

# ASA MANUAL – Student Employees Handbook

Date: 1/2025

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## **100: Welcome!**

Welcome to the Auxiliary Services Association (ASA) at Stony Brook University team. We wish you the best in your new position. At the ASA, we believe that the Association's most valuable asset is our staff. Our mission is to exceed our client's expectations while simultaneously offering growth opportunities to our employees.

The purpose of this manual is to provide information regarding our policies. The policies and services detailed herein have been established to ensure we maintain a safe, friendly, and productive work environment.

We hope your experience here will be fulfilling and enjoyable.

Sincerely,  
Dr. Diana Kubik Executive Director

## **101: ABOUT THE AUXILIARY SERVICES ASSOCIATION**

The Auxiliary Services Association (ASA) at Stony Brook University is a not-for-profit auxiliary services corporation licensed by the State University of New York to provide goods and services that contribute to the quality of campus life in a flexible, efficient, and responsive manner to support the mission of the Stony Brook campuses. ASA operates with no State support and is responsible for generating revenues to support its services, fund major capital improvements, and contribute to the educational, health care, and outreach missions of Stony Brook University, Stony Brook University Hospital, South Hampton Hospital, and the Long Island State Veterans Home.

ASA's vision is to provide services to the Stony Brook community, with priority to the student, patient, veteran, and customer experience, driven by excellence, aspirational thinking, fiscal prudence, sustainability, and inclusive practices. While supporting the University, Hospital, Veterans Home and other site missions, ASA will improve the Stony Brook experience, by creating a positive and memorable experience for all of our constituents.

To achieve its vision, ASA commits itself to:

- Maintaining and enhancing the quality, diversity, cost, and value of food in the dining programs;
- Maintaining and, where possible, improving fiscally prudent and affordable food plans;
- Ensuring the availability of desired and appropriate merchandise, products, and services;
- Fostering and supporting a community identity that connects all of the campuses and community constituents to Stony Brook University, Stony Brook Medicine and Long Island State Veterans Home's mission by supporting academic, athletic, cultural, healthcare, research, and community-based campus events;
- Maintaining contact with peer and aspirational institutions to keep current on emerging trends relative to ASA's functions on campus;
- Supporting the campus's core mission of academics, research, scholarship, intellectual creativity, inclusivity, and sustainability.

The Auxiliary Services Association's market segments include students, faculty and staff, administration, hospital patients and guests, veterans, the outside Stony Brook community, and alumni.

There are five main goals for our organization:

- Provide our guests with an unforgettable experience.
- Become an essential part of the campus story.
- Be acknowledged both on and off campus as a world-class service provider.
- Bring cutting-edge technology to our community.
- Execute our financial obligations prudently.

ASA is proud to partner with nationally recognized organizations such as CulinArt (part of Compass Group),-Coca-Cola, Canteen, Lessing's, and FedEx to offer over 16 retail operations and brands such as **Popeyes, Subway, Starbucks® Dunkin', Nathan's, Carvel, and Au Bon Pain.**

## **102: ASA EMPLOYEE MANUAL DISCLAIMER**

Employees are responsible for reading the ASA Employee Manual ("Manual") in its entirety, familiarizing themselves with its contents, and adhering to all of the policies and procedures of the Auxiliary Services Association at Stony Brook University, Inc. ("ASA"), whether outlined in this Manual or elsewhere.

This Manual is designed to summarize and acquaint you with ASA's current personnel policies and practices and should be used as a reference only. The policies, procedures and practices described in the Manual are not terms or conditions of employment. This Manual shall not be construed as granting or creating any rights and does not create an express or implied contract between ASA and any of its employees. ASA adopted all policies, procedures and practices contained herein and supersedes any previous conflicting policies.

This Manual, in its entirety or in part, may be modified, amended, suspended, discontinued, canceled, or otherwise changed at any time, with or without notice to employees, at ASA's sole discretion. No individual supervisor, manager, or representative of ASA, other than the Executive Director, has the authority to change this Manual, in whole or in part, or any ASA policy or procedure at any time. In its sole discretion, ASA reserves the right to interpret and clarify any policy or procedure stated in this Manual, in whole or in part, at any time, with or without notice to employees. Any modification, amendment, suspension, discontinuation or cancellation, interpretation or clarification, or any other change to this Manual or ASA policy or procedure will be effective on the date ASA determines. After such effective date, any superseded Manual, or portion thereof, policy or procedure will be null and void.

Unless otherwise provided for by law or in a separate written contract or collective bargaining agreement, all ASA employees are terminable at-will. The contents of this Manual shall not constitute or in any way be construed as a promise of continued employment or as a contract of employment between ASA and any of its employees. No individual supervisor, manager or representative of ASA, other than the Executive Director, is authorized to enter into any employment agreement on behalf of ASA, and any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed both by the employee and ASA's Executive Director.

This Manual supersedes all previous personnel policies that may have been issued occasionally on the subjects covered in this manual.

## **200: EMPLOYMENT AT WILL**

**Original Date: 3/1998**

**Revision Date(s): 7/2021, 1/2025**

It is the policy of the Association that all employees who do not have a written employment contract with the Association for a fixed term are employed at the will of the Association for an indefinite period. Therefore, the Association may terminate an employment relationship at any time and for any reason unless a law or agreement provides otherwise. For example, a federal or state law, collective bargaining agreement, or individual employment contract may limit an otherwise at-will relationship.

No ASA representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with the ASA that are inconsistent with the ASA policies. No statements made in pre-hire interviews, discussions, or recruiting materials alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, ASA recruiting materials, ASA memoranda, or other materials provided to applicants and employees concerning their employment. None of these documents, whether single or combined, create an express or implied contract of employment for a definite period or an express or implied contract concerning any terms or conditions of employment. Similarly, ASA policies and practices concerning any matter should not be considered as creating any contractual obligations on the Association's part or stating in any way that termination will occur only "for cause." Statements of specific grounds for termination outlined in this Manual or any other ASA documents are examples only, not all-inclusive lists, and are not intended to restrict the Association's right to terminate at will.

## **201: EQUAL EMPLOYMENT OPPORTUNITY**

**Original Date:** 3/1995

**Revision Date(s):** 7/2021, 1/2025

ASA has a longstanding commitment to equal employment and environments ensuring everyone in the ASA community is treated with respect, dignity, fairness, and equity. The ASA community includes but is not limited to, employees, students, visitors, guests, contractors, and vendors associated with the institution.

ASA prohibits discrimination based on **race, sex, sexual orientation, gender identity or expression, religion, age, color, creed, national or ethnic origin, hair or hairstyle, disability, marital status, familial status, genetic predisposition, political affiliation, criminal convictions, domestic violence victim status, and veteran or military status, citizenship status, reproductive health decision making** and all other protected classes under federal or state laws in the administration of its policies, programs, activities, or employment, and includes the terms, conditions, and privileges of employment or access for students, faculty, and staff. ASA's non-discrimination policy affects all employment practices including but not limited to, recruiting, hiring, transfers, promotions, benefits, compensation, training, educational opportunities, discipline, daily responsibilities, and terminations.

It is important to note that ASA also strictly prohibits discrimination or any harassing or inappropriate behavior on any of the above bases by any ASA employee. Acts of discrimination directed by or at a supervisor, co-worker, subordinate, visitor, or contractor in the context of any other employment relationship will not be tolerated.

Retaliation against an employee, student, or witness participating in any ASA investigation is prohibited. Retaliation is also prohibited against any individual who files a discrimination complaint under Title IX or participates in a complaint investigation in any way. Any substantiated act of retaliation may result in sanctions or other disciplinary action as covered by Labor Management processes, collective bargaining agreements, or applicable ASA policies.

## **202: TYPES OF STONY BROOK UNIVERSITY STUDENT ASSIGNMENTS**

### **Student Assistant**

Student Assistant Positions are offered and paid for by Stony Brook University departments and are open to any SBU student with a social security number, regardless of their financial aid package, year in school, or citizenship. Students in these positions may work a maximum of 29 hours per week (20 for international students) among all positions.

### **Graduate Assistant**

Graduate Assistants may work up to 20 hours a week, and they can sometimes be paid through a stipend or tuition reimbursement. Please Note: You may also be considered a regular Student Assistant even if you have graduate status.

## **Requirements for Working with ASA**

- Be matriculated (fee paid) in the current semester: A matriculated student is any student admitted to the University and pursuing a degree on full-time or part-time basis.
- Be in good academic standing: Students are in good academic standing if they earn at least a 2.0 cumulative GPA and are not on academic warning/probation.
- I-9 Form Employment Eligibility Verification: When completing the I-9 form, you must provide an original picture ID and original proof of your eligibility to work. Make sure all documents are signed.

## **Work Hour Restrictions**

The following lists the maximum weekly hours employees may work for each position. Even if an employee has more than one position, they must adhere to these restrictions

- Student Assistant: 29 hours/week
- International Student: 20 hours/week unless otherwise specified per INS

## **203: CONFLICT OF INTEREST**

**Original Date:**

**Revision Date(s): 7/2021, 1/2025**

The Auxiliary Services Association (ASA) expects its employees to perform their duties according to the highest ethical standards. Employees are expected to devote their best efforts to the interests of ASA. Business dealings that result in an actual conflict or perceived conflict between the interests of ASA and the interests of an employee are unacceptable. ASA recognizes the right of employees to engage in activities outside of their employment that are private and unrelated to our business. However, the employee must disclose any possible conflicts so that ASA may assess and prevent potential conflicts of interest from arising.

An actual or perceived conflict of interest exists when an employee's personal, financial, or other commitments and obligations are likely to compromise or may have the appearance of compromising the objective performance of their professional duties, responsibilities, or obligations to ASA, particularly if those interests or commitments are not disclosed. No employee shall accept other employment or business that will impair their independence of judgment in exercising their duties at ASA. Any employment outside of ASA, whether paid or unpaid, must be immediately disclosed to Human Resources. Personal, business, or volunteer affiliations that may give rise to an actual or perceived conflict of interest shall be disclosed to Human Resources. Employees must notify Human Resources of any actual or perceived conflicts of interest as soon as they arise or the employee becomes aware of them.

All ASA employees, including Supervisors, Managers, and Directors, must complete a Conflict of Interest Disclosure form annually and as otherwise may be required by ASA.

Some common relationships or circumstances may create or give the appearance of a conflict of interest. These situations generally involve gifts and business or financial dealings. Employees may not engage in private transactions involving personal gifts, services, money, or anything else of value from any client, contract, vendor, board member, or funding source of ASA. Employees are also to refrain from accepting (including borrowing) gifts or money from direct reports or colleagues, which could impact decision-making or create a perception of favoritism.

All vendors, contractors, or other entities with which ASA does business should be selected solely on their merits and in the best interest of ASA, without regard to personal considerations. Vendor relationships with relatives or anyone else who may create an actual or perceived conflict of interest must be avoided. Personal relationships with or financial involvement or ownership of a substantial interest in any individual or entity that does business (or seeks to do business) with ASA must be disclosed to Human Resources and on the required Conflict of Interest Disclosure form.

## **204: EMPLOYEE PROFESSIONAL CONDUCT**

**Original Date:** 3/1995

**Revision Date(s):** 2/2000, 7/2021, 1/2025

All employees must be aware of their responsibilities to ASA and fellow employees. ASA intends to take a constructive approach in this area and ensure that actions that interfere with ASA's operations or an employee's job are not continued. Not conforming to ASA standards will result in one of the following forms of disciplinary action: Verbal warning/discussion, written warning, suspension or discharge. In arriving at a proper course of action, the seriousness of the infraction, the employee's record, and the circumstances surrounding the matter will be considered.

When employees receive counseling, they are often given suggestions for how to improve. However, it is the employee's responsibility to inform their supervisor of any assistance they may need to correct performance deficiencies. ASA will consider all requests for help.

Although it is impossible to identify every possible violation of standards of conduct, the infractions below are examples of behavior for which employees will be disciplined or discharged, and are not all-inclusive:

- Falsifying Company records, including employment applications.
- Theft, fraud, or embezzlement.
- Carrying concealed weapons.
- Jeopardizing the health, safety, or well-being of others.
- Sexual harassment or sexual assault.
- Using Company equipment, material, time or information for personal use without authorization.
- Abusing or destroying SUNY or ASA property or equipment.
- Working under the influence of intoxicating beverages or drugs or bringing unauthorized alcohol or drugs into the workplace.
- Violation of safety rules.
- Violating Company Policies and Procedures.
- Failure to follow the lawful directives of a supervisor.

## **205: EMPLOYEE CONCERNS**

**Original Date:**

**Revision Date(s):** 1/2025

The Auxiliary Services Association believes that students should be able to express their dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters which may be appropriate causes of concern include:

- A belief that company policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee.
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.
- Alleged discrimination because of race, color, gender, age, religion, national origin, sexual preference, or disability.
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.
- Being witness to any of the above.

Students are encouraged to notify the ASA as soon as possible of their concerns. You may contact any member of the ASA Human Resources team:

- Valerie J. Smith, MBA, Director of Human Resources – 631.632.9306, [Valerie.j.smith@stonybrook.edu](mailto:Valerie.j.smith@stonybrook.edu)
- Jose Rivera Jr., Assistant Director of Human Resources – 631.444.1473, [jose.rivera@stonybrookmedicine.edu](mailto:jose.rivera@stonybrookmedicine.edu)
- Shannon Mulligan, Assistant Director of Human Resources – 631.632.1595, [Shannon.mulligan@stonybrook.edu](mailto:Shannon.mulligan@stonybrook.edu)
- Oscar Ruales, Payroll & HRIS Manager – 631.632.6515, [Oscar.ruales@stonybrook.edu](mailto:Oscar.ruales@stonybrook.edu)
- Deanna Esposito, HR & Payroll Specialist – 631.632.9291, [deanna.esposito@stonybrook.edu](mailto:deanna.esposito@stonybrook.edu)
- Harriet Rubenfeld, Human Resources Coordinator at WSD – 631.632.2369, [harriet.rubenfeld@stonybrook.edu](mailto:harriet.rubenfeld@stonybrook.edu)
- Amirah Nabibaksh, Human Resources Specialist at LISVH – 631.444.8793, [amirah.nabibaksh@stonybrook.edu](mailto:amirah.nabibaksh@stonybrook.edu)
- Victoria Lick, Human Resources Coordinator at SBUH – 631.638.7923, [Victoria.lick@stonybrookmedicine.edu](mailto:Victoria.lick@stonybrookmedicine.edu)

## 206: CONFIDENTIALITY

**Original Date:**

**Revision Date(s): 1/2025**

**Policy Statement** - All Association employees, volunteers, and constituents' 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. (i.e. financial records, ASA vendor contact list, customer information (student, resident, and patient records covered under HIPPA)

**Confidential Association Information** - All records and files maintained by the Association are confidential to the extent permitted under the Freedom of Information Law, including, but 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 the Association premises without prior authorization from an employee's Supervisor, including all media, paper, or electronic formats.

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

## 207: REASONABLE ACCOMMODATIONS

**Original Date:** 1/2025

**Affects:** All Employees

The Auxiliary Services Association is committed to providing equal access to individuals with disabilities. Reasonable accommodations will be provided to qualified employees with disabilities to enable them to perform the essential functions of the positions for which they are applying and in which they are employed.

The Employee Disability Accommodation Process is a collaborative and interactive process between the employee and Human Resources.

The Association complies with the Americans with Disabilities Act (ADA), as amended, and applicable state and local laws that provide for nondiscrimination against qualified individuals with disabilities. ASA does not discriminate against any job applicant, employee or other individual, otherwise qualified to perform the essential functions of the job, with respect to any terms, privileges or conditions of employment because of that person's physical or mental disability or perceived disability.

In accordance with applicable law, and to ensure equal employment opportunities to qualified individuals with disabilities, ASA will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee to enable the individual to perform the essential functions of his or her job, unless an undue hardship would result.

Any applicant or employee who requires an accommodation in order to apply for the position or to perform the essential functions of their job should contact human resources. You may also contact your supervisor if the request is time sensitive or make a request for an accommodation in writing to human resources. Human resources will engage in an interactive and cooperative dialogue with you regarding your accommodation needs, potential accommodations--which may include alternatives to accommodations you propose--and any difficulties the proposed accommodations will impose upon the ASA. Human resources will then provide you with a written final determination either granting or denying the accommodation. If the accommodation is reasonable, will not create an undue hardship on the Association, or create a safety threat, ASA will grant the accommodation request. The Association may request a statement or documentation of the need for the requested accommodation and other pertinent information.

Your full cooperation and input in this process are expected. The Company will review the request and any supporting documentation and, where warranted, implement an appropriate reasonable accommodation. ASA's policy of providing equal employment opportunities to qualified individuals with disabilities applies to all of its personnel and employment practices.

## **208: GENDER EXPRESSION NON-DISCRIMINATION ACT (GENDA)**

**Original Date:**

**Revision Date(s): 7/2021, 1/2025**

Our ASA Gender Expression Policy bar discrimination, harassment and retaliation based on "gender identity or expression," which is defined as "a person's actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender." As with conduct based upon an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status or marital status, employers, employees (ASA employees or University employees) and ASA vendors may not discriminate, harass or retaliate based on gender identity or expression or any of the above bases.

Specifically:

- Employers are prohibited from refusing to hire or employ or to bar or to discharge from employment an individual because of an individual's gender identity or expression;
- Employers are prohibited from discriminating in compensation or terms, conditions or privileges of employment because of an individual's gender identity or expression;
- Employers are prohibited from printing or circulating statements, utilizing applications, or making inquiries that express directly or indirectly any limitation, specification or discrimination based on gender identity or expression;
- Employers are prohibited from denying or withholding admission to or participation in any occupational training or retraining program because of an individual's gender identity or expression and from discriminating against a person in the terms, conditions or privileges of such programs based upon gender identity or expression.

ASA will regularly provide guidance relating to the use of names and pronouns, the types of conduct that constitute gender stereotyping and the applicability of existing anti-harassment and anti-retaliation prohibitions to conduct based upon an individual's gender identity or expression.



## 209: SAFETY IN THE WORKPLACE

Original Date: 1/1998

Revision Date(s): 7/2021, 1/2025

Statement: The Auxiliary Services Association commits itself to providing a safe environment for our employees. The safety of all employees is a primary consideration in the operation of our services, and every attempt will be made to reduce the possibility of accidents while maintaining a safe and efficient organization. In an effort to keep the workplace as safe as possible, we maintain a safety and health program that is comparable to the best practices of similar organizations. To be successful, such a program must embody the proper attitudes toward injury and illness prevention from all of our staff. Employees are responsible for practicing and complying with safety rules and regulations while performing their duties. Only through such cooperative efforts can a safety program in the best interest of all be established and preserved.

Our safety and health program includes:

- Developing and enforcing various health and safety rules and regulations. Employees are required to cooperate with said policies as a condition of employment.
- Utilizing our Safety Committee. This committee meets on a regular basis and tours our facilities. They recommend and suggest ways of reducing and preventing accidents based on observations they make. The names of the committee members are posted on the bulletin board. Employees can contact any member of the committee with suggestions, recommendations, or issues they have in regards to their safety.
- Providing mechanical and physical safeguards to the greatest extent possible.
- Conducting a program of safety and health inspections that find, control, and eliminate unsafe working conditions or practices.
- Training all employees in good health and safety practices.
- Providing necessary personal protective equipment, and instructions for its use and care.
- Promptly and thoroughly investigating every accident that occurs in order to find out what caused it, and correcting the problem so that it won't happen again.

Accidents: If an injury occurs on the job, no matter how slight, employees must report it immediately to their supervisor or the Human Resources Department. Failure to report an injury could affect a subsequent Workers Compensation claim.

Facility Evacuation Procedures: When the alarm sounds, employees must leave the building or go to the designated emergency evacuation areas immediately. They may not re-enter the building until they are told that it is safe to do so by a Fire Marshall, a University Police officer or a member of the building management staff. Supervisors should check that their areas are evacuated.

Automobiles And Parking: Employees must park in designated staff lots and spaces only. Parking in loading dock areas is prohibited as it presents a serious safety hazard and prevents proper access to buildings by fire and other emergency vehicles. Possession of a "Special Services Permit" does not give permission for ASA employees or ASA vendor staff to park in loading docks, even in "designated" spaces. Temporarily leaving vehicles in designated spots in loading docks is only permitted for deliveries and for staff who are engaged in a service operation. Driving on campus sidewalks is also prohibited.

Domestic Violence: Domestic violence permeates the lives and compromises the safety of thousands of employees each day, with tragic, destructive, and often fatal results.

Domestic violence is defined as a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the

individuals it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

The Auxiliary Services Association, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence. The Auxiliary Services Association will abide by the current guidelines, participate in any training and utilize other resources as availed by the University for the benefit of all staff.

## **General Rules of Safety**

### Code of Safety Practices

- All persons shall follow safe practices rules, aid in keeping operations safe, and report all unsafe conditions or practices to management.
- Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and taking action as is necessary to obtain observance.
- Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
- Work shall be planned and supervised in order to prevent injuries when working with equipment and handling materials.
- Employees are not permitted to work while their ability or alertness is so impaired by fatigue, illness, or other causes.
- Employees shall not enter areas with little or no ventilation, unless it has been determined that it is safe to enter.
- Employees shall ensure that all guards and other protective devices are adjusted and in their proper places, as well as report deficiencies promptly.
- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- All injuries shall be promptly reported to the supervisor so that arrangements can be made for first aid or medical treatment.
- When lifting heavy objects, use the larger muscles of the leg instead of the smaller muscles in the back to prevent injury.
- Before leaving any work area, be sure it is in a safe condition.

### General Office Safety

- When using file cabinets, never open more than one drawer at a time in order to avoid tipping.
- Desk drawers, filing, and storage cabinets must be kept closed when not in use.
- Floors, work areas, and hallways are to be kept cleared of boxes, papers, electric cords, and telephone wires.
- Chairs shall be kept in a safe condition (properly adjusted, wheels secured, etc.)
- Inspect electrical wires periodically to make sure that plugs and/or cords are in safe operating condition.
- All spills, whether water, chemicals, grease, oil, or ink, will be quickly cleaned up.
- Make sure that all personal items are in safe condition, (e.g., shoes are non-skid, and eyeglasses have shatterproof lenses).
- Always think about Safety Awareness.
- Refrain from horseplay that could endanger you or your fellow employees.
- Adhere to proper dress code at all times to allow adequate movement of arms and legs.
- Always maintain adequate lighting and ventilation in work areas.
- When stocking shelves, refrain from placing heavy, bulky objects at the top of shelving units. Ask for assistance when receiving, transporting, and stocking heavy packages.

- Take care to avoid cuts and scrapes from sharp edges of cards or paper. If cuts occur, administer the proper first aid and fill out a minor injury report.
- Turn off all electrical equipment at the end of the day.
- During meetings, seating arrangements must include exit aisles no less than 24 inches wide. Aisles must be kept cleared at all times.
- Binders shall contain no more materials than required for work.
- Exercise care when using cutting devices.
- Bookshelves and cabinets will be substantially braced to prevent them from tipping or falling.
- Store storage boxes out of the way and in a safe manner.
- When using ladders or short steps, never stand on the top or second to top step unless there are handrails on the ladder to support you.
- When using ladders, always have a coworker nearby in case of an emergency.
- Use handcarts and other mechanical stock handling equipment when moving heavy loads.
  - Follow procedures established for spill cleanup involving chemical substances. Consult with the Material Safety Data Sheets (MSDSs) if you do not know the hazards associated with a particular chemical spill.
- Ensure that computer or Video Display Terminal (VDT) workstations have comfortable seating that is an appropriate distance from the terminal screen.

### General Automobile Safety

- Employees must park in designated staff lots and spaces only.
- Parking in loading dock areas is prohibited, as it prevents proper access to buildings by fire and other emergency vehicles in emergency situations.
- Possession of a “Special Services Permit” does not give permission for ASA employees or vendor staff to park in loading docks, even in designated spaces.
- Only staff engaged in service operations or making deliveries can temporarily leave vehicles in designated spots in loading docks
- Driving on campus sidewalks is prohibited.

### Food Service Area General Safety

- All unsafe conditions seen in the kitchen should be immediately reported to management.
- Report accidents that occur on the job to management, even if no serious injury is apparent.
- Employees must disclose to their supervisor the use of any substances, legal or illegal, that create drowsiness, slowed reaction times, hallucinations, etc.

### Receiving and Storage

- Protruding nails or staples must be removed when opening boxes, barrels, crates, or similar containers. Box openers, not knives, should be used.
- Store heavier and bulkier on lower shelves. Anything 25 pounds or over should be located between the knees and shoulders.
- Stack layers of cases in a crisscross formation to reduce the possibility of toppling. Do not stack cases too high.
- Ladders used for obtaining materials from storage should be safe to use and equipped with non-skid feet.
- Lift heavy items safely and properly. Back support belts should be used when lifting anything over 25 pounds, and heavier items should be lifted by multiple people.

### Food Preparation and Avoiding Burns

- Wear dry oven mitts when handling hot utensils.
- Wear aprons when using the oven, grill, char-broiler or fryer.
- Use no more water than needed to cook in order to avoid boiling over. This also makes it easier to pour off hot liquids.

- Lift lids cautiously from hot pots or steam tables to allow steam to escape and prevent scalding your hands or face.
- Turn pot handles away from the edge of the stove so that the pots will not be knocked off. Ensure handles are not too close to an open flame.
- Have multiple people move heavy containers of hot food. Before moving hot containers, clear the work area. If a cart is used, place a towel under the hot pot to reduce the chance of it sliding off.
- Control splash when draining kettles. A plastic bucket with a hole in the bottom can help direct the hot liquids to a drain.
- Turn spigots slowly when drawing hot water or coffee to avoid splashing. Make sure that valves and spigots are in proper position before using them,
- Close oven doors when not in use.
- Ventilate ovens for several minutes before lighting. Strike matches away from clothes or other flammable material. Place matches or wicks at the gas jet before turning on the gas. Gas should be gradually turned on to avoid blowing out the match or wick.
- Ovens, stoves, grills or fryers should not be cleaned until they have cooled.
- Do not use pan coating sprays near any flame. Turn off stove tops before using pan coating sprays.

### Knives and Food Preparation

- Cut or slice resistant gloves should be used when cleaning and using knives and equipment with blades.
- Full attention is required when using knives.
- Cut away from the body.
- Keep sharp edges away from the body when drying and using knives.
- All knives should be kept in their proper storage place when not in use. Do not store knives in a drawer.
- Do not leave knives in the sink or where they cannot be easily seen.
- Keep knives sharp at all times. Remove steel particles from knives after they are sharpened.
- If a knife is dropped, do not try to catch it. Make sure you cannot be hurt by the knife as it falls.
- Use proper knives for each procedure. I.e. boning knives, carving knives, paring knives, etc.
- Do not use knives to open cans.
- Put damp towels under cutting boards in order to keep it from slipping.

### Machines used for Food Preparation

- Machinery and tools, including knives and slicing equipment, should only be used for their intended purpose.
- Machines should not be used until the employee is trained on their use. All guards and safety devices must be in place when used.
- Unplug and turn off all equipment before cleaning or adjustments. Fingers, hands, utensils, etc. must be kept away from moving parts.
- Make sure that all electrical appliances are turned off before being plugged into an outlet.
- Use film wrap cutters to cover the serrated blades on film wrap boxes.
- Employers should never attempt to repair equipment. Report any equipment that appears defective or in need of repair to management.
- Do not start mixers until the bowl or kettle is properly placed and the beaters are securely fastened.
- Use tampers (plastic food stompers) to push food into grinders.

### China and Glassware

- Use care when handling glasses and dishes.
- Use dustpans and brushes or brooms to sweep up pieces of broken glass or China. Use damp paper towels to clean up remaining slivers. Put broken pieces of glass or China Special containers with secured lids labeled "Broken Glass/China" Broken glass must not be placed in waste paper baskets or garbage or refuse cans.
- Keep glass and China out of the pot sink.

- If broken glass or dishware is suspected to be in the sink with soapy water, drain the water before carefully removing the broken pieces.

### Refuse Disposal

- Put scraps of food and waste in the proper containers. Containers should be as small as practical in order to decrease their weight.
- Empty containers regularly so that refuse does not overflow onto the floor.
- Refuse containers that are broken or otherwise defective should be reported promptly.
- Keep lids on all outside refuse containers.

### Use of Chemicals

- Before using any chemicals, read their directions carefully. Follow the directions thoroughly in order to avoid injury.
- Chemicals should never be mixed with anything but water.
- Wear protective goggles, gloves, aprons, etc., recommended by the manufacturer on the MSDS

### Floors and Avoiding Falls

- Wear approved non-slip safety shoes.
- Keep floors clean and dry. Clean up refuse, food and water spills immediately.
- Tile floors may be slippery when the weather is humid and muggy. Special attention must be made at such times to avoid slips and falls.
- Employees must walk, not run or slide across the floor.
- Use wet floor signs when necessary.
- Floors should be cleaned in a two-step fashion, leaving a dry path to walk.
- Use non-skid mats in areas that are likely to be wet.

### Self-Protection

- Use designated employee entrances, which are monitored and well lit, at all times.
- Employees who work alone should be familiar with the emergency assistance procedures.

### Violation of Safety Rules

Guidelines must be followed for enforcement of safety rules, policies, procedures, and directives from appropriate management personnel. Employees will be subject to disciplinary action for violating safety rules.

Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under Company guidelines. However, nothing in this policy will prevent management from terminating an employee for a safety violation. This is not a progressive discipline system, and any safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate, including but not limited to:

- Verbal warning with documentation in personnel file.
- Written warning outlining the nature of the offense, and necessary corrective action with documentation in personnel file.
- Disciplinary suspension with documentation in personnel file.
- Termination.

Management, including supervisory personnel shall be subject to disciplinary action for the following reasons:

- Repeated safety rule violations by their department employees.
- Failure to provide adequate training prior to job assignment.
- Failure to report accidents and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness in their departments.

## **210: SEXUAL HARASSMENT PREVENTION**

**Original Date:** 6/2000

**Revision Date(s):** 6/2004, 7/2021, 1/2025

### **Purpose and Goals**

The Auxiliary Association at Stony Brook University is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), or sexual orientation. Sexual harassment is often viewed simply as gender-based discrimination, but the *Auxiliary Services Association* recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, predisposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and Supervisors must work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the Auxiliary Services Association's commitment to a discrimination-free work environment.

### **Goals of this Policy:**

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Auxiliary Services Association. Employees can also file a complaint with a government agency or in court under federal, state, or local anti-discrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

### **Sexual Harassment and Discrimination Prevention Policy:**

#### **PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT**

It is the policy of the Company that all employees should be able to work in an environment free from discrimination or harassment of any kind whatsoever, including discrimination or harassment on the basis of an individual's race, color, national origin, religion, age, sexual orientation, gender, pregnancy, citizenship, gender identity, gender expression, marital status, disability, domestic violence victim status, predisposing genetic characteristics, employee's or dependent's reproductive decision making, military status, arrest or conviction record, credit history, citizenship, veteran status, salary history, unemployment status, caregiver status or any other characteristic protected by applicable federal, state, or local law.

Our goal is to provide a workplace free from discrimination and harassment, sexual or otherwise. Such conduct will not be tolerated by the Company and does not belong in the workplace.

Discrimination or harassment of employees by other employees is strictly prohibited. Depending on the extent of the Company's exercise of control, this policy may also apply to non-employees, such as vendors and other visitors. Discrimination or harassment includes, without limitation, subjecting an individual to adverse job action, disparaging verbal remarks (i.e., epithets, derogatory statements, slurs, etc.), physical harassment (i.e., assault, physical

interference with normal work or involvement, etc.), visual harassment (i.e., posters, cartoons, drawings, etc.) or innuendo.

Specifically, the following conduct constitutes harassment other than sexual harassment and will not be tolerated:

- (i) Use of ethnic slurs or racial epithets;
- (ii) Telling jokes or other language that may be construed as harassment of others based on their race, national origin, age, disability or religious beliefs or any other protected characteristic;
- (iii) The display of cartoons or other images (including images displayed on computers and emails) that may be construed as harassment of others based on their race, national origin, age, disability, religious beliefs, or any other characteristic protected by law.

The policy prohibiting discrimination or harassment applies to everyone in the Company, regardless of title or job classification. Supervisors are responsible for encouraging employees within their area to report any violations and creating a work environment where discrimination or harassment of any kind is not permitted.

All employees must comply with this policy and take appropriate measures to ensure that violations do not occur. Individuals who engage in such conduct will be subject to discipline, up to and including termination.

### **POLICY AGAINST SEXUAL HARASSMENT**

The Company prohibits sexual harassment and retaliation of or against its employees, applicants, interns, contractors, volunteers, vendors, consultants, or anyone providing services in our workplace (including independent contractors, gig workers, and temporary workers) by another employee, supervisor, customer, client, vendor or other third party in all aspects of the employment relationship including: recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, activities, access to programs and treatment. Sexual harassment is a form of workplace discrimination that subject an employee to inferior conditions of employment due to their gender (including pregnancy, childbirth and related medical conditions), gender identity, gender expression (perceived or actual), and/or sexual orientation. This policy is one component of the Company's commitment to a discrimination-free work environment.

### **SEXUAL HARASSMENT DEFINED**

Sexual harassment is a form of sex discrimination. Discrimination of any kind, including sexual harassment, violates Company policy and is unlawful under federal, New York State and local law (as applicable). Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individuals' sex or gender, gender identity or gender expression, and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the individual is not the intended target.

Sexual harassment can be verbal (e.g., jokes, insults, gestures or teasing), visual (e.g., offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (e.g., unwanted touching, physically threatening another) that denigrates or shows hostility or aversion towards an individual based on sex or gender, gender identity, gender expression and/or sexual orientation. In New York, harassment does not need to be "severe or pervasive" to be illegal.

Examples of conduct that violate this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- repeated requests for dates or romantic gestures, including gift-giving
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment

- obscene or vulgar gestures, comments, or posters (this also extends to the virtual or remote workspace and can include having such materials visible in the background during a virtual meeting)
- sexual jokes, noises, or comments about a person's body, sexual prowess, sexuality, sexual experience, romantic history, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails, text messages, posts or voicemails
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender, gender identity, gender expression, or sexual orientation (including the intentional misuse of an individual's preferred pronouns and creating different expectations for individuals based on their perceived identities)
- sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look

This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it.

Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender. The intent of the behavior, for example, making a joke, does not neutralize the conduct. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. In addition, sexual harassment is not limited to interactions in person. Sexual harassment can occur when employees are working remotely from home as well. Harassment can happen on virtual meeting platforms, in messaging apps, and during non-working hours, and regardless of whether the communication occurs on Company owned or personal devices.

### **RETALIATION DEFINED**

Retaliation is adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, participated in the reporting and investigation process set forth in this policy or testified or assisted in an investigation or proceeding involving an actual or perceived violation of this policy. Adverse conduct includes, but is not limited to any action that would keep an employee from reporting sexual harassment or retaliation; shunning and avoiding an individual who reports sexual harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting sexual harassment or retaliation; and denying employment benefits because an applicant or employee reported or encouraged another employee to report sexual harassment or retaliation or participated in the reporting and investigation process. No one should fear reporting sexual harassment if they believe it has occurred.

### **REPORTING PROCEDURE**

The Company cannot prevent sexual harassment unless it knows about it. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of his/her supervisor, human resources manager or any member of management with whom the employee feels comfortable. Reports of sexual harassment may be made verbally or in writing. Written complaints can be submitted internally using a complaint form. The complaint form can be found from Human Resources, without difficulty. Use of this form is not necessary. Verbal or other written complaints (such as an email) on behalf of oneself or another employer will be treated with equal priority. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the employee should contact the President immediately.

### **SUPERVISORY RESPONSIBILITIES**

Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the



issues raised to the human resources manager. Managers and supervisors should not be passive and wait for an employee to make a complaint. If they observe or are otherwise aware of conduct in violation of this policy, they must act.

### **INVESTIGATION PROCEDURE**

Upon receiving a complaint, the Company will timely conduct a fair and thorough investigation into any claim of a violation of this policy to ensure a fair and impartial investigation. The Company will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in investigations conducted pursuant to this policy. During the investigation, the Company generally will seek to interview all parties involved, conduct further interviews as necessary and review documents or other information the investigator believes are relevant.

Upon completion of the investigation, the Company will determine whether this policy has been violated based upon its reasonable, good-faith evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation, and will take such action as necessary to ensure that employees are provided with a safe working environment.

Any employee found to have engaged in conduct in violation of this policy will be considered to have engaged in employee misconduct. Individuals who violate this policy (which includes supervisory or management personnel who fail to report or knowingly allow sexually harassing behavior to continue) will be subject to disciplinary action, up to and including termination from employment. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct. In addition, employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior.

### **BYSTANDER INTERVENTION**

Any employee witnessing harassment as a bystander is encouraged to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

As noted above, a supervisor or manager that is a bystander to harassment is required to report it.

### **LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

Aside from the internal complaint process, employees may choose to pursue external legal remedies with the following governmental entities:

#### **New York State Division of Human Rights (DHR)**

The DHR enforces the New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which protects employees, paid or unpaid interns and non-employees regardless of immigration status from unlawful discrimination, harassment or retaliation. The DHR has the power to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, punitive damages, attorney's fees and civil fines.

DHR's main office contact information is:  
NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
Bronx, New York 10458  
(718) 741-8400  
[www.dhr.ny.gov](http://www.dhr.ny.gov)

Individuals also may contact the DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information. In addition, DHR has established a toll-free confidential hotline to provide counsel and assistance to individuals who believe they are experiencing workplace sexual harassment. Employees can call the toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

### **United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). If an employee believes he/she has been subjected to harassment, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting its website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in Suffolk County can file complaints of sexual harassment with the Suffolk County Human Rights Commission H. Lee Dennison Building, 100 Veterans Memorial Hwy, third Floor, Hauppauge, NY 11788; 631-853-5480; [www.suffolkcountyny.gov/Departments/HumanRightsCommission.aspx](http://www.suffolkcountyny.gov/Departments/HumanRightsCommission.aspx).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact the local police department or, in an emergency, dial 911.

# Complaint Form for Reporting Sexual Harassment



Combating Sexual Harassment

*Auxiliary Services Association*

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to the Human Resource Director. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

## COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:  Email  Phone  In person

## SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

**COMPLAINT INFORMATION**

1. Your complaint of sexual harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Supervisee Co-Worker Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional but may help the investigation.*

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This portion is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 211: SUBSTANCE ABUSE AND TOBACCO PRODUCTS BAN

Original Date: 1/2001

Revision Date(s): 7/2021, 1/2025

In compliance with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act of 1989, it is the policy of the Auxiliary Services Association to make a good faith effort to maintain a drug free workplace. Accordingly, all employees are responsible to observe ASA and University regulations, applicable laws and statutes. All employees must adhere to the following University policy as a condition of employment:

### **Alcoholic Beverages**

New York State Law prohibits the sale, giving and serving of alcoholic beverages to those persons under the age of 21. It further prohibits the possession and consumption of alcoholic beverages by persons under the age of 21. Specific campus regulations regarding the sales, service and consumption of alcoholic beverages are contained in the campus [Alcohol Policy](#) and [University Student Conduct Code](#).

Alcohol may be consumed only at State-licensed sites and in facilities or at events which have obtained a State Liquor Authority Permit. The Office of Administration is responsible for establishing application procedures and enforcing guidelines under which alcohol may be served at any University event.

### **Illegal Possession, Sale, and Use of Drugs and Drug Paraphernalia**

No student, staff or faculty member will illegally manufacture, sell, possess or use controlled substances as defined by New York State or Federal Law. The introduction and/or possession of drug paraphernalia including, but not limited to: bongs, water pipes, roach clips or hypodermic needles (not specifically for the administration of prescribed medications) is specifically prohibited on campus.

### **Education and Awareness, Counseling, Treatment and Re-Entry Programs**

Employees and students are encouraged to participate in alcohol and drug awareness training and activities in order to be fully informed as to the detrimental physical and psychological side effects of these substances and the health risks.

The University recognizes the need for assistance, intervention and educational programs related to the abuse of alcohol and drugs. Counseling and Psychological Services (CAPS), the Center for Prevention and Outreach (CPO) and the Employee Assistance Program (EAP) provide confidential assessment and referral services for students and employees, respectively.

### **Policy Compliance**

**Employees** who unlawfully manufacture, distribute, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements. Any illegal activity involving drugs or alcohol on the campus grounds is considered "misconduct". Penalties sought under these provisions are independent of sanctions imposed by Federal and State laws and may include termination of employment.

The use, possession and impairment by marijuana during work time is strictly prohibited, including during meal breaks and other breaks. The use of marijuana is not permitted at outdoor smoking areas or in the parking lot. Employees are prohibited from reporting to work while impaired by marijuana. Employees in safety-sensitive positions (generally defined as those positions in which impairment by drugs or alcohol could threaten the health or safety of the employee or others) are prohibited from using marijuana for six hours prior to reporting for duty. Employees who violate these rules will be subject to discipline up to and including termination.

**Employees** are obligated to notify the Human Resources Department (Labor Relations) of any criminal drug statute conviction for a violation occurring in the workplace or at the worksite no later than five days after such conviction.

**Students** who are suspected of violating Federal, State or local controlled substance statutes will be referred to the Office of University Community Standards for possible violations of the Student Conduct Code (CODE). If found responsible for a CODE violation, a student may receive an educational sanction and may be subject to other sanctions outlined in the CODE. In certain cases, an interim suspension (i.e. immediate suspension) may be appropriate. Sanctions imposed by the University are independent of penalties prescribed by Federal and State laws.

Intoxication and/or substance abuse does not excuse individuals from the legal or disciplinary consequences of disorderly or inappropriate conduct. Restitution for the cost of damages to University property resulting from such misconduct will be the responsibility of the individual.

### **NO TOBACCO PRODUCTS ALLOWED ON CAMPUS**

In keeping with the University's desire to provide a respectful, safe, healthy, and clean environment for all students, employees, and visitors, the use of tobacco products is not permitted at Stony Brook. No forms of tobacco use are allowed on University property. This includes all indoor and outdoor locations. The use of tobacco is also prohibited in all University vehicles, which includes buses, vans, cars, and trucks. The sale of cigarettes and other tobacco products is prohibited anywhere on University property, and tobacco advertisements must not be publicly displayed at the University. Stony Brook University Institutional Review Board (IRB) approved research is exempt from this policy.

## **212: INFECTION CONTROL**

**Revision Date(s): 7/2021, 1/2025**

Infection Control is a routine part of every employee's job responsibilities. We are all conscious of taking the proper precautions to avoid potentially infectious situations. This protects the patients, some of whom might be immunocompromised, fellow employees with whom we come in contact, and ourselves.

Employees with potentially infectious conditions such as diarrhea, gastroenteritis, or a fever are not to work in food service until their symptoms are controlled. Employees with rashes, dermatitis, upper respiratory infections, wounds, abscesses, or boils are prohibited from working. In addition, under SUNY and DoH policies, an employee who has been absent/ill for five or more consecutive shifts will not be permitted to return to work without a doctor's note stating that they may return to work.

All cuts, burns, and rashes must be covered entirely. After cleaning a cut or wound, bandage the area and protect it with a plastic or rubber glove.

### Universal Precautions

Universal precautions are the methods we use to prevent infections. They include using Personal Protective Equipment (PPE) such as plastic, vinyl, or rubber gloves, masks, face shields or eye protectors, and fluid-resistant aprons.

Body fluids to which universal precautions apply are: blood and other body fluids that contain visible blood, vaginal secretions, semen, fluids that surround the joints, lungs or abdomen, amniotic fluid, and saliva.

Body fluids to which universal precautions **do not** apply: Nasal secretions, Sweat, Tears, Feces, Urine (unless it contains visible blood), and vomit.

### Blood-borne Pathogens

Blood-borne pathogens (such as Hepatitis B, Hepatitis C, and HIV) are transmitted through bodily fluids. They are primarily transmitted via blood and semen, although all body fluids and tissues should be regarded as potentially infectious. The most common modes of transmission are sexual contact, needle sharing, and to a lesser degree, infusion of contaminated blood products. They are not transmitted by casual contact, touching or shaking hands, eating food prepared by an infected person, or drinking fountains, telephones, toilets, or other surfaces.

Blood-borne pathogens may infect you through a variety of means, including:

- Accidental injury by a sharp object contaminated with infectious material, such as a needle, scalpel, or broken glass.
- Blood or body fluid contamination of open cuts, nicks, skin abrasions, and the mucous membranes of your mouth, eyes and nose.
- Indirect transmission, such as touching a contaminated object or surface and transferring the infectious material to your eyes, nose, or open skin.

For Hepatitis B and Hepatitis C, symptoms include loss of appetite, nausea and vomiting, vague abdominal discomfort, and changes in stool and urine color. HIV symptoms include flu-like symptoms, fever, diarrhea and fatigue.

### Tuberculosis

Tuberculosis (TB) is an infectious disease caused by bacteria. Infectious TB particles are usually spread from a person through the air when they cough, sneeze, or talk. Anyone can get TB. Some people are at higher risk, like the older adults, those who are immuno-compromised, and employees and residents of long-term care facilities.

Symptoms of TB include a chronic productive cough, feeling tired all the time, weakness, night sweats, unexplained weight loss, loss of appetite, fever, coughing up blood or cavity lesions on a chest x-ray.

### Multiply-Resistant Organisms

Multiply-Resistant Organisms (MRO) are clinically significant organisms that display a resistance to certain important antibiotics (such as penicillin). Isolation procedures (such as gloves, gowns, and masks) protect patients and staff members. Food and Nutritional Services personnel follow the isolation tray procedures for rooms marked with a sign. Trays for these patients are left at the nurse's station.

### What to Do if Exposed

- Clean the affected area immediately.
- Notify your supervisor immediately.
- Complete an accident/incident report.
- Immediately report to Employee Health Services- Level 5, Room 255– Monday through Friday, 8:00 a.m. to 4:00 p.m. (4-7767).

At all other times, report to the emergency room (4-2465).

## **213: LACTATION**

**Original Date:**

**Revision Date(s): 7/2021, 6/2024, 1/2025**

Under Section 206-c of the New York State Labor Law, ASA shall provide paid break time for thirty minutes, and permit and employee to use existing paid break time or mealtime for time in excess of thirty minutes, to allow an employee to express breast milk for such employee's nursing child each time such employee has a reasonable need to express breast milk for up to three years following childbirth.

For employees who need to express breast milk during the workday, upon request, ASA provides the following:

- Access to a lactation room (as defined by this policy) containing a refrigerator suitable for breast milk storage that is in close proximity to the employee's work area; and,
- Lactation breaks for employees nursing during the workday.

### **Lactation Room Defined**

For purposes of this policy, a lactation room is a room or location, other than a restroom or a toilet stall, that can be used to express breast milk shielded from view and free from intrusion from other persons in the workplace or the public. The lactation room must be well lit and include, at a minimum, a chair, a working surface (a surface on which to place a breast pump and other personal items), an electrical outlet, and nearby access to clean running water.

In the event ASA cannot provide a room dedicated solely for lactation purposes, ASA will designate a room or other location that may be used for other purposes provided:

- The designated lactation room will be used solely as a lactation room during times when an employee is using the room to express breast milk; and,
- ASA will provide notice to all employees as soon as practicable when the room is designated to be used as a lactation room only.

### **Lactation Room Request & Usage Process**

ASA has designated a lactation room (“Lactation Room”) as the location for employees to express breast milk. All employees have the right to request use of the Lactation Room and it shall be made available to a requesting employee when needed. Below is the process for employees to request such use:

1. An employee should notify Human Resources via e-mail or telephone of the request to use the Lactation Room as soon as practicable.
2. As soon as possible, but not more than five (5) business days from the employee’s request, Human Resources will provide a written response to the employee regarding the request.
3. ASA will notify the employee’s direct supervisor or manager of the employee’s eligibility to use the Lactation Room and take lactation breaks.
4. If two or more employees require use of the Lactation Room at the same time, ASA will create and maintain a log for employees to reserve time to use the Lactation Room. If scheduling issues remain such that use of the Lactation Room is not possible or practicable for an employee, the affected employee shall contact Human Resources to discuss alternative accommodations for expressing breast milk. ASA will discuss various options with all employees to ensure that each employee has access to the Lactation Room when needed.

Reasonable lactation breaks that do not coincide with existing breaks and meal periods will be provided as needed.

### **Additional Information**

ASA shall not discharge, threaten, penalize, discriminate or retaliate against any employee for breastfeeding or expressing breast milk. ASA shall make reasonable efforts to assist employees in meeting their infant feeding goals while at work. Employees are required to report to the appropriate manager any conduct intended to interfere with or invade an employee’s nursing privacy.

The ASA does not discriminate against an employee for exercising their right to express breast milk in the workplace.

### **Additional Campus Resources:**

For West Campus please use the following link:

<https://www.stonybrook.edu/commcms/studentaffairs/student-community-development/LactationRooms/lactationrooms.php>

For Stony Brook University Hospital:

Lactation and Meditation Pods are located on Level 5 and Level 4. To access the pods, download the Mamava App.

For Long Island State Veteran’s Home:

There is a lactation room available on Level B in the East Pavilion. To request access, please contact the LISVH Human Resources department.



## 214: WHISTLEBLOWER PROTECTION

Original Date: 7/2007

Revision Date(s): 11/2015, 7/2021, 1/2025

**Statement of Purpose:** Auxiliary Services Association prohibits any form of retaliation, intimidation, harassment, or adverse employment action against any trustee, officer, employee, former employee, independent contractor, agent, or volunteer of the Association for disclosing or threatening to disclose any conduct that they have a good-faith belief or reasonably believe (1) violates any law, rule, regulation, executive order, or any judicial or administrative decision, or order; (2) constitutes a substantial and specific danger to the public health or safety; or (3) violates university policy. The Association investigates reports of such activity promptly, fairly, and in accordance with this policy.

**Definition:** A whistleblower, as defined by this policy, is an employee of the Auxiliary Services Association who reports an activity that the employee considers illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

**Examples:** Illegal or dishonest activities violate federal, state, or local laws; billing for services not performed or goods not delivered; and other fraudulent financial reporting.

If an employee knows or is concerned about illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the human resources director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

**Whistleblower Protections:** These are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, comply with the law, and provide accused individuals with their legal rights of defense. Auxiliary Services Association will not retaliate against a whistleblower, including, but not limited to, protection from retaliation in the form of an adverse employment action such as termination, decrease in compensation, poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the human resources director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

- (1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
- (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except under court order."

All reports of illegal and dishonest activities will be promptly submitted to the vice president of human resources, who will be responsible for investigating and coordinating corrective action.

An employee who makes a disclosure to a public body must first make a good faith effort to notify ASA of the activity, policy or practice.

Such notification to ASA shall not be required in limited instances where: (a) there is an imminent and serious danger

to the public health or safety; (b) the employee reasonably believes that reporting would result in a destruction of evidence or other concealment of the activity, policy or practice; (c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor; (d) the employee reasonably believes that reporting would result in physical harm to the employee or any other person; or (e) the employee reasonably believes that Human Resources is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

Employees with any questions regarding this policy should contact the director of human resources.

## **215: EMPLOYEE USE OF COMPANY ASSETS**

**Original Date:** 1/2025

**Revision Date(s):**

### **Purpose**

This policy aims to ensure that all property maintained by the Auxiliary Services Association (ASA) is kept in the best possible working condition and to ensure proper use of such property and the ASA network.

### **General Guidelines on the Use of Association Property**

All ASA employees must maintain an orderly work environment and follow all ASA rules to ensure proper use and maintenance.

No employee will use ASA property (including but not limited to telephones, cellphones, copiers, faxes, Internet services, and printers) for personal use unless the employee's department Director has granted specific permission. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the employee removes or uses the property for personal use.

Refer to the Automobile Usage, Cell Phones, & Communications and Electronic Monitoring policies for asset specific information.

### **Use and Dissemination of Association Information**

"Information," as the term is used in this policy, includes without limitation any information owned or used by Auxiliary Services Association, such as:

- Any Association employee, customer, or client lists.
- Any Association database information, including addresses and telephone numbers.
- Any information from employee personnel files, including employee addresses, telephone numbers, employment status, and wage history.
- Any photographs, videotapes, and sound clips of any ASA employee, customer, or client.

Only employees authorized by the ASA's board of directors or executive team or whose job description permits them to do so may speak on behalf of the Auxiliary Services Association. Notwithstanding the previous, specific permission from the ASA's Board of Directors or executive team will be required before any ASA employee may disseminate confidential ASA information.

## **216: COMMUNICATIONS & NOTICE OF ELECTRONIC MONITORING**

**Original Date:** 1/2000

**Revision Date(s):** 9/2000, 7/2008, 3/2014, 7/2021, 1/2025

ASA's policy is to provide the communications services and equipment necessary to promote the efficient conduct of its business. ASA's communication services and equipment are not intended for personal use. The Auxiliary

Services Association acts under Stony Brook University Policy: "Responsible Use of Information Technology Resources." "Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building, or supply leased, owned, donated, or otherwise in the custodial care of ASA or any person acting as its agent.

1. Supervisors are responsible for ensuring employees are instructed on the proper use of the communications services and equipment used by the Company for both internal and external business communications.

2. Most communications services and equipment have associated expenses. When choosing the proper vehicle for each business communication, employees should consider cost and efficiency. Employees should consult their Supervisor if there is a question about the appropriate mode of communication.

### 3. **Conditions of ASA Access.**

ASA reserves the right to examine, without user consent, material stored on or transmitted through its IT Systems if there is reason to believe that the standards for appropriate use in this policy are being violated or if required to carry on its operations. IT will seek a review of the circumstances for access by approval of the ASA Executive Director and the Office of General Counsel. Circumstances under which the University may exercise its rights include:

- When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems or
- When required by federal, state, or local law or administrative rules or
- When such access to IT Systems is needed to carry out necessary business functions of the ASA or
- When required to preserve public health safety or
- When there are reasonable grounds to believe that a violation of law or a breach of ASA policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct or
- For users who are no longer employed with ASA.

4. The following categories of use are inappropriate and prohibited. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Employees must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including by "resource hogging," misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing" (flooding an individual, group, or system with numerous or large email messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behaviors that may cause excessive network traffic or computing load are prohibited. Any employee found to have neglected or misused property will be subject to disciplinary action, including termination. If an employee's misuse of ASA property damages the property, ASA reserves the right to request the employee to pay all or part of the cost to repair or replace the property.

5. Any electronic correspondence between company employees will not be encrypted or locked, so the correspondence cannot be filed or printed. Any exception to this must be approved in advance by the ASA Executive Director.

6. Employees may not share their passwords with anyone. (Upon separation from the company, an employee may be asked to provide their password.)

7. Employees should not duplicate or download from the Internet or an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. Downloading software for personal use is not permitted.

8. Incidental personal use and internet use by authorized users is permitted as long as the use:

- Complies with the requirements of this policy and all University policies;
- Does not incur more than minimal costs to the ASA;
- Does not interfere with official business or an employee's job responsibilities/work; and
- It is consistent with applicable law.

9. Company communications property or equipment may not be removed from the premises without written authorization from the employee's Supervisor. These authorizations must be renewed annually.

10. Employees should ensure that no personal correspondence appears to be an official communication of the Company since employees may be perceived as representatives of the Company and, therefore, damage or create liability for the Company. All outgoing messages must be accurate, appropriate, and work-related, whether by mail, facsimile, email, Internet, or other means. Employees may not use the Company's address to receive personal mail or use Company stationery or postage for personal letters. In addition, only the Company may issue personalized Company stationery and business cards.

11. Radios and streaming radio online are permissible to provide background music when explicitly approved by a departmental Supervisor and when not deemed disruptive to other staff or customers.

12. Gambling and illegal activities are strictly prohibited during work time, on Company premises, or through the use of Company resources or equipment, including communications devices.

13. Violations and inappropriate use of electronic communications, whether Company or employee owned, such as the Internet, email, mobile phones, etc., include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes but is not limited to sexually explicit or pornographic content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language.

14. Users of Company electronic communications should not use ASA's services to disclose sensitive, confidential, or proprietary corporate information without prior notification to and authorization from the appropriate ASA Supervisor.

15. Improper use of ASA communications services and equipment and personal communications prohibited by this policy will result in discipline up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages and activation of ASA or personal webcams for anything other than ASA-sanctioned business-related purposes.

#### **NOTICE OF ELECTRONIC MONITORING PURSUANT TO NY CIVIL RIGHTS LAW § 52-C**

All company communications services and equipment, including the messages transmitted or stored by them, are the sole property of the company. The company may access and monitor employee communications and files as appropriate. Communications equipment and services include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, personal computers, computer networks, online services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, cellular phones, and bulletin boards. Employees are hereby advised that all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio, or electromagnetic, photoelectronic or photo-optical systems ("Employee Activity"), may be subject to monitoring at all times and by any lawful means.

Although the Auxiliary Services Association has the ability and right to monitor employee activity, no individual actively monitors such activities unless required for a particular purpose. According to ASA policy, personal devices used for ASA business may be monitored or intercepted to the extent such device is used for any employee activity.

Such devices include but are not limited to, ASA-owned devices, internet access provided by ASA (including Wi-Fi), email accounts, computers, servers, and networks.

Monitoring activities can be for any lawful purposes, including, but not limited to investigations, system maintenance, quality control, continuity of operations, and training purposes. ASA reserves the right to monitor employee activity via technology systems at any time in compliance with the law. Individuals have no legitimate expectation of privacy during any use of Auxiliary Services Association's IT resources or any data contained in those resources. ASA will comply with and respond to all validly issued legal processes, including subpoenas.

## **217: GIFTS AND GRATUITIES**

**Original Date:** 3/1995

**Revision Date(s):** 7/2021, 1/2025

ASA staff members are not permitted to accept any cash, gifts, travel, meals, special accommodations, event tickets, favors, or use of property or facilities from anyone who would benefit from establishing a relationship with the Association.

Staff members attend and allow others to pay for meals no greater than \$50. Business dinners exceeding \$50 should be discussed with your Supervisor before the event.

Vendors will be notified of this policy. Should a staff member be unsure how to handle a sensitive situation, they should consult their Supervisor.

## **218: OMBUD'S OFFICE**

An ombudsman provides confidential, informal, and impartial assistance in resolving intra-campus conflicts, disputes, and grievances, promoting fair and equitable treatment within the University, and fostering the general well-being of the Stony Brook community. An ombudsman is also a source of confidential advice independent of the University's formal administrative structure. An ombudsperson cannot impose solutions but can help identify options and resolution strategies.

For more information, please refer to their website: <http://www.stonybrook.edu/ombuds>.

## **219: VOTING**

**Original Date:**

**Revision Date(s):** 7/2021, 1/2025

In accordance with New York State Election Law Section 3-110, the Association provides paid time off to vote during working hours for any election.

If a registered voter does not have sufficient time outside their scheduled working hours to vote on any day they may vote, the employee shall be granted up to two (2) hours off, with pay, for voting. An employee is deemed to have "sufficient time to vote" if an employee has four (4) consecutive hours to vote, either from the opening of the polls and the beginning of their work shift or four (4) consecutive hours between the end of a working shift and the closing of the polls.

### **ASA Procedures:**

ASA will post a notice at least ten days before an election to inform employees of New York State Election Law § 3-110 provisions. The notice will remain posted until the polls close on Election Day.

### **Notification**

If the employee requires paid time off to vote during working hours, the employee should notify their Supervisor no more than ten nor less than two (2) working days before the day of the election that the employee requires time off to vote.

## **220: JURY DUTY AND WITNESS LEAVE**

**Original Date:** 1/2025

**Revised Date(s):**

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. The Company will pay the employee at least \$40.00 per day for the first three days of jury duty or as otherwise required by applicable state law. Employees may request unpaid jury duty leave for the length of absence. If desired, employees may use any available vacation benefits. Exempt employees will be paid their full salary for any workweek interrupted by jury service. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

All employees will be granted unpaid time off to appear or testify in response to a subpoena issued in connection with a legal or administrative proceeding. However, the Company reserves the right to request an adjournment of the return date of the subpoena if the employee's absence would create serious operational difficulties.

## **221: INTER-OFFICE RELATIONSHIPS**

**Original Date:** 1/2025

**Revision Date(s):**

ASA strongly believes that a work environment where employees maintain clear boundaries between personal and business interactions is most effective for business operations. Although this policy does not prevent the development of friendships between co-workers, it establishes boundaries regarding how relationships are conducted during working hours and within the working environment.

Individuals in Supervisory or managerial roles and those with authority over others, terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

### Procedures:

1. During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
2. Employees are strictly prohibited from engaging in physical contact that would be deemed inappropriate in the workplace by a reasonable person anywhere on company premises, whether during working hours or not.
3. Employees who allow personal relationships with co-workers to affect the work environment adversely will be subject to ASA's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is a serious disciplinary matter.
4. Any Supervisor, manager, director, or other company official in a sensitive or influential position with ASA must disclose a romantic or familial relationship with another co-worker. Disclosure may be made to the individual's immediate Supervisor and the Director of Human Resources. The Human Resources Department will review the circumstances to determine whether a conflict of interest exists.
5. When a conflict of interest or potential risk is identified due to a company official's relationship with a co-worker, ASA will work with the parties involved to consider resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Hiring, firing, promotions, performance management, compensation decisions, and financial transactions may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transferring one or both parties to other positions and departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
6. Failure to cooperate with Human Resources at the ASA to resolve a conflict or problem caused by a romantic or familial relationship between co-workers or among managers, Supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.

## **222: CODE OF EMPLOYER-EMPLOYEE RELATIONS**

**Original Date: 1/2025**

**Revision Date(s):1/2025**

It is the policy of the ASA to implement fair and practical personnel policies and to require all employees to support the organization's best interests.

1. The ASA is committed to a mutually rewarding and direct relationship with its employees. Therefore, the Company attempts to:
  - Provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, national origin, disability, or military status.
  - Provide compensation and benefits commensurate with the work performed.
  - Establish reasonable work hours based on the Company's production and service needs.
  - Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety.
  - Offer training opportunities for those whose talents or needs justify the training.
  - Be receptive to constructive suggestions about a job, working conditions, or personnel policies.
  - Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.
  
2. The ASA, as part of its commitment to providing customers with excellent products and services, expects all employees to:
  - Deal with customers, suppliers, and vendors professionally.
  - Efficiently perform assigned tasks.
  - Be punctual.
  - Demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
  - Follow the policies adopted by the Association.
  
3. The ASA retains the sole discretion to exercise all managerial functions, including the rights to:
  - Dismiss, assign, supervise, and discipline employees.
  - Determine and change starting times, quitting times, and shifts.
  - Transfer employees within departments or into other departments and other classifications.
  - Determine and change the size and qualifications of the workforce.
  - Determine and change the nature, location, goods produced, services rendered, quantity, and continued operation of the business.
  - Assign duties to employees per the Association's needs and requirements and carry out all ordinary administrative and management functions.

## **223: RULES OF STANDARD CONDUCT**

**Original Date:1/2025**

**Revision Date(s): 1/2025**

All employees must know their responsibilities to the ASA and fellow employees. ASA intends to take a constructive approach in this area while ensuring that actions that interfere with ASA's operations or an employee's job are not continued. Not conforming to ASA standards will result in one of the following forms of disciplinary action: Verbal warning, written warning, suspension, or discharge. In arriving at a proper course of action, the infraction's seriousness, the Employee's record, and the circumstances surrounding the matter will be considered.

Although it is impossible to identify every possible violation of standards of conduct, the infractions following are examples of behavior for which employees will be disciplined and are not all-inclusive.

#### Infractions Subject to Suspension or Discharge:

- Falsifying company records, including application for employment and time reporting.
- Theft, fraud, or embezzlement.
- Carrying concealed weapons or explosives or violating criminal laws on SUNY premises.
- Jeopardizing the health, safety, or well-being of others.

#### Infractions Subject to Progressive Disciplinary Action or Suspension:

- Revealing confidential information so designated by the Board of Directors.
- Using company equipment, material, time, or information for personal use without authorization.
- Abusing or destroying SUNY or ASA property or equipment.
- Working under the influence of intoxicating beverages or drugs or bringing unauthorized alcohol or drugs into the workplace.
- Verbal, visual, or physical conduct constituting harassment.
- Violation of safety rules.
- Excessive absenteeism or tardiness.
- Performance that does not meet the requirements of the position.
- Violating Company Policies and Procedures.
- Failure to follow lawful directives of management

## **224: PRODUCTIVE WORK ENVIRONMENT**

**Original Date: 1/2025**

**Revision Date(s): 1/2025**

It is the policy of the ASA to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

1. Employees are expected to maintain a productive work environment that is free of harassment or disruptive activity and all forms of discrimination based on sex, gender, or gender identity, which includes: discriminatory harassment and sexual harassment, non-consensual sexual contact, sexual violence/assault, domestic violence, dating violence, and stalking. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, sex, military status or sexual preference, or gender identity. Particular attention should be paid to the prohibition of sexual harassment.
2. Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the Employee's terms or conditions of employment.
3. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:
  - Unwanted physical contact or conduct, including sexual flirtations, touching, advances, or propositions.
  - Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
  - Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance.
  - The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
  - Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.



4. Retaliation against an employee, student, or any witness who participates in any University investigation is prohibited. Retaliation is also prohibited against any individual who files a sex discrimination complaint or participates in a complaint investigation in any manner. Any substantiated act of retaliation may result in sanctions or other disciplinary action as covered by University Policy (including the University Student Conduct Code) and the disciplinary procedures according to the applicable collective bargaining agreements and applicable policies and procedures
1. Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age, sex, military status or sexual preference, or gender identity is also prohibited.
5. Any employee who believes that a supervisor's, manager's, other Employee's, or non-employees actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the Employee's supervisor, the department head, or Human Resources.
6. All complaints of harassment will be investigated promptly and as impartial and confidential as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
7. Any employee, supervisor, or manager found to have violated the harassment policy will be subject to appropriate disciplinary action, including termination. The Company prohibits retaliation against employees for bringing bona fide complaints or providing information about harassment. However, suppose an investigation of a complaint shows that the complaint or information was false. In that case, the individual who provided the false information will be subject to disciplinary action, including termination.

## **225: BEHAVIOR OF EMPLOYEES**

**Original Date:** 5/2000

**Revision Date(s):** 5/2001, 7/2021, 1/2025

ASA's policy is that specific rules and regulations regarding employee behaviors are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Association, or is offensive to customers or coworkers will not be tolerated.

Employees are always expected to conduct themselves positively to promote the best interests of the ASA.

Appropriate employee conduct includes:

- Treating all customers, and visitors courteously and respectfully.
- Refraining from behavior or conduct that is offensive or undesirable or which is contrary to the ASA's best interests.
- Reporting suspicious, unethical, or illegal conduct to management by coworkers, customers, or suppliers.
- Report any threatening or potentially violent behavior by co-workers or others to management.
- Cooperating with ASA investigations.
- Complying with all ASA safety and security regulations
- Wearing clothing appropriate for the work being performed. (Performing assigned tasks efficiently and following established quality standards.)
- Reporting to work as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
- Giving proper advance notice whenever unable to work or report on time.
- Maintaining cleanliness and order in the workplace and work areas.
- Not engaging in any form of sexual or other harassment.

## **226: ELECTRONIC VIDEO RECORDING/SECURITY SYSTEMS**

**Original Date:** 1/2025

**Revision Date(s):** 1/2025

The Auxiliary Services Association utilizes Electronic Video Recording Security Systems to provide safety and security to business operations. The personal privacy of our staff, patrons, and general members of the campus community must be respected at all times. This policy provides the procedure by which this system is used.

Viewing images on the system is on a strictly "need to know" basis. Only those staff members authorized to use the system may do so only for the specific reasons defined in the authorization procedure.

Camera placement is strictly limited to the following:

- Transactions that occur at cash registers and point of sale systems.
- Inventory that is subject to shoplifting or employee theft.
- Equipment that is subject to theft or vandalism.
- Entrances and egress to areas where inventory or assets of significant value are located.
- Entrances to over-21 alcohol consumption areas.
- Other sites consistent with this policy may be authorized in writing by the Executive Director.

Camera placement is **not** permitted in the following areas:

- Personal areas, including restrooms and changing areas.
- Lounge areas and dining rooms, except where narrowly focused on ASA property or business transactions, as defined above.
- Any display screens of video images should be turned off when not in use.

Viewing the security system via the Internet or other remote method is limited to individuals approved to do so through the authorization procedure. Viewing of the security system via the Internet or other remote method may only be done by authorized individuals on ASA work premises unless otherwise specifically authorized by the Executive Director, Assistant Executive Director/Director of Operations, and Director of Finances and Accounting.

Camera placement is usually discrete so as not to suggest that continuous surveillance is provided unless authorized for theft prevention by the Executive Director.

The Executive Director will designate one or more Security Managers to maintain the Electronic Video Recording Security Systems. The duties of this position will include:

- Keeping the system in good operating order.
- Implementing access to the system, following the authorization process.
- Assuring that at least three months of back video recordings are always maintained.
- Reviewing system tapes or granting access for others to review the system only as instructed by the Executive Director.
- Immediately reporting potential violations of this policy to the Executive Director.

## **227: WORKPLACE INVESTIGATIONS /SEARCHES**

**Original Date:** 1/2025

**Revision Date(s):**

ASA is committed to maintaining a safe and respectful work environment for all employees. To uphold this commitment, we conduct thorough and impartial workplace investigations into any misconduct allegations, policy violations, or other issues requiring formal review. This policy ensures that investigations are handled reasonably consistently and comply with legal and regulatory requirements.

## **Investigation Process:**

### **Notice of Claim**

All allegations or concerns should be reported to Human Resources (HR). HR or the designated investigator will assess the initial information to determine if an investigation is warranted. Human Resources will keep all information confidential and only reveal identity on a need-to-know basis or as required by law.

### **Investigation**

Human Resources will collect and review relevant documents, statements, records, and evidence related to the allegations. HR will analyze the collected information to determine the facts and assess the credibility of the evidence. HR may identify potential witnesses to interview. Employees must comply with all investigatory interviews and provide truthful and accurate information.

### **Conclusion**

After considering all evidence and based on the investigation findings, Human Resources may take appropriate action, including termination, disciplinary measures, policy changes, or other corrective actions. ASA prohibits retaliation against individuals who report concerns, participate in investigations, or cooperate with the process. Employees who believe they have been subjected to retaliation should report it to Human Resources immediately.

### **Search Procedure**

Searches will generally be conducted with prior notification to the employee. In cases where immediate action is necessary, such as suspected theft or safety concerns, searches may be conducted without prior notice. ASA may search for personal belongings brought onto company premises, including bags and briefcases on company property. ASA may inspect and search desks, lockers, workspaces, and other areas of company property provided to employees. ASA may also access and review data stored on company-provided electronic devices, such as computers, phones, and tablets, to ensure compliance with company policies and protect company information. Searches may be conducted in the presence of a witness, such as a member of Human Resources or a security officer, to ensure transparency and fairness. Searches will be conducted respectfully and with minimal intrusion. Personal privacy will be respected to the extent possible while conducting the search. Employees are expected to cooperate with searches and provide access to personal belongings and work areas when requested. Information obtained from searches will be handled with confidentiality and shared only with individuals who need to know. Any findings or concerns from a search will be reported to the appropriate authorities or management per company policies and legal requirements. Failure to cooperate with searches or attempts to obstruct a search may result in disciplinary action, including termination of employment.

## **228: EMPLOYEE PERKS PROGRAM**

**Original Date:** 7/2022

**Revision Date(s):** 1/2025

Your work-life balance and general well-being are as important to ASA as the work you contribute. ASA offers a Discount Program through Working Advantage. Working Advantage is the leading Corporate Discount Program provider, offering exclusive discounts and special offers on products, services, and experiences. ASA can receive discounts and save money on theme parks, attractions, hotels, rental cars, concerts, sports, live events, electronics, appliances, apparel, gift cards, movie tickets, and more. This perk is a unique benefit given to all ASA employees, and it is cost-free and easy to enroll.

Visit [www.workingadvantage.com/](http://www.workingadvantage.com/) and use the company code **FSAPERKS** to begin receiving discounts.

## 300: NEW YORK STATE PAID SICK LEAVE

Under New York State Paid Sick Leave, employees regularly scheduled to work less than 20 hours per week can accrue up to 56 hours of sick leave. Employees regularly scheduled to work less than 20 hours per week will accrue one (1) hour of sick time for every thirty (30) hours worked in accordance with the NYS Paid Sick Leave law. All unused sick leave will carry over into the next calendar year. Employees may request sick leave verbally or in writing to their employer. Requests to use sick leave must also be submitted in Dayforce for supervisor approval.

Employees absent because of illness for five or more consecutive days require documentation (The note should not include a diagnosis.)

Employees may use sick accruals to care for themselves or a family member or any reason set forth on the sick leave law. Accruals can be used for medical/dental appointments. Under New York State Paid Sick Leave, all ASA student employees may use sick leave for the following reasons impacting the employee or a member of this family for whom they are providing care or assistance with care: for mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave. Sick leave may also be used to diagnose, care, or treat a mental or physical illness, injury, or health condition or need for medical diagnosis or preventative care.

ASA employees may use safe leave for an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking.

- To obtain services from a domestic violence shelter, rape crisis center, or other services program;
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
- To meet with an attorney or other social services provider to obtain information and advice on and prepare for or participate in any criminal or civil proceeding;
- To file a complaint or domestic incident report with law enforcement;
- To meet with a district attorney's office;
- To enroll children in a new school; or
- To take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

## 301: BLOOD DONATION LEAVE

**Original Date:** 6/2024

**Revision Date(s):** 1/2025

**Eligibility:** Any employee regularly scheduled to work 20 hours or more per week.

In accordance with New York Labor Law § 202-j, applicable guidelines, and the terms of this policy, the ASA will provide covered employees with paid leave for the purpose of off-premises blood donation. Employees will be granted Blood Donation Leave of up to 3 hours per calendar year during the employee's regular work hours to donate blood. The leave may not exceed three hours unless otherwise agreed to by the employer.

Under this policy, a covered employee must provide at least two weeks' notice to the Supervisor of their intended use of leave time.

The ASA will require covered employees making blood donations to show proof of their blood donation.

The ASA will not retaliate against a covered employee for requesting or obtaining leave time per this policy.

## 302: PAID PRENATAL LEAVE

**Original Date:** 1/2025

**Effective Date:** January 1, 2025

**Revision Date(s):**

Under Sections 196-b.2 and 4-a of the New York Labor Law, effective January 1, 2025, ASA provides employees 20 hours of paid prenatal personal leave during any 52-week calendar period. Leave can be used for any qualifying reason in increments of one hour at a time. Prenatal leave is available in addition to and may be taken separately from the current statutory sick leave benefits available to New York employees under the Paid Sick Leave Law.

**Qualifying Uses:** Employees can use prenatal leave for health care services received by an employee during their pregnancy or related to such pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy. Employees will be paid at their regular pay rate when prenatal leave is used. Employees will not receive pay for any unused prenatal leave time at any time.

## 400: NEW YORK STATE PAID FAMILY LEAVE BENEFITS

### IMPORTANT FOR STUDENTS!

Paid Family Leave is a mandatory benefit for most employees. Some may be eligible to "opt out."

An employee may file a waiver for paid leave benefits if they work:

- 20+ hours per week, but not 26 consecutive weeks or
- Less than 20 hours per week and less than 175 days in a consecutive 52-week period.

If you are eligible and want to "opt out," contact Human Resources.

ASA will provide job-protected paid family leave to eligible employees in accordance with the New York State Paid Family Leave Law (NYS PFL) and applicable regulations.

### A. General Provisions

1. Employees fund New York State Paid Family Leave through payroll deductions. New York State determines the amount of deduction on an annual basis.
2. PFL coverage is provided to all eligible employees through The Hartford.

### B. Eligibility

1. All full-time employees after 26 consecutive weeks of employment.
2. All part-time employees with a regular schedule of 20 or more hours per week after 26 consecutive weeks of employment.
3. All part-time employees with a regular schedule of less than 20 hours per week after 175 days worked.

### C. Qualifying Reasons

1. To bond with their newly born, adopted, or fostered child
  1. In the case of the birth of a newborn child, PFL taken to bond with the child must be used within the first year following the child's birth.
  2. In the case of adoption or foster placement, PFL taken to bond with the child must be used within the first year of the child's adoption or placement.
2. To care for their family member with a serious health condition
  1. "Family member" includes the employee's spouse, a domestic partner (including same and different gender couples), a child/stepchild, and anyone with legal custody, parent/stepparent, parent-in-law, sibling, grandparent, and grandchild.
3. For a military exigency (for any qualifying reason as provided for under the Family and Medical Leave Act ("FMLA") arising from the employee's spouse, domestic partner, child, or parent being on active military duty or being notified of an impending call or order to active military duty in the Armed Forces of the United States).

#### **D. NYPFL Benefits**

1. Up to twelve weeks of leave within a 52-consecutive week period. Leave can be taken all at once or intermittently in full-day increments.
2. Paid leave equals 67% of the employee's average weekly wage up to a cap. This percentage is set annually by New York State.
3. Continued health insurance provided the employee continues to pay their regular contributions to the cost of their health insurance premiums.
4. Employees on NYPFL are entitled to return to the position they held when the leave commenced or to a comparable position with comparable benefits, pay, and other terms and conditions of employment.

#### **E. Relationship with Other Leaves**

1. Employees who are also eligible for New York State Disability Leave may only receive a combined 26 weeks of disability benefits and PFL benefits in a 52-consecutive week period.
2. PFL will run concurrently with leave under the FMLA, where the reason for leave qualifies under both PFL and FMLA. Under both policies, employees must comply with all applicable employee requirements (e.g., application, certification, notice, etc.).

For the most up-to-date information regarding the New York State Paid Family Leave Law, please visit <https://paidfamilyleave.ny.gov/>.

### **401: NYS DISABILITY**

**Original Date:**

**Revision Date(s): 1/2025**

Employees unable to work due to a non-work-related injury or illness will be eligible to collect disability insurance. Disability insurance begins with the eighth consecutive day away from work, and the first seven days are not covered by disability insurance.

All students are responsible for paying NYS Disability Insurance, even if they have claimed "exempt" from taxes. This is not a tax but insurance, which you and the ASA pay to cover if you are injured. To claim benefits, employees should file written notice and proof of disability to the Human Resources Department within 30 days from the first day of their disability, or all or part of the claim may be rejected.

### **402: WORKERS' COMPENSATION**

**Original Date:**

**Revision Date(s): 1/2025**

Student employees are covered under the ASA Worker's Compensation Insurance Policy. If you are injured while on the job, your supervisor should notify Human Resources of the accident. If a student visits the hospital/doctor's office, the student must indicate that Worker's Compensation covers the visit. As soon as you are physically able, contact Human Resources yourself.

### **403: MILITARY LEAVE OF ABSENCE**

**Original Date:** 1/2025

**Revised Date(s): 1/2025**

For service performed in the U.S. Armed Forces, the Military Reserves or the National Guard, the Company will grant eligible employees military leave and/or military spouse leave in accordance with applicable federal and state law. All corresponding rights with regard to reinstatement, length of service, benefits, time accruals and compensation will be retained in accordance with applicable law.

Immediately upon receiving notice that they or their spouse have been called upon to serve, employees should notify their Supervisor.

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees may use any available accrued leave time for the absence.

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Re-employment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

When the employee is discharged from military service, the Company will re-employ them in their former position or an equivalent position with full seniority and other rights and benefits as required by law. To qualify for re-employment, the employee must: (a) have a certificate of completion of military service; (b) still be qualified to perform the duties of the position; and (c) apply for re-employment with the Company within ninety (90) days after being released from military service.

A spouse of a member of the U.S. Armed Forces, National Guard or Reserves, who has been deployed during a period of military conflict, is entitled to ten (10) days unpaid leave when that employee's spouse is on leave from military duty.

## **500: BREAKS**

As per the New York State Department of Labor, all employees that work four (4) or more hours are required to take a break. Employees working a four (4) hour shift will receive one (1) 15-minute paid break. Employees working a 6-hour shift will receive one (1) 15-minute paid break and one (1) 30-minute unpaid meal break. Employees working an 8-hour shift will receive two (2) 15-minute paid breaks and one (1) 30-minute unpaid meal break. Employees must clock out at the start of their 30-minute unpaid meal break and must clock back in when returning to work.

The following is a review of the related rules:

- Employees cannot combine meals and breaks together to create a longer break.
- Employees who forget to clock back into work after a break cannot receive pay for any time worked until the time has been verified by their supervisor.
- Employees may not choose to work through their meal break.

If any of the above rules are not followed, the employer will be charged a large fine by the Department of Labor for each infraction.

If you have any further questions, please contact the ASA Human Resources and Payroll department.

## **501: OVERTIME**

**Original Date:**

**Revision Date(s): 1/2025**

With very few exceptions, student employees are classified as non-exempt. In other words, you will be paid one and one-half your normal pay rate for any hours worked per week over forty (40). Students are not permitted to work more than twenty-nine (29) hours per week or twenty (20) hours per week if you are an international student as per university guidelines.

## **502: FEDERAL AND STATE TAXES**

**Original Date:**

**Revision Date(s): 1/2025**

You may claim student exemption from taxes if you are a full-time student. To file an exemption from taxes, you will fill out the "IT-2104 E" New York State Tax Form and specify "exempt" as indicated in box #7 of the "W-4" form for

federal withholdings. If you are not exempt, you will complete form "IT-2104". However, this does not mean you won't have to pay taxes at the end of the year.

### **Social Security Card and Your Taxes:**

As a new hire, you must provide a copy of your Social Security Card for payroll purposes, according to the Internal Revenue Service (IRS). This must be entered into payroll and for your year-end W-2 form. (Do not confuse this requirement with the I-9 Form requirements. For the I-9, students/employees can provide whatever document they choose in accordance with and as described in the instructions.)

## **503: FICA REGULATIONS**

**Original Date:**

**Revision Date(s):1/2025**

The FICA tax or FICA (Social Security and Medicare) taxes do not apply to services performed by students employed by a school, college, or University where the student is pursuing a course of study. You must be enrolled at least 50% of the time. Accordingly, students are not exempt if they are not enrolled in courses during the summer months. International J-1 or F-1 Visa students are exempt from Social Security and Medicare withholdings. To opt out, please complete form 8233 and return it to Payroll.

## **504: PAY PERIODS AND CHECKS**

**Original Date:**

**Revision Date(s): 1/2025**

Your bi-weekly pay period begins on Tuesday and ends on Monday. You will receive your paycheck every other Thursday representing pay for two weeks which ended the previous Monday. Student employees who pick up their paychecks must provide identification. During intersession and break periods, paychecks will be held until the students return to school unless arrangements have been made with the unit supervisor or ASA Business Office to mail their checks to their homes.

The stub attached to your check shows the amount of money earned and your authorized deductions. You will find compulsory deductions for Federal and State Tax, FICA, and N.Y.S. Disability Insurance.

ASA utilizes Dayforce as its Human Resources Information System (HRIS) to record time, calculate wage tax deductions, and generate your paychecks.

The site address is <https://dayforcehcm.com>

If you have any questions about your paycheck or deductions, please contact the Payroll & HRIS Manager at 631-632-6515

## **505: DIRECT DEPOSIT**

**Original Date:**

**Revision Date(s): 1/2025**

Direct Deposit is the preferred method for issuing payroll payments to employees. Direct Deposit promotes safe, confidential, and convenient payments to employees. To enroll in Direct Deposit or to make changes to your Direct Deposit information, log into your Dayforce account. Once logged in, click "Forms" then "Direct Deposit." Direct Deposit has a 2-week prenote period.



## **506: EMPLOYEE PORTAL AND CHANGES TO PERSONAL INFORMATION**

**Original Date:**

**Revision Date(s): 7/2021, 1/2025**

The employees can utilize the Dayforce System to make some changes in data. Those changes include:

- Address, phone numbers, and emergency contacts.
- Education, skills, memberships, licenses, and certifications.
- Federal & State tax filing status

Other changes must be communicated to the Human Resources department in writing in addition to the corresponding legal documentation.

- Name changes
- Marital status, birth, or death in your immediate family if it affects deductions or beneficiaries.
- Citizenship status

## **600: ATTENDANCE AND LATENESS**

**Original Date:**

**Revision Date(s): 1/2025**

Student employees are essential to ASA operations and help ensure that the company's operations run smoothly. Arriving late, excessive absences and tardiness can cause disruptions for everyone, therefore student employees are expected to attend their shifts on time and when scheduled. It is recommended that when you begin your employment with ASA, you speak with your supervisor to learn the best way to contact them. If lateness is anticipated, you must contact your supervisor immediately. If you are unable to attend work on any given day, you must give your supervisor as much notice as possible. If class schedules change after work hours are scheduled, or if exams are scheduled on workdays, students should notify their supervisors as soon as possible so that work hours can be rescheduled.

## **700: PERSONAL APPEARANCE OF EMPLOYEES**

**Original Date: 5/2000**

**Revision Date(s): 11/2006, 7/2021, 1/2025**

The Auxiliary Services Association requires each employee's attire and grooming to be appropriate to the work situation. Employees must present themselves in a neat, clean, and professional manner that reflects a good image to our clientele and the public, including personal hygiene and grooming.

Acceptable personal appearance is a requirement for continued employment with the Association. The Association reserves the right to require employees to conform to personal presentation and appearance standards. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Association. Radical departures from conventional dress or personal grooming and hygiene standards are prohibited.

### **Procedures**

The Auxiliary Services Association department Directors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

Although it is impossible and undesirable to establish an absolute dress and appearance code, ASA will apply a

reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or inclement weather when employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or Supervisor.

### ***Business casual attire***

Appropriate workplace dress does *not* include clothing that is too tight or revealing, clothing with rips, tears, or frays, or any extreme style or fashion in dress, footwear, accessories, or fragrances.

### ***Appropriate business casual attire (This list is not all-inclusive)***

ASA or SBU branded apparel (Mandatory for Shop Red Employees)

- Shirts with collars
- T-shirts
- Business casual crewneck or V-neck shirts
- Blouses
- Polo shirts
- Company logo wear (tops only)
- Casual slacks and trousers
- Black or dark blue jeans without holes, frays, stains, or rips
- Dresses/Skirts knee length or longer

### ***Inappropriate business casual attire (This list is not all-inclusive)***

T-shirts – that are not ASA or SBU branded

- Shirts with inappropriate slogans or graphics
- Tank tops, muscle shirts, and crop tops
- Shorts
- Camouflage pants
- Beachwear
- Flip-flops
- Strappy heels
- Slippers
- Rubber or plastic shoes (unless required by uniform)
- Overly embellished shoes
- Tight, revealing, or otherwise inappropriate clothing
- Athletic wear
- Sweatpants, fitness wear (yoga pants, leggings, etc.), and pants worn below the waist or hip line.
- Clothing that is ripped, frayed, stained, or messy
- Suggestive or low-cut clothing
- Halter tops

### **Summer Dress Code Policy**

The Auxiliary Services Association has a traditional dress code for business casual attire. However, during the summer months, starting the week in which Memorial Day is observed and ending the week in which Labor Day is observed, the company has established a summer dress code that employees may observe on days when they have no in-person client contact.

The following is a guideline for appropriate and inappropriate attire under the summer dress policy. These are examples only. Managers or supervisors may determine if an employee is dressed inappropriately for the workplace within the summer dress policy.

### ***Appropriate summer attire***

- Polo Shirts
- Khakis
- Denim jeans
- Capri pants
- Company logo wear
- Dresses or skirts (knee length)
- Dressy sandals
- Casual shoes, including clean athletic shoes

### ***Inappropriate summer attire***

- Shorts
- Beachwear
- Flip-flops
- Strappy heels
- Slippers
- Rubber or plastic shoes
- Overly embellished shoes
- Sleeveless tops, halter tops, or tank tops
- Sweatpants
- Leggings
- Tight, revealing, or otherwise inappropriate clothing
- Athletic wear
- Clothing that is ripped, frayed, stained, or messy

Any questions regarding appropriate summer dress should be directed to Human Resources. If you require an accommodation due to religious reasons or a disability, please contact Human Resources.

## **800: PERSONNEL RECORDS**

**Original Date:** 3/1995

**Revision Date(s):** 7/2021, 1/2025

Important events in the employee history with ASA will be recorded and kept in their personnel file. Annual performance reviews, change of status records, communications, and educational attainment records are examples of records maintained.

Personnel files are available for inspection. Employees must contact the Human Resources Department to request an inspection. All personnel file inspections must be completed within one (1) business day from the time of request.

## **801: END OF SEMESTER EVALUATION**

Students may receive an end of semester evaluation from their supervisor. The end of semester evaluation allows students to evaluate their experience working with ASA. It will cover strengths and accomplishments as well as ways in which the Association may be able to improve. It is also an opportunity for the employee to discuss their job concerns and career development goals. An example of the End of Semester Evaluation can be found on the next page of this handbook.

## **900: SEPARATION INFORMATION**

### **Final Paycheck**

You will receive your final paycheck during the normally scheduled pay date. Your last paycheck will be deposited into your account if you receive a direct deposit. If you receive live checks, your final paycheck will be mailed to you by payroll.

Your W-2 form will be sent to you at the end of January of the following calendar year. If you change your home address after you leave us, please let Human Resources know.