Welcome to Adelphi University!

We are pleased to provide you with this *Employee Handbook* as a guide to the Human Resources policies and practices for employees of Adelphi University.

Adelphi is a person-centered university. Faculty and staff are focused on ensuring that students succeed throughout their time here and well into their careers. The University leadership is dedicated to supporting and recognizing the ongoing scholarship and accomplishments of faculty and staff. I believe that people truly make the place and it takes everyone to make Adelphi great.

Please feel free to contact the Office of Human Resources with any questions or comments you have regarding the *Handbook*. I hope you will find your employment rewarding and that you will take advantage of all Adelphi can offer.

All the best,

Christine M. Riordan, Ph.D.
President
NOTICE: PLEASE READ CAREFULLY

IMPORTANT INFORMATION ABOUT THIS HANDBOOK

This *Handbook* is intended to serve as a practical guide to the personnel policies and practices for employees of Adelphi University.

However, since it is only a summary compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances which will guide employees in the performance of their duties. We reserve the right (on an individual basis or generally) to make any revisions, modifications, interpretations, or deletions to the policies stated herein or to any other Adelphi policies, procedures, benefits, or other programs, at any time with or without notice at Adelphi’s sole discretion. From time to time, employees may receive updated information and it will be your responsibility to update your individual copy of this *Handbook*.

Where there are differences between the provisions of this *Handbook* and more specific statements contained in the *Policies & Procedures of Adelphi University* or the benefit plan documents, those documents shall control.

Nothing in this *Handbook* is intended to create an express or implied contract of employment. While it is our hope at Adelphi that you will have a long, fulfilling and successful career with us, all non-union employment is at-will, which means that either the employee or Adelphi has the right to terminate the employment relationship at any time, for any reason, with or without cause or notice.

No oral or written representation made by any employee, supervisor or manager of Adelphi can modify the employment at-will relationship unless it is reduced to written agreement and signed by the employee and Senior Management or the Office of Human Resources of Adelphi University.

This *Handbook* replaces and supersedes any and all previous Human Resources manuals, guidelines, handbooks or memos and all oral and written descriptions and explanations of Adelphi’s policies.

This *Handbook* applies to all employees regardless of date of hire.

For union employees: If the applicable Collective Bargaining Agreement for your union covers specific topics also included in this *Handbook*, your CBA supersedes this *Handbook* on those topics only. Otherwise this *Handbook* is the primary policy source.
# ADELPHI UNIVERSITY EMPLOYEE HANDBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADELPHI OVERVIEW</td>
<td>1</td>
</tr>
<tr>
<td>ACCESS TO PERSONNEL FILES</td>
<td>1</td>
</tr>
<tr>
<td>ACCIDENTAL DEATH &amp; DISMEMBERMENT (See Health, Dental and Life Insurance Benefits)</td>
<td>64</td>
</tr>
<tr>
<td>ADOPTION LEAVE POLICY</td>
<td>1</td>
</tr>
<tr>
<td>AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>AIR QUALITY TESTING</td>
<td>3</td>
</tr>
<tr>
<td>ALICE BROWN EARLY LEARNING CENTER</td>
<td>3</td>
</tr>
<tr>
<td>AMERICANS WITH DISABILITIES ACT (ADA) ADMINISTRATION</td>
<td>4</td>
</tr>
<tr>
<td>ANTI-DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY</td>
<td>4</td>
</tr>
<tr>
<td>ANTI-VIOLENCE POLICY</td>
<td>31</td>
</tr>
<tr>
<td>APPEARANCE</td>
<td>31</td>
</tr>
<tr>
<td>APPOINTMENT LETTER</td>
<td>31</td>
</tr>
<tr>
<td>ATM</td>
<td>32</td>
</tr>
<tr>
<td>ATTENDANCE AND PUNCTUALITY</td>
<td>32</td>
</tr>
<tr>
<td>AT WILL EMPLOYMENT</td>
<td>33</td>
</tr>
<tr>
<td>BACKGROUND CHECKS</td>
<td>33</td>
</tr>
<tr>
<td>BEREAVEMENT (FUNERAL) LEAVE</td>
<td>33</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>34</td>
</tr>
<tr>
<td>CASUAL FRIDAYS</td>
<td>34</td>
</tr>
<tr>
<td>CENTER FOR PSYCHOLOGICAL SERVICES</td>
<td>34</td>
</tr>
<tr>
<td>CLASSIFICATION OF NON UNION EMPLOYEANS</td>
<td>35</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>CODE OF ETHICS</td>
<td>37</td>
</tr>
<tr>
<td>COMPENSATORY (COMP TIME)</td>
<td>44</td>
</tr>
<tr>
<td>COMPUTER RESOURCES</td>
<td>44</td>
</tr>
<tr>
<td>COMPUTER SERVICES, ESTABLISHMENT OF</td>
<td>44</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td>44</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST POLICY</td>
<td>45</td>
</tr>
<tr>
<td>DANGEROUS ARTICLES, POSSESSION OF</td>
<td>46</td>
</tr>
<tr>
<td>DEFINED CONTRIBUTION RETIREMENT PLAN</td>
<td>46</td>
</tr>
<tr>
<td>DENTAL INSURANCE</td>
<td></td>
</tr>
<tr>
<td>(See Health, Dental and Life Insurance Benefits)</td>
<td>63</td>
</tr>
<tr>
<td>DEPENDENT CARE SPENDING ACCOUNT</td>
<td>49</td>
</tr>
<tr>
<td>DINING FACILITIES</td>
<td>49</td>
</tr>
<tr>
<td>DIRECT DEPOSIT</td>
<td>51</td>
</tr>
<tr>
<td>DISTRIBUTION OF LITERATURE</td>
<td>51</td>
</tr>
<tr>
<td>DRUG AND ALCOHOL POLICY</td>
<td>51</td>
</tr>
<tr>
<td>EMAIL ACCOUNTS</td>
<td>53</td>
</tr>
<tr>
<td>EMAIL MASS DISTRIBUTION</td>
<td>54</td>
</tr>
<tr>
<td>EMERGENCIES</td>
<td>55</td>
</tr>
<tr>
<td>EMERGENCY CLOSING</td>
<td>55</td>
</tr>
<tr>
<td>EMERGENCY CONDITION</td>
<td>56</td>
</tr>
<tr>
<td>EMERGENCY NOTIFICATION SYSTEM</td>
<td>57</td>
</tr>
<tr>
<td>EMPLOYEE RECOGNITION</td>
<td>58</td>
</tr>
<tr>
<td>EMPLOYEES TAKING CLASSES DURING WORK HOURS</td>
<td>58</td>
</tr>
<tr>
<td>EMPLOYMENT VERIFICATION</td>
<td>58</td>
</tr>
<tr>
<td>EVENTS</td>
<td>58</td>
</tr>
<tr>
<td>EXIT INTERVIEW</td>
<td>58</td>
</tr>
<tr>
<td>GARNISHMENTS, WAGE ASSIGNMENTS, AND TAX LEVIES</td>
<td>59</td>
</tr>
<tr>
<td>GENERAL RULES OF CONDUCT</td>
<td>60</td>
</tr>
<tr>
<td>GROUP HEALTH INSURANCE BENEFITS FOR RETIREES</td>
<td>61</td>
</tr>
<tr>
<td>HEALTH AND SAFETY</td>
<td>62</td>
</tr>
</tbody>
</table>
HEALTH CARE SPENDING ACCOUNT .............................................................. 62
HEALTH, DENTAL AND LIFE INSURANCE BENEFITS .................................. 62
HEALTH SERVICES ............................................................................................. 64
HOLIDAYS ............................................................................................................ 64
HOURS OF WORK ............................................................................................... 65
IDENTIFICATION CARDS .................................................................................... 65
INFORMATION CHANGES, EMPLOYEE ..................................................................... 66
INTERFAITH CENTER .......................................................................................... 66
INFORMATION/COMPUTING SYSTEMS ............................................................ 66
JURY DUTY .......................................................................................................... 73
KEYS ..................................................................................................................... 73
LEAVES OF ABSENCE:
   FAMILY MEDICAL LEAVE (FMLA)............................................................ 74
   LONG TERM DISABILITY LEAVE .............................................................. 78
   PERSONAL LEAVE .................................................................................... 78
   SHORT TERM DISABILITY LEAVE............................................................ 79
LIBRARY ............................................................................................................... 80
LIFE INSURANCE
   (See Health, Dental and Life Insurance Benefits) ......................................... 63
LONG TERM CARE INSURANCE ..................................................................... 80
MILITARY LEAVE .............................................................................................. 80
MINIMUM WAGE .................................................................................................. 81
ORIENTATION (NEW EMPLOYEE) ..................................................................... 81
OUTSIDE EMPLOYMENT .................................................................................... 81
OVERTIME PAY .................................................................................................... 82
PARKING / TRAFFIC SUMMONS APPEAL ......................................................... 82
PAY PERIODS/CHECKS ...................................................................................... 83
PERSONAL DAYS ................................................................................................ 83
VACATIONS .............................................................................................................. 100
WORKERS’ COMPENSATION ............................................................................... 102
WORK-LIFE PROGRAMS FOR NON-UNION
AND PUBLIC SAFETY EMPLOYEES ..................................................................... 103
ADELPHI OVERVIEW

Founded on June 24, 1896, Adelphi University was the first institution of higher education on Long Island, and its charter was one of the earliest granted by the New York State Board of Regents to a coeducational college. The University is in its second century of practical preparation for undergraduates, graduate students and returning adult students in the arts, sciences, humanities, business, education, nursing and public health, social welfare and clinical psychology. Adelphi has a mission of service to Long Island, the New York Metropolitan region and the nation.

Adelphi University grew out of Adelphi Academy in Brooklyn and, for a time, Charles Levermore served as both head of the Academy and president of Adelphi College. The University’s original enrollment was 57 students, taught by 16 faculty members. In 1929, Adelphi moved to its present location on 75 beautifully landscaped acres in Garden City, NY. Today, a full- and part-time faculty of over 1,000 serves a student body of more than 7,610 undergraduate and graduate degree candidates on the main Garden City campus and at centers and sites in New York City, Hudson Valley and Suffolk County, Long Island. The Garden City campus has the best of both worlds. It is only 23 miles from New York City, one of the great centers of international culture and commerce. It is also in a secluded and quiet area: the perfect setting for a university and intellectual center.

For more information about Adelphi University visit www.adelphi.edu.

ACCESS TO PERSONNEL FILES

Employees who wish to access their personnel files must contact the Office of Human Resources at least 24 hours in advance requesting to review their files.

Employees are not permitted to remove the files from the office in which they are stored or to make photocopies of the contents. Exempt from employee access are reference letters and reports, and records relating to investigation of a possible criminal offense.

ADOPTION LEAVE

Adelphi University provides adoption leave to full-time non-union and Public Safety employees, who have worked for the University for one month. This leave can only be utilized if the employee does not qualify for a family leave under the Family and Medical Leave Act (employed for at least 12 months and has worked 1,250 hours during the 12-month period prior to the start of a leave period) and upon approval of the supervisor.
Eligible employees will be allowed to take up to a maximum of eight (8) weeks of unpaid leave in order to care for a child being adopted by the eligible employee. Employees may supplement their unpaid leave with accrued vacation or personal days. A 30-day Leave of Absence cannot be added to the Adoption Leave.

Adelphi will continue to provide insurance benefits for eligible employees for the term of this leave, at the active employee rate, as long as the eligible employee continues to make the required contributions on a timely basis. If the employee does not return from Adoption leave, he or she will be required to reimburse the University for the full cost of benefits provided during the leave, including the portion of cost paid for by the University.

See the required Adoption Leave Application at:

https://portal.adelphi.edu/group/hr/adoption-leave

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Adelphi University is committed to a policy of equal opportunity and non-discrimination regarding all educational, student programs and employment actions and further commits not to discriminate against any individual on the basis of an individual’s race, creed, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, genetic predisposition or carrier status\(^1\), age, religion, marital status, veteran status, status as a disabled or Vietnam-era veteran or any other basis protected by applicable local, state or federal laws.

Adelphi University shall take affirmative steps and apply every good faith effort toward achieving non-discrimination and equality of opportunity in educational, student programs, and employment actions.

This policy has been designed to insure that employment practices (including compensation, benefits, terminations, recruitment, promotions, and all other terms and conditions of employment) as well as programs involving students both in academic and non-academic programs are administered without regard to individual’s race, creed, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, genetic predisposition or carrier status\(^1\), age, religion, marital status, veteran status, status as a disabled or Vietnam-era veteran or any other basis protected by applicable local, state, or federal laws.

\(^1\) genetic predisposition or carrier status – Genetic predisposition means a genotype that increases the risk of disease but does not make it certain. Carrier status means individuals who have inherited a disease-causing allele (gene).
The University undertakes to comply fully with all applicable federal, state and local laws relating to equal employment opportunity, affirmative action, and non-discrimination in public services.

It is Adelphi University’s policy to maintain a program of Affirmative Action to which efforts will be directed to review and update existing practices both for conformity with government regulations and for consistency with the standards of conduct that are endemic to a University.

The adoption and implementation of this Affirmative Action/Equal Opportunity Policy (AA/EEO) acknowledges Adelphi University's responsibility to provide an equal opportunity workplace.

Reports of concerns about this policy should be made to the Office of Human Resources.

**AIR QUALITY / MOLD TESTING**

If an employee requests an air quality or mold test, the employee must put the reason for the request in writing through a facilities work order. The Environmental Health and Safety Coordinator will receive a copy of the request and consult with Facilities staff.

The Environmental Health and Safety Coordinator will visually inspect area in question for physical evidence of concerns. If no physical evidence of a concern is present, the Environmental Health and Safety Coordinator will perform an air temperature and humidity test to assist in determining whether the office environment would allow certain elements to occur and to recommend possible actions such as cleaning and/or mechanical solutions.

Further air quality testing will only be done if there is physical evidence, odor or temperature/humidity conditions.

A letter from a doctor will be required with specific allergens or medical concerns specified in order for air quality testing to be considered.

**ALICE BROWN EARLY LEARNING CENTER**

Employees with children 18 months to 5 years of age can apply to enroll their child(ren) in the Alice Brown Early Learning Center. Employees receive discounted tuition for their children in the center. Please call extension 3906 for further information.
AMERICANS WITH DISABILITIES ACT (ADA) ADMINISTRATION

The ADA and applicable state and local laws prohibit employment discrimination against “qualified individuals with disabilities.” Under the ADA, a qualified individual with a disability is an individual with a disability who is qualified for (meets the skill, experience, education, and other job-related requirements) a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

Adelphi University supports the advancement of qualified employees with disabilities at all levels within the University. The University recognizes that traditional methods, programs, and services may not accommodate the needs of some persons with disabilities. Upon request, each qualified person with a disability shall receive reasonable accommodations necessary to ensure equal access to employment, educational opportunities, programs, services, and activities, when such accommodation is not an undue hardship on the University.

Employees who request a reasonable accommodation to apply for transfers or promotions or to perform the essential functions of their jobs should notify their supervisors and provide written certification from a physician or individual certified to make such determination, stating the reason for the accommodations and the specifics (including equipment, if any) required to meet the accommodation. The Office of Human Resources, in consultation with the employee’s Department Head/Dean will determine whether the request is a reasonable accommodation which can be approved.

ANTI-DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY (“POLICY”)

Statement from the President

Discrimination, harassment (including sexual misconduct), and retaliation of any type will not be tolerated at Adelphi University. Upon notice, the University will act to end the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects on the victim and the University community. If you have any questions or concerns about discrimination, harassment (including sexual misconduct), and/or resulting retaliation, or if you need help in resolving a problem, I strongly encourage you to contact one of the Anti-Discrimination Panel members listed below, or any of the Panel members listed in Section XI. For emergency or immediate assistance at any hour of the day on any day of the
week, contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone.

You may fill out a complaint form at:  
http://administration.adelphi.edu/hr/harassmentreport.php.

While providing details is essential to investigating your complaint, please be advised that some or all of the information you provide may be shared with the person(s) you are accusing. You may supplement this description later if you wish to share additional details. You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Employment, Employee, and Labor Relations and Associate Vice President for Human Resources and Labor Relations.

Here is the contact information for a complaint or information:

- If you are a student complainant, contact Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs), kessler@adelphi.edu or (516) 877-3151;

- If you are an employee or third party complainant, or if you have questions pertaining to this policy, contact Jane Fisher (Director of Employment, Employee, & Labor Relations), fisher2@adelphi.edu or (516) 877-3222 or Rhonnie Jaus (Title IX Coordinator, Director, Equity and Compliance), titleix@adelphi.edu or (516)877-4819;

- In addition, you may contact Rhonnie Jaus (Title IX Coordinator, Director, Equity and Compliance), titleix@adelphi.edu or (516) 877-4819 for matters pertaining to this policy.

Thank you.

President
Adelphi University

I. STATEMENT OF POLICY

Adelphi University is proud of its work and academic environment and will strive to maintain a pleasant and collegial environment for employees, students, guests and visitors, all of whom are expected to treat each other with courtesy, consideration and professionalism. The University will not tolerate discrimination, harassment (including sexual misconduct), or retaliation based on the protected status of an individual's race, creed, color, national origin, sex, gender identity, age,
marital status, disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, or any other basis protected by applicable local, state or federal laws. With this Policy, the University prohibits not only unlawful discrimination, harassment (including sexual misconduct), and retaliation, but also discourages other unprofessional and discourteous actions. Derogatory or inappropriate remarks, slurs, or jokes related to any protected class will not be tolerated. The University will make this Policy available in various and appropriate places on campus and on the University website.

Discrimination, harassment (including sexual misconduct), and/or retaliation in any context, in addition to being unlawful, is reprehensible and is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual interdependence, collegiality, and trust.

Discrimination, harassment (including sexual misconduct) and retaliation are violations of University Policy and of the appropriate standard of conduct required of all persons associated with the University. The University is committed to preventing, investigating, and remedying violations of this Policy. Those members of the community inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the University, and/or referral to authorities for criminal prosecution, as appropriate. Non-members of the community, such as guests or visitors, who inflict such behavior on campus, at campus events or within campus programs may be referred for criminal prosecution, and/or barred from campus events and property, and/or referred to institutions or employers with which they are affiliated. Guests and/or visitors impacted by discrimination, harassment (including sexual misconduct), and/or retaliation are protected by these policies and procedures.

