically. Accrued sick leave totals should be reviewed periodically with staff for verification.

Transfer Of Accumulated Sick Leave Credits - Association staff members transferring to another association may negotiate the transference of sick leave.

Separation from Employment - An employee whose employment with the Association is terminated for any reason, including retirement, will not receive cash payment for unused sick leave. Sick leave may not be taken after the last day worked.

Sick Leave Conversion Program – Covered employees are eligible for a retirement benefit that allows eligible retirees to convert unused accumulated sick leave (up to 200 days) into a dollar credit. This dollar credit is then applied toward the payment of the employee contributions required for post-retirement health insurance coverage. Covered employees include regular full and part-time employees who:

- Retire at age 55 or older with ten or more years of credited service;
- Participate in an association health insurance plan at the time of retirement; and
- Have unused accumulated sick leave at the time of retirement.

Retirement Credit – The Retirement and Social Security Law allows certain tiers of NYSERS credit for a maximum of 165 days credit towards service. **Note:** The federal retirement program is not eligible for this credit.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Workers Compensation
Policy: Compliance/System/Local
Code: 605
Issued: 8/9/02 revised 3/24/03
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - Workers' Compensation Insurance is a New York State-required program designed to protect the financial stability and to insure medical bills of employees who suffer an accidental injury or illness arising out of and in the course of employment, as determined by the Workers' Compensation Board

Compensation Payments** - Any lost time must be documented by a physician's certificate. (Payment is only made for regularly scheduled workdays.) Compensation payments are processed by the State Insurance Fund as a reimbursement to the Association in accordance with the following salary continuation policy:

- If the injury/illness lasts 7 calendar days or less: The employee will be paid at full salary and sick leave will not be charged against the employee. The Association is not reimbursed by the State Insurance Fund for the missed days.
- If the injury/illness lasts more than 7 calendar days, but not more than 14: Beginning with the eighth day, the association compensates the employee equal to the amount of payment set by the SIF. Currently, the weekly payment is subject to a **maximum of 2/3 of regular weekly pay or a maximum of \$400.00, whichever is lower, as set by the New York State Workers Compensation Law regardless of actual weekly salary. The maximum amount indicated is in effect as of the date shown above and is subject to change by the State Legislature. Please check with P. W. Wood & Son to verify if the amount shown is still correct.** The State Insurance Fund will only reimburse the association for the amounts due of the employee's average weekly salary for those days missed beyond the first seven. The employee may elect to use accrued sick leave to supplement the above the qualified payments due under the workers compensation law.
- If the injury/illness lasts more than 14 calendar days: The Extension Association will continue to pay the employee at 2/3 pay. The Association will be reimbursed by the State Insurance Fund for up to 2/3 of the employee's average weekly salary (including the first 7 days). Again, the employee may elect to use 1/3 accrued sick leave to supplement the 2/3 pay from the Association.

Note: In the case of a partial disability (i.e., the physician limits the employee's ability to work to a part-time basis), workers' compensation benefits will be provided directly to the employee by the State Insurance Fund.

Note: In no case may an employee use accrued sick leave for any portion of the benefit for which s/he is eligible (i.e., the portion reimbursed by the State Insurance Fund).

Extended Leaves - After six months (beginning from the first day of the disability): The employee will be placed on leave without pay and will be directly reimbursed by the State Insurance Fund in accordance with their payment rates. The employee will then be responsible for continuing health and life insurance benefits by paying the group rates. The employee may be eligible for Long-Term Disability (LTD) after six months of disability. The employee must contact Administrative Services at 607-255-0795, or the Association Bookkeeper, for instructions on initiating the LTD process.)

This process should be initiated as soon as it is apparent the absence may be long term in nature. Arrangements should be made, with the help of the Extension Association finance/payroll representative, and in advance of the date on which leave without pay commences.

****Note:** *Associations interested in implementing a salary continuation policy other than this one should consult with the Manager of Human Resources for Cooperative Extension at Cornell prior to the board of directors' endorsement of such policy.*

Filling Vacancies - The Association will hold the position for the employee who is out on workers' compensation for up to six (6) months. During this time, the position may be filled only on a temporary basis until the staff member is physically able (as determined by their physician) to return to work. Staff members on any continuous leave, medical or otherwise, paid and/or unpaid (or combination thereof), for longer than six months are not guaranteed reinstatement into the job last held or into any other position.

Return to Work - When an employee has been absent from work for five (5) or more days due to a work-related illness or injury, the employee must present documentation from their physician indicating that they are physically able to return to the job.

Transitional Duties - If an employee is released by a physician to return to work under a transitional duty arrangement (e.g., part time or limited duty) within the 26-week covered period, workers' compensation benefits will be pro-rated. The portion covered by workers' compensation benefits will be provided directly to the employee by the State Insurance Fund in these circumstances.

Creation of transitional duty assignments is at the discretion of the Association. These assignments may only be established for a specific period of time at which point the employee will return to the previously assigned position and duties and work requirements. If unable to return to full duty, the employee must undergo a reevaluation by the physician at which time the Association will again determine if a transitional duty position is available.

Non-Discrimination - All employees suffering work-related injury or illness must be treated similarly. The Association will not discharge or discriminate against an employee because the employee has claimed, or tried to claim, workers' compensation benefits except in the case of proven fraudulent claims.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Benefits
Subject:	Extended Medical Leave
Policy:	System/Local
Code:	606
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Purpose - Extended Medical Leave (EML) provides income continuation for employees who are unable to work due to a non-work-related illness or injury. Employees with work-related disabilities are eligible for workers' compensation benefits.

Use of Extended Medical Leave – EML may be used only for the employee's personal illness or disability. Time off needed to attend to illnesses and disabilities of family members must be charged to sick leave (if eligible), personal leave, vacation leave, or taken as leave without pay.

Eligibility - In order to be eligible for EML benefits, a staff member must:

- Be a current regular full-time or part-time employee of the Association; or a temporary benefits-eligible employee;
- Be employed at least four weeks by the extension association;
- Be on full medical leave for more than seven consecutive calendar days; and
- Provide medical documentation of his/her inability to work due to illness or injury.

The Association reserves the right to request a second opinion by another health care provider at the employer's expense. In the event a conflict occurs between the first and second opinion, the association may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the association and the employee. This third opinion shall be final and binding.

Use of Leave Credits During Waiting Period - Accrued sick leave is used during the first seven calendar days of absence (waiting period). If the employee has insufficient accrued sick leave to cover the seven-day waiting period, he/she is put on leave without pay for the balance of the seven days. The employee may use accumulated vacation to cover this period, if accrued sick leave is exhausted.

Coverage - After the waiting period, the employee is placed on leave with pay status and will receive an EML benefit from the association equal to one-third of the employee's regular rate of pay. The EML benefit will continue during the disability, to a maximum of 26 weeks from the first day of the employee's absence. If at any time it appears that the individual will not be able to return to work at the end of the 26 weeks due to medical reasons, application for long-term disability benefits should be initiated with Extension Administration Human Resource Office at Cornell..

Continuation of Benefits – If the employee continues on the payroll through use of EML benefits, sick leave credits or vacation leave credits, then the employee will be eligible to continue to receive benefits as per the current benefit rules and plan documents.

Pro-rating Benefits - If an employee is released by a physician to return to work under a transitional duty arrangement (e.g., part time or limited duty), EML benefits will be pro-rated.

Creation of transitional duty assignments is at the discretion of the Association. These assignments may only be established for a specific period of time at which point the employee will return to the previously assigned position and duties and work requirements. If unable to return to full duty, the employee must undergo a reevaluation by the physician at which time the Association will again determine if a transitional duty position is available.

FMLA Designation – EML will also be designated as Family and Medical Leave (FMLA). (See FMLA policy #608) EML and FMLA will run concurrently and will be deducted from the employee's available FMLA allowance.

Use of Leave Credits After Waiting Period - The one-third pay EML benefit will be supplemented with a two-thirds pay of accrued sick leave, until the employee returns to work or accrued sick leave is exhausted. If the employee has exhausted accumulated sick leave and is still not able to return to work, one-third pay EML benefit will continue. The employee has the option of using accrued vacation time to supplement the EML benefit.

Accrual of Leave Credits During Absence - When a staff member (exempt or nonexempt) is on paid or unpaid leave (including EML) for more than 20 consecutive calendar days, vacation and sick leave cease to accrue. The 20 consecutive calendar days are counted from the first day of absence (including the 7-day EML waiting period).

Holiday Pay - A staff member who is on EML when a holiday occurs will receive holiday pay and is not required to use sick leave or vacation time to supplement EML leave with pay on that day.

Returning to Work – The following conditions apply when an employee is out on Extended Medical Leave:

- A return-to-work slip, completed and signed by a licensed physician, must be provided upon the employee's return to work.
- Staff members on any continuous leave, medical or otherwise, paid and/or unpaid (or combination thereof), for longer than six months are not guaranteed reinstatement into the job last held or into any other position with the association.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Personal Leave Without Pay
Policy: Local
Code: 607
Issued: 11/21/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – A Personal Leave Without Pay may be offered to an employee who wishes to temporarily leave active service and to allow for the continuation of benefits at the group rate. Personal Leaves Without Pay are subject to the restrictions listed below.

Personal Leaves Without Pay in which an employee’s position is held for their return are subject to the following conditions for eligibility and granting of leave:

- **Eligibility** - All full-time and part-time employees are eligible to request Personal Leave Without Pay. Extension educators who are enrolled in the Federal Retirement Plan are directed to contact the Federal Retirement Officer in Extension Administration at Cornell to analyze the effect on service credit.
- **Duration** – This type of Personal Leave Without Pay may be granted, without pay, for up to 26 weeks during the fiscal year (January 1st-December 31st).
- **Request Procedure** – The employee is required to submit a written request to the Executive Director, including the length and reason for the leave. If approved, the supervisor should confirm the arrangement in writing before the start of the leave.
- **Leave Balances** - With the concurrence of the supervisor and consistent with specific leave policies, employees may be required to use vacation, personal or health care leaves for all or part of the leave. Paid leaves (e.g. sick or vacation) do not accrue during leave without pay.
- **Job Restoration** - During this type of Personal Leave Without Pay, the employee’s position is held for their return. At the conclusion of the leave, the employee shall be restored to the position the employee held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work within the time and conditions provided by the leave.

Personal Leaves Without Pay in which an employee’s job with the Association cannot be guaranteed is subject to the following conditions for eligibility and granting of leave:

- **Eligibility** - All full-time and part-time employees are eligible for this type of Personal Leave Without Pay provided the employee has completed a minimum of one continuous year of service prior to the starting date of the leave. Extension educators who are enrolled in the Federal Retirement Plan are directed to contact the Federal Retirement Officer in Extension Administration at Cornell to analyze the effect on service credit.

- **Duration** – this type of Personal Leave Without Pay may be granted, without pay, for up to one year, and is considered a resignation and employee is placed on leave without pay for the period of the approved leave.
- **Request Procedure** – Employees must submit a written request to the Executive Director, stating the length and reason for the leave. The Executive Director will deny or approve the request. If approved the Association will provide the employee with written acceptance of the resignation and approval of the leave.
- **Leave Balances** - Vacation balance is paid in a lump sum at the time of resignation. Sick leave balance at the time of resignation will be restored to an employee who returns to active regular employment at the planned expiration of the leave or within one year.
- **Job Restoration** – The Association cannot guarantee jobs for employees who are on this type of Personal Leave Without Pay.

Continuation of Benefits Coverage - Employees' existing health insurance coverage will be maintained during the leave period provided they continue to pay both their share and the Association's share of premiums. Employees' eligibility to continue specific benefit coverage is based on those benefits in effect at the time the leave commences. Contact the association designated benefits coordinator or Extension Administration Human Resources for an appointment to discuss your individual elections.

Covered Leaves – Personal Leave Without Pay may be granted for the following reasons:

- Extenuating personal circumstances;
- Educational opportunities that promote the employee's growth and development;
- Extended vacation (following five years of continual association service)
- government service (elective office);
- other reasons deemed appropriate by the Association.

Note: For Personal Leave Without Pay where the Family and Medical Leave Policy (FMLA) is applicable, absences beyond the maximum 12-week FMLA allowance will qualify for consideration under this policy.

Compensation – Personal Leaves Without Pay are without pay. Employees may be required to use accumulated vacation or personal leave in conjunction with the Personal Leave Without Pay. Use of paid leave of absence does not extend the maximum leave period.

Approval - Each request for a Personal Leave Without Pay will be evaluated on its own merits including but not limited to an analysis of the cost/benefit returns to the Association and impact on programming and administration. Approval for Personal Leave Without Pay is at the sole discretion of the Executive Director.

Procedure - Requests for a Personal Leave Without Pay (excluding a Personal Leave Without Pay pending a long-term disability determination) must be submitted, in writing, to the Executive Director. The written request should include the following:

- reason for leave
- expected duration of leave
- benefits to the employee and extension association
- suggestions on how job related duties of employee's current position will be handled during the employee's absence.

Acceptance of Employment – Acceptance of any employment inconsistent with the approved Personal Leave Without Pay may result in discipline, up to and including termination

Return to Work - An employee should contact the employee's supervisor at least ten days prior to the end of the leave to formalize return-to-work procedures.

Reinstatement – If any employee desires to return prior to the Personal Leave Without Pay end date, approval from the Executive Director is required.

Failure to Return – If the employee fails to resume duties related to her/his employed position once the Personal Leave Without Pay expires, the employee will be terminated.

Failure to Comply with Approved Request – If the employee accepts employment that was not part of the written request and approved Personal Leave Without Pay, it will result in immediate termination of the Personal Leave Without Pay.

Additional Contact Information - Contact Extension Administration Human Resources at Cornell for information on payment into and benefits of the tax deferred annuity plans, the civil service retirement system, or the federal employment retirement system.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Family and Medical Leave (FMLA)
Policy: Compliance
Code: 608
Issued: 8/9/02 updated 2/2008
Association Adoption: 2/2008
Association Effective Date: 2/2008

Introduction - Cornell Cooperative Extension provides Family and Medical Leave (FML) to assist staff members with balancing the demands of the workplace, their personal needs, and the needs of their families in a manner that accommodates the legitimate interests of the CCE system. This policy is intended to complement whatever leave rights employees may have under applicable federal and/or state law.

Cornell Cooperative Extension complies with the provisions of the Family and Medical Leave Act (FMLA). FMLA entitles an eligible employee to a maximum of 12 workweeks (defined by the employee's normal workweek) of job-protected, unpaid leave in any 12-month period for certain family and medical reasons.

Eligibility - To be eligible for an unpaid leave under the FMLA, an employee must meet the following requirements:

- The employee must have worked for the Association for at least 12 months before the leave request (these 12 months need not be worked consecutively);
- The employee must have worked for the Association for at least 1,250 hours during the previous 12 months prior to the date the leave begins;
- Spouses who both work for the Association are allowed a combined maximum of 12 workweeks of leave during any 12-month period for the birth or care of a newborn child, adoption or foster care of a child and to care for such newly placed child, or the serious health condition of a parent.

Types of Unpaid Leave - An eligible employee shall receive an unpaid leave under the following circumstances:

- Inability of the employee to perform one or more of the essential functions of the employee's job due to the employee's own serious health condition;
- The birth of the employee's child and to care for the newborn child;
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child; and

- To care for the employee's spouse, child, or parent who has a serious health condition.

Serious Health Condition - The FMLA defines a serious health condition as an illness, injury, impairment, or physical or mental condition that involves: 1) inpatient care in a hospital, hospice, or residential medical care facility, or any subsequent treatment in connection with such inpatient care; or 2) continuing treatment by a health care provider. This includes, but is not limited to:

- A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity that also involves continuing treatment by a health care provider;
- A period of incapacity due to pregnancy or prenatal care;
- A period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
- A period of absence to receive multiple treatments, including any period of recovery, for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Notification Requirements – If the need for leave is foreseeable, an employee must give written notice to the employee’s supervisor at least 30-calendar days prior to the requested start date of the leave. Failure to give 30-days' notice of a foreseeable leave with no reasonable excuse may result in the FMLA leave being delayed until 30 days from the date of notice. When the need for leave is not foreseeable, the employee must give notice as soon as the need for a leave is known.

Military FMLA - On January 28, 2008, President Bush signed the National Defense Authorization Act, which amends the FMLA to provide two new reasons when employees with covered family members in the Armed Forces, National Guard, and Reserves may be eligible for FMLA leave:

- Up to 26 weeks of unpaid leave in a 12-month period to care for an employee’s child, spouse, parent, or next of kin (nearest blood relative) who is a member of the Armed Forces and who is undergoing medical treatment or is medically unfit to perform the military duties of his or her office, grade, rank, or rating because of an injury or illness suffered while on active duty. *This provision is effective immediately.*

And

- Up to 12 weeks of unpaid leave in a 12-month period for a qualifying exigency arising out of the employee’s child, spouse, or parent’s active or impending military duty in the Armed Forces in support of a contingency operation. *This provision will not go into effect until the Secretary of Labor defines the term “qualifying exigency” in the final regulations that will be published later this year. Policy will be updated at that time.*

Processing Requirements - The employee and the employee’s supervisor must complete an *FMLA Request Form* and forward it to the Executive Director for approval or denial. Permission or

denial of the FMLA leave will generally be communicated to the employee in writing within one week of receipt of the leave request.

Medical Certification – The employee must provide medical certification issued by a health care provider that supports the need for a leave under this policy. When required, the employee must provide the certification before the leave begins, or if the leave was unforeseeable, 15-calendar days from the date the Association requests the certification. Failure to submit medical certification may jeopardize the employee's eligibility for an unpaid FMLA leave of absence and/or the ability to return to work. The medical certification must include:

- The date the medical condition began;
- The probable duration of the medical condition;
- Pertinent medical facts; and
- An assertion that the employee is unable to perform the employee's essential job functions or that the employee is needed to care for a family member for a specified period of time.

The Association reserves the right to request a second opinion by another health care provider at the Association's expense. In the event a conflict occurs between the first and second opinion, the Association may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the Association and the employee. This third opinion shall be final and binding.

Certification for Adoption or Foster Care – An employee must produce proper certification from the appropriate agency for an unpaid leave due to the adoption or foster care of a child.

Employer Designation – The Association may designate the leave as FMLA leave in the event an employee chooses not to designate it as such. The Association will notify the employee of the designation. Failure to notify the employee does not prevent the Association from designating the leave as FMLA after commencement or completion of the leave period.

Twelve-Month Period - The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. Each time FMLA leave is utilized, the remaining FMLA leave is the balance of the 12 weeks that have not been used during the immediately preceding 12 months.

Intermittent and Reduced Leave Schedules – An employee may take all 12 weeks of leave consecutively. If the leave is related to the serious health condition of the employee or the employee's immediate family member, leave may be scheduled on an intermittent or reduced schedule basis when medically necessary.

Status Reports - If an employee's request for leave does not indicate a specific return to work date or if an employee requests a leave extension, the employee must update the Executive Director or designate as to the employee's medical status and intent to return to work every two weeks.

Benefits during an Unpaid Leave of Absence - For the purpose of this policy, the following applies:

- **Use of Accumulated Paid Leave** - Accumulated vacation and personal leave must be used at the start of the leave. For leaves taken due to the birth of a child (female employees only), an employee's own serious health condition, [or to care for the employee's spouse, child, or parent who has a serious health condition], the employee must also use any accumulated sick leave if allowable per the sick leave policy. The use of paid leave benefits does not extend the 12-week period. The use of paid leave benefits does not apply to employees who are on FMLA leave and workers' compensation/disability concurrently (see below).
- **Accrual of Paid Leave Benefits** - An employee shall accrue vacation, personal, and/or sick leave for up to the first 20 days of the leave of absence. Such time is credited only if the employee returns to work from the leave.
- **Insurance Benefits** - An employee's eligibility for health, dental, and life insurance benefits and the employee's contribution towards the premium payments does not change during a FMLA leave. All employee contributions, if any, must be paid on a timely basis in order to maintain the continuous coverage of benefits. Coverage shall cease for the duration of the leave if premium payments are not made within a 30-calendar day grace period of the due date. Premium payments and policy coverage are subject to change. If an employee does not return to work after an authorized FMLA leave has expired, the Association may recover the insurance premiums it paid during such leave under certain circumstances.
- **Flexible Spending Accounts** - Employee contributions towards a medical and/or dependent care flexible spending account shall continue to be deducted from an employee's paycheck on a pre-tax basis during any portion of a leave that is paid. Employee contributions towards a medical and/or dependent care flexible spending account do not continue during any portion of a leave that is unpaid.

Workers' Compensation and Disability - Leaves taken under workers' compensation, extended medical leave, and leave of absence may invoke the FMLA if an employee meets the eligibility criteria outlined above, the Association designates the leave as FMLA, and the employee is notified that such leave is being counted as FMLA leave. Failure to notify the employee does not prevent the Association from designating the leave as FMLA after commencement or completion of the leave period.

Employment Restrictions During Leave of Absence - While on an approved FMLA leave, an employee may not be employed by another employer during the same work hours that the employee is normally scheduled to work for Cornell Cooperative Extension.

Early Return or Extension of Leave - An employee who intends to return to work earlier than anticipated must notify the supervisor at least two business days prior to the date the employee is able to return. If an employee needs to extend the FMLA leave beyond the time originally requested, the supervisor must be notified at least two business days from the date the change occurred which necessitates the extension.

Return to Work - At the conclusion of the leave, the following conditions apply:

- **Job Restoration** - At the conclusion of the leave, the employee shall be restored to the position the employee held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work within the time period allowed under the Act; and
- **Medical Statement** - Before resuming employment from a medical FMLA leave, an employee must submit documentation from a health care provider indicating that the employee is able to return to work with or without work restrictions. Failure to return to work when required may result in the employee being terminated due to misconduct.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Personal Leave
Policy: Local
Code: 609
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006; Revised 7/17/2008

Eligibility – Full-time, part-time and benefits-eligible temporary employees are eligible for paid personal leave. Temporary employees are not eligible for paid personal leave but may be allowed time off without pay with the prior approval of the employee's supervisor.

Accrual Procedure - Newly hired employees are credited with three days of paid personal leave upon hire. Thereafter, employees are credited with three days of paid personal leave each January 1. Employees with 20 or more continuous years of service are credited with five days of paid personal leave each January 1.

Crediting Procedure - Personal leave is credited based on full time equivalency. Part-time employees are credited with prorated personal leave.

Benefit Year - The period commencing on January 1st and ending on December 31st.

Personal Leave Pay - A non-exempt employee is eligible for compensation at the employee's current base rate of pay for the period of personal leave taken. An exempt employee receives the employee's regular salary for the period of personal leave taken.

Use of Personal Leave - Personal leave may be used to conduct personal business and appointments that cannot be conducted outside of scheduled working hours, religious observances, care for a family member and for personal emergencies. Personal leave may not be used on the scheduled workday immediately prior to or following a holiday or vacation day. Non-exempt employees may use personal leave in one-hour increments. Exempt employees may use personal leave in increments of one-half day.

Scheduling - An employee must submit a request for to use personal leave to the employee's supervisor at least twenty-four hours in advance, except in cases of emergency.

Accumulation - Personal leave is not cumulative and cannot be carried over into the next benefit year. An employee is not paid for any accumulated personal leave remaining at the end of the benefit year. Any personal leave remaining unused on the last day of the benefit year is converted to accumulated sick leave.

Separation from Employment - An employee is not eligible to receive compensation for accumulated personal leave upon separation from the Association.

CORNELL COOPERATIVE EXTENSION –Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Funeral Leave
Policy: Local
Code: 610
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Eligibility - Full-time, part-time, and temporary benefits-eligible employees are eligible for time off with pay in the event of an immediate family member's death. Eligible employees become eligible for paid bereavement leave upon hire. Temporary and casual employees are not eligible for paid bereavement leave but may be allowed to take time off without pay.

Allowance – Eligible employees are allowed up to three consecutive workdays off with pay for bereavement leave for immediate family members.

Immediate Family Member - For the purpose of this policy, an immediate family member is defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, stepsibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member residing in the employee's immediate household.

Extended Family - An employee may be allowed to take paid bereavement leave for up to one workday to attend the funeral of an extended family member, an Extension co-worker, or when serving as a pallbearer. For the purpose of this policy, an extended family member is defined as the employee's aunt, uncle, cousin, niece, and nephew (not residing in the employee's immediate household).

Extension of Bereavement Leave - An employee may request to use the employee's accumulated vacation and/or personal leave to extend bereavement leave, with the prior approval of the employee's supervisor. If the employee has no paid leave available, unpaid leave may be granted.

Verification of Need for Leave - The Association reserves the right to request verification of the need for bereavement leave.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Leave Benefits
Subject: Jury Duty
Policy: Compliance/Local
Code: 611
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary - Employees are encouraged to fulfill their civic responsibilities by participating in jury duty. An employee shall be granted the necessary time off to serve on jury duty.

Notification of Jury Duty - An employee must immediately notify the employee's supervisor of jury duty service and provide a copy of the court summons.

Compensation for Exempt Employees - Any exempt employee is paid the employee's regular salary for the period served while on performing jury service. This must be indicated when appearing for duty, as there are state restrictions on what may be received from the court for the jury service. In most instances only mileage may be available under state law.

Compensation for Non-Exempt Employees - Any non-exempt employee who is required to report for jury duty on a day the employee is scheduled to work receives their regular rate of pay for scheduled work hours missed due to jury service. This must be indicated when appearing for duty, as there are state restrictions on what may be received from the court for the jury service. In most instances only mileage may be available under state law.

Return to Work - An employee who is excused from court for the entire day must report to work for the employee's scheduled work hours. If an employee is released early from jury duty on a given day, the employee must contact the employee's supervisor to discuss reporting requirements.

Rescheduling of Jury Duty - The Association reserves the right to request that an employee seek permission from the court to have the jury duty rescheduled if serious business needs dictate.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Leave Benefits
Subject:	Court Appearance
Policy:	Compliance/System
Code:	612
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Policy Statement - It is important that Association does not violate its public trust and that it maintains impartiality during any dispute, especially when the dispute involves litigation. However, we do want to be as helpful as we can within these guidelines.

Guidelines – The following guidelines will apply when making a Court Appearance:

- Expert Testimony usually involves supporting one or the other of the litigants with fact or a professional opinion. While partiality may not be intended, it easily can be construed. Service as an expert witness may be construed as a consulting service. For this reason, extension association staff members must refuse any request to provide expert testimony. This would include requests to estimate damages for insurance claims.
- Witness to the Fact will testify to factual matters within observation. A factual witness may be compelled to testify by subpoena. If an Association staff member is subpoenaed, the employee must appear in court. The staff member should indicate that due to their position, it is important to maintain public trust and to remain impartial, but that you are more than willing to serve as a factual witness.
- If an employee is then subpoenaed to be a witness to the fact, he/she should notify the executive director. The executive director should contact the Cornell Extension Representative immediately and notify the Association attorney, as appropriate. The Cornell Extension Representative and the Director of Administrative Systems for extension at Cornell are also available to render advice on how to proceed.
- A subpoena does mean you do have to follow the request of the subpoena unless excused. A call to the issuing office to explain the association policy is appropriate and may result in the withdrawal of the subpoena.
- When testifying at a trial where the employee is neither defendant nor plaintiff, and as other than an expert witness, the staff member is eligible for full pay for every working day he/she is required to be in court; thus, the employee is not penalized for good citizenship. Under no circumstances should an employee accept any kind of reimbursement, other than travel costs, for his/her testimony as this would imply partiality.

Use of Paid Leave - Staff members appearing in court on their own behalf, or as a defendant or plaintiff, should utilize accrued vacation, personal leave, or leave without pay.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Leave Benefits
Subject: Military and Reserve Leaves
Policy: Compliance/System
Code: 613
Issued: 8/9/02; revised 10/12/06 and 2/2008
Association Adoption: 2/2008
Association Effective Date: 2/2008

Policy Statement – The Association recognizes the importance of military service and complies with all federal and state regulations relating to military leaves and reserve leaves of absence. The Association shall grant an employee time off for active duty in the armed forces of the United States or to attend training duty in the National Guard or military reserves.

Approval of Leaves - Military leaves of absence will be provided to regular full-time, regular part-time, and benefits-eligible temporary staff members in accordance with the federal [Uniformed Service Employment and Reemployment Rights Act \(USERRA\)](#) and applicable New York State laws, which protect individuals with military commitments from detrimental employment decisions based on such commitments. Military leaves of absence may be paid or unpaid leaves in accordance with the provisions of this policy.

Notification for Military Leaves of Absence - Unless giving notice is unreasonable or precluded by military necessity, staff members requiring a military leave of absence should provide their supervisors with a written or verbal advance notice along with, if available, a copy of the military order. It is recommended that the notice be given to the supervisor at least two weeks before the military leave of absence date.

The supervisor of the staff member should inform the Association payroll representative of the military leave (and provide a copy of the military order if available) in order to complete a University Personnel Action Form (UPAF) to affect the military leave. A copy of the UPAF and the military order should be placed in the staff member's official personnel file.

Military Reserve Provisions – This section applies to regular staff members who may be drafted into the armed services, as well as members of the Army, Air Force, Coast Guard, Navy, and Marine Corps Reserves. Additionally, it applies to staff members who are called to the National Guard who are called to service or volunteer for active duty during a period when the President of the United States orders units of the Ready Reserve and members of reserve components to active duty.

Coverage - Regular employees who are members of military reserve units and of the National Guard will be granted leave for active service and required training. Full pay will be granted for a period or periods not to exceed 30 calendar days or 22 working days, whichever is greater, during any one calendar year or for any one continuous period of military duty if the duty or training crosses calendar years.

Active Service Provisions – This section apply to regular staff members who may be drafted into the armed services, as well as members of the Army, Air Force, Coast Guard, Navy, and Marine Corps Reserves. Additionally, it applies to staff members who are called to the National Guard who are called to service or volunteer for active duty during a period when the president of the United States orders units of the Ready Reserve and members of reserve components to active duty. Active Service Provisions include the following:

- After paid military leave expires, staff members will be granted leave without pay for the duration of active service. Earned vacation may be used prior to placement on leave, or without pay at the option of the employee.
- Staff members will be reinstated in their former position within one year after discharge from active duty. If the staff member's former position no longer exists, the staff member will be placed in a position of like grade and salary provided application for reinstatement is made within 90 days after termination of honorable military service.
- Staff members reinstated from military service will be eligible for the same rights and privileges as if continuously employed during active duty, including seniority, general salary adjustments, and consideration for promotion.
- Vacation and other earned leave accruals during active duty will be handled the same as for other staff members on leave.

Required Military Training Provisions - After required military training periods, the staff member is expected to return to work at the end of the training unless arrangements have been previously made for use of vacation, personal leave, or for leave without pay.

Voluntary Training Provisions - Members of military reserve units and of the National Guard may take a leave of absence without pay for a period or periods up to and including six months to voluntarily attend a service school. No employee, however, is entitled to such a leave of absence in excess of a total of six months over a four-year period.

Procedure - The staff member must request leave. No amount of notice to the employer is required to initiate leave without pay for active duty or required military training as the approximate beginning and concluding dates of the leave may not be known. However, the association may ask approximate beginning and ending dates of training. It would be valuable to inform the association as soon as possible, however, so alternative work coverage may be developed.

As with all other paid leaves with the association, paid leave must be requested as far in advance as possible. To implement leave with pay provisions of this policy for active duty or required training, a copy of the official orders must be shared with the supervisor before the start date of the leave. Otherwise, the leave will be instituted as leave without pay for the period of the employee's absence.

Continuation of Benefits - When an individual goes on leave without pay, arrangements must be made to continue insurance coverage.

Spousal Leave - New York State law requires a spouse of a member of the Armed Forces of the United States, National Guard or reserves, who has been deployed during a period of military conflict to a combat theater or combat zone of operations, be allowed ten days unpaid leave by their employer and that

no employee shall be retaliated against by his/her employer for obtaining a leave of absence. Such leave shall only be used when such person's spouse is on leave from the armed forces of the United States, National Guard or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations. The spouse may use accrued vacation or personal leave.

FMLA Leave - Employees with covered family members in the Armed Forces, National Guard, and Reserves may be eligible for FMLA leave:

- Up to 26 weeks of unpaid leave in a 12-month period to care for an employee's child, spouse, parent, or next of kin (nearest blood relative) who is a member of the Armed Forces and who is undergoing medical treatment or is medically unfit to perform the military duties of his or her office, grade, rank, or rating because of an injury or illness suffered while on active duty. *This provision is effective immediately.*

And

- Up to 12 weeks of unpaid leave in a 12-month period for a qualifying exigency arising out of the employee's child, spouse, or parent's active or impending military duty in the Armed Forces in support of a contingency operation. *This provision will not go into effect until the Secretary of Labor defines the term "qualifying exigency" in the final regulations that will be published later this year. Policy will be updated at that time.*

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Absences
Subject: Time off for Voting
Policy: Compliance
Code: 614
Issued: 1/11/2005
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

In accordance with NY Election Regulation Article 3, Section 3-110, you are entitled to time off to vote during working hours on Election Day if:

- You are a registered voter; and
- You do not have four consecutive nonworking hours to vote when the polls are open.

If the above conditions are met, up to two hours off to vote will be with pay. Any additional time off needed is without pay, unless you use accumulated vacation or personal leave.

You must request time off to vote not more than ten or less than two working days before an election. The organization may require you to take the time off either at the start or the end of your work shift.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Compensation and Classification
Subject:	Position Classification and Pay Rates
Policy:	System
Code:	701
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Policy – The Association utilizes the Cornell Cooperative Extension System Classification Model. Each position within the Association is assigned a classification payroll title reflective of the position’s role and accountabilities.

Pay Rates – Rates of pay are established by the Association in accordance with the Association Compensation Program. The Association’s goal is to pay each employee fairly based upon performance and financial capability, and consistent with job responsibilities. Any pay increase received is contingent on the financial capability of the Extension Association.

Reclassification – If an employee’s role changes over time, it may result in a reclassification to reflect increased accountabilities. An employee may request through their supervisor an Association review of the classification level based upon set classification criteria. The classification system is based upon roles and accountabilities of the position and not on individual performance.

Access to Information - The Classification Model is available through the Cornell Cooperative Extension website. Please notify your supervisor if you are having any difficulty accessing this information.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Compensation and Classification
Subject:	Overtime
Policy:	Compliance/System
Code:	702
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Summary - To meet the operational needs of the association, an employee may be required to work beyond the employee's normally scheduled work hours.

Authorization - A non-exempt employee must receive authorization from the employee's supervisor before working beyond the employee's scheduled work hours. To meet job requirements an exempt employee often works beyond the Association's regularly established office hours and does not need supervisory approval before working these additional hours.

Compensation for Non-Exempt Employees - A non-exempt employee who works beyond the employee's normally scheduled work hours receives the employee's base rate of pay for each additional hour paid, up to 40 hours during the workweek. Overtime compensation is provided for all hours paid in excess of 40 during a workweek. Overtime pay is calculated at 1 1/2 times the employee's regular rate of pay.

Compensation for Exempt Employees - In accordance with federal and state regulations, an exempt employee is paid for the job they do not the time they work, thus there is no concept of overtime pay applicable. Exempt positions require an employee to maintain flexibility with regard to work hours and schedules. Periods of high work demands should be discussed with an employee's supervisor to resolve any work/life issues.

Compensatory Time (for Non-Exempt Employees) – Compensatory time may be taken or provided in the same work week to ensure that hours remain at the normal level for that week. For hours worked over 40 in a workweek, an employee may be granted equal time off in the second week of the pay period at the rate of one and one-half hours for each overtime hour worked in the first week of the pay period. Both situations require the approval of the association director or designate. The Fair Labor Standards Act (FLSA) does not allow any other compensatory time outside of the pay period worked.

Work Time For Non-Exempt Employees - Non-exempt staff who travel as part of his/her position, work a 24 hour shift during fair or other chaperoning activity, attend association required training or courses, travel to such training or courses or travel includes an overnight stay are responsible for correct recording of work time. A non-exempt employee may NOT volunteer for activities that are the same or similar to the accountabilities of his/her position with the association. The association payroll representative or designate is available to work with you in order to accurately record time worked in these unusual situations.

Disciplinary Action – A non-exempt employee who works or takes paid leave beyond the employee's normally scheduled work hours in a work week without authorization may be subject to disciplinary action, up to and including termination. An employee's failure to work overtime hours that have been requested by the employee's supervisor may result in disciplinary action, up to and including termination.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Compensation and Classification
Subject: Pay Procedures
Policy: Compliance/System
Code: 703
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Payroll Period and Payday (Non-Exempt)- The payroll period begins on Thursday and ends 14 calendar days later on Wednesday. Employees are then paid on the following Wednesday for the hours worked during that pay period. If a payday falls on a designated holiday, paychecks are normally distributed on the preceding workday.

Payroll Period and Payday (Exempt)- The first payroll period begins on the first day of the month and continues through the 15th of that month. The second payroll period begins on the 16th day of the month and continues through the last day of the month. Employees are paid on the first workday following completion of the payroll period. If a payday falls on a designated holiday, paychecks are normally distributed on the preceding workday.

Direct Deposit - An employee may elect to have all or part of the employee's paycheck deposited directly into the employee's checking and/or savings account at the designated financial institution each payday. An employee must submit a signed, written authorization for direct deposit to the Association.

Authorized Check Release - An employee's supervisor shall not release a paycheck to anyone other than the employee unless the employee has provided a signed, written authorization to the Association.

Statutory and Voluntary Deductions - In compliance with government regulations, Cornell Cooperative Extension deducts the required portion of an employee's wages for federal, state, and social security taxes. Voluntary payroll deductions are taken from an employee's paycheck when authorized in writing by the employee. All payroll deductions are indicated on the employee's pay stub.

Garnishments - If the Association is required to deduct any garnishments from an employee's wages, the employee shall be notified as soon as possible.

Pay Advances and Loans – The Association does not give pay advances or employee loans nor does it distribute paychecks earlier than the scheduled payday.

Questions - Questions concerning paycheck deductions or how they were calculated should be initially directed to your supervisor.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Benefits Administration
Policy: System
Code: 801
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary - The Association is pleased to offer employees a comprehensive benefits package. Eligibility for benefits is dependent upon several factors, including employment classification and length of service.

Plan Document - Benefits are administered according to applicable government regulation, insurance carrier master policy, plan document, or Association policy. In the event of a discrepancy between the information presented in this employee handbook and the applicable plan document, the plan document takes precedent. In addition, the Association has the authority to determine eligibility for benefits and to interpret the terms of each plan or Association policy.

Changes in Benefits - The Association reserves the right to add, modify, or terminate benefits for all current, former, and retired employees at any time. Further, all Association contributions are subject to change.

Plan Administrator* – The Association designates a local Plan Administrator of the Association's benefits plans. The Plan Administrator is responsible for all communications and disclosures concerning Association benefits and is available to answer questions concerning the benefit plans. Enrollment forms and a description of each of the insurance plans may be obtained from the Plan Administrator.

Enrollment Information - An employee must complete the appropriate insurance forms and payroll deduction authorizations in order to receive insurance benefits.

Waiver of Benefits - An employee who is eligible to participate in an insurance plan but who declines coverage must sign a waiver declining such coverage.

Plan Descriptions - Brief descriptions of the benefits available to eligible employees may be found in this Policy Manual. This description is only an overview. The applicable plan document or government regulation provides a full description of the specific benefit. For more information on benefits, please contact the association's designated benefits coordinator or call the Extension Benefits Office on campus at 607-255-0795.

** Given that the benefits derive from partnerships with the state government, the federal government, Cornell and the association, the association plan administrator may refer you to others for relevant benefit information. The benefits office in Extension Administration at Cornell is also available to answer questions and assist with benefit issues that may arise.*

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Health Insurance
Policy: System
Code: 802
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Eligibility - Employees who work half-time or more for 6 pay periods or more are eligible to enroll in health insurance. Seasonal employees are eligible if employed on a half-time basis for 6 months or longer.

Coverage – Employees may enroll in either the Empire Plan or an HMO plan. Eligible employees have the option of choosing between available health insurance plans. Individual and family coverage are available.

Prescription Coverage – Prescription coverage varies by insurance provider. Please check your plan documents for specifics concerning coverage.

Application for Coverage – New employees must apply for coverage within the first 41 days of eligible employment, in order for coverage to become effective on the 43rd day. If the employee applies for coverage on or after the 42nd day, the employee is considered a late enrollee and coverage cannot become effective until the 1st day of the 5th payroll period following the period within which the employee applies for coverage. Eligible employees may also enroll in the health insurance plan during open enrollment periods or at the time of a qualified change in status, as determined by the insurance carrier.

Coverage Options and Premium Payment - Coverage options should be reviewed with the local plan administrator. The cost for health insurance varies by option and coverage chosen. To acquire or cancel coverage, or to check premium rates, contact the association designated benefits coordinator.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Benefits
Subject: Dental Insurance
Policy: System
Code: 803
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Eligibility - Employees who work half time or more for 6 pay periods or more are eligible to enroll in dental insurance. Seasonal employees are eligible if employed on a half-time basis for 6 months or longer.

Coverage - Coverage is available from Group Health Incorporated (GHI) Preferred Dental Plan to new employees upon completion of a 6-month waiting period and becomes effective on the 1st day of the 7th month. It is designed for preventative dental care and provides coverage for dental expenses after an annual deductible is met. The deductible and reimbursements are based on a schedule of allowances.

Premium Payment - Individual or family dental insurance coverage for eligible employees is provided at no cost to the employee.

Coverage Options - Coverage options should be reviewed with the local plan administrator. To acquire or cancel coverage, or to check premium rates, contact the association designated benefits coordinator.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Misrepresentation
Policy: System
Code: 901
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The Association prohibits misrepresentation. Misrepresentation includes, but is not limited to: falsification or intentional omissions on an employment application, report, invoice, or any work-related document or record; falsification of the reason for absence from work, injury received on the job, or claim for Association benefits; falsification of facts during an investigation process; intentionally giving false information to a constituent concerning Association's services; and unauthorized or personal use of Association letterhead or business forms.

Disciplinary Action – Violations of this policy may result in disciplinary action, up to and including termination.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Confidentiality
Policy: Compliance/System
Code: 902
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - All Association, employee, and constituent information must be treated with discretion and confidentiality. During employment and after separation from the Association, there should be no discussion, photocopying, duplication, or revealing of Association, employee, or constituent information that is not generally known to the public in any form to anyone outside the Association. Information obtained as a result of employment with the Association and from contact with constituents is considered proprietary and confidential and can only be used in the course of employment with the Association. Confidential information should only be shared with other employees within the Association who have a business need to receive such information or as required by legal authority.

Confidential Association Information - All records and files maintained by the Association are confidential to the extent permitted under the Freedom of Information Law. This includes, but is not limited to: Personnel and payroll records, trade secrets, and confidential information relating to constituents, salary information, negotiations and contracts, inventions, and discoveries.

Security of Confidential Information - An employee is responsible for properly securing and maintaining confidential and proprietary material in the employee's possession.

Removal of Confidential Information - Confidential information may not be removed from Association premises without prior authorization from an employee's supervisor. This includes all media, paper or electronic formats.

Disciplinary Action - Any unauthorized use, collection, copying, removal, divulging, or transfer of confidential information in any manner that is not in the best interest of the Association may result in disciplinary action, up to and including termination and/or legal action.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Conflict of Interest
Policy: Compliance/System
Code: 903
Issued: 8/9/02(revised 5/24/06)
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - All Association staff members serve the educational and public purposes to which Cornell Cooperative Extension (CCE) is dedicated. As such, all staff members have a clear obligation to conduct the affairs of CCE in a manner consistent with those purposes and to make all decisions solely on the basis of a desire to promote the best interests of the organization. The nature of Cornell Cooperative Extension (CCE) work requires considerable direct public contact. As educators, CCE staff members represent the outreach component of their land-grant institution, Cornell University. Therefore, staff members are advised not to be involved in any situation in which a conflict of interest or commitment may be perceived, thus jeopardizing public trust.

All staff members will conduct their relationships with each other and the Cornell Cooperative Extension system with candor and integrity.

Certain employment and other activities can lead to a material conflict of interest, a violation of public trust, and/or conflict of commitment to the individual's responsibilities to the Cornell Cooperative Extension mission. Involvement in other activities may also result in a conflict of commitment to employment duties and responsibilities. All staff with full-time appointments have a primary commitment to CCE and will be sensitive to the possible adverse effects of external activities. It is recognized, however, that some outside activities may enhance the value of Extension programming so long as staff members' primary commitments to CCE are not adversely affected.

Federal legislation requires guidelines be in place to address real or perceived conflicts of interest/commitment.

Conflict of Interest - A conflict of interest may arise when a staff member has the opportunity to influence Cornell Cooperative Extension's business, administrative, educational, or other decisions in ways that could lead to personal gain or advantage of any kind. A staff member is considered to have a conflict of interest when s/he, or any of his or her family or associates (to his or her present knowledge), either has:

- an existing or potential financial or other material interest which impairs or might appear to impair the individual's independence and objectivity of judgment in the discharge of responsibilities to Cornell Cooperative Extension; or
- may receive a financial or other material benefit from knowledge of information confidential to Cornell Cooperative Extension.

For the purposes of this policy, the family of an individual includes her/his spouse, parents, siblings, children, and any other blood relative if the latter resides in the same household. An associate of an individual includes any person, trust, organization or enterprise (of a business nature) with respect to which the individual or any member of her/his family (1) is a director, officer, employee, member, partner or trustee, or (2) has a significant financial interest or any other interest which enables him or her to exercise control or significantly influence policy.

Material Conflicts of Interest - The following list identifies areas of specific concern. Written approval from the staff member's executive director is required prior to engaging in the following activities:

- **Outside Consulting** - Any consulting that is done by an Association staff member should be outside the staff member's assigned job responsibilities and/or CCE's programming within the state or appropriate area. Consulting in areas in which the staff member has programming responsibilities may be done only outside of New York State.

Consulting is done as a private citizen. Therefore, it must be done on the staff member's own time (e.g., vacation or approved leaves of absence without pay and should not detract from her/his duties with the extension association.)

The names of Cornell Cooperative Extension or Cornell University are not to be associated with the consulting work and extension association's supplies and resources are not to be used.

- **Private Sector** - When using a brand name product in programs and services with clientele, staff members should avoid expressing or implying endorsement or promotion of that particular brand. It should be stated publicly that, while extension associations acknowledge support from the private sector, we do not endorse contributors' products or services.
- **Owning a Business** - Ownership or operation of a farm or any other outside business, including e-business, should not, as a result of the staff member's extension association position, compete unfairly with similar private businesses. Staff members who work on personal business ventures should do so on their own time and should not compromise their duties with their extension association.
- **Participating in Commodity Transactions** - Buying, selling, and/or trading livestock, crops, or other commodities should not be engaged in if the extension association staff member's position gives an unfair advantage over others in the commodity market place.

• **Holding an Elected or Appointed Office** - Federal legislation no longer prohibits Cooperative Extension educators from participating in partisan politics. However, partisan and non-partisan political activities should be conducted on one's own time, with one's own resources, and should not use, associate or imply the name of Cooperative Extension with it. Participation in these activities should be reviewed by the Director/Administrator of the State Cooperative Extension system to assure that a conflict in responsibilities does not exist.

***NOTE:** Local county laws should be reviewed to ensure that other conflict of interest standards are incorporated into the Association's human resource policies.*

Potential Conflicts of Interest - In regard to the intent of Cornell Cooperative Extension's mission statement, the following areas are considered potential conflicts of interest.

- **Providing Expert Testimony** - Care should be taken to avoid situations in which CCE appears partial to one side in a court case. Providing expert testimony in court may be construed as a consulting service and should be avoided by staff members. Staff members may, however, suggest other institutions or individuals that are qualified to provide expert testimony.
- **Taking a Non-educational Advocacy Role** - Staff members should avoid representing groups and/or causes that are outside the mission of the CCE. Additionally, when dealing with controversial issues of public debate, staff members should make every effort to remain neutral. Extension educators should ensure that education methodologies are utilized that represent issues in a balanced manner.

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CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Personal Conduct
Subject:	Conflict of Commitment
Policy:	Compliance/System
Code:	904
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Policy Statement - A conflict of commitment arises when a staff member undertakes external commitments (i.e., additional employment or significant outside activity) that burdens or interferes with the performance of the duties and responsibilities of the primary appointment with Cornell Cooperative Extension.

Appointment to a full-time position at the Association is considered to be a staff member's primary position of employment. Additional employment is secondary and will not interfere with the performance of all the duties and responsibilities of the position hired for in the Association. It may not be possible to engage in additional employment at the association or elsewhere without interfering with the primary appointment.

The following can present the potential for conflict of commitment and/or interest concerns. Prior review and approval by the Executive Director is required prior to engaging in such activities. This approval should be in writing and filed in the staff member's personnel file.

Outside Employment - For the purpose of this policy, "outside employment" will encompass paid employment with another employer, self-employment activities, and employment undertaken without pay (that is, acceptance of a job that would normally involve pay, e.g., teaching a course at a local college or serving as a bookkeeper for an organization or business).

Full-time Staff - All full-time staff (exempt staff in particular) are expected to devote their vocational efforts and abilities to Association purposes. A degree of flexibility in an educator's work schedule is required that normally precludes outside employment. All staff members should consider the effect of outside employment on their ability to perform their Association duties and must be alert to any criticism of the Association that may result from such employment.

Part-time Staff - Staff members who hold part-time appointments commonly will have major obligations and commitments, not only to Cornell Cooperative Extension, but to one or more outside agencies. Although there may be a much clearer distinction between the duties and responsibilities as Association staff members and as private individuals, the potential for conflict may be significant. As such, part-time employees are expected to exercise special care in disclosing and fulfilling their multiple obligations. More latitude may be exercised in regard to participation in outside employment so long as there is no conflict of interest with the mission of CCE or conflict of commitment.

Volunteer Activity - Prior to becoming involved in a volunteer activity, a staff member should consider the following:

- The time commitment to the volunteer activity. It should not affect the performance of their extension job;
- The volunteer activity should not appear to be in conflict with the commitment to or the intent of Association's mission;
- The volunteer activity should not appear to give Association support to a partisan interest group; and
- The volunteer activity should not reflect negatively on Association.

Guidelines - The following guidelines have been established for an employee who engages in outside work:

- Staff members whose primary responsibility is educator cannot receive reimbursements of any kind for work done within New York State that could be perceived as a material conflict of interest with Extension programming.
- Outside employment as well as business, volunteer, or professional activities that constitute a material conflict of interest and/or commitment with CCE will not be approved and will be subject to disciplinary action.
- Involvement in any significant outside activity, including employment, must be reviewed and approved by the executive director prior to such involvement. Approval is good for one (1) calendar year. Approval must be renewed each year.
- Each employee is responsible to inform her/his supervisor of any potential conflicts of interest or commitment and to disclose any unforeseen conflicts as they emerge.
- Dual employment with another association or Cornell University (full-time staff members).
 - Part-time staff members may work in more than one association or with Cornell University.
 - Associations (or Cornell University) may contract to utilize an employee of an association. In such instances, the Association should be reimbursed to cover the salary of the staff member.
 - Staff members in dual employment, or in a contractual situation must be paid through the payroll system and not as an independent contractor or consultant.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Personal Conduct
Subject:	Substance Free Workplace
Policy:	Compliance
Code:	905
Issued:	8/9/02
Association Adoption:	11/16/2006
Association Effective Date:	11/16/2006

Substance Free Workplace - It is Association's goal to provide a drug- and alcohol-free, healthy, and safe workplace. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Prohibited Behavior - An employee is prohibited from possessing, using, selling, purchasing, storing, distributing, manufacturing, or having alcoholic beverages, illegal drugs, controlled substances, or narcotics present in the employee's system when reporting to work, during working hours, or at any time while conducting official business-related activities. Illegal drug paraphernalia, such as pipes and needles, are prohibited on Association premises, at work sites, and in Association, leased, rental, and personal vehicles being used for Association business.

Use of Prescription and Over-the-Counter Drugs - Prescription drugs must be in the possession of the individual to whom the prescription was written, taken in the dosage prescribed, and maintained in their original containers. Employees in public safety positions, or if their job requires operation of a motor vehicle or power equipment, must inform their supervisors of any prescription or legal, nonprescription (i.e., over-the-counter) drugs they are currently taking that could in any way affect or impair the employee's ability to perform the job safely. The legal use of prescribed and over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the job safely and if it does not affect the safety or well being of other individuals in the workplace or our clients.

Reporting of Problems - An employee must report any problems in the workplace that occur as a result of alcohol or drugs to the employee's supervisor immediately. This includes an employee's own problems or those that are the result of others.

Drug-Free Workplace Act - Association complies with the Drug-Free Workplace Act. In accordance with the Act, employees must notify their supervisors of any criminal drug conviction occurring in the workplace within five days of the conviction.

Disciplinary Action - Violations of this policy will result in disciplinary action, up to and including termination. The possession, use, sale, purchase, storing, distribution, or manufacture of illegal drugs shall also be brought to the attention of the appropriate law enforcement agency.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Drivers License and Vehicles
Policy: Compliance, System
Code: 906
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Summary - Employees in certain positions may be required to drive Association, leased, rental, or personal vehicles to conduct business on behalf of Association. Employees who drive on Association business must operate vehicles in a safe and responsible manner, and in compliance with all applicable traffic laws.

Driver's License - An employee who drives for Association business must possess a valid driver's license free from major infractions at the time of hire and throughout employment. An employee who operates a vehicle that requires a commercial driver's license (CDL) must possess and maintain this license throughout employment.

Change in Status or Loss of Driver's License - An employee who is required to possess a driver's license or CDL license in order to perform certain job duties must immediately notify the employee's supervisor if the license is suspended or revoked. The loss or suspension of a driver's or CDL license may affect the employee's employment with the Association. The association reserves the right to ask for verification that the employee possesses a current license.

Use of Association Vehicles - Only authorized employees are allowed to drive Association vehicles. Association vehicles should be used for authorized Association business only. Association vehicles should not be used to transport unauthorized individuals or materials or to conduct personal or non-Association related business. An employee may be asked to present their license before signing out an association vehicle.

Association Vehicle Maintenance – Employees are responsible for maintaining Association vehicles in a neat and clean condition at all times. Papers and garbage must be removed at the end of each trip. Vehicles should be maintained in a safe and secure condition when not in use. It is the employee's responsibility to notify the employee's supervisor, or designated individual, of any needed maintenance or repair work on a Association vehicle.

Traffic Violation - An employee is responsible for paying any traffic tickets, parking tickets, or moving violations received while driving a Association, leased, rental, or personal vehicle for business use.

Cell Phones - In accordance with New York State regulations, an employee should not make or receive calls on a cell phone while driving on Association business unless a headset or a hands-free device is used.

Accident - An employee must notify the employee's supervisor immediately in the event of an accident, theft, or damage involving a Association, leased, rental, or personal vehicle being used for Association business, regardless of the severity of the damage.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Personal Conduct
Subject: Personal Appearance
Policy: Local
Code: 907
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The Association requires each employee's dress and grooming to be appropriate to the work situation.

Standards – Employees must present themselves in a neat, clean, and professional manner that reflects a good image to our clientele and the public. This includes personal hygiene and grooming.

Employees are prohibited from wearing the following clothing because it does not present a businesslike appearance for a public sector, educational environment: suggestive or low-cut clothing, halter tops, and ripped or stained clothing. This list is not all-inclusive.

In addition, employees who have regular contact with the public are required to comply with the following standards:

- With the exception of an employee's earlobes, facial jewelry (e.g., earrings or studs in an employee's nose, tongue, or eyebrow) is not permitted.

Acceptable personal appearance is a requirement for continued employment with the Association. The Association reserves the right to require employees to conform to the standards of personal presentation and appearance.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section:	Personal Conduct
Subject:	Code of Ethics
Policy:	Compliance & System
Code:	908
Issued:	6/1/2008
Association Adoption:	6/1/2008
Association Effective Date:	6/1/2008

Policy Statement – Cornell Cooperative Extension (*CCE*) expects all employees and volunteers to maintain the highest standards of professionalism, compliance, integrity, and execution of fiscal responsibility in the performance of their job duties and while representing the Association. All work must be performed in an ethical manner and in accordance with applicable law, government regulations, fiscal policies and Association policy.

Prohibited Conduct - An employee should never use the employee's position with the Association or relationship with internal coworkers or external constituents for private gain. An employee is expected to refrain from any illegal and/or dishonest business activity. In addition, an employee is prohibited from engaging in any activity that could have the potential to conflict with the interests of the Association, coworkers, or constituents or that could be viewed unfavorably by constituents or the public. Examples of prohibited conduct include, but are not limited to:

- Directly or indirectly soliciting or accepting a bribe, kickback, loan, gift, service, or entertainment from a current or prospective vendor, supplier, or constituent for the employee's personal gain in return for being influenced in connection with *CCE* business;
- Directly or indirectly giving a bribe, kickback, loan, gift, service, or entertainment to a current or prospective vendor, supplier, constituent, or competitor in return for influencing that individual or organization in connection with *CCE* business;
- Having a direct or indirect financial interest or a personal business relationship with any business or person doing business with *CCE* without disclosure to and approval of the Association; and
- Investing in the stocks, bonds, or securities of a vendor, supplier, constituent, or competitor if such transactions are based on any "inside information."

Employee Guidance - Because the Association is unable to list every example of conduct that may violate this policy, an employee should use good judgment and seek guidance and assistance from the employee's supervisor, if needed.

Reporting – Employees who suspect violations of law or association policy, or suspect unethical activity, or financial irregularities and financial management are required to report such matters to their supervisor. Employees, who believe it is not advisable or practical to report to their supervisor, must report directly to the Executive Director or to the Board President. Employees who believe it is not advisable or practical to report to the Executive Director or to the Board President, may utilize the appropriate State Extension Specialist. Employees may also make reports of above activities anonymously.

Investigation - All reports of suspected violations are investigated promptly, discreetly, and thoroughly and in as impartial a manner as possible. While the Association will attempt to maintain confidentiality, it cannot be guaranteed. An investigation generally involves talking with the parties involved as well as any witnesses. Any employee is required to cooperate in an investigation. Any employee or supervisor who violates this policy will be subject to disciplinary action, up to and including termination.

Non-Retaliation - The Association will not take any adverse employment action against an employee who truthfully reports information in good faith or who participates in an investigation. In addition, the Association prohibits an employee from retaliating in any way against a coworker for reporting a suspected legal impropriety as outlined in the policy statement and prohibited conduct section or for participating in an investigation.

Whistle Blower Protection - The Sarbanes-Oxley Act provides protections for whistle-blowers and imposes criminal penalties for actions taken in retaliation against those who risk their careers by reporting suspected illegal activities in the organization. It is illegal for any entity —for-profit and nonprofit alike — to punish the whistle-blower in any manner.

Association Financial Management - Employees and volunteers may use a number of confidential and anonymous mechanisms to encourage reporting of any suspected inappropriateness within the Association's financial management.

No punishment for reporting problems in good faith — including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination — is allowed. Association leaders will take any employee and volunteer complaints seriously, and investigate the situation. The Association will review the results of any investigation and take action at its sole discretion, as it deems appropriate based on the situation.

Confidentiality and Non-Retaliation – Generally, employees may report suspected violations confidentially. Where confidentiality cannot be maintained (e.g., in situations involving the imminent threat of serious harm or continued detrimental activity to an employee, coworkers or constituent), every effort will be made to obtain the employee's consent to disclose his or her identify.

External Reporting Option - Ethical behavior and the employee reporting system include internal options of the supervisor, Executive Director, or Board President. There may be employee observations and incidents that for unique reasons necessitate an external reporting resource.

The Cornell Cooperative Extension System provides associations with an external resource knowledgeable about Cornell Cooperative Extension policies, procedures, and who is staffed with a professional team to receive calls for initial documentation and procedural assessment.

HROne is the Association's external resource for reporting unethical behavior @ 1-800-457-8829. All Cornell Cooperative Extension employees have access to this resource and are encouraged to report serious incidents if they feel the internal reporting options are not viable. This resource is established for reporting incidents related to serious legal or financial irregularities. HROne will evaluate all calls received and may refer individuals back to internal association reporting options.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas
Subject: Property and Equipment
Policy: System
Code: 1001
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The purpose of the Association's property is for the smooth and efficient operations of the Association. All equipment must be used appropriately, handled carefully, and maintained in good condition. All operating and maintenance instructions must be followed. Supplies should be used efficiently and not wasted in order to save money and resources.

Employee Responsibility - An employee is responsible for any items issued by the Association that are in the employee's possession and/or control, such as, but not limited to: equipment, keys, uniforms, and this employee handbook.

Prohibited Uses of Association Property - An employee should not deliberately destruct, deface, or misuse Association property. In addition, the theft, unauthorized removal, or unauthorized possession of Association property is prohibited.

Damage to Association Property - An employee must report any damaged, defective, or malfunctioning Association property to the supervisor immediately.

Personal Use of Association Property – An employee may not use or borrow any Association property for the employee's personal use. For the purpose of this policy, Association property includes, but is not limited to, equipment, tools, supplies, and vehicles.

Disciplinary Action – Violations of this policy may result in disciplinary action, up to and including termination. In addition, anyone who steals from the Association will be prosecuted to the fullest extent of the law.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas

Subject: Personal Belongings

Policy: Local

Code: 1002

Issued: 8/9/02

Association Adoption: 11/16/2006

Association Effective Date: 11/16/2006

Policy Statement - The Association discourages an employee from bringing valuable, unnecessary, or inappropriate personal property to work. Personal property that is brought onto Association premises is the responsibility of the employee and should be safeguarded.

Liability - The Association is not responsible for the personal belongings of employees. The Association will not repair, replace, or reimburse an employee for any damage to, or loss of, an employee's personal property. This includes personal items in Association, leased, rental, or personal vehicles.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas
Subject: Maintenance of Premises and Work Areas
Policy: Local
Code: 1003
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – The Association is dedicated to providing a neat, clean, and pleasant work environment for employees, constituents, and visitors.

Work Areas – Work areas are to be maintained in a clean and orderly fashion. Coats, boots, and other personal items should be stored in designated areas.

Housekeeping - It is the responsibility of all employees to keep the break room and conference rooms clean at all times. Employees can do their part by putting items in their proper location after each use, disposing of garbage in the appropriate receptacles, and washing and putting away dishes.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas

Subject: Parking

Policy: Local

Code: 1004

Issued: 8/9/02

Association Adoption: 11/16/2006

Association Effective Date: 11/16/2006

Designated Parking - Employees should not park in designated handicapped, constituent, reserved, or visitor parking areas.

Damage to Vehicles - The Association is not responsible for the security of, or damage to, employees' vehicles or their contents while parked on the premises or while on Association business. The employee's supervisor must be notified immediately of any accident, theft, or damage to a vehicle that occurs while on Association premises, regardless of the severity.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas
Subject: Smoking
Policy: Compliance, System, Local
Code: 1005
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – In accordance with the New York State Clean Indoor Air Act and because the Association is committed to providing a healthy, comfortable, and productive work environment for all employees, smoking is prohibited in the building and in Association vehicles.

Disciplinary Action - Violations of this policy may result in disciplinary action, up to and including termination.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas

Subject: Charitable Solicitation

Policy: System

Code: 1006

Issued: 8/9/02

Association Adoption: 11/16/2006

Association Effective Date: 11/16/2006

Policy Statement –An employee may distribute literature or solicit coworkers on Association premises for charitable causes in the community during the workday if prior approval is obtained from the employee's supervisor. An employee is prohibited from soliciting constituents at any time.

Non-Work Related Solicitations – Charitable solicitations that are non-work related are completely voluntary. Employees are not required to participate in any charitable solicitation or function asked of them by the Association or a coworker. Employees should be respectful of coworkers who choose not to participate in a charitable solicitation.

Non-Employees - In an effort to ensure a productive and harmonious work environment, the Association prohibits non-employees from soliciting, posting, distributing literature, or selling merchandise on Association premises at any time for any purpose.

Association Premises - For the purpose of this policy, Association premises is defined as the offices, building and parking lot.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Premises and Work Areas

Subject: Security

Policy: Local

Code: 1007

Issued: 8/9/02

Association Adoption: 11/16/2006

Association Effective Date: 11/16/2006

Policy Statement – To maintain security and protect employees against theft, if there is reasonable suspicion by management, the Association reserves the right to inspect all Association and personal property brought onto Association premises and work sites at any time. This includes, but is not limited to Association and personal vehicles, packages, briefcases, purses, wallets, desks, lockers, and file cabinets.

Removal of Property - The Association reserves the right to remove an employee's personal belongings from the premises if the Association deems the personal belongings are in violation of Association policy.

Disciplinary Action – Any employee who refuses to allow management to inspect the employee's Association or personal property on association premises may be subject to disciplinary action, up to and including termination. In addition, an employee who steals from the Association will be subject to disciplinary action, up to and including termination, as well as prosecution to the fullest extent of the law.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Safety
Subject: Safety Program
Policy: Compliance
Code: 1101
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – The Association is committed to providing a safe and healthy workplace for all employees. The prevention of workplace injuries and illnesses requires the help and cooperation of all employees. The objective of Association's safety program is to minimize the number of workplace injuries and illnesses. Accidents can be prevented through the use of reasonable precautions and the practice of safe working habits. The Association has developed a safety program to address the health and safety of employees.

Communication and Information - The Association provides workplace safety and health information to employees on a regular basis via supervisor-employee meetings, bulletin board postings, memos, electronic postings and other written communications.

OSHA/PESH - The Federal Occupational Safety and Health Act (OSHA) is designed to provide a safe work environment and to eliminate unsafe conditions. Every employee must follow all OSHA and related Public Employees Safety and Health Act (PESH) directives. All OSHA and PESH standards that pertain to our industry are addressed in the Association's safety program.

Hazard Communication - Association considers hazard communication and the prevention of workplace injuries and illnesses to be of prime importance. The Association has implemented a written hazard communication program to address the safe use of chemicals in the workplace.

Employee Suggestions - Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisors. Reports and concerns about workplace safety issues may be made anonymously if an employee chooses. All reports can be made without fear of reprisal.

Investigations The Association conducts an investigation of all job-related injuries, illnesses, and near misses to determine the cause and attempt to prevent a recurrence in the future.

Disciplinary Action - An employee who violates safety standards, who causes hazardous or dangerous situations, or who fails to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

First Aid Kit - First aid kits are located in designated locations throughout the building.

Accident Procedures - In the event of a workplace accident, take the following steps:

1. Stop work;
2. Eliminate the immediate cause of the accident;
3. Obtain aid for the injured person and summon for assistance. If the injury appears serious, dial 9-1-1;
4. Call a supervisor immediately;
5. Take steps to prevent additional accidents; and
6. Complete an accident report with full details of the accident and submit it to the Department Head before the end of the current workday. When an accident occurs which involves a vendor, supplier, constituent, or any other non-employee, the employee must notify the Department Head immediately, no matter how minor the accident or injury may appear and even if no one was hurt.

Fire and Exit Procedures – An employee should be familiar with all exits in the building. In the event of a fire or other emergency that requires the building to be evacuated, the following procedures must be followed:

1. Leave the building by walking rapidly but calmly to the nearest exit (do not run or push others);
2. Do *not* take time to gather any personal belongings; and
3. Assemble at the designated location.

Fire Extinguishers - Fire extinguishers are located throughout the building. Employees should be familiar with the location and operation of fire extinguishers.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Security
Subject: Building Security
Policy: Local
Code: 1201
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – Safety and security for clientele, visitors, and Association employees is of very serious issue for the Association.

Building Security

Safety Precautions - In order to ensure employee safety, prevent theft, and reduce accidents, an employee who enters or remains in the building before or after normal business hours must exercise reasonable care for his or her protection. All exterior doors must be locked and no unauthorized persons should be allowed to enter the building.

Securing Premises - The last person to leave the building at the end of the workday is responsible for locking all exterior doors and windows.

Visitors

Normal Business Hours - All visitors must enter through the main entrance and report to the Receptionist. Visitors are required to sign in/out on the visitor log and must be accompanied by an employee at all times while on Association premises.

Non-Business Hours - For safety and security reasons, all visitors, including vendors, constituents and personal visitors, are prohibited in the building before or after normal business hours, unless accompanied by an employee.

Personal Visitors - Personal visitors are allowed on Association premises for occasional, brief visits during normal business hours as long as such visits do not disrupt others. Personal visitors are not allowed at work sites.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Security
Subject: Violence in the Workplace
Policy: System
Code: 1202
Issued: 8/9/02 revised 4/2008
Association Adoption: 5/5/2008
Association Effective Date: 5/5/2008

Policy Statement – The Association considers the safety of its employees, vendors, suppliers, constituents, visitors, and the general public to be of paramount importance. The Association has zero tolerance for any employee or individual on Association property who threatens, intimidates, or infers violence against any person or property associated with the Association. The Association considers any threat of violence or potential violence as legitimate, and takes immediate appropriate action, including the involvement of law enforcement.

Notification of Threatening Behavior – An employee who witnesses or becomes aware of any threats or acts of violence should inform the employee's supervisor or other management staff immediately. Any suspicious individuals or activity must be reported to the employee's supervisor immediately.

Prohibited Conduct – Provoking a fight or fighting are prohibited at all times while on Association property or at any location while representing the Association.

Firearms and Weapons – Employees are prohibited from possessing firearms or weapons of any kind while on Association's premises; in Association, leased, rental or personal vehicles while conducting business for Association; or at work sites, constituent locations, or any other location during working hours or while representing the Association.

Disciplinary Action – Violations of this policy will result in immediate disciplinary action, up to and including termination and/or legal action.

Compliance – the association performs periodic risk assessment of it's workplace to determine the presence of risk factors or situations that might place employees at risk from occupational assaults and homicides. This includes among other actions; An examination of the history of past incidents to identify patterns or trends which occurred in your workplace;

- A review your occupational injuries and illness logs (SH 900) and incident reports to identify injuries that my have resulted from workplace violence incidents;
- Surveying employees regarding details associated with the occurrence of workplace violence incidents;
- The conduct of physical workplace security building surveys.

New York State Law requires public employers with 20 or more full time permanent employees to develop and implement a written workplace violence protection plan and provide employee training on workplace violence prevention measures and other information contained within the employers plan. The association will:

- Perform a workplace violence risk evaluation and determination;
- Develop a written workplace violence prevention program if there are 20 or more full time permanent employees in the workplace. Such employees must be trained and, when requested, provided access to the employers written workplace violence prevention program. Employee workplace violence training must be provided at the time of job assignment and annually thereafter.
- Ensure that such workplace violence prevention plans are proactive, capable of assessing potential threats before they occur and responding to actual incidents immediately.

Typical examples of higher risks environments may include:

Exchange of money

Delivery of passengers, goods, or services

Mobile workplace assignments

Working with unstable or volatile persons in health care, social service or criminal justice settings

Working alone or in small numbers

Working late at night or during early morning hours

Working in high-crime areas

Guarding valuable property or possessions

Working in community-based settings

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Complaint Procedure
Policy: System
Code: 1301
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement – Cornell Cooperative Extension believes that open communication between employees and management is essential to a productive and successful work environment. Regular and forthright discussions reduce the likelihood of the need for more formal review and/or formal action plans. The purpose of this policy is to establish a procedure for fair, orderly, and speedy resolution of issues/concerns that may develop in the workplace.

Informal Resolution - An employee is required to address any questions, concerns, or complaints with the employee's supervisor. The supervisor shall review the employee's concerns, conduct an investigation, if appropriate, and provide a verbal or written response to the employee in a fair and prompt manner.

Formal Review - If the employee is not satisfied with the outcome, the employee may, in writing, request a review of the issue by the Executive Director who will investigate the issue. If the Association Executive Director is the supervisor, the employee should, in writing, request a review of the situation by the Executive Director's supervisor.

Equal Employment and Related Alleged Violations – This policy pertains to review of alleged violation or misapplication of policies or rules that pertain to employment with the Association. Concerns related to equal employment opportunity laws or regulations or sexual harassment are covered in those policies.

General Guidelines – The following guidelines pertain to this policy:

- Final determinations are neither intended to set precedent nor bind the Association to any future decisions in resolving issues/concerns.
- All information received will be handled with as much discretion as possible. The issue/concern will be discussed only with those staff members involved or necessary to assist in resolving the matter. The staff members involved will do the same.
- Time spent in meetings related to resolving an issue/concern will be considered working time.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Availability of Ombudsman
Policy: System
Code: 1302
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - Work-related concerns should be resolved in accordance with extension association policies. However, the Cornell University Ombudsman's Office is available to discuss concerns that involve Cornell University or anyone acting on behalf of the university.

Referrals - It is particularly important to realize that when a procedure or office exists for handling an inquiry, the Ombudsman's Office normally refers the individual to that procedure or office. Nevertheless, the Ombudsman's Office is available to facilitate expeditious handling of such matters through appropriate channels. Thus, although the ombudsman is available, it is requested that attempts be made to resolve questions or problems through appropriate procedures before individuals seek the ombudsman's assistance.

Contact Information - If an employee feels s/he wishes to contact the Ombudsman's Office, approval has been granted for the use of university and extension association telephones to conduct business with the ombudsman, at 607-255-4321 or write the Office of the University Ombudsman, 118 Stimson Hall, Ithaca, NY 14853.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Communication Systems
Policy: System/Local
Code: 1303
Issued: 12/02 Revision
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The purpose of the Association's communications systems and equipment is to promote efficient Association operations. For the purpose of this manual, the Association's communications systems and equipment include, but are not limited to, telephones, voice mail system, pagers, cellular telephones, fax machines, incoming/outgoing mail. (See Code 1304—for additional and specific policies regarding use of the Association computer system.)

Association Property - All Association communications systems and equipment are the sole property of The Association. This includes the messages created, transmitted, and stored on such systems and equipment.

Personal Use of Communications Systems - The Association's communications systems and equipment are for business use only unless otherwise indicated in this manual.

Prohibited Uses - The following uses of the Association's communications systems and equipment are prohibited. This list is meant to be illustrative, and not exhaustive.

- Any illegal activity or violation of copyright laws, including the copying or distribution of copyrighted materials without the permission of the author;
- Slander or defamation;
- Threats or harassment;
- Verbal or written remarks that are discriminatory, offensive, demeaning, intimidating, or insulting;
- Obscenities or vulgarities;
- Distributing chain letters;
- Writing, transferring, or storing obscene or sexually suggestive messages or graphical images;
- Accessing, or attempting to access, the electronic communications of a coworker without appropriate authorization from the coworker or the employee's supervisor;

- Using or aiding in the unauthorized use of another person's password;
- Harming or destroying software, data, files, or messages (other than editing or deleting information in the normal course of one's job duties);
- Use of entertainment software, such as games and puzzles;
- Installation or use of Association-owned hardware or software for any use that is not Association-related business;
- Installation or use of any unauthorized, unlicensed, or non-business hardware or software on a Association computer;
- Reproducing any software for use on more than one of the Association's computers unless authorized by the software developer;
- Reproducing, transferring, downloading, modifying, deleting, or sharing licensed or non-licensed software with any business or for the employee's personal use; and
- Installation of any software containing viruses.

Association's Right to Monitor Communications Systems and Equipment - Although, as a matter of practice Cornell Cooperative Extension does not routinely monitor systems and information, it does reserve the right to monitor, track or access the contents of all files stored on its systems, all installed software, and assigned hardware. Cornell Cooperative Extension staffs should not assume that information stored on assigned systems or servers is private and confidential.

Disciplinary Action - Violations of this policy may result in disciplinary action, up to and including termination. Any employee who is aware of a violation of this policy must notify the employee's supervisor.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Acceptable Use Policy
Policy: Compliance/System
Code: 1304
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Purpose - This policy guides users of Cornell Cooperative Extensions information technology resources. It balances the employee's ability to benefit fully from information technology, the educational and business goals of the organization, and Cornell Cooperative Extension's need for secure and effectively allocated resources.

Cornell Cooperative Extension staff will follow policies and guidelines to enable reasonable and appropriate use of information systems, to ensure the security of information residing within the system, and to perform their jobs in accordance with all applicable laws, regulations and policies. Cornell Cooperative Extension will periodically redefine and enhance these policies and guidelines. This policy addresses circumstances that are new and evolving.

Background - All forms of information technology have transformed data management and communications. Employees utilize these technologies in many innovative ways. However, local area networks and internet access has created the opportunity to access material and use resources in ways that may not be acceptable. Inappropriate use of information technology could expose the Association and Cornell Cooperative Extension to embarrassment and/or possible litigation.

Building upon our relationship to Cornell University, this policy builds upon the policies and guidelines regarding the responsible use of electronic communications at Cornell University. This would include the:

- Cornell University Policy Regarding Abuse of Computers and Networks
 - <http://www.cit.cornell.edu/computer/responsible-use/abuse.html>
- Campus Code of Conduct
 - <http://www.univco.cornell.edu/policy/ccs.htm>
- Responsible Use of Electronic Communications
 - <http://www.cit.cornell.edu/computer/responsible-use/>
- Code of Academic Integrity
 - <http://cuinfo.cornell.edu/Academic/AIC.html>

Employees are responsible for following this policy to ensure that their own use of information technology resources is appropriate.

Usage Types - There are three usage types for information technology:

- *Core* – Core uses are activities required to conduct Cornell Cooperative Extension business. Information technology resources exist primarily to facilitate core business goals.
- *Incidental* - Incidental uses are those which are neither explicitly permitted nor explicitly denied. Incidental applications never require any action or intervention by anyone within the organization other than their user. Incidental usage that becomes an imposition on others, burdens systems, or develops to a performance issue is no longer incidental, but unacceptable, and is not permitted.
- *Unacceptable* - Unacceptable use impedes the work of others, wastes information technology resources, compromises system security, or is illegal. It may unintentionally damage the information technology infrastructure, allow unauthorized access to information, or affect the ability of employees to perform their duties.

Unacceptable use may generate additional costs – both direct and indirect, and generate unnecessary support requirements.

Unacceptable use may also compromise information security, through the introduction of viruses, Trojan horses, password violations, and other means. This could result in damage to or loss of information technology resources, and loss of data.

It is unacceptable to:

- Use Cornell Cooperative Extension or Cornell University information technology resources for activities that violate the law, existing policies or regulations.
- Use Cornell Cooperative Extension or Cornell University information technology resources for activities that are offensive or are perceived to be offensive.
- Transmit e-mail containing confidential or proprietary information or trade secrets;
- Use any part of Cornell Cooperative Extension or Cornell University information technology resources for personal financial gain.
- Infringe copyright or proprietary rights
- Permit unauthorized access to information technology resources.
- Damage files, equipment, software or data belonging to Cornell Cooperative Extension or others.
- Use or attempt to use unauthorized access methods or abilities.

The above list is not exhaustive.

While Cornell Cooperative Extension does not prohibit limited incidental use of information technology resources for personal reasons, users should recognize that the primary intention of providing these resources is to support the core functions and work of Cornell Cooperative Extension.

Computer Systems – All computer hardware and software must be licensed and registered to the Association. All computer disks, file attachments, and downloaded files must be scanned by anti-virus software prior to being used on the Association's computers.

Passwords – Any employee who is required to have a password to utilize any of the Association's communications or computer systems that contain Association business information must submit that password to the local System Administrator or, if no such position,

to the Executive Director. The System Administrator or Executive Director shall maintain the passwords in a secure location, and only use the passwords to access Association business information in an emergency situation.

Cornell Cooperative Extension employees shall not share or provide the password associated with their NetID to anyone, as outlined in the Responsible Use of Electronic Communications policy (<http://www.cit.cornell.edu/computer/responsible-use/>)

Monitoring – Although, as a matter of practice Cornell Cooperative Extension does not routinely monitor systems and information, it does reserve the right to monitor, track or access the contents of all files stored on its systems, all installed software, and assigned hardware. Cornell Cooperative Extension staffs should not assume that information stored on assigned systems or servers is private and confidential.

Inquiries - Inquiries regarding this policy or associated policies may be directed to:

- Information Technology Solutions Manager
- Executive Director
- Human Resources Manager
- Associate Director for Administrative Systems

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Correspondence
Policy: Local
Code: 1305
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Written Communication - An employee who receives a memo, fax, letter, telegram, e-mail, legal notice, summons, or other form of written communication of an adverse nature should immediately forward the document to the employee's supervisor so that it may be dealt with effectively.

Verbal Communication - An employee will treat all constituent complaints seriously and professionally. In the event the constituent's complaint cannot be resolved to the constituent's satisfaction, the employee should immediately notify the employee's supervisor or designee.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Employee Suggestions
Policy: Local
Code: 1306
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Policy Statement - The Association values the suggestions and ideas of employees. Giving and receiving feedback is encouraged in order to promote a positive, productive, and cooperative atmosphere. An employee is strongly encouraged to inform the employee's supervisor of any suggestions that may be valuable to the Association's success. All suggestions are carefully reviewed and implemented, if possible.

CORNELL COOPERATIVE EXTENSION – Otsego HUMAN RESOURCE POLICY MANUAL

Section: Communication Procedures
Subject: Public and Media Relations
Policy: System/Local
Code: 1307
Issued: 8/9/02
Association Adoption: 11/16/2006
Association Effective Date: 11/16/2006

Public Relations - The courteous, professional treatment of our constituents and the public is critical to The Association's continued success. Employees will represent the Association in a polite and professional manner at all times.

Media Relations - All requests for information from the media (e.g., television, radio, and newspaper) regarding any aspect of the Association must be referred to the Executive Director. The Executive Director must approve all press releases, publications, articles, and any other documents for release to the media in advance, unless otherwise authorized in advance.