A violation of any University policy which is motivated by the actual or perceived membership of the victim in a protected class may be investigated, resolved and remedied under this Policy. Any misconduct related to or coinciding with a violation of this Policy may also be investigated under this Policy, however, misconduct found not to be in violation of this Policy will not be subject to the procedures hereunder, but will be resolved and remedied pursuant to the appropriate institutional procedures.

II. SCOPE OF POLICY

This Policy applies to: anyone involved in academic, educational, recreational, and living programs; visitors, guests and campers; applicants in the admissions process; and recipients and/or providers of Adelphi’s programs or services, including participants in Adelphi-based research projects and activities, student teaching, internships and field placements regardless of locations; subcontractors and all employees and applicants for employment in all positions. The Policy also encompasses University-sponsored events that occur off-campus; all campuses
and/or satellite sites; off-campus incidents that have an on-campus impact or affect members of the campus community regardless of whether such members are on or off campus; off-campus and/or online speech or conduct, such as social networking sites, which causes a substantial disruption to University operations and/or mission or affects members of the campus community. While the Code of Conduct will govern complaints regarding misconduct by students, this Policy provides important definitions and other information that will be relevant to any member of the community, including students.

Finally, this Policy also applies to events sponsored by other individuals or entities that may take place on any campus or satellite site of Adelphi University regardless of whether or not members of the campus community are involved.

III. INDIVIDUAL SPEECH GUIDELINES, INCLUDING ACADEMIC FREEDOM

The role of universities in the community is to encourage the free flow of thoughts and ideas essential to higher education. Therefore, while Adelphi University does not encourage offensive or insensitive speech, principles of academic freedom may limit the University’s ability to restrict speech that is germane to academic subjects and pedagogically appropriate to those subjects. However, when speech rises to the level of discrimination, harassment (including sexual misconduct), and/or retaliation as defined herein, it cannot be protected by academic freedom and will be considered to be a violation of this Policy.

IV. DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION

A. Definitions

1. Discrimination

Actions that deprive individuals of educational or employment access, benefits or opportunities on the basis of the individual’s actual or perceived protected status (as protected status is described in Section I above).

2. Harassment

Harassment prohibited by this Policy includes, but is not limited to, conduct which constitutes sexual misconduct or other unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, non-verbal, or physical conduct of a sexual nature.
Sexual harassment shall also include, but not be limited to, sexual violence, which refers to physical sexual acts that occur without consent and/or with force, or where a person is incapable of giving informed consent as a result of drugs or alcohol, intellectual or other disability, or age.

Harassment prohibited by this Policy may also consist of derogatory visual, verbal, non-verbal, or physical conduct that demonstrates bias based on an individual's actual or perceived protected status (as protected status is described in Section I above) when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's academic or employment status or advancement; or
- Submission to or rejection of the conduct is used as the basis for academic or employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual's academics (including social and residential experiences) or work performance by creating a hostile environment, regardless of whether it is directed toward that or any specific individual.

Examples of prohibited conduct that constitutes harassment include, or may include, but are not limited to:

- Verbal or non-verbal repeated and unwelcome sexual advances, innuendoes or propositions, racial or sexual epithets, derogatory slurs, off-color jokes, threats, or suggestive or insulting actions and/or sounds;
- Unwanted physical contact including touching, interference with an individual's normal movement, or assault;
- Derogatory visual posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures.
- Threatening or causing physical harm, or other conduct that threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class;
• Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class;

• Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy) on the basis of actual or perceived membership in a protected class. Hazing is also illegal under state law and prohibited by University policy.

• Bullying, defined as repeated and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, on the basis of actual or perceived membership in a protected class;

• Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, domestic and/or relationship violence);

• Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to be in fear.

3. **Hostile Environment**

A hostile environment exists when: conduct is severe, pervasive or persistent, and is on the basis of actual or perceived membership in a protected class, and limits, denies or unreasonably interferes with an individual’s work or academic experience (including social and residential participation).

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

4. **Prohibited Relationships as Sexual Harassment**

The relationship between faculty and students is central to the academic mission of the University. Personal ties should not be allowed to interfere with the academic integrity of the faculty/student...
relationship. With respect to sexual, amorous or romantically intimate relations in particular, what might appear to be consensual, even to the parties involved, may in fact not be so, due to the inherent imbalance of power.

Therefore, professors, instructors, coaches and/or graduate assistants, are prohibited from having sexual relations and/or romantically intimate or amorous relationships with any student they teach, supervise, coach or advise. Similarly, any administrator or employee in a supervisory role may not have sexual relations and/or romantically intimate or amorous relationships with any student or employee they supervise directly or indirectly. Examples include, but are not limited to: sexual relations between a student and an administrator, coach, advisor, program director, counselor, or professional residential staff member who has oversight responsibility for a student. The University will respond to all reports of prohibited or inappropriate sexual, amorous or romantically intimate behavior.

In acting on complaints that come to the University's attention, sexual harassment will be presumed to have occurred in violation of this Policy if the employee has engaged in sexual, amorous or romantically intimate relations with a student while the individual was teaching or otherwise had, or is likely to have, supervisory responsibility or academic or professional influence over the student regardless of whether the sexual, amorous or romantically intimate relations were consensual or not.

If, after the commencement of a consensual sexual, amorous or romantically intimate relationship, that is not prohibited by this Policy, the parties learn that due to a change in their duties, responsibilities, assignments or positions, their relationship will now be prohibited, both parties are required to notify the Title IX Coordinator as soon as possible in order to determine how to proceed. Notification is required regardless of whether the consensual relationship still exists.

Persons involved in consensual sexual, amorous or romantically intimate relationships outside of the faculty/student, supervisor/subordinate, or others previously noted, must exercise caution to prevent the development of harassing behavior or use of authority inappropriately. Consensual relationships can change and conduct once welcomed by both, may become unwelcome to one. The fact that there is initial consent to forming a romantic relationship or a specific sexual encounter does not preclude a charge of harassment in the future or transform unethical behaviors into acceptable conduct.
5. **Sexual Misconduct Violations**

   a. **Sexual Harassment**
      
      See definition provided above

   b. **Non-Consensual Sexual Intercourse**
      
      Defined as:
      - any sexual penetration or intercourse (anal, oral or vaginal),
      - however slight,
      - with a body part or object,
      - by a person upon another person,
      - committed without consent and/or by force.

      Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact. The use of force includes physical force or an expressed or implied threat of force.

   c. **Non-Consensual Sexual Contact**
      
      Defined as:
      - any intentional touching of an intimate body part,
      - either over the clothes or under the clothes,
      - with a body part or object,
      - for the purpose of sexual gratification or for no legitimate purpose,
      - by a person upon another person,
      - committed without consent and/or by force.

      Sexual contact includes any bodily contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

   d. **Sexual Exploitation**

      Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

      Examples of sexual exploitation include, but are not limited to:
      
      - Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person(s) observed).
• Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).

• Prostitution, which includes acts of engaging in, soliciting, patronizing, facilitating and promoting prostitution.

• Sexual exhibitionism.

• Sexual exploitation also includes engaging in sexual activity with another person while knowing infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent for the purpose of sexual activity.

6. **Dating Violence**

   Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

7. **Domestic Violence**

   Violence committed by a current or former spouse of the victim, a person who shares a child in common with the victim or a person who is cohabiting romantically with the victim.

8. **Stalking**

   A course of unwanted conduct directed at a specific person on the basis of actual or perceived membership in a protected class designed for no legitimate purpose and which causes a reasonable person to be in fear for his or her own safety, or the safety of others.
9. **Consent**

Consent means to give knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity, as long as a reasonable person would determine that those words or actions create mutually understandable clear permission which a reasonable person would understand to indicate willingness to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the sexual activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).

- A current or previous dating relationship (or prior sexual consent) is not sufficient to constitute consent.

- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

- Consent is active not passive. Silence or the absence of resistance is not consent.

- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue. If that happens, the other person must stop immediately.

10. **Incapacity**

Incapacity is defined as the inability to make rational, reasonable decisions due to lack of capacity to give informed consent (e.g., the person lacks the ability to understand the “who, what, when, where, why or how” of engaging in sexual activity). This Policy also covers a person whose incapacity results from mental, intellectual or other disability, involuntary physical restraint, and/or from the use of alcohol or drugs.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, physically helpless, asleep, or
unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this Policy. It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

In New York, a person under the age of seventeen cannot consent to sexual activity. Sexual activity or sexual contact between an adult and someone under the age of seventeen is a violation of this Policy in accordance with the Penal Law of New York.

11. **Retaliation**

Retaliation is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing a complaint, supporting a complainant or otherwise participating in a proceeding pursuant to this Policy. Under no circumstances will Adelphi University tolerate any retaliation against an individual or group for making a complaint of harassment or discrimination in good faith under this Policy or for participating in an investigation.

Examples of retaliation include, but are not limited to, the following actions taken because the individual has filed or makes known plans to file a complaint pursuant to this policy:

- A professor fails a student or assigns grades lower than the student earned because the student has filed or makes known plans to file a complaint against the professor.

- A coach excludes a student from a team or limits the amount of playing time during an athletic activity of a student because the student has filed or makes known plans to file a complaint against the coach.

- A supervisor gives deflated performance evaluations, or withholds deserved support for tenure and promotion, or requires punitive work assignments of an employee because the employee has filed or makes known plans to file a complaint against the supervisor.

- A professor or administrator excludes a student from participation in an organization, club or activity or imposes an inequitable workload because the student or employee has filed or makes known plans to file a complaint against the professor or administrator.
• A third party or person disparages a student or employee because the student or employee supports a complainant or any other participant in the process.

B. **Other Elements of Discrimination, Harassment (Including Sexual Misconduct) and/or Retaliation**

Discrimination, harassment (including sexual misconduct), and/or retaliation can occur between individuals of the same or different status, and all persons, regardless of gender or sexual orientation, can be the subject of or perpetrator of this conduct. This conduct can involve individuals or groups; can occur during one incident or over a series of incidents that in isolation, would not necessarily constitute discrimination or harassment, but can be so by pattern or repetition over time; and can be direct or systemic.

Each member of the University community should avoid conduct that may be perceived by a reasonable person as discrimination, harassment (including sexual misconduct), and/or retaliation.

V. **INTENT**

Failure to recognize that one's behavior is harassing or discriminatory to an individual or group of individuals is not an acceptable defense to discrimination, harassment (including sexual misconduct), and/or retaliation. Differences in perception on the part of individuals involved in complaints of discrimination, harassment (including sexual misconduct) or retaliation will be resolved based on the “reasonable person” standard in evaluating offensive behavior. Accordingly, all members of the University community should consider how a reasonable person may view their behavior, not just their intent.

VI. **COOPERATION / OBSTRUCTING THE PROCESS**

All members of the University community, including students, faculty, and staff are expected to report all violations of this Policy and assist and cooperate in the application of this Policy, in particular by cooperating in any investigation under this Policy. Any person who knowingly misrepresents the truth, or whose willful action or inaction obstructs the application of these procedures, will be subject to disciplinary action.
Required Reporting

While all members of the Adelphi community are strongly encouraged to report an inappropriate situation, regardless of who is creating that situation and may be required to report criminal actions by law, all persons who act in a supervisory, managerial, or instructional role are among those designated as “responsible employees” of the University and therefore are required to report misconduct in violation of this Policy. Those considered “responsible employees” of the University include, but are not limited to, public safety officers, faculty, deans, managers, resident assistants, resident hall directors, residential life directors, senior administrators and supervisors and are thus required to report any incidents of discrimination, harassment (including sexual misconduct), or retaliation to the Title IX Coordinator. “Responsible employees” can also be held responsible for actions or inaction that obstructs the application of this Policy.

“Responsible Employees”

A “responsible employee” is any employee of the institution who has:

- The authority to take action to redress harassment,
- The duty to report harassment or other types of misconduct to appropriate officials, or
- Is someone the students or employees could reasonably believe has this authority or responsibility.

Notwithstanding the above, the requirements with respect to reporting and cooperation do not apply to faculty or students conducting confidential research under the supervision of an IRB, who, in the course of conducting such research, obtain information from research participants about sexual harassment, sexual violence, dating violence, domestic violence, stalking victimization or other violations under this policy (subject to certain exceptions). In such cases, research participants must be informed that disclosures of the above offenses made during the course of the research will not be considered notice to the University for the purpose of initiating an investigation.

Researchers should provide research participants with information regarding their options to report the misconduct to the Title IX Coordinator, the Department of Public Safety and the local police, as well as the resources available at the Student Counseling Center, Student Health Services, Campus Chaplains, and other community resources listed in the following brochures:

- What Every Adelphi Student Needs to Know About Sexual Assault
• Domestic Violence, Intimate Partner Violence, Dating Violence and Stalking

These brochures can be found at http://students.adelphi.edu/handbooks/.

Reports Involving Minors

Adelphi University is committed to the prevention of child abuse. Child abuse includes both the physical and sexual abuse of minors under the age of eighteen. Adelphi University employees are directed to bring all reasonable suspicions, beliefs and allegations of child abuse immediately to the attention of Public Safety or the Title IX Coordinator, who will then make the appropriate report to the New York State Child Abuse Hotline (State Central Register). Reports can also be made directly to the Child Abuse Hotline at 800-342-3720.

VII. WHAT TO DO IF YOU ARE EXPERIENCING DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND/OR RETALIATION

If you think you are the subject of discrimination, harassment (including sexual misconduct) and/or retaliation, it is recommended that you:

• Consider telling the person to stop the objectionable behavior, or consider asking for help to do so;

• Document what you are experiencing and date each occurrence;

• Report the objectionable behavior (see “Reporting Process” below) before you consider resigning from a position, transferring departments, dropping a class, or changing a class to avoid the problem;

• Familiarize yourself with policies, support services, and resources available.

A. Confidentiality and Privacy in the Reporting Process

Confidentiality (meaning privacy of information about complaints and investigations) will be maintained to the extent required by law and to the extent possible given the University’s obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns.

The University will evaluate a request not to act on a complaint in the context of its responsibility to provide a safe and nondiscriminatory environment for all. Therefore, while absolute confidentiality cannot be promised, the University will
treat the concerns of the complainant with sensitivity and respect. A request for confidentiality however may limit the University’s ability to respond.

Confidential Resources and Support

The University encourages all members of the Adelphi community to report incidents related to this policy. However, individuals who are not ready or willing to make a formal report, but still wish to speak with someone can utilize the confidential on-campus resources of the Student Counseling Center, Student Health Services or the Campus Chaplains, as well as off campus mental health providers. These resources are subject to legal confidentiality obligations that prohibit the release of information without the express consent of the individual.

Amnesty

The University seeks to remove any barriers to reporting incidents of sexual misconduct and recognizes that a student who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to report this due to a fear of the potential disciplinary consequences that can arise as a result of these actions. Therefore, any University student who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate any educational discussions or pursue other educational remedies regarding alcohol or other drugs. This amnesty applies to the University’s student conduct process.

B. The Reporting Process

Any employee, student, or third party who believes that he/she is or may have been subjected to discrimination, harassment (including sexual misconduct) and/or retaliation is strongly encouraged to report it in accordance with the procedures set forth in this Policy:

For emergency or immediate assistance (twenty-four hours a day, seven days a week) contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone. All emergency contact numbers are listed on the reverse side of your Adelphi identification card.

- If you are a student complainant, contact Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs), kessler@adelphi.edu or (516) 877-3151;
If you are an employee or third party complainant, or if you have questions pertaining to this policy, contact Jane Fisher (Director, Employment, Employee, & Labor Relations), fisher2@adelphi.edu or (516) 877-3222.

In addition, you may contact Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance), titleix@adelphi.edu or (516) 877-4819 for matters pertaining to sexual discrimination, sexual harassment (including sexual misconduct) and/or related retaliation or you may contact any member of the Anti-Harassment, Discrimination (including Sexual Misconduct), and Retaliation Panel (“Anti-Discrimination Panel”) listed at the end of this document.

To file a complaint involving the first two individuals listed above, contact Title IX Coordinator, Director, Equity and Compliance, Rhonnie Jaus, as above. To file a complaint involving the Title IX Coordinator, Director of Equity and Compliance, please direct your complaint to Jane Fisher, as above. Anyone who reports misconduct to the above resources will be informed about this process, as outlined in this Policy.

You may also report online to: http://hr.adelphi.edu/harassment/

You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Employment, Employee and Labor Relations.

The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Inquiries concerning the application of Title IX may be referred to the University’s Title IX Coordinator, Rhonnie Jaus at titleix@adelphi.edu, Levermore Hall, Room 203, (516) 877-4819, or

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481,
Facsimile: (202) 453-6012
TDD#: (877) 521-2172,
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr, or
Making a Report to the Police

A complainant may contact local law enforcement directly, whether or not a complaint has been filed with the University. If requested, the University will provide assistance with making this contact. Upon notice of the complaint the University’s investigation will proceed regardless of whether a criminal matter is pending, though short delays may be allowed for outside law enforcement agencies to conduct their investigation.

Timing of the Investigation

There is no time limit on when a complaint may be made. The University will conduct an investigation and make all efforts to provide a resolution of the investigation usually within sixty (60) days from the time the University receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) day time period does not include the time period for the appeal process.

VIII. PROCESS FOR RESOLUTION OF ALLEGATIONS OF DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND/OR RETALIATION

Once a complaint or notice is received, it will be reviewed by the appropriate member of the University’s Anti-Discrimination Panel and reported to the Title IX Coordinator. Complainants will be asked to either complete a written complaint, or meet with a member of the University’s Anti-Discrimination Panel who will complete a written complaint and ask the complainant to read and sign a verification of the complaint allegations. Impartial investigator(s) will then be assigned who will conduct an immediate preliminary investigation to determine if this Policy may have been violated. The investigator(s) will consider interim action, accommodations for the alleged victim, or other necessary remedial short-term actions. If it is determined that this Policy may have been violated, the University will initiate a prompt, thorough and impartial investigation, including effective remedies designed to end the discrimination, harassment, or retaliation, prevent recurrence and address the effects on the victim and the community.
To ensure a prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as possible:

A. The name, department, and position of the person or persons allegedly engaging in discrimination, harassment (including sexual misconduct), and/or retaliation.

B. A description of the incident(s) including the date, location and the identity of any witnesses.

C. If the complainant is an employee, the alleged effect of the incident on the complainant’s position, salary, benefits, promotional opportunities, or other terms or conditions of employment.

D. If the complainant is a student, the alleged effect of the incident on the complainant’s academic standing, housing environment, or social status or other terms or conditions of the educational environment.

E. The names of other persons who might have been subject to the same or similar discrimination, harassment (including sexual misconduct), and/or retaliation.

F. Steps taken, if any, by the complainant to stop the discrimination, harassment (including sexual misconduct), and/or retaliation (such steps are not required, but can be helpful).

G. Any other information the complainant believes relevant to the discrimination, harassment (including sexual misconduct), and/or retaliation.

**Actual or Constructive Notice**

Regardless of whether a victim files a complaint or requests action, if the University has knowledge, or reasonably should know, about possible discrimination, harassment (including sexual misconduct) and/or retaliation, the University will conduct a prompt, thorough and impartial investigation. The University will also prepare a written record of the complaint if the complainant refuses to file or verify a written complaint form to memorialize the details of the complaint.

**IX. INVESTIGATIONS**

Prior to commencing an investigation of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, the written consent of the complainant, if known, shall be requested. If the complainant is under the age of
eighteen (18) years, and does not attend a post-secondary institution, the parents of the complainant will be asked to provide written consent for the investigation. Regardless of whether the consent of the complainant or a minor complainant’s parents is given, the University has a duty to investigate allegations of discrimination, harassment (including sexual misconduct), and/or retaliation.

Upon receipt of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, a trained investigator(s) will be assigned to investigate the allegations of the complaint. The investigator(s) will be assigned according to this Section IX based upon who the accused individual might be. Before an interview of a member of a bargaining unit who has been accused of violating this Policy is conducted, the member will be advised that s/he is entitled to have a Union representative accompany him/her to the interview. The investigation will be conducted within a reasonable amount of time and will normally be completed within 60 days. The investigation shall be conducted in a manner that is adequate, reliable and impartial and may include any of the following:

- interviews of the complainant and the accused
- interviews of any witnesses
- gathering of any other relevant information, including but not limited to, past complaints of a similar nature raised against either party

The investigator will make every effort to keep the complainant timely informed about the status of the investigation.

**Interim Measures**

At any time during the investigation, the investigator may recommend reasonable interim protections or measures for the parties involved or witnesses. These protections and measures may include, but not be limited to, separating the parties, placing limitations on the parties, suspension, making alternative workplace or student housing arrangements, or reasonable academic adjustments.

**A. Complaints Accusing Employees**

The Title IX Coordinator/Director of Equity and Compliance or designee will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and/or retaliation accusing employees. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking, discrimination and harassment.)
The Title IX Coordinator may assign investigators from the Anti-Discrimination Panel to investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing employees. Any employee who, after appropriate investigation, has been found to have violated this policy, will be subject to disciplinary action, which may include reprimand, suspension from service for a stated period, with or without pay, termination of employment, or such other responsive actions deemed appropriate for the violation.

Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the American Association of University Professors (AAUP). After completion of the proceedings, the Chief Academic Officer will issue an outcome letter to the faculty member with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.

B. Complaints Accusing Students

The Title IX Coordinator/Director of Equity and Compliance or designee will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and/or retaliation accusing students. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking discrimination or harassment.) Upon completion of the investigation, the investigative report will be forwarded to the Assistant Vice President & Dean of Student Affairs or designee. If there are sufficient grounds to proceed, the matter will be adjudicated consistent with the Code of Conduct.

The Assistant Vice President & Dean of Student Affairs or designee will investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing students, consistent with the Code of Conduct.

In the event that provisions of the Code are inconsistent with legal requirements, the legal requirements will prevail. See the Code of Conduct at http://academics.adelphi.edu/policies/pdfs/code.pdf. Any student who, after an appropriate investigation and adjudication, has been found to be in violation of this policy, will be subject to disciplinary action, which may range from a warning to expulsion, depending on the severity of the misconduct, the student’s cumulative conduct record, institutional precedent, and other mitigating or aggravating circumstances.
C. Complaints Accusing Third-Parties and Complaints of Third Parties that Occur on any Campus or Satellite Site

Normally, the Director of Employment, Employee, and Labor Relations or the designated representative of the Associate Vice President for Human Resources and Labor Relations will investigate complaints accusing non-students and non-employees of incidents related to the University’s programs and activities and programs involving third parties that take place on any University campus or satellite site. Examples include incidents involving visitors to the University, camps conducted by third parties on any University campus or satellite site, vendors, and individuals at a field placement or internship. Any third-party who, after appropriate investigation, has been found to have violated this policy, will be subject to restriction from University property, cancellation of vendor contacts, discontinued use of placement sites, or such other responsive actions deemed appropriate for the violation. Referrals may also be made to law enforcement, as appropriate.

X. DISPUTE RESOLUTION OPTIONS

If the complaint is for discrimination, harassment, and/or retaliation, then either an informal or formal resolution process may be used. However, a complaint involving sexual assault or physical violence of any kind cannot be resolved through mediation.

In either process the evidence to be considered may include: witness statements, information from the informal resolution process if one was conducted, other relevant information, and consideration of known patterns and previous history evidence. Each party will be apprised that they may be accompanied by an advisor or union representative if applicable.

Right to an Attorney

No University employee, student, or third party may be accompanied by an attorney unless:

a. They are a complainant or respondent in a matter referred to the University Hearing Board pursuant to the Code of Conduct, or

b. Criminal charges arising from the same incident have been filed, or

c. There is a case involving allegations of sexual violence, dating violence, domestic violence and stalking. Both the complainant and the accused have the right to be accompanied by an advisor of their choice to any related meeting or institutional disciplinary proceedings.
A. Informal Resolution Process

Certain complaints of discrimination, harassment (including sexual misconduct), and/or retaliation can be resolved through informal resolution procedures. These informal procedures may include, but not be limited to, an informal investigation, mediation, counseling, and/or any other means of resolving a complaint other than a formal resolution process. However, mediation cannot be used in cases of sexual misconduct. The use of the informal resolution process is voluntary and must be agreed to by the complainant, the accused, and the investigator(s). Either the complainant or the accused may end an informal process at any time and choose to pursue the formal resolution process, or the complainant can choose not to pursue the matter further.

The assigned investigator(s) will meet with the complainant to discuss the complaint and the process. The investigator(s) will explain to the complainant the nature of the informal resolution process and, if acceptable to the complainant, the investigator(s), whenever possible, appropriate and safe, will attempt to resolve the problem or complaint through an informal resolution process. The complainant will not be required to meet with the accused individual face to face. The informal resolution process attempts to resolve the issue with the complainant and the accused individual by mutual agreement, which will be reduced to writing. Once a mutually agreed upon resolution is suggested it will be reviewed, accepted, or modified by the Associate Vice President for Human Resources and Labor Relations in consultation with the Title IX Coordinator.

Once the recommendation for the informal resolution is approved, written notification will be sent by the Associate Vice President for Human Resources and Labor Relations promptly. The notification will specify the findings and the terms of the approved resolution. If either party is dissatisfied with the approved resolution, either may make a request within seven (7) business days of issuance of the written notification for formal resolution proceedings.

In cases involving faculty members all mutually agreed upon resolutions are subject to the approval of the union (unless the faculty member has declined their right to union representation). Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the AAUP. After the completion of the proceedings the Chief Academic Officer will issue an outcome letter to the faculty member, with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.
B. **Formal Resolution Process**

If the complaint cannot be resolved informally, or if the action complained of is not appropriate for resolution through the informal resolution process, then the investigation will continue to a formal resolution process. If not previously done, either the investigator or the alleged victim should prepare a written complaint to initiate the formal resolution process. The complaint should clearly and concisely describe the alleged incident(s), when and where it (they) occurred, details/witnesses, and the desired remedy or remedies sought. The complaint should be signed by the complainant.

If it is determined by the investigator(s) by a preponderance of the evidence that a violation of the Policy has occurred, then a recommendation for sanctions or other appropriate measures will be submitted to the Associate Vice President for Human Resources and Labor Relations for review, and will either be approved or modified.

The final outcome will be sent simultaneously and in writing to the complainant and to the respondent within ten (10) business days of the conclusion of the formal resolution process. While the outcome of the complaint will be provided in writing to both the complainant and the respondent, certain disciplinary action taken against the respondent as a result of the investigation may be kept confidential from the complainant as required by law.

Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the AAUP. After the completion of the proceedings, the Chief Academic Officer will issue an outcome letter to the faculty member with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.

C. **Appeal Process**

An appeal of a complaint accusing a student is governed by the *Code of Conduct*:

http://academics.adelphi.edu/policies/pdfs/code.pdf

Either the complainant or the accused individual may request an appeal of the findings of the University regarding the formal resolution process. A request for such an appeal that is associated with a complaint accusing employees and others must be submitted in writing to the Associate Vice President for Human Resources and Labor Relations or designee within three (3) business days of the receipt of the original outcome. If no request is made in that time, then the decision is rendered final and the parties will be simultaneously so informed. An
appeal of the decision may be considered if one of the following grounds is present:

1. A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.). This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings;

2. The discovery of significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for an appeal;

3. The sanction imposed is clearly not appropriate for the violation.

Once a request for an appeal, as defined above, is received, a decision will be rendered on eligibility for appeal usually within ten (10) business days.

If grounds are not met, the request for an appeal will be denied with no further appeal through this Policy and the parties will be simultaneously so informed.

If appropriate grounds are present, these will be presented to an appellate body (Appeal Panel) composed of three members of the Anti–Discrimination Panel, or will be returned to the investigator(s) for reconsideration. Regardless of whether all parties request an appeal, the complainant and accused individual will be made aware of, and permitted to participate in, the appeal as it will be the only appeal conducted and its conclusion will be final. Where the complainant and accused individual each request to appeal on different grounds, those grounds will be consolidated into one appeal process.

Whenever possible, reconsideration by the investigator(s) or original hearing body is preferred, as their familiarity with the complaint makes them better able to determine responsibility and to assign appropriate sanctions. An Appeal Panel will make changes to the finding only where there is clear procedural error and changes to the sanction(s) only if there is a compelling justification to do so.

An appeal proceeding will include all parties to the complaint and all related documents. The Appeal Panel will be solely responsible for determining who should participate, what information is needed, and how proceedings will be structured.

Because the scope of the appeal proceedings is limited to the allowable grounds, full re-hearings are exceptionally rare. A successful appeal permits the original
deciding body or investigator(s) to consider ONLY the matter resulting in a
remand, such as the new evidence, or to address ONLY those other grounds that
were determined to be present and significant. If an appeal is heard, then the
final outcome of the appeal will be communicated simultaneously to the parties
usually within five (5) business days following deliberations.

D. **Standard of Proof for Resolution Processes**

The standard of proof for findings shall be a preponderance of the evidence. A
preponderance of the evidence means such evidence that, when considered and
compared with that opposed to it, is more convincing, creating the belief that what
is sought to be shown is more likely than not to have occurred.

XI. **THE ANTI-DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL
MISCONDUCT), AND RETALIATION PANEL**

(“ANTI-DISCRIMINATION PANEL”)

The Anti-Discrimination Panel, which includes the Title IX Coordinator, is a
diverse group of individuals composed of Adelphi employees who have been
selected and trained on issues related to this Policy. A current list of the Anti-
Discrimination Panel members will be maintained, and made available at:
https://portal.adelphi.edu/group/hr/anti-discrimination-harassment-and-retaliation-policy

Among other responsibilities, each individual of the Anti-Discrimination Panel may
assume the following roles:

- Meet with individuals who allege that they have been the victim of
discrimination, harassment (including sexual misconduct), and retaliation;
- Discuss appropriate next steps;
- Refer the complainant to the appropriate resources for assistance;
- Serve as an investigator;
- Serve on an Appeal Panel only if he or she has not been previously involved
  as an investigator in the case.

The Title IX Coordinator will serve as the Coordinator of the Anti-Discrimination
Panel and will assure that Panel members do not serve in conflicting roles in the
same complaint. In cases of allegations involving the Coordinator, the Coordinator
will be recused from the Panel, and the Director of Employment, Employee and
Labor Relations will fill the Coordinator’s role until the complaint is resolved. Any
panelist subject to accusations under this Policy will also be recused during the
resolution of the complaint. The Title IX Coordinator will keep other Panel members informed of recent legal decisions and other related issues, assure that each member has been appropriately trained before assuming active membership on the panel, and update and disseminate the Policy.

The following are the names and contact information of the Anti-Discrimination Panel members to whom complaints or concerns may be directed. This list is subject to change:

Lisa Araujo  Associate Vice President for Human Resources and Labor Relations, Levermore Hall, Room 203, araujo@adelphi.edu, 877-3230

Les Baltimore  Senior Associate Provost/Academic Affairs, Levermore Hall, Room 303, baltimore@adelphi.edu, 877-3142

Fabian Burrell  Coordinator, The Center for African, Black, and Caribbean Studies, Alumnae Quad Rm 1, fburrell@adelphi.edu, 877-4978

Joseph De Gearo  Assistant Dean of Student Affairs, University Center, Room 308, degearo@adelphi.edu, 877-3654

Jane Fisher  Director, Employment, Employee & Labor Relations, Levermore Hall, Room 203, fisher2@adelphi.edu, 877-3222

Perry Greene  Associate Provost for Faculty Affairs and Institutional Diversity, Levermore Hall, Room 101, greene@adelphi.edu, 877-4041

Della Hudson  Associate Dean of Student Affairs, University Center, Room 108, hudson@adelphi.edu, 877-3661

Rhonnie Jaus  Title IX Coordinator, Director, Equity and Compliance, Levermore Hall, Room 203, rjaus@adelphi.edu, 877-4819

Jeffrey Kessler  Assistant Vice President and Dean of Student Affairs, University Center, Room 108, kessler@adelphi.edu, 877-3151

Annette Leone  Senior Human Resources Generalist, Levermore Hall, Room 203, leone2@adelphi.edu, 877-3228

Anthony Maldonado  Human Resources Generalist, Levermore Hall, Room 203, amaldonado@adelphi.edu, 877-3223
XII. FALSE COMPLAINTS

A complainant who knowingly makes untrue allegations against another member of the University community or third party may be subject to disciplinary action.

An inquiry into a false complaint is considered to be a separate complaint and is resolved through a separate investigation.

XIII. POLICY REVIEW

Typically, this Policy will be reviewed for possible revision every three years, or as otherwise necessary.

XIV. RECORDS

Employee records will be maintained for seven years. Records pertaining to students will be maintained for seven years after the student’s graduation or after seven years of academic inactivity, or in the event of suspension/expulsion, will be kept indefinitely.
ANTI-VIOLENCE POLICY

The faculty, staff, and students of Adelphi University make up a community whose common commitment is to learning. This commitment requires that the highest value be placed on the use of reason and collegiality and that violence within the University community be renounced as contrary to its goals. Violence, whether actual or threatened, destroys the mutual trust which must bind the members of the community if they are to be successful in the pursuit of learning. The University wishes to make it clear that it considers acts and threats of violence to constitute serious violations of University policy and that violators of this policy will face disciplinary action, up to and including termination of employment or expulsion from the University. Any University member who witnesses actual or threatened violence, suspicious activity, or situations or incidents that appear problematic are required to immediately inform the Office of Public Safety at 877-3511 or dial ‘5’ for emergencies from any campus phone.

APPEARANCE

Employees are expected to dress and maintain personal grooming appropriate for their positions and department. The exercise of good judgment in attire and self-presentation is required to meet the business and academic needs of the University. Supervisors set appearance standards for their employees.

On Fridays, a department head/supervisor may allow business casual attire which excludes clothing such as, but not limited to, jeans, shorts, tank tops, flip-flops, sneakers, etc.

APPOINTMENT LETTER

All new full-time and part-time employees will be issued an Appointment Letter which states the start date, salary, eligibility for overtime, pay date information and the process necessary for the employee to be added to the payroll.

Non-union part-time and full-time employees’ appointment letters will also state the review process, at-will employment statement, job title, supervisor title, and job classification.

Additionally, all hourly and student employees will receive information regarding their pay rate; pay date and eligibility for overtime payment, which will be available via the eCampus portal.
ATM

For your convenience, a Nassau Educators Federal Credit Union (NEFCU) Automatic Teller Machine (ATM) is located in the lobby of the Ruth S. Harley University Center and Post Hall.

ATTENDANCE AND PUNCTUALITY

The University expects regular and timely attendance from all employees. Such attendance, in addition to being essential to the efficient operation of the department, is also used as a measure of an employee's overall job performance. Regular attendance is essential if the University is to provide quality customer service and less stress and fatigue for all employees.

At least one-half hour notice must be given to the Department if any employee is unable to report for work or delayed. This reporting requirement may vary for union represented employees based on the applicable collective bargaining agreements.

The Department Head, or his/her designated representative, must approve any employee leaving work before his/her scheduled quitting time.

Employees who are frequently late reporting for work, or excessively absent from work, and/or excessively absent on days before or after scheduled days off are subject to disciplinary action up to and including discharge.

The Department Head should establish and communicate in writing the process employees should follow in order to report for work, call in sick, or if they will be late reporting to work.

Bi-Weekly attendance timesheet for non-exempt non-union employees and Local 153 employees:
https://portal.adelphi.edu/group/hr/forms/#attendance

Monthly attendance sheet for exempt non-union employees:
https://portal.adelphi.edu/group/hr/forms/#attendance

Staff overtime form for non-union non-exempt employees:
https://portal.adelphi.edu/group/hr/forms/#overtime

Timesheet - Hourly Employees:
Enter time in online time cards.
**AT-WILL EMPLOYMENT**

All non-union employees, including full-time, part-time, hourly, student and temporary employees, are deemed to be employees at-will. All full-time and part-time non-union employees are informed in their Appointment Letter that employment at Adelphi is deemed to be employment at will and is for no definite time period. An employee’s appointment can be terminated either by the employee or by the University at any time, for any reason, and without regard to cause.

The status of union employees is determined by the applicable collective bargaining agreement.

**BACKGROUND CHECK**

In order to provide the most conducive educational environment for our students, the safest environment for our guests and employees, and the most secure handling of University resources, Adelphi University is constantly striving to improve the employment process by selecting the most qualified employees to fill our open positions. To this end, Adelphi’s pre-employment background check process includes all new full-time positions and certain part-time and hourly positions dependent upon job responsibilities.

**BEREAVEMENT (FUNERAL) LEAVE**

Adelphi University will grant up to a maximum of five (5) working days off with pay in the case of a death of a member of the employee’s immediate family. In the case of a death of relatives other than members of the immediate family, one (1) day’s absence with pay will be granted.

For purpose of this policy, immediate family members are considered to be spouse, same-sex spouse/domestic partner, parents, siblings, children, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, and relatives living in the same household as the employee.

All non-union full-time employees are covered. Bereavement leave for union employees is covered in the applicable collective bargaining agreements.

Paid bereavement absences should be recorded on the time sheets as "BL".

If employees are absent for a period extending beyond the Bereavement Leave
entitlement due to settling an estate or personal matters relative to a death in the family, and the employee does not have accrued time with pay remaining (e.g. vacation, personal days), a Leave of Absence, without pay may be applied for (see Leave of Absence Policy).

BOOKSTORE

A Barnes & Noble bookstore is located in the basement of the Ruth S. Harley University Center and carries books, magazines, greeting cards, University clothing, and novelties. All employees are entitled to a 10% discount with an identification card.

CASUAL FRIDAYS

All employees must adhere to professional attire and grooming standards. On Fridays, employees are permitted to dress in “business casual” attire, which excludes clothing such as, but not limited to, shorts, tank tops, flip flops, etc. Based on the circumstances, appropriate business attire may be required on Fridays.

CENTER FOR PSYCHOLOGICAL SERVICES

Dedicated to providing high quality, affordable mental health care, The Center for Psychological Services offers a range of specialized treatment programs for children, adolescents, and adults. The Center, part of the renowned Derner Institute for Advanced Psychological Studies, offers individual, couple, and group therapy to help members of Adelphi’s extended community.

Services
Clinics at both the Garden City campus and Manhattan Center offer a full complement of low-cost services, including psychological testing treatment plans to effect long-lasting change. Psycho-educational testing is available to diagnose learning disabilities.

The Center offers special services including:

- Play Therapy for Children
- Intensive Group Treatment for Eating Disorders
- Accelerated Dynamic Psychotherapy
- Group and Individual Therapy for:
Other Services
Throughout the year, the Center sponsors conferences, workshops, and other educational events open to the general public.

Referrals to specialists in mental health or allied fields such as psychopharmacology, nutrition and weight management, academic tutoring, or divorce mediation are available through an extensive network of providers.

CLASSIFICATION OF EMPLOYEES

Adelphi University classifies non-union employees on the payroll of Adelphi University as full-time, part-time, hourly, temporary, or student employees.

- **Full-time Employee** - The standard work week for full-time non-union employees is 40 hours per week; however, departments have also set departmental work weeks at 35 or 37.5 hours. Full-time employees are eligible for benefits provided by the University; however, the date of eligibility may vary depending upon the benefit. All full-time employees are paid an annual salary on a bi-weekly basis, except where otherwise designated. Exempt full-time employees are paid a fixed annual salary regardless of the number of hours worked. Exempt employees are generally defined as executive, administrative, managerial and professional personnel. Non-exempt employees are paid a salary and are eligible for overtime according to the University overtime policy.

- **Part-time Non-faculty Employees** - This category includes individuals who regularly work up to 27 hours per week. Part-time employees are eligible for some benefits if they are scheduled for and work 25 – 27 hours or more per week on a regular basis. These benefits are vacation, personal days, sick days, holidays and tuition remission. Part-time employees may be eligible to contribute to the 403(b) plan and may be eligible for a university match subject to the terms and conditions of the Plan. Part-time employees are paid bi-weekly based upon an annual salary and a fixed schedule of hours per week. Part-time employees are eligible for prorated vacation, holidays (if they fall on an employees designated work day), sick days and personal days.

- **Part-time Faculty Employees** – This category includes all non-full time faculty members. Part-time faculty members can only teach nine credits per semester with a maximum of 16 credits in the fall and spring (combined) and a
maximum of 21 credits per fiscal year (September 1 through August 31). Additionally, Part-time faculty cannot work more than 27 hours per week in all classifications/positions combined. **For purposes of this policy, one credit hour equates to 3 hours of work per week.** In other words, if a part-time faculty teaches 3 credits, it will equate to 9 hours of work per week.

- **Temporary Employees** - This category includes employees hired with a planned limit, usually no more than 6 months, to his/her employment period, and must work 27 or less hours per week. Employees in this category are not eligible for benefits. Temporary employees are paid bi-weekly at an hourly rate of pay.

- **Hourly Employees** - This category includes individuals who are paid on an hourly basis whose average weekly hours are less than 20 hours per week. Hourly employees are not eligible for benefits. Hourly employees are paid bi-weekly at an hourly rate of pay.

- **Student Employees (except graduate assistants)** - A student employee is an Adelphi University student (whose employment may or may not be subsidized by federal work study funds depending upon the credit course load carried and other eligibility requirements) who is paid on an hourly basis. Student employees are not eligible for benefits and are paid bi-weekly at an hourly, or fixed, rate of pay. Student employees typically work less than 20 hours per week but cannot work more than 27 hours per week in all departments combined.

- **Graduate Assistants** - Graduate assistantships are non-tenured, part-time academic appointments that are available through student employment in a variety of offices and departments including academic departments, research units, administrative offices, and service units. There are several types of Graduate Assistants: Teaching Assistant; Research Assistant; Administrative Graduate / Service Assistant; and Graduate Intern/Traineeship.

The maximum graduate assistant appointment is 20 hours per week. With special approval of the Provost’s Office, a student may instead hold multiple smaller fractional-time, appointments that do not accrue to more than 20 hours per week – this includes hours worked for all campus jobs combined including part-time faculty appointments. For additional information, see Graduate Assistant Handbook at [academics.adelphi.edu/resources/handbooks/](http://academics.adelphi.edu/resources/handbooks/).

- **Non-Employees**

  Individuals working at the University whose services are obtained through outside agencies are paid by the agency and are not deemed to be employees of the University.
Procedure for Hiring:

A full-time, part-time or temporary employee may be hired if the position has approval from the Salary Review Committee. An hourly or student employee may be hired with budget approval. Recruitment and interviewing can only begin after coordination with the Office of Human Resources.

Only authorized full-time employees can work more than 27 hours per week. All other employees (student, hourly, part-time, RAs, etc…) are prohibited from working more than 27 hours per week in all positions and classifications combined.

Examples of Hours of Work:

- a part-time faculty member who does not hold another position at Adelphi can only teach up to 9 credits per semester (a maximum of 16 credits in the fall and spring semester and a maximum of 21 credits for the year) and cannot work as an hourly employee;

- A part-time faculty member who is teaching 6 credits (18 hours of work per week equivalent) and is also employed as an hourly can only work 9 hours per week as an hourly employee for a total of 27 hours per week maximum;

- A Graduate Assistant who is required to work 15 hours per week for the assistantship and is employed as a part-time faculty member can only teach up to 4 credits (12 hours of work per week equivalent) per semester for a 27 hour per week maximum;

- A student employee who is also a Resident Assistant (RA) – 10 hours per week equivalency can only work up to 17 hours per week maximum as a student employee.

Non-full time employees work no more than the 27 hour per week maximum. If a department head requires a one-time exception to this policy he/she must request the exception in advance and be granted approval in writing from the Director of Employment, Employee & Labor Relations or the Associate Vice President for Human Resources and Labor Relations before working more than 27 hours in a week.

CODE OF ETHICS

Preamble

We, the trustees, faculty, administrators, staff and students of Adelphi University affirm our commitment to this Code of Ethics and to conducting ourselves in ways
that promote mutual trust as well as public confidence in the University. We are individually responsible to each other for exhibiting in our own actions the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community. We value highly the mutual support that assists us in behaving in ways that are ethically exemplary. In complex situations, ethical principles may be in conflict with each other - both may be legal and moral - and the chosen course of action may be difficult to determine. Thus, we at Adelphi openly discuss ethical matters, make ethical choices without prejudice, and show appreciation for ethical behavior. We seek to promote adherence to the codes of conduct included in University policies, as well as to those of the professional groups to which our members belong, so that the University will be better able to achieve its educational mission.

The Adelphi community aspires to be a model of ethical behavior and to achieve its vision by educating graduates known for their exemplary ethics, character and citizenship. Each member of the community is responsible for conducting him or herself in accordance with this Code of Ethics and all other applicable university policies while engaged in university activities. This Code of Ethics is merely a codification of existing rights and obligations contained within other University documents; it is not intended to create any new rights and obligations on the part of faculty, administration, staff, and students of the University.

**Core Values and Principles**

The identity of Adelphi University as an institution of higher education is rooted in a set of core values from which flow broad principles that provide general guidelines for acting ethically in the often ambiguous realities of daily life. The standards of conduct articulated in University policies reflect the application of these core values and principles.

The PURSUIT OF KNOWLEDGE is a core value which is central to the mission of the university. The members of the university community strive to advance intellectual and creative inquiry and use the work of others responsibly in this endeavor. The university is committed to the maintenance and protection of academic freedom and freedom of speech which are essential to the pursuit of knowledge.

The core value of PERSONAL INTEGRITY requires that all members of the university community act honestly and responsibly, holding ourselves accountable to others for our actions.

The core value of MUTUAL RESPECT is essential to achieving a sense of community at Adelphi that values all equally. This sense of community is attained by treating others with courtesy, acceptance and respect and through responsible stewardship of the university’s heritage, property and resources.
The core value of JUSTICE requires that every member of the University accept responsibility, locally within the Adelphi community, in the neighborhoods that surround us, and globally, for the just treatment of others and the natural world.

**Illustrative Applications**

The examples which follow illustrate the broad spectrum of activities, many of which are complex, in which ethical concerns may arise at Adelphi. Each example is followed by a reference to Adelphi University policy and procedure documents that provide fuller explanations and guidelines for ethical decision making and actions. These documents are available in the University library, on the University intranet, and in the administrative offices indicated below.

**Academic Honesty**

The highest standards of academic honesty characterize the learning, research, scholarly and creative activities in which members of the Adelphi community are engaged. Dishonest activities include presenting the work of others as one’s own, fabricating data, cheating on examinations and sabotaging the work of others. ([Articles of Governance of Adelphi University; Code of Academic Honesty in Guide to Student Life--Office of Academic Services and Retention, Office of the Provost, Office of the Dean of Students](#))

**Research, Scholarship and Creative Activity**

Adelphi safeguards the rights and welfare of humans who participate in research, including studies using surveys or interviews and any research involving children or others who are vulnerable. The humane use of animals in research is guaranteed by compliance with all applicable federal regulations. ([Manual of Policies and Procedures for the University Committee on Human Participation in Research--Office of Sponsored Programs; Institutional Animal Care and Use Committee Guidebook--Biology Department, College of Arts and Sciences](#))

**Hiring and Admissions Practices**

The University takes affirmative steps and makes good faith efforts toward achieving non-discrimination and equality of opportunity in employment and in academic and non-academic programs. These practices include, for example, student admissions and employee recruitment, compensation and benefits.

The employment of relatives within the University is monitored by the Office of Human Resources in order to minimize potential conflicts of interest. ([Statement on Affirmative Action/Equal Opportunity--Office of Human Resources; Employment of Relatives in Employee Handbook—Office of Human Resources](#))
**Relationships**

The members of the Adelphi community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those they supervise, teach, coach or advise. (Anti-Discrimination, Anti-Harassment and Retaliation Policy - Office of Human Resources; Anti-Violence Policy--Office of Human Resources; Policy on Hazing in Guide to Student Life--Office of the Dean of Students)

**Confidentiality**

The work of many at Adelphi requires knowledge of sensitive, privileged information involving students’ academic, psychological or disciplinary records, library borrowing records, salaries of employees and records regarding the University’s finances or business planning. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize Adelphi. (Employee Handbook--Office of Human Resources)

**Conflicts of Interest and Commitment**

Situations may arise that make it difficult for us to act in the best interests of the University. All of us are obligated to avoid placing ourselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our duty to Adelphi. Areas of potential conflict include the use of confidential information, college purchases not subject to competitive bids, the acceptance of gifts and, under certain conditions, outside employment. (Conflict of Interest Policy in Financial and Administrative Reference Guide--Office of Human Resources; AAUP Collective Bargaining Agreement--Office of Human Resources; Employee Handbook--Office of Human Resources; Conflict of Interest Policy in Bylaws of the Board of Trustees--Office of the Board of Trustees)

Conflict of Interest Form:  
https://portal.adelphi.edu/group/hr/conflict-of-interest

**Financial Transactions**

All financial matters, including cash receipts, contracts, purchase orders and reimbursements for travel and entertainment expenses are transacted according to policies that have been established so that the University upholds the laws and
the principles underlying them. Grants and contracts are subject to University review to assure that funds are expended in compliance with all applicable statutory and regulatory requirements. Competitive bidding, for example, is required for all purchases of goods and services over $5,000, and costs must meet the basic guidelines of allowability, reasonableness, allocability and be net of all applicable credits. (Grant Administration in Financial and Administrative Reference Guide--Comptroller’s Office; Administrative Activities in Financial and Administrative Reference Guide--Comptroller’s Office)

**Use of University Resources**

University services, staff time, supplies, equipment and travel budgets are used solely for University-related business and not for the personal advantage of an individual. (Employee Handbook--Office of Human Resources; Travel and Entertainment in Financial and Administrative Reference Guide)

**Impact on the Environment**

Adelphi seeks to protect the natural environment by appropriately using and recycling resources and by avoiding conditions that may result in creating environmental hazards. (Asbestos Management Policy--Department of Facilities Management; Policy on Hazard Communication Program--Department of Facilities Management)

**Electronic Communication**

Information systems are used in accordance with all laws and are not used for commercial purposes or non-University, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources or gain access to systems without authorization. (Acceptable Use Policy--Office of Information Technology and Resources)

**Implementation**

**Seeking Clarification**

Members of the Adelphi community value their reputation for behaving ethically and therefore reflect before acting, especially in complex situations. Simple questions such as the following offer guidance in deciding if an act is consistent with the University’s core values:

- How would my action appear to others at Adelphi?
• Could it harm Adelphi’s reputation?
• Is it ethical and legal?
• What does my conscience tell me?
• Should I check before acting?

In instances where policies appear ambiguous or questions arise about personal responsibility in adhering to this Code of Ethics, clarification can be sought from supervisors, directors, chairs, deans, vice presidents or the office responsible for the policy in question.

Reporting an Alleged Violation

All trustees, faculty, administrators, staff and students have an obligation to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally the first person to be informed should be either one’s immediate supervisor in the case of employees, or the director of the University office concerned. In those instances in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. The process for reporting suspected violations of specific policies, such as sexual harassment, is usually explained as part of the policy itself.

The Office of Internal Audit should be contacted in instances of financial irregularity. Complaints about financial matters, such as accounting, internal accounting controls and audits, and about other matters relating to the conduct of business, such as relationships with vendors and government officials, may be submitted confidentially and/or anonymously.

The Adelphi community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

Enforcing Ethical Standards

All reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy identified in the documents listed below. Those accused are not assumed to be responsible for the reported behavior until the appropriate process has reached a conclusion. Fundamental fairness is accorded to all individuals.

Refraining from Abuse of This Code

No one will falsely report misconduct of any sort by another individual for the
purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action.

**Responsibilities**

All members of the Adelphi community are responsible for conducting University-related activities ethically and for making the University a place known by the excellent character of all associated with it. Trustees, faculty, administrators and staff are influential models for Adelphi students.

Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them.

The internal auditor plays a unique role in financial matters by ensuring that the University goes beyond complying with the letter of all applicable laws to acting in conformity with the principles underlying them. The trustees, and especially the members of the audit committee, assure the public that the University conducts its affairs with integrity and merits full trust. Because of the trustees’ fiduciary responsibility for the institution as a whole, they have a special duty to adhere to the highest ethical standards and to ensure that senior administrators disseminate this Code of Ethics to all employees and students.

**Reference Guide to Existing Documents**

The University reserves the right to change and update its policies. The current policies that govern standards of conduct are listed below:

- Articles of Governance of Adelphi University
- Bylaws of the Board of Trustees
- **Code of Academic Honesty in Guide to Student Life**
- **Code of Conduct in Guide to Student Life**
- **Collective Bargaining Agreements** (*eCampus only)
- Employee Handbook
- **Faculty Handbooks**
- **Financial and Administrative Reference Guide** (*eCampus only)
- **Guide to Student Life**
- Human Subjects Research Policy
- Institutional Animal Care and Use Committee Guidebook
- **Office of Information Technology Acceptable Use Policy** (*eCampus only)
COMPENSATORY (COMP TIME)

There is no compensatory (comp) time for non-union employees.

COMPUTER RESOURCES

Supervisors may allow incidental personal use of computer resources (in much the same way as they may allow staff to use office telephones for personal calls or to keep personal papers in their desk). Employees are required to utilize the computer hardware, software, and other computer and telecommunications resources according to the usage policies established by the Office of Information Technology & Resources.

Any files, documents, software, emails or folders, whether of a personal or professional nature, sent, received, or stored, on an Adelphi University computer are the property of Adelphi University.

For additional information please go to:  
http://infotech.adelphi.edu/policies/aup.php

COMPUTER SERVICES, ESTABLISHMENT OF

Employees who apply for access to the computer system must sign Adelphi University’s Computing Policy Acknowledgement Form confirming knowledge of the policies and procedures regarding the usage and the consequences of violation(s) of these policies.

CONFIDENTIALITY

Many employees work with sensitive, and confidential information involving student or employee academic, psychological, personal, or disciplinary records and/or salaries or records regarding the University’s finances or business planning. Upholding the confidentiality of this information is tantamount to retaining the trust of students and co-workers and the success of the University, and represents the respect Adelphi has for students and employees.

Employees must maintain the confidentiality of information they come in contact with. Employees should not view any files or computer records unless required specifically by their jobs and should not discuss any confidential information unless required by their job. Violation of this policy will lead to disciplinary action, up to, and including, termination of employment.
CONFLICT OF INTEREST POLICY

All employees have an obligation to avoid situations which might make it difficult for them to act in the best interests of the University. All employees must avoid placing themselves in any positions or situations in which there may be a conflict, or the appearance thereof, between his/her personal interests and his/her duty to Adelphi. Areas of potential conflict include, but are not limited to, use of confidential information, purchases not subject to competitive bids, the acceptance of gifts, etc. All non-union employees will sign a “Conflict of Interest Affirmation” form acknowledging receipt of this policy at orientation and yearly.

While it is impractical to define every instance that might give rise to a conflict of interest, in general, each employee must avoid participating directly or indirectly in any transaction involving Adelphi that could result in a personal benefit to the employee, or their family or friends at the expense of the interests of Adelphi. Conflicts of interest exist whenever an employee or a member of the employee’s immediate family has an interest, direct or indirect, in any dealing with the University, and the interest is of such a nature that his/her decisions might be affected by it.

All situations involving potential conflicts of interest should be disclosed in advance to the appropriate supervisor who is then responsible for apprising the Office of Human Resources.

Examples of Conflicts:

While it is not possible to enumerate all situations that might give rise to a violation of this policy, the examples given below indicate some conduct which should be avoided:

1. For an employee or any relative to have an interest in or be employed by any organization which has business dealings with the University where there is an opportunity for preferential treatment to be given or received.

2. For an employee to authorize for University use any product or service furnished by an organization or corporation through which the employee or family member(s) will receive a financial gain by such use.

3. For an employee, without proper authority, to give or release any data or information of a confidential nature to outsiders or to otherwise use information for personal advantage.

4. For an employee or relative to accept gifts in cash or kind (including materials or services or extravagant entertainment) at no cost or unreasonably low prices from companies doing business with Adelphi,
particularly in situations in which it might be inferred that the intention was to influence the decisions of the employee and actions of the University.

It should be understood that while achieving results is essential, it is equally essential that we do so with integrity. Open disclosure and discussion of any questionable situation is at the heart of this policy. Employees are encouraged to bring to management's attention any situation which raises a potential conflict of interest or the appearance thereof.

**DANGEROUS ARTICLES, POSSESSION OF**

It is understood that certain University staff members are authorized to work with dangerous substances based on their job responsibilities, such as faculty in the science departments or Public Safety employees. No other person on campus, whether working or not, may possess or use dangerous articles or substances such as hazardous chemicals, biological agents, firearms, weapons, ammunition, gunpowder, fireworks, explosives, gasoline, chemicals, knives, and other dangerous articles or substances.

Violation of this policy is a major breach of campus security, a matter of great severity and will lead to disciplinary action up to, and including, termination of employment as well as possible civil or criminal charges.

**DEFINED CONTRIBUTION RETIREMENT PLAN 403(b)**

Adelphi University provides employees with the opportunity to participate in a defined contribution retirement plan established under section 403(b) of the IRS Code.

Effective January 1, 2009, all non-union employees with two or more years of service, at Adelphi (the point at which you are eligible for a University Contribution of 7.5% of your pay) will be required to contribute to the 403(b) Plan.

If a non-union employee does not elect to contribute to the Plan and has been with the University for two or more years, the employee will automatically be enrolled at the minimum employee contribution amount which is 4.5% of earnings.

This amount will be deducted from pay and placed in a TIAA-CREF Lifecycle Fund based on age. Union employees are not subject to the mandatory rule. (See Union Employees Grid)

If an employee has less than two years of service and has not enrolled in the plan, the employee will be automatically enrolled on the first of the month after the second anniversary of the employee’s date of hire.
Employees may elect to contribute to the plan as of the first of any month before the two year anniversary, increase the rate of participation and/or choose their investment option(s). Please contact Human Resources for an investment application for either Fidelity or TIAA-CREF.

The University provides generous employer contributions. The schedules below show the minimum amounts that are required to be contributed and the amount that Adelphi contributes for non-union employees after completing two years of service and also for certain part-time and Union Employees.

**FOR NON-UNION EMPLOYEES**

<table>
<thead>
<tr>
<th>Years Receiving University Contribution</th>
<th>Minimum Employee Contribution</th>
<th>Adelphi Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 2 years</td>
<td>4.5%</td>
<td>7.5%</td>
</tr>
<tr>
<td>Years 3 to 6</td>
<td>3.5%</td>
<td>8.5%</td>
</tr>
<tr>
<td>Years 7 to 20</td>
<td>2.5%</td>
<td>9.5%</td>
</tr>
<tr>
<td>Years Greater than 20</td>
<td>0.5%*</td>
<td>11.5%</td>
</tr>
</tbody>
</table>

* Effective January 1, 2009, this amount has been reduced from 3.5% previously required.

**FOR UNION EMPLOYEES**

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<tr>
<td>Years 7 to 20</td>
<td>2.5%</td>
<td>9.5%</td>
</tr>
<tr>
<td>Years Greater than 20</td>
<td>3.5%</td>
<td>11.5%</td>
</tr>
</tbody>
</table>

Please see the formal Summary Plan Description on the Human Resources Intranet for details.
Defined Contribution Retirement Plan 403(b) Summary Plan Description:  
http://portal.adelphi.edu/hr/retirement-plan

Adelphi University Defined Contribution Retirement Plan Salary Reduction Agreement:  
https://portal.adelphi.edu/group/hr/forms/#benefits

Automatic Enrollment and Contribution Election for Local 153 Employees

A “Local 153 Auto-Enrolled Employee” shall be automatically enrolled in the Plan on the Automatic Entry Date (as defined below) and shall be deemed to have elected to contribute to the Plan the percentage of his or her Salary set forth as Voluntary Contributions.

The deemed election described above shall be effective as of the Local 153 Auto-Enrolled Employee’s first payroll period following the Automatic Entry Date (or as soon thereafter as is administratively feasible), unless the Local 153 Auto-Enrolled Employee elects on or before the Automatic Entry Date to increase or decrease his or her deemed election or elects not to contribute Voluntary Contributions to the Plan.

A “Local 153 Auto-Enrolled Employee” means an Employee covered under the terms of the collective bargaining agreement between the University and the Office and Professional Employees International Union, Local 153 AFL-CIO whose employment commencement date under the Plan is on or after January 1, 2014.

“Automatic Entry Date” means the first day of the month that is coincident with or next following the 60 day period after the Local 153 Auto-Enrolled Employee’s employment commencement date.”

Each Local 153 Auto-Enrolled Employee’s deemed election percentage for each Automatic Contribution Period (as defined below) shall be determined in accordance with the table set forth below. The deemed election percentage indicated below shall be applied to the Local 153 Auto-Enrolled Employee’s Salary for each pay period beginning in the applicable Automatic Contribution Period and deposited to the Plan as Voluntary Contributions.

<table>
<thead>
<tr>
<th>Automatic Contribution Period</th>
<th>Deemed Election Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Automatic Contribution Period</td>
<td>1%</td>
</tr>
<tr>
<td>Second Automatic Contribution Period</td>
<td>2%</td>
</tr>
<tr>
<td>Third Automatic Contribution Period</td>
<td>3%</td>
</tr>
<tr>
<td>Fourth Automatic Contribution Period</td>
<td>4%</td>
</tr>
<tr>
<td>Fifth and all subsequent Automatic Contribution Periods</td>
<td>4.5%</td>
</tr>
</tbody>
</table>
The “Automatic Contribution Period” means each twelve-month period ending on the day before the anniversary of the Automatic Entry Date, such that the “first” Automatic Contribution Period ends on the day before the first anniversary of the Automatic Entry Date and the “second” Automatic Contribution Period ends on the day before the second anniversary of the Automatic Entry Date.

**DEPENDENT CARE SPENDING ACCOUNT**

The Dependent Care Spending Account allows employees to pay for eligible dependent care expenses with pre-tax dollars. Dependent Care Spending Account contributions are taken directly from your earnings before federal, most state and city income and social security taxes are deducted.

All full-time non-union employees may elect to contribute up to $5,000 of earnings to a Dependent Care Spending Account to reimburse themselves for expenses that are incurred to care for eligible dependents, while at work. Full-time union represented employees are covered to the extent indicated in their collective bargaining agreement. Eligible dependents are those whom you are entitled to claim as dependents on your federal tax return. If you are married, your spouse must also work, be a full-time student, or be disabled to be eligible to participate.

New employees can only elect to join on the first of the month following or concurrent with his/her date of hire. Continuing employees can elect to participate in the Dependent Care Spending during the annual enrollment period in November for a January 1st effective date.

Dependent Care Spending Account and form:  
[https://portal.adelphi.edu/group/hr/dependent-care-spending-account](https://portal.adelphi.edu/group/hr/dependent-care-spending-account)

**DINING FACILITIES**

The Ruth S. Harley University Center and Post Hall each have a dining room which offers a variety of hot and cold meals and snacks.

Hours during the fall and spring semesters are:

*University Center Dining Hall*  
Located on the main level of the University Center
Hours
Monday - Friday: 7:30 a.m. - 8:30 p.m.
Saturday: 8:30 a.m. - 7:30 p.m.
Sunday: 8:30 a.m. - 6:30 p.m.

Underground Café
Lower Level next to Commuter Lounge
Grab a quick bite to go or kick up your feet at the Underground Café. This trendy Café features Juniors Cheesecakes, Wolfgang Puck Salads, Au Bon Pain Soups, and Starbucks coffee and beverages.

Hours
Monday–Thursday: 8:00 a.m. – 1:00 p.m.
Friday: 8:00 a.m. – 6:00 p.m.
Saturday: 10:00 a.m. – 2:00 p.m.
Sunday: Closed

Post Dining Hall
This location features all-you-care-to-eat dining, including a deli, home-style entrees, a grill, a salad bar, and more.

Hours
Monday – Friday: 7:30 a.m. – 10:45 a.m. (Breakfast)
11:30 a.m. – 3:30 p.m. (Lunch)
4:30 p.m. – 9:30 p.m. (Dinner)
Saturday: Closed
Sunday: 11:30 a.m. – 2:30 p.m. (Brunch)
5:00 p.m. – 9:30 p.m. (Dinner)

C-Store (Convenience Store)
This convenience store has a full selection of grocery items for students who like to cook in addition to a variety of snacks and toiletries.

Hours
Monday – Thursday: 9:00 a.m. – 1:00 a.m.
Friday: 9:00 a.m. – 11:00 p.m.
Saturday & Sunday: 5:00 p.m. – 11:00 p.m.
DIRECT DEPOSIT

All full-time, part-time and hourly employees, (except part-time faculty) must directly deposit their paychecks.

Employees who have direct deposit of their paycheck are able to register with IPAY (ADP) to access their pay stub and W-2 forms information online. Pay stubs are not generated for those on direct deposit but are available at the ADP website. Three years of earnings history and W-2 forms will be maintained on-line by ADP.

Automatic email notification can be sent when the current earning statement is available to view.

To register to receive this via email after signing up for direct deposit, please go to:

https://portal.adelphi.edu/group/hr/payroll and click on ADP iPay.
This and other options can be found under “Resource Center.”

DISTRIBUTION OF LITERATURE

Except as otherwise required by applicable law, employees may not distribute literature or printed materials of any kind, solicit financial contributions or solicit for any other cause during working time, in the interests of maintaining a professional business environment and preventing interference with work and inconvenience to others. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy also prohibits solicitations via the University’s e-mail and other telephonic communication systems.

The sale of merchandise including, but not limited to, food, books, publications, or services of any kind on Adelphi property is prohibited, except as approved in writing by the Office of Business Affairs. AU Auxiliary Service operations (e.g. the University Bookstore, the Early Learning Center, student organizations and AU food services are not restricted by this policy.)

DRUG AND ALCOHOL POLICY

Adelphi University’s mission, in compliance with Title V of the Drug-Free Workplace Act (1988) and the Drug-Free Schools and Community Act (1989), is to provide quality education for students and to prepare them for a productive and civilized life. Adelphi realizes the importance of a drug-free campus to the success of this mission and is strongly committed to the prevention of substance abuse.
To maintain an atmosphere conducive to this mission, the following policies, rules, and standards have been implemented. They apply to all students, employees and their organizations, and are in accordance with all applicable federal, state and local laws.

**General Policies**

1. The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on Adelphi’s campuses or as part of any Adelphi University activity is prohibited.

2. Students and others who have demonstrated a repeated abuse of alcohol will be referred to appropriate counseling services.

3. Disruptive or inappropriate behavior caused by drugs or alcohol use will not be tolerated. Violators are subject to removal from campus and disciplinary action.

4. All members of the Adelphi community must abide by the terms of this policy.

5. Violations of the policies, rules, and standards adopted by the University concerning substance abuse should be reported to the Office of Human Resources when the violation involves an employee. The Associate Vice President for Human Resources and Labor Relations or a designated representative will be assigned to process reports (as defined in the Drug Free Workplace Act) regarding convictions of employees. Student-related reports should be made to the Office of the Dean of Student Affairs. Convictions of anyone employed on a federal grant program must be reported to the Provost’s Office so that a report can be made to the federal government within ten days after conviction.

6. Any member of the Adelphi community found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, disciplinary probation, loss of University housing, suspension, or dismissal from the University or employment, based on the merits of the case.

7. Any student or employee convicted under federal, state or local law applicable to the policy stated above (#1) must report said conviction within five days. Students report to the Office of the Dean of Student Affairs; employees report to the Office of Human Resources.
Rules Governing the Use of Alcohol

1. Alcoholic beverages will not be permitted under any circumstances anywhere in the residence halls, including student rooms. Anyone who brings alcoholic beverages into the residence halls or rooms will be subject to strict disciplinary action.

2. Alcoholic beverages may be provided only through the University in licensed premises. No other alcoholic beverages may be brought on to campus or served.

3. The possession and consumption of alcoholic beverages outdoors is restricted by Village of Garden City Ordinance.

4. Solicitation and publication of alcohol-related advertisements in University publications and media is prohibited.

The manufacture, possession, distribution, sale, or use of illegal drugs, and/or the consumption of alcohol, is not consistent with a safe and efficient working and learning environment. Therefore, no employee shall use, possess, sell, distribute, or be under the influence of alcohol or illegal drugs on or near the University premises whether working or not or at any time while employed by Adelphi University. The only exception is the use of prescribed drugs under a physician’s care by the employee to whom the prescription was issued.

Employees who find that they or any other Adelphi University employee have drug or alcohol abuse problems are encouraged to contact the Office of Human Resources in confidence to obtain information regarding treatment sources.

EARLY LEARNING CENTER
(SEE ALICE BROWN EARLY LEARNING CENTER)

EMAIL ACCOUNTS

In order to move toward a paperless work environment and to allow for timely communications, important information regarding personal safety, policies, benefits (including open enrollment), University events and other critical information will be sent via Adelphi University’s email accounts only.
All employees should access their Adelphi email account on a regular basis to remain up-to-date.

The email system and the information transmitted by, received from and stored in that system is University property, subject to monitoring by authorized University representatives.

All emails are subject to the Acceptable Use Policy. (See Office of Information Technology and Resources Acceptable Use Policy or visit the Web site at:

http://infotech.adelphi.edu)

EMAIL MASS DISTRIBUTION

The official University distribution lists are:

- Entire campus
- All faculty, administrators and staff
- All faculty
- Local 153
- Full-time faculty
- Part-time faculty (not all adjuncts have accounts)
- Administration
- All students
- Undergrad students
- Grad students

The mass email distribution may only be used to communicate University-sponsored activities, policy changes, security or facility alerts, or information that benefits Adelphi University's mission and operations. Distribution lists should not be used for personal messages, items for sale, jokes, chain letters, Pyramid schemes, virus warnings (unless issued by the Office of Information Technology), unsolicited commercial emails or any information which is of interest to only a small segment of the campus audience. Derogatory, obscene, defamatory and/or harassing communications are prohibited and will lead to disciplinary action, up to and including termination.

June 2015
All requests for the University-wide distribution must be forwarded to, and approved by, a University Vice President or a Dean. (Exceptions to this procedure may be made by the Vice Presidents for departments required to communicate to the University.)

The following information must be included in the email requesting a mass email distribution:

- Audience to receive e-mail message (see official distribution lists)
- University department sponsoring the message
- Email address from which the message is to be sent
- Subject line for email
- Email message

EMERGENCIES

The Office of Public Safety is available 24-hours a day, 7 days a week, 365 days a year. The Office can be reached by dialing extension 3511 (516) 877-3511 or in the event of emergency, dial the digit 5 from any campus phone.

EMERGENCY CLOSING / RAVE ALERT

In the event of inclement weather, please use the following telephone number to learn the status of the University opening and any changes in staffing requirements:

- Garden City Campus   (516) 877-6870
- Hauppauge Campus     (516) 877-6871
- Hudson Valley Campus (845) 471-3348
- Manhattan Center     (516) 877-6872

In accordance with the current attendance policy, if an employee had scheduled a vacation, sick, Presidents' Day, or personal day on a day which was subsequently designated by the University as an emergency closing, the employee will be charged for the day as originally approved and the employee's timesheet must reflect the original approval for the day (personal, sick, vacation).

Rave Alert

Rave Alert is an automated notification service that uses all available methods of
communication to deliver important messages to our thousands of employees and students, in real time. By leveraging voice calls, voice mail, text messages we hope to improve the awareness of urgent University communications and increase our personal safety.

We will use the system to broadcast messages about school closings due to inclement weather. There are also on-campus emergencies that may require immediate notification. We hope never to be faced with such situations, but the alert system will allow us to quickly inform the campus community and confirm the safety of our students, faculty, and staff.

**EMERGENCY CONDITION**

**Declaration of an Emergency Condition**

The authority to declare that an emergency or dangerous condition exists rests with the University President (or designee) as follows:

During a period of any campus emergency or hazardous condition the Department of Public Safety & Transportation as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons, property, university vehicles, and maintain educational facilities. The Assistant Vice President of Public Safety (or designee) shall immediately consult with the President (or designee) regarding the emergency or hazardous condition and the possible need for a declaration that an emergency or hazardous condition exists.

All emergency operations shall be coordinated by the Assistant Vice President of Public Safety (or designee). The direct operational control of a campus emergency or hazardous condition is the sole responsibility of the Assistant Vice President of Public Safety (or designee). The coordination of the campus Emergency Response Team is the responsibility of the Assistant Vice President of Public Safety who will coordinate all on and off campus emergency functions.

No University department or individual is authorized to circumvent any emergency declarations that have been made without the approval of the President (or designee).

**General Building Evacuation Tips**

1. When a fire alarm sounds all occupants shall immediately evacuate the building.

2. Never use elevators during an emergency evacuation.
3. Be aware of the marked exits from your area and building.

4. Know the location of fire pull stations and fire extinguishers.

5. When the building evacuation alarm is sounded or when you are directed to leave by a member of the Fire Department, the Police Department, building coordinator, or a member of the Department of Public Safety, walk quickly to the nearest marked exit and ask others to do the same.

6. Once outside, proceed to a clear area at least 150 feet (half a football field) from the building. Keep walkways clear for emergency vehicles.

7. An Incident Command Post (ICP) will be established near the emergency site by the Fire Department. Keep clear of the ICP unless you have important information to report.

8. Do not return to the building until you are told to do so by a representative of the Fire Department, Police Department, the building coordinator or a member of the Department of Public Safety.

9. Report any suspicious person or emergency to Public Safety. Dial 5 from campus phones or call (516) 877-3511.

**EMERGENCY (UNIVERSITY MASS) NOTIFICATION SYSTEM**

Adelphi will use the Rave Alert emergency notification system to instantly broadcast urgent messages and deliver instructions to the campus community.

You can change or update your registered devices through the Rave Manage Profile Dashboard accessible through eCampus. It is part of the single sign on, so you will sign in with your Adelphi username and password. After you are signed in to [eCampus](http://www.eCampus), go to the Services tab and select the University Mass Notification System icon.
EMPLOYEE RECOGNITION

Employee Recognition Dinner

Adelphi holds an annual Employee Recognition Dinner to honor employees who have 20, 25, 30, 35, 40, 45 and 50 years of service with the University.

Employees at the 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service will also receive their choice of service awards, applicable to their years of service.

President's Award For Excellence In Service

The President recognizes outstanding employee service by annually presenting awards to employees who have been nominated by co-workers or supervisors and selected by the President’s Award for Excellence in Service Committee with an award of $2,500 and a plaque for distinguished service.

EMPLOYEES TAKING CLASSES DURING WORK HOURS

Employees are not permitted to take classes during their normal work hours (usually M-F 8:30 am - 5:30 pm) nor change their work schedule to accommodate their class schedule unless there are extenuating circumstances. You may request an exception to this policy by sending an email to Jane Fisher at fisher2@adelphi.edu detailing the class days and times and the method of making up the work hours and documenting the hours worked.

The written approval of your supervisor and the Office of Human Resources is required to take a class during normal work hours.

EMPLOYMENT VERIFICATION

All employment verification, reference, and other third party requests for information about current or former employees must be forwarded to the Office of Human Resources.

EVENTS

Adelphi University regularly hosts athletic events in various sports, speakers, lectures, movie screenings, and dance and theater productions on campus.
throughout the year. Employees are welcome to attend these events, many of which are either free of charge or a nominal fee.

- Calendars for cultural events can be found at:  
  http://events.adelphi.edu/

- Sporting events:  
  http://aupanthers.ocsn.com/

- Theater and Dance Performances:  
  http://aupac.adelphi.edu/season.php

**EXIT INTERVIEW**

An Exit Interview will be conducted either over the telephone, or in person, by the Office of Human Resources with every full-time and part-time non-faculty employee who leaves the University, (unless circumstances make it impossible to do so).

The Exit Interview serves the following purposes:

- Determining the reason for separation,
- Providing information that could result in improved operations or better relations with staff,
- Ensuring all legal requirements are met,
- Disseminating information on final pay, benefits conversion, etc.

**GARNISHMENTS, WAGE ASSIGNMENTS, AND TAX LEVIES**

Garnishments, wage assignments, and tax levies (income executions) are legal liens against an employee’s salary, issued to satisfy unpaid debts or judgments. The University will comply with all federal and state laws regarding garnishments and wage assignments. A garnishment, wage assignment, or tax levy requires that the University deduct a percentage of an employee’s salary and forward this amount to the creditor toward the satisfaction of the employee’s unpaid bill. The law requires that these deductions continue until the debt has been completely repaid or until the employee has separated from employment.

The Payroll Department will notify the employee of a wage assignment, garnishment, or tax levy.
GENERAL RULES OF CONDUCT

The University has the right to immediately discharge, suspend, or otherwise discipline any employee for any reason, including violations of rules of conduct that include but are not limited to the grounds listed below. Additionally, there may be circumstances or situations where it may be necessary to immediately sever an employment relationship with or without cause, at any time. Union represented employees are also covered by the applicable provisions of their collective bargaining agreements.

Employees may be discharged, suspended, or otherwise disciplined with the approval of the Office of Human Resources and concurrence of the appropriate Vice President for violations of the following:

1. Poor job performance;
2. Failure to render service to any student, if such service is within the normal scope of the employee's duties;
3. Abusive or inconsiderate treatment of students, visitors, or other employees;
4. Falsification of employment, attendance, or other University records;
5. Unauthorized absence from work area while on work time;
6. Refusal to accept a job assignment; insubordination;
7. Use of, or unauthorized possession of intoxicating beverages at the workplace or reporting to work under the influence of illegal substances;
8. Illegal use of drugs (see drug and alcohol policy);
9. Excessive or abusive lateness and absenteeism;
10. Possession of a weapon or firearm on the premises;
11. Fighting, horseplay, annoying or threatening another employee, or other disorderly conduct on the premises;
12. Gambling, conducting games of chance or possession of gambling devices on the premises;
13. Inappropriate use of computing or telephone services;
14. Stealing, misappropriation, or unauthorized possession or use of property belonging to the University, its residents, visitors or other employees;

15. Negligence or deliberate destruction or misuse of property belonging to the University, its students, visitors, or other employees;

16. Creating unsafe or unsanitary conditions by acts of commission or omission;

17. Disregard of safety rules;

18. Disregard of one’s appearance, uniforms, dress, or personal hygiene;

19. Failure to sign in for work; signing in for another employee, submitting false timesheets;

20. Solicitation, accepting gratuities, or peddling on University premises (See conflict of interest policy);

21. Breach of confidentiality; misuse of confidential information

22. Any unlawful conduct;

23. Violation of the University’s Anti-Discrimination, Anti-Harassment (including sexual misconduct) and Retaliation Policy or Affirmative Action Policy;

24. Any other act or conduct detrimental to the University.

25. Conducting personal, non-University business during work hours.

GROUP HEALTH INSURANCE BENEFITS FOR RETIREES

Non-union employees age fifty-five (55) or older with ten (10) years or more of continuous full-time service with Adelphi University immediately prior to their retirement from the University, may elect to continue their health insurance coverage in effect at the time of retirement, on a fully contributory basis provided that they are not eligible for coverage or covered as an employee or dependent under another group insurance policy. Union represented employees are also covered by the applicable provisions of their collective bargaining agreements.

Eligible employees interested in retiring and continuing their group health insurance benefits must notify the Office of Human Resources not less than one month prior to their intended date of retirement.
HEALTH AND SAFETY

Adelphi University is committed to maintaining the safest and healthiest environment possible for faculty, staff, students, and visitors. Faculty, staff, and students have an obligation to take all reasonable precautions to prevent foreseeable injury to themselves and other employees and students in the facilities of this institution, and to make safety a workplace priority. It is incumbent upon the University community to avoid unsafe acts while on the University campus or at other affiliated sites, and to avoid conditions resulting in the creation of environmental hazards.

HEALTH CARE SPENDING ACCOUNT

Adelphi University employees may pay for certain unreimbursed medical expenses through salary reduction by electing to participate in the Health Care Spending Account (HCSA). Reductions occur before Federal and State income tax and FICA are computed.

All full-time employees are eligible to participate in the HCSA; new employees can elect to join on the first of the month following or concurrent with his/her date of hire and continuing employees can elect to participate in the HCSA during the annual enrollment period.

To open a HCSA, employees make an annual election to participate and identify the amount of the contribution, by completing the enrollment form and submitting it to the Office of Human Resources.

HEALTH, DENTAL and LIFE INSURANCE BENEFITS*

All full-time non-union benefit eligible employees are covered. Full-time and part-time union represented employees are covered to the extent indicated in their collective bargaining agreements.

Eligible employees who elect coverage in the health, dental, and/or supplemental life insurance plans will be covered on the first of the month if their first day of work is the first of the month; otherwise on the first of the month following their hire date.

*Includes same-sex/spouse/domestic partner coverage.
Health Insurance

Employee contributions toward health insurance are a percentage of the premium. The amount required for union represented employees is included in the provisions of the collective bargaining agreement.

Employees presently have a choice of health benefit plans to choose from. Information about the plans and enrollment periods are available in the Office of Human Resources. The University reserves the right to change carriers and modify the health insurance plans in the interests of quality and in terms of cost.

Dental Insurance

The University offers all full-time eligible employees two dental plan options. The dental plans offered are 100% employee paid and the premiums are deducted on a pre-tax basis unless requested otherwise. We offer a Premium Care PPO option where there is freedom to see any dentist, with maximum coverage being with the large PPO network of providers and a Comprehensive Care HMO option with a network-only plan that features comprehensive benefits at a lower overall cost.

Life Insurance

All eligible employees (full-time non-union and union according to the applicable CBA) currently receive five thousand dollars ($5,000) in basic life insurance, with the premiums paid by the University. Eligible employees also have the option of purchasing supplemental life insurance in the amount of three times their annual salary at group rates to a maximum coverage of three hundred thousand dollars ($300,000) without evidence of insurability and up to a maximum of five hundred thousand dollars ($500,000) with evidence of insurability. Employee contributions are based upon the age of the employee and the amount of coverage.

Beginning on or after your 65th birthday, we decrease the amount of your supplemental life insurance. Your amount of insurance will decrease to 66% on your 65th birthday.

Dependent group life insurance may be purchased by employees. The insurance coverage for an eligible spouse is five thousand dollars ($5,000) for the eligible spouse and the employee contributions are based on the age of the spouse. Eligible children can be covered for one thousand dollars ($1,000) for each eligible child and the contribution is a flat dollar amount (regardless of the number of children).
Accidental Death and Dismemberment

Accidental Death and Dismemberment insurance may be purchased by employees. The amount of coverage is the same as the amount of coverage for supplemental life insurance. Various lesser amounts are paid for loss of limb(s) or sight.

HEALTH SERVICES

The University Health Services Office is located in Waldo Hall. Registered nurses are on duty during office hours, and employees may avail themselves of these services if a non-life-threatening emergency arises by calling ext. 6000.

HOLIDAYS

Adelphi University designates certain days of the year as paid holidays during which time the University will be closed. At the end of each academic year or shortly after the beginning of the new academic year, the Office of Human Resources issues a schedule of paid holidays which will be observed in the next academic year. Union represented employees are covered by the applicable provisions of their collective bargaining agreements.

All full-time employees and part-time non-union employees working 25 hours or more per week on a regular basis are entitled to holiday pay. Union represented employees should consult the applicable provisions of their collective bargaining agreements for a list of paid holidays.

In order to be paid for the holiday, a part-time employee’s regular work schedule must include the holiday as a work day and such pay will be based upon the number of hours they would have worked on the scheduled holiday.

The Presidents’ Day holiday must be used within the academic year and may not be carried over into the following academic year. Employees must request Presidents’ Day in advance and receive prior approval from their supervisors.

If an employee is required to work on a University observed holiday, an additional holiday will be granted which must be taken during the same fiscal year and may not be carried over to the next fiscal year.

* Since classes are scheduled on Presidents’ Day, all University offices must be staffed. Any employee who is scheduled to work on that day is entitled to take off an alternate day.
At no time will any holiday be considered payable at the termination of employment.

Non-union employees may not receive pay in lieu of taking a holiday, vacation, sick or personal time.

Temporary or hourly employees are not eligible for holiday pay for observed holidays.

**HOURS OF WORK**

The University maintains a twenty-four-hour-a-day, seven-day-a-week operation. Therefore, when individuals accept employment at the University, they do so with the understanding that there may be occasions where they will be expected to work additional shifts and different schedules than those they were hired to work, during all hours of operation to provide adequate staffing coverage in emergency situations.

The University work week for all full-time non-union employees is 40 hours per week. Certain departments may only require 35 or 37-1/2 hours per week, however, in these cases no additional monies will be paid for hours worked between 35-40 hours. Union represented employees are covered by the applicable provisions of their collective bargaining agreement.

The pay week for full and part-time non-union employees is from Saturday through Friday. The pay week for hourly employees is from Friday through Thursday. The pay week for student employees, buildings and grounds and Public Safety employees is from Monday through Sunday.

Non-exempt non-union employees shall be paid overtime (1½ times regular hourly rate) for all hours worked over 40 hours in one week. Exempt employees shall be paid an annual salary and are not eligible for compensatory time, overtime or additional pay based upon number of hours/days worked per week. Non-union employees will not be paid any additional monies for hours worked between 35-40 hours per week since the University workweek is 40 hours.

**IDENTIFICATION CARDS**

The Adelphi University identification card is used for security and safety matters, for admission to various University facilities and events, for receiving a discount on purchases in the bookstore, library services, and access to certain buildings, the Center for Recreation & Sport and the underground garage.
A new employee must go to the Office of Public Safety and apply for an identification card after filling out the appropriate paperwork in the Office of Human Resources. This ID card must be carried at all times while on the campus. It must be presented to any authorized Adelphi representative upon request. The card remains the property of Adelphi University. If the card is lost, stolen or damaged, report it immediately to Public Safety. The card holder is responsible for card replacement cost.

**INFORMATION CHANGES, EMPLOYEE**

In order to maintain accurate employee records, the Office of Human Resources must be notified when any of the following changes in employee information occurs: name, address, marital status, number of dependents for withholding tax purposes, attainment of additional degree (furnish transcript), home telephone number, spouse's name, campus address, emergency name and phone number.

Whenever one or more of the above changes occur, the employee must complete the appropriate information and submit it to the Office of Human Resources in a timely manner.

Employees may send the request to change information by accessing My Profile within eCampus.

**INTERFAITH CENTER**

The Interfaith Center offers students, and employees, the opportunity to worship, enjoy fellowship and seek spiritual guidance from our chaplains. There are many events such as prayer meetings, Sunday Mass on campus, discussion groups, and lectures that all are invited to attend. The Center is located in Room 302 of the University Center. Currently the Interfaith center houses an interfaith library and the Offices of the Catholic, Jewish, Muslim, and Protestant Chaplains.

**INFORMATION / COMPUTING SYSTEMS**

See:

https://portal.adelphi.edu/group/office-of-it/acceptable-use-policy
ACCEPTABLE USE POLICY

Scope

This policy applies to faculty, administration, staff, students, contractors, consultants, temporaries, and others with access to Adelphi University IT resources, including all personnel affiliated with third parties. This policy applies to all equipment and electronic information that is owned, leased or used by Adelphi University, and to all online services offered by or on behalf of the University.

Policy

Proper use of University IT resources follows the same standards of common sense and courtesy that govern the use of other public facilities. Therefore, the basic premise of the acceptable use policy is that University IT resources are permitted to be used in order to perform and/or support legitimate instructional and/or research activities and work.

Examples of improper use include, but are not limited to:

1. Any use of University IT resources unrelated to legitimate instructional or research computing if it interferes with another user's legitimate instructional or research computing;

2. Any use of University IT resources that violates another person's intellectual property rights;

3. Any use of University IT resources that violates another person's privacy;

4. Any use of University IT resources that violates any other Adelphi policy, any local, state or federal law, or which is obscene, defamatory, harassing, discriminatory or may damage the University's good name and reputation;

5. Any use of University IT resources resulting in commercial gain or private profit (other than allowable under the University’s intellectual property policies).

General Use and Ownership

1. Data is a critical and valuable asset of the University. All members of the Adelphi community have a responsibility to protect University data from unauthorized creation, access, modification, disclosure, transmission, or destruction and are expected to be familiar with and comply with this policy.

2. All data and information assets created with or stored on systems operated by, or on behalf of the University, remain the property of Adelphi University,
unless previously agreed upon in an explicit written agreement or approved policy.

3. Adelphi University highly values the individual's privacy. However, driven by the need to protect the University's information assets, users must not expect an absolute level of privacy. Where necessary, designated employees are able and authorized to access personal email accounts, monitor the network, access files and databases, etc., without obtaining prior approval of the user in question.

4. Information system accounts that expire or are closed may be deleted, including any data or information contained in them.

5. Control of files associated with expired accounts may be transferred to the account holder's supervisor or designee.

6. All users are required to comply with the University's published IT policies.

7. Loopholes in information security systems or knowledge of a special password must be reported to the Office of Information Technology as soon as possible and are not to be used to damage information systems, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.

INSTITUTIONAL ACCESS TO INDIVIDUAL USER RESOURCES

Institutional Access to Individual User Resources

General Monitoring. Adelphi University highly values individual privacy and does not routinely monitor, inspect or disclose individual usage of Adelphi University computer resources without the individual user's consent. Under most circumstances, if the University requires information located in an Adelphi computer resource, it will request it from the custodian or author.

Monitoring Without Notice. Adelphi University may specifically monitor and inspect the activity and accounts of individual users of its computer resources, including (but not limited to) individual login sessions, e-mail and other communications, without notice, to ensure that they are secure and being used in conformity with Federal, State and local law, as well as with this AUP and other University guidelines. Therefore, to the extent allowed by applicable law, the University reserves the right to examine and use any content found on the University's information technology resources in the following scenarios:
• When reasonably necessary to protect the security or integrity of Adelphi University computer resources;
• When reasonably necessary to protect the safety, security or property of any other person or entity;
• When reasonably necessary to diagnose and resolve technical problems involving system hardware, software or communications;
• When it is reasonably necessary to determine whether Adelphi University may be subject to liability;
• When there is a reasonable basis to believe that Adelphi University policy or Federal, State or local law has been or is being violated;
• When the user has voluntarily made the content accessible to the public; or
• As otherwise required by law.

A register of IT department staff members who are authorized to conduct monitoring incidental to performing routine technical maintenance, troubleshooting, testing, or information security analysis will be maintained. Incidental monitoring will be minimized to the extent possible and monitored data will not be retained any longer than needed.

All monitoring that is not incidental to routine technical maintenance, troubleshooting, testing, or information security analysis will require an explicit authorization and is subject to acceptance by the IT department. A register will be maintained that specifies the persons who may authorize, accept or conduct non-incidental monitoring.

**Security and Proprietary Information**

1. Passwords must be kept secure and accounts may not be shared.

2. Authorized users are responsible for the security of their passwords and accounts, and will be held accountable for any (mis)use of their accounts.

3. When using encryption to protect the confidentiality of files, users are required to consult with the Office of Information Technology to discuss best practices.

4. Because portable computers are especially vulnerable, special care must be exercised to secure confidential information when using mobile equipment.
5. All systems that are connected to the Adelphi University network, whether owned by the University or by a third party, must be continually executing approved virus-scanning software with a current virus database.

6. Disabling or tampering with mechanisms that protect University IT resources is prohibited.

7. Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or "Trojan horse code".

8. Suspected breaches of information security must be reported to the Office of Information Technology. Users are required to cooperate fully with any investigation that is conducted by the IT Department.

9. In order to protect the availability, confidentiality, and integrity of the University's network, information assets, and computer equipment, the Office of Information Technology is authorized to revoke any and all access to computer and/or network resources from a user at any time.

**Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

The items listed below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

**System and Network Activities**

The following activities are prohibited:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Adelphi University.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Adelphi University or the end user does not have an active license.
3. Willingly introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).

4. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done off-campus.

5. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

6. Conducting investigations to identify the source of suspected technical problems or misconduct, unless explicitly authorized in a job function and in accordance with established policies and procedures.

7. Executing any form of network monitoring which will intercept data not intended for the user’s host, unless this activity is a part of the user's normal job/duty.

8. Circumventing user authentication or security of any host, network or account, or circumventing or disabling any security controls.

9. Interfering with or denying service to any user other than the user’s host (e.g., denial of service attack).

**Email and Communications Activities**

The following activities are also prohibited:

1. Sending unsolicited messages (via email, instant messages, posting to websites, etc.), including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment or discriminatory statements via email, instant messaging, telephone or any other communications form, whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of information that can be used to identify the originator of a message.
4. Use of unsolicited email, instant messaging, or posting to Internet-based forums originating from within Adelphi University's networks or other network service providers on behalf of, or to advertise, any service hosted by Adelphi University or connected via Adelphi University's network.

**Termination and Suspension of Accounts**

**Termination due to departure**

A user who departed whose affiliation with the University is terminated (regardless of whether that termination is voluntary or involuntary) may have his or her user account terminated, unless other policies or procedures dictate differently.

**Termination due to change of status**

When the nature of a user's affiliation with the University changes, either through graduation, change of responsibilities or for any other reason, their access rights may be reviewed and he or she may have to re-apply for privileges. At such time, the user's account may be terminated and content stored in accounts may be transferred or disposed.

**Termination or suspension of accounts due to policy violations**

Adelphi University reserves the right to terminate or suspend access at any time and without notice to anyone whose use of its information technology resources violates the law, this policy or other University policies, or threatens system or network security, performance, or integrity.

The University will, in appropriate circumstances, terminate or suspend the network access of users who infringe upon the copyrights of others.

The University has the right to remove from its information technology resources any material or access it believes violates this policy, pending an investigation of misuses or finding of violation.

**Litigation holds**

If it is known or anticipated that a user will become involved in litigation and the information in account of the user may be pertinent to such anticipated or actual litigation, the account information will be held for a reasonable amount of time.

**Enforcement**

Designated employees in the Office of Information Technology are responsible for monitoring compliance with this policy and for dealing with minor violations of this policy. Repeated or serious violations will be referred to the Associate Vice President for Human Resources & Labor Relations, or her designee, when the violator is member of faculty, administration, or staff.
In addition, violations of this AUP that may potentially involve violations of the law may be reported to the Assistant Vice President of Public Safety and Transportation, or his designee.

In cases of computer misconduct, IT Department may notify the appropriate dean or University official, who in turn will determine the course of any investigation of disciplinary action.

**JURY DUTY**

Jury Duty is a civic duty. The University will comply with all federal, state, and local laws with respect to Jury Duty. Time off for Jury Duty will be considered an excused absence and Adelphi will continue to pay the employee's full salary for a period of ten (10) days. The University reserves the right to ask the Court for a postponement from Jury Duty if in the opinion of the University, the employee's services are essential during the time of Jury Duty.

All full-time and part-time non-union employees, as well as hourly employees, are covered. Jury Duty for union represented employees is covered in the applicable collective bargaining agreements.

When an employee is notified to report for Jury Duty, the employee must present a copy of the notice to his/her immediate supervisor who will forward it to the Office of Human Resources. Employees must present proof of service upon return from jury duty service.

Employees are required to report to work on any day they are excused from Jury Duty or are excused from Jury Duty before 1:00 P.M. unless the court location is outside of Nassau County.

**KEYS**

Office, desk, cabinet and building keys are issued to authorized users only. Authorized users are responsible for the security of the keys and are not allowed to duplicate them or lend them to unauthorized persons. As a security precaution, keys should not be labeled as to the locks they open. When keys are no longer in use, they must be returned to the Office of Public Safety. In the event of lost keys, the Office of Public Safety Lock Shop must be notified immediately at extension 3512.
LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE *

Adelphi University (hereinafter referred to as Adelphi) will provide family and medical leave to eligible employees.

A. Eligible Employees - An eligible employee is an employee who has been employed for at least 12 months and who has worked 1,250 hours during the 12-month period prior to the start of a leave period.

B. Types of Family and Medical Leaves - Eligible employees will be allowed to take 12 weeks of leave during any 12-month period for one or more of the following:

1. Birth or Placement of Child - Because of the birth of a son or daughter of the eligible employee and in order to care for such child and because of the placement of a son or daughter with the eligible employee for adoption or foster care and in order to care for such child.

2. Care for Sick Family Member - In order to care for the spouse, son, daughter, or parent of the eligible employee if such spouse, son, daughter, or parent has a "serious health condition."

3. Eligible Employee's Own Illness - Because of a "serious health condition" that makes the eligible employee unable to perform the functions of his or her job.

4. Eligible employees are entitled to up to 12 weeks of leave because of “a qualifying exigency (urgency)” arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty, or has been notified of an impending call to active duty status for deployment in a foreign country of a member of either the regular or reserve component of the Armed Forces.

The 12-week leave entitlement period will be measured forward from the date of the eligible employee's first day of leave under this policy.

C. Military Caregiver Leave - An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member with a serious illness or injury is entitled to up to 26 weeks of leave in a single 12-month

*Includes same-sex spouse/domestic partner coverage.
period to care for the service member.

- **Covered Service Member** – A covered service member is a current member of the Armed Forces or the National Guard or Reserves or a veteran who was a member of the Armed Forces or the National Guard or Reserves at any time during the 5 years preceding the date of the medical treatment.

- **Serious Injury or Illness** – A serious injury or illness includes a “qualifying injury or illness” that was incurred in the line of duty on active duty or in the case of a veteran, a “qualifying injury or illness” that was incurred in the line of duty on active duty (or which existed previously and was aggravated in the line of duty on active duty) and which manifested itself either before or after the member became a veteran.

This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all type of FMLA leave.

D. **Serious Health Condition** - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with an overnight stay in a hospital or other similar health care facility; or

2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days that also involves continuing treatment by a health care provider; or

3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated, it would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

E. **Procedure for Taking Family and Medical Leave**

An eligible employee must request family or medical leave at least 30 days in advance of the first day of leave. Where the need for such leave is not foreseeable, a request for leave must be made as soon as practicable. Failure to make a timely request may result in a denial or delay of a leave request. If a request for leave is to care for a sick family member or for an employee's own illness, a satisfactory statement from a physician that verifies the existence of the serious health condition must be provided to Adelphi's Department of Human Resources. Requests for leave and any
changes in related information must be forwarded to Adelphi's Department of Human Resources.

During a leave period for the care for a sick family member or for an eligible employee's own illness, Adelphi may require a continuing verification of the applicable serious health condition. Failure to provide medical certification may result in the termination of a leave. Adelphi also retains the right to request a second medical opinion by a physician selected by Adelphi to verify a serious health condition. Also, Adelphi may ask employees from time to time during their leave, to state their intention to return to work at the end of their family or medical leave.

Eligible employees may take leave on an intermittent or reduced-hours basis to care for a family member with a serious health condition or to attend to their own serious health condition. However, intermittent or reduced-hours leave may not be taken for leaves granted for the birth or placement of a child. Intermittent or reduced-hours leave will be granted only under the following circumstances.

- The leave must relate to a serious health condition of the eligible employee or his/her family member;
- There must be a medical need that can best be accommodated by intermittent or reduced-schedule leave;
- The serious health condition must be certified under the above procedures;
- The eligible employee must make all reasonable efforts to schedule the intermittent or reduced-hours leave so as not to disrupt Adelphi's operations; and
- The eligible employee's leave entitlement will be reduced by the actual hours of the leave taken.

During a period of intermittent or reduced-hours leave, Adelphi may also request certification or re-certification of the serious health condition under the above procedures.

Adelphi may temporarily transfer an eligible employee who is granted intermittent or reduced-hours leave to an alternate job that better accommodates that employee's recurring periods of leave.

Adelphi reserves the right to require eligible employees returning from leave due to their own illness to provide a physician's verification of their fitness to
return to regular work without restrictions. Eligible employees will be returned to their former position or to an equivalent position for which they are qualified, unless the former position or equivalent position was eliminated and the eligible employee would have been affected by the elimination.

Employees on family or medical leave must contact their supervisor at least once every two weeks regarding the status of the leave.

Employees are required to notify Adelphi that they will return from a leave as soon as they know the date of their return, if less than the time originally requested by the employee.

Failure of the eligible employee to report to work the first work day following the expiration of the approved leave, will be treated as a resignation. Further, if an employee is unable to return to work at the end of the leave period and is not disabled, the employee will be considered to have resigned his or her employment.

F. **Eligible Employee Benefits** - Adelphi will continue to provide insurance benefits for eligible employees for the full term of their family or medical leave, so long as they continue to make the required contributions on a timely basis. Accordingly, the eligible employee will remain responsible for the payment of any required premiums for all coverage maintained during the leave period. If he or she fails to return from a family or medical leave, he or she will be required to reimburse the University for the Full Cost of benefits provided during leave, including the portion of cost paid for by Adelphi.

G. **Return and Reinstatement at End of Family or Medical Leave** - If an eligible employee returns to work at or before the expiration of the 12-week/26-week family and medical leave period, he or she will be returned to the same position the eligible employee held when the leave period began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An eligible employee's right to job restoration is subject to being treated as if he or she had been continuously employed during the leave period.

H. **Pay During Family or Medical Leave**

For Own Illness: Eligible employees must supplement disability pay (1/2 pay) with all sick, personal and accrued vacation days. No time (i.e. sick, personal and or vacation time) will accrue during any leave including a disability leave.
For Family Member’s Illness: Eligible employees must use all personal and accrued vacation days for any part of the 12-week/26-week period before going on unpaid leave. No time (i.e. sick, personal and or vacation time) will accrue during any leave including a disability leave.

I. Key Employees - Certain key employees may not be eligible for job restoration after a leave taken under this policy. A key employee is an employee who is among the highest paid 10 percent of the employees employed within 75 miles of his or her work site. You will be notified if this condition applies to you when you apply for leave under this policy.

LONG-TERM DISABILITY LEAVE

Long-term disability insurance is provided to all eligible employees on a contributory or non-contributory basis. After one-hundred-eighty days of continued disability, employees are eligible to receive sixty percent of his/her base monthly salary to a maximum current benefit of four thousand dollars ($4,000) per month if the university is paying (or $15,000 per month if the employee is paying and is eligible). Employees age sixty-three and over are eligible for this benefit on a prorated basis. Offsets such as social security disability and/or worker compensation are factored into the monthly calculation. If the University pays the premium, any benefit is taxable to the employee. If the employee is paying, the benefit is non-taxable.

When you become eligible for Long-Term Disability and you were previously receiving the University contribution to the 403(b) plan, you become eligible for the monthly Annuity Premium Benefit. This benefit equals 12% of your monthly wage base to be credited to TIAA and CREF annuities.

If covered for health insurance under the University’s group policy, after six months of continuous disability the University will no longer pay any portion of the medical premium. At that point, the employee will be responsible for paying 100% of the medical premium by personal check.

PERSONAL LEAVE (OTHER THAN FAMILY MEDICAL LEAVE)

The University will consider requests for personal Leaves of Absence without pay in certain exceptional cases, at its sole discretion. Approved personal leaves of absence are without pay and for a maximum duration of thirty (30) days. Personal leaves may only be granted by the Office of Human Resources, with the concurrence of the Department Head/Dean.
All full-time non-union employees are covered. Leaves of Absence for union employees are covered in the applicable collective bargaining agreements.

When an employee wishes to apply for a personal leave of absence, he/she must submit a Leave of Absence Request Form. This completed request form must be approved by the employee’s immediate Dean, or Department Manager, and the Office of Human Resources. Leaves of Absence are not approved until written approval from the Office of Human Resources is received.

Employees covered under the University’s group medical and/or dental policy must pay 100% of the premiums by check while out on a personal leave of absence. Employees covered for any contributory life insurance and/or contributory Long-Term Disability insurance must pay the premiums by personal check while out on a personal leave of absence. Employees participating in one of the pre-tax health care, dependent care or transportation accounts, must re-elect contribution accounts upon return from the leave. Employees must first exhaust all of their vacation and personal time prior to taking a leave of absence.

**SHORT-TERM DISABILITY LEAVE**

Employees may incur illness or injury requiring extended absence. The University provides paid short-term disability leave to employees in cases of non-occupational illness or injury which extend beyond five consecutive working days.

Non-faculty employees are eligible for this plan after four (4) consecutive weeks of employment or twenty days of employment, and for four consecutive weeks after termination of employment. Union employees are covered under the applicable collective bargaining agreements.

A short-term disability exists when an employee is absent from work due to illness/injury for a period of five (5) consecutive working days or more (and is under the care of a physician). The Office of Human Resources must be notified of all absences of five or more consecutive working days. The employee must then contact The Hartford (managed disability carrier) to report the claim. We will send a Family Medical Leave letter to notify the employee (if eligible) that, upon approval of the disability claim, the leave will be designated as a Family Medical Leave as well.

Employees may be entitled to receive one-half salary for a period of up to twenty-six (26) weeks with proper medical evidence for such illness or injury.

Employees returning to work from a short-term disability absence must provide a written release from the attending physician in order to be able to return to work.
including any restrictions the employee may have to request in order to return to work.

The University’s group insurance coverage for an employee on short-term disability shall be continued for the employee and the employee’s eligible dependents for the duration of the short-term disability as if the employee were active at work.

LIBRARY

All employees are welcome to use the Adelphi University Libraries, which have a large collection of books, DVD’s and periodicals in hard-copy and through electronic media. A University identification card, available through the Office of Public Safety, is required in order to utilize library services.

LONG TERM CARE INSURANCE

Long-term care insurance is available for eligible Adelphi employees and their family members at discounted rates. Employees pay the full premium. RetirementGuard, our current broker, can provide guidance to help you understand options available to help you meet your objectives and budget. They can be reached at:

helpme@retirementguard.com

(or by calling 1-888-793-6111)

You can learn much more at:

www.retirementguard.com/adelphi

Long-term care insurance rates can never be increased because of changes to your age and health. However the insurance companies who issue the policies have a limited ability to increase premiums for policy holders.

MILITARY LEAVE

Since Congress has instituted different employer obligations during certain armed conflicts, the law determines University policy with regard to military service, salary payment, benefits coverage and mobilization. Adelphi University is supportive of our armed forces and of employee’s desire to serve our country.
The University will grant time necessary (without pay unless the individual elects to take vacation or personal time) to meet the obligations of Reservists and members of the National Guard for routine summer encampments, other training or active duty.

All benefits will continue during military leave of 30 days or less at no cost to the employee except for his/her regular share of premiums. For military leave beyond 30 days the applicable law will be the controlling factor with respect to benefit continuation and reinstatement rights.

The Office of Human Resources and the employee’s supervisor must be notified promptly of leave dates.

**MINIMUM WAGE**

All Adelphi University employees (including students, hourly and temporary employees) will be paid no less than the federally mandated minimum wage as prescribed by the Fair Labor Standards Act, or the State required minimum wage, whichever is greater.

**ORIENTATION (NEW EMPLOYEE)**

The Office of Human Resources will schedule all new full-time employees and part-time, non-faculty employees for an orientation covering general University policies, rules, and matters such as employee status, pay, and fringe benefits.

**OUTSIDE EMPLOYMENT**

Outside employment is defined as employment outside of Adelphi University held by a full-time employee of Adelphi University. Outside employment is permitted provided:

- It does not impair the ability of an employee to perform all of the expected duties and responsibilities of his/her position
- It is not conducted during normal working hours
- It does not utilize Adelphi property, materials or inventory
- It does not directly or indirectly create a conflict of interest.
Employees should discuss the acceptability of any current or anticipated secondary employment with their supervisors.

**OVERTIME PAY**

There are times that staffing needs require that supervisors assign their employees to work in excess of their regularly scheduled hours and/or shifts. Federal and state laws require that non-exempt employees be compensated at time and one half of their base rate of pay for hours worked in excess of forty hours in any pay week. Employees cannot work before, or beyond, their assigned hours of work without supervisory approval.

The University pay week for non-union employees is forty (40) hours per week. For employees who regularly work less than forty (40) hours, there will be no additional payments until the employee works more than forty (40) hours in one pay week.

Union represented employees are entitled to overtime based on the applicable provisions of their collective bargaining agreements. Exempt employees are not eligible for overtime pay.

**PARKING / TRAFFIC SUMMONS APPEAL**

On-campus parking is available on a first-come, first-served basis to employees. All vehicles must be registered by completing the necessary documentation in the Office of Public Safety. Parking stickers must be properly displayed on your automobile, on the left side of the rear bumper. Parking regulations will be strictly enforced.

1. Failure to remit payment of all traffic fines may subject you to disciplinary action (student and employees), and may cause your parking permit/decal to be revoked. Additionally, you may be unable to register for classes, have transcripts sent or receive your diploma.

2. Students, faculty or staff who have more than three unpaid traffic summonses may have their vehicles impounded or immobilized ($100 fee). The vehicle owner is responsible for all towing and storage charges.
PAY PERIODS/CHECKS

Adelphi University has established regular pay periods for all employees.

There are two pay periods: semi-monthly and biweekly.

Semi-Monthly Pay Period

Full-time Faculty receive their paycheck on the 15th of the month and the last working day of the month. If the 15th lands on a weekend, payment will be the Friday prior.

Adjunct faculty receive their paycheck four times in each semester provided grades are submitted to the University Registrar.

For the Fall semester - on the last working day of September, October, November and December

For the Spring semester - on the last working day of February, March, April and May

Bi-Weekly Pay Period

Non-faculty employees are paid every other Friday for 26 pay periods in a year.

All payroll deductions are indicated on the paystub or iPAY website.

PERSONAL DAYS

Adelphi University recognizes that personal reasons may necessitate an employee’s absence from work. The University provides paid personal days to employees for religious, or other personal reasons.

All full-time and part time non-union employees (working twenty-five hours or more per week on a regularly scheduled basis) are covered. Personal days for union represented employees are covered in the applicable collective bargaining agreements.

Full-time non-union employees receive four (4) personal days per academic year. Personal days are prorated for new hires and for employees working less than a 12 month basis. Unused personal days may not be carried over to the next fiscal year. Upon termination of employment employees are not paid for personal days not taken. Hourly employees are not entitled to paid personal days.
PERSONNEL RECORDS

The University maintains personnel files containing employees’ work histories to be used for payroll, benefits and other employment purposes.

Personnel records are University property and are afforded confidential treatment at all times. Employees may review their personnel records (with 24 hours advance notice) by contacting the Office of Human Resources.

POSTING OF POSITIONS

Whenever possible, the University attempts to fill job vacancies from within although it has the discretion to seek and hire outside candidates.

Once positions have been approved for replacement at a Salary Review Committee meeting, job postings, other than senior management level, are placed on our website at www.adelphi.edu/positions, unless an intradepartmental promotion takes place. Interested and qualified candidates must apply online to be considered for an open position. A University-wide email is sent out notifying the current employees of the opening and directing them to the website.

RECREATION FACILITIES

The Recreation Facilities are open at no cost to members of the Adelphi Community including: current students, faculty, administration, and staff with valid ID. All participants are required to present their ID when entering the facilities. In addition, IDs may be requested at several locations such as the gym, pool, and fitness center during peak times.

Annual Facility memberships are also available for purchase by alumni and adult family members of students and staff. All members must be at least 17 years old.

REDUCTION - IN - FORCE (Layoffs)

In the event the University reduces its workforce or reorganizes a department or school, the University will attempt to place individuals into other positions for which they are qualified.

RE-EMPLOYMENT OF FORMER EMPLOYEES
Employees who are no longer employed by the University and who are subsequently rehired under the terms of the employment policies of the University and within certain time limits may be given credit for previous service for vacation entitlement and the 403(b) Retirement Plan.

All employees of the University other than those subject to recall under the terms of a collective bargaining agreement are covered.

An employee who has previously been employed by Adelphi University for a period of one (1) year or more who leaves and is subsequently rehired will receive credit for the time previously worked for the purposes of vacation entitlement provided that the time away from the University immediately prior to the most recent rehire is less than the time worked prior to the termination and the time away is not more than five (5) years prior to the date of rehire.

The eligibility of any employee who previously worked for Adelphi University who was enrolled in the current 403(b) Retirement Plan to rejoin the plan shall be determined by the provisions of the plan as stated in the plan document.

**RELATIVES, EMPLOYMENT OF**

Adelphi University permits the employment of relatives of employees as long as such employment does not, in the opinion of the University, create a conflict of interest, and as long as each individual meets and fulfills the appropriate requirements of the position. This policy includes full-time, part-time, hourly and student employees as well as individuals contracted to provide University services.

There shall be neither favoritism toward nor discrimination against any individual in any aspect of employment based upon that individual’s relation to another employee of the University.

Neither applicants nor employees will be considered for employment in, or promotion to, a position in which they would be subject to direct or indirect supervision by a relative.

Student employees are allowed to work in departments with relatives, but only with prior written approval from the Department Head/Dean and the Office of Human Resources. However, student employees should not be supervised by a relative.

For the purpose of this policy only, a relative shall be defined as mother, father, sister, brother, husband, wife, domestic partner, child, aunt, uncle, niece, nephew,
cousin, in-law, and any other type of relationship where working in the same
department, service line, location, etc. could potentially cause a conflict of interest.

**RESIGNATION FROM EMPLOYMENT**

An employee who separates from employment shall provide a signed and dated
resignation letter which states the last work day for the employee. Employees
must return all University owned equipment and/or property.

Accrued, unused vacation will be paid only if adequate notice of separation is
provided; Department Heads must give the University at least four weeks notice of
separation and all other employees must give two weeks notice. If sufficient
notice of resignation is not given, there will be no payment for accrued and
unused vacation. Employees must work the last work day of the month in which
they resign to receive accrual for payout of vacation for that month.

**RETIREMENT PLAN**

See Defined Contribution Retirement Plan – 403(b)

**SALARY ADMINISTRATION PROGRAM**

Adelphi University maintains a Salary Administration Program for full-time and
part-time, non-union employees of the University.

The Salary Administration Program is designed to: employ the most qualified
candidates available who meet established standards and retain such employees,
endeavor to provide an effective and systematic method for rewarding employees
for high level on-the-job performance and upon promotion to higher levels of
responsibility, provide an effective means of controlling salary expenditures at
levels that are competitively in line with other comparable universities and other
employers and, ensure internal fairness among positions.

**SALARIES FOR FACULTY RETURNING FROM
ADMINISTRATIVE POSITIONS TO FACULTY**

Salaries for University faculty working in administrative positions who return to
their faculty positions will be set at the same salary the administrative employee
would have been earning as a faculty member during the time they were serving
in an administrative position, including any faculty salary increases for which they
would have been eligible, during that period of time. The appointment letter for faculty members being offered administrative positions will clearly state this policy.

SAME-SEX SPOUSE/DOMESTIC PARTNER BENEFITS

IMPORTANT: If you reside in a state where same-sex marriage is legal, such as New York, you now must be legally married in order to qualify for same sex spouse coverage. New York legalized same-sex marriage on June 24, 2011. If you reside in a state where same-sex marriage is not legal, the requirement to be legally married does not apply for you to be qualified for same sex domestic partner coverage. Please use the following website for a Domestic Partnership application.

https://portal.adelphi.edu/group/hr/forms/#benefits

If you are legally married, you do not need to complete a domestic partner affidavit (this document is only for individuals who reside in a state in which same sex marriage is not legal). You simply need to provide your marriage certificate as proof of your marriage when adding your same sex spouse. We suggest you consult your financial or tax adviser regarding the impact of your same sex spouse/domestic partner coverage for these and other benefits.

If you reside in a state where same-sex marriage is not legal all of the following requirements apply to both persons:

- They must not be related by blood or a degree of closeness that would prohibit marriage in the law of the state in which they reside.
- They must not be currently married to, or a Domestic Partner of, another person under either statutory or common law.
- They must share the same permanent residence and the common necessities of life.
- They must be at least 18 years of age.
- They must be mentally competent to consent to contract.
- They must be financially interdependent.

SECURITY

Adelphi has an open campus and welcomes many visitors to the campus daily. However, to ensure that Adelphi remains one of the safest campuses in the country, employees are asked to lock their desks when not in use, to safeguard their keys and valuables, report lost keys to the Office of Public Safety, lock
offices at the end of the work day, and report any suspicious persons to the Office of Public Safety, Levermore Hall (lower level), 877-3500.

If an employee observes any unusual activity, someone in an office or area they do not belong in, or suspicious persons on or around campus, the employee should immediately contact the Office of Public Safety at extension 3511.

**Annual Campus Security and Fire Safety Report**

Adelphi University’s annual security safety report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings, or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, hate crimes, sexual assault including Title IX, domestic violence, intimate partner violence, stalking, emergency operations plans including evacuation procedures, annual fire safety report and fire log, Amanda’s Law and the Kerry Rose fire sprinkler notification act, missing student notification, timely and emergency notifications/warnings, and other matters. This report can be viewed by using the Public Safety Web site at [http://administration.Adelphi.edu/publicsafety](http://administration.Adelphi.edu/publicsafety) or obtained upon request in the Department of Public Safety and Transportation in Levermore Hall.

**SICK TIME**

Adelphi University recognizes that an illness or injury may necessitate an employee’s absence from work. Employees who will be out sick must contact the designated supervisor at least one hour prior to the reporting time.

The University provides an allotment of sick days with pay to employees in cases of illness or injury. The University may require written documentation from a physician verifying the absence as being medically necessary.

All full-time employees and part-time employees (working twenty-five hours or more per week on a regularly scheduled basis) are covered. Sick day entitlement for union represented employees are covered in the applicable collective bargaining agreement.

Sick days are provided for the illness/injury of the employee only and may not be used for illness of family members. Unused sick days are not payable upon termination of employment. Sick days must be documented on the employee attendance report/timesheet as “S”. If an employee is sick for five (5) consecutive days he/she must bring in a doctor’s note in order to return to work.
Employees may not exceed the allotted sick days in an academic year. Those who do will not receive pay for any additional days of absence, except for short-term disability. Employees who abuse the sick leave policy, for example frequently taking Friday and/or Monday absences, shall be subject to discipline, up to, and including, termination of employment.

**Full-time Non-union Employees**

Full-time employees accrue up to ten (10) sick days per academic year, accumulated at .83 days per month, paid at full base salary. Up to four (4) unused sick days may be carried over into the following academic year but, in no event, shall the total sick days exceed fourteen (14) days during any one academic year including those carried over from the previous years. New employees, and employees who work less than 12 months, are covered for a prorated portion of sick days.

**Part-time Non-union Employees**

Part-time employees who are scheduled to work 25 hours or more per week on a regular basis accrue up to five (5) sick days per year. These days are paid at full base salary. Up to two (2) unused sick days may be carried over into the following academic year but, in no event shall the total sick days exceed seven (7) days during any one academic year. New employees and employees who work less than a 12 month basis are covered for a prorated portion of sick days.

**SMOKING POLICY**

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking.

Adelphi University prohibits the smoking or carrying of any ignited tobacco-containing products in ALL buildings on campus. The University's Smoking Policy includes in its prohibition e-cigarettes and any and all similar products (such as hookah pens, e-hookahs, vaping pens, vape pipes, etc.)

Smoking (including cigars, e-cigarettes, hookah pens, e-hookahs, vaping pens, vape pipes, as well as any and all similar products) on the Garden City campus is permitted only at designated sites that will be clearly marked. No smoking will be allowed while traveling on walkways or traveling to or from sites where smoking is permitted. Please only place cigarette butts in urns at these designated areas.
Designated smoking areas for 2014-2015:

1. Northeast corner of Levermore Hall near South Avenue and small parking area.
2. Southern end of Eddy Hall
3. Southwest corner of the Angello Alumni House
4. North of Woodruff Hall and on the far eastern end of parking lot
5. By the wall and at the gravel path on the south side of the library

For additional information and site locations, visit Adelphi.edu/fresh-air.

Civil penalties for violation of this policy are set by New York State and local laws, and are enforced by the local departments of health. In addition, Adelphi University will discipline students and employees for violations of this policy in accordance with established procedures.

**Enforcement:**

Employees who are in violation of this policy will be informed that smoking is not permitted and that such action is punishable by a civil fine provided by applicable law and will be directed to a “Smoking Permitted” area. Upon the second offense, individuals will be reprimanded in writing, a copy of which will remain on file. Upon the third offense, disciplinary action may be more stringent, up to and including termination from employment, as decided by the appropriate University procedure. Any complaints concerning non-observance of this policy should be directed to the Associate Vice President for Human Resources and Labor Relations, who is the official contact for the University with the local departments of health.

**SOCIAL SECURITY NUMBER**

All newly hired employees must provide the Office of Human Resources with their Social Security number in order to be authorized to work. Furthermore, the name and Social Security number an employee provides and uses while employed at Adelphi University must completely match the name and number on file with the government at the Office of Social Security. If an employee’s name and/or social security number changes while employed, the employee must contact the Office of Human Resources to update the employee information kept on file.
SOLICITATION ON CAMPUS

Except as otherwise required by applicable law, employees may not distribute literature or printed materials of any kind, solicit financial contributions, or solicit for any other cause during working time, in the interests of maintaining a proper business environment and preventing interference with work and inconvenience to others. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy also prohibits solicitations via the University’s email and other telephonic communication systems.

The sale of merchandise including, but not limited to, food, books, publications, or services of any kind on Adelphi property is prohibited, except as approved in writing by the Office of Business Affairs. AU Auxiliary Service operations (e.g. the University Bookstore, the Early Learning Center, student organizations and AU food services) are not restricted by this policy.

• NOTE: Permission to solicit or to sell on the campus(es) does not imply University endorsement of the products or services offered.

TEACHING BY ADMINISTRATORS

Teaching by administrators during work hours is only allowed with prior approval from the Office of Human Resources.

Administrators who teach courses will receive the adjunct rate (unless they have been designated as a senior adjunct) for classes taught provided that the administrator receives an adjunct contract for the semester in which he/she is teaching. Administrators shall not be eligible to receive payment for independent study.

With the exception of FORE classes, if an administrator is asked to teach a course during his/her normal work hours for payment, he/she must submit the days and times of the class, along with the method of making up the work hours, to Jane Fisher at fisher2@adelphi.edu. The Office of Human Resources will work in consultation with the Provost Office to review the request. The written approval of the Office of Human Resources is required to teach a non-FORE class during normal work hours.
Deans and Vice Presidents shall not be eligible to receive additional compensation for teaching at any time. Exceptions will only be made in the best interest of the University and only with the appropriate approval from the Provost.

TELEPHONE USAGE

Telephone Policy

The University understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone during office hours. Talk to your supervisor if you have any questions as to how much is too much time. It is important that employees understand the University's policy and that departments routinely monitor phone usage for potential misuse.

Directory assistance calls should be limited to those that are essential. Whenever possible, directory assistance should be accessed through yellowbook.com. If directory assistance must be used, do not place the call through directory assistance. Obtain the number, hang up, and call the number direct. This will result in significant cost savings.

Telephone Use Monitoring

The Office of Information Technology distributes monthly telephone usage reports to departmental managers. An email is sent at the beginning of each month to alert the manager to expect the report of the previous month's activity within the coming days. The report lists all incoming and outgoing calls received by, or made from, each extension within the department. These reports should be used to screen for questionable telephone use. If questionable or excessive calls are noted, it is the manager's obligation to review them in detail and take necessary corrective action if abuse is verified. Proper use of the systems depends upon the efforts made at the departmental level.

Telephone bills will be subject to periodic audits by the Office of Internal Audit.

Cell Phone Policy

All individuals utilizing cell phones (or similar devices) provided by the University must review their phone bill each month and reimburse the University for personal use. This must be done even if the total number of minutes used does not exceed the plan allowance. In addition, phone bills that distinguish between business and personal use must be retained.
Reimbursement for personal cell phone (and similar devices) use may be calculated by adding the minutes for all personal calls each month, dividing that number by the total plan minutes, then multiplying the result by the cost of the plan:

\[
\text{Personal call minutes} \times \frac{\text{Cost of plan}}{\text{Total plan minutes}} = \text{Reimbursement for personal use}
\]

Payment may be forwarded to the Cashier's Department in the Office of Student Financial Services.

If you have any questions concerning this IRS regulation, please contact the Controller's Office at extension 3184.

**THREAT ASSESSMENT TEAM (TAT)**

Preserving the safety and security of students and employees is a top priority for Adelphi, and one that requires commitment, coordination and communication. To facilitate collaboration among the many individuals whose work affects our collective security, Adelphi established a Threat Assessment Team (TAT).

**What type of behavior warrants a report?**

- Any self-injurious behaviors, suicidal ideation, erratic behaviors that disrupt teaching or University activities, or behaviors that might compromise safety. When in doubt- report.

- If you feel there is an immediate threat, contact the Department of Public Safety. For non-emergencies contact:
  - In reference to student behavior: Dean of Student Affairs
  - In reference to staff behavior: Office of Human Resources
  - In reference to faculty behavior: Office of the Dean, Provost, or Human Resources

**Who can make a report?**

- Anyone who feels an individual associated with Adelphi University is a threat to himself/herself and/or the University community. This includes students, faculty, staff, coaches, roommates and parents.
What happens after I make a report?

- The TAT will ensure every report is thoroughly addressed.

How do I know if it is a TAT issue?

- You do not have to make this determination. If another campus resource is appropriate, a member of the TAT will refer you and transfer information.

All information received will remain confidential, and reports can be made anonymously.

**TIME SHEETS**

It is the non-exempt employees' responsibility to record on a daily basis the time they began work, lunch period and the time they stop working. Non-exempt employees' record of time taken for vacation, personal, sick, jury duty, bereavement leave, etc. is recorded on the bi-weekly attendance sheet, which is signed by the Department Head, input by an employee designated by the Dean/Department Head, and submitted to the Office of Human Resources. On the last working day of the covered period, employees must submit to their manager or designated supervisor a signed biweekly attendance sheet. If non-exempt employees work overtime, the additional hours must be submitted on the overtime form found at [https://portal.adelphi.edu/group/hr/forms/#overtime](https://portal.adelphi.edu/group/hr/forms/#overtime)

Overtime rates and hours for union members are covered in the applicable CBA. Exempt non-union members are not eligible for overtime pay.

Falsification of attendance sheets or payroll sheets constitutes grounds for immediate termination of employment.

Exempt employees' record of time taken for vacation, personal, sick, jury duty, funeral leave, etc. is recorded on the Monthly Administrators Attendance Report which is signed by the Department Head, input by an employee designated by the Dean/Department Head, and submitted to the Office of Human Resources.

Student and hourly employees are paid on an hourly basis and must submit their hours worked online. The hours must be approved by the authorized department representative by the due date.

Pay schedules with the listed due dates are available in the Office of Human Resources or online at: [https://portal.adelphi.edu/group/hr/payroll](https://portal.adelphi.edu/group/hr/payroll)
TRANSPORTATION REIMBURSEMENT INCENTIVE PROGRAM (TRIP)

The Transportation Reimbursement Incentive Program (TRIP) is an easy to use employee benefit program that helps to reduce the burden of qualified transportation and parking expenses. Employees can realize substantial tax savings by paying less in income taxes. This tax-advantaged program allows you to save money on the cost of qualified transportation expenses to and from work.

There are two categories of eligible transportation expenses:

1. Transit (bus, ferry, train, metro) passes or vanpooling expenses
2. Parking expenses

You can participate in either or both of these accounts simply by completing an enrollment form at: http://intranet.adelphi.edu/hr/forms/

The program provides reimbursements for transit passes (metro and railroad passes), vanpooling and parking expenses incurred for commuting between work and an employee’s residence.

Only expenses for services that you incur during a calendar month while you are an active participant are eligible for reimbursement from your TRIP Account(s). This means that for each month you participate in a TRIP account, you can use the TRIP to pay for services incurred only during that month provided you were enrolled in the plan at the time the expense was incurred.

Year-end unused contributions will NOT roll over to the new plan year. You must make a new election each year to continue in the plan.

Please see Summary Plan Description:

https://portal.adelphi.edu/group/hr/trip

TRAVEL / ACCIDENT INSURANCE

All employees of the University currently are covered for two hundred thousand dollars ($200,000) accidental death and dismemberment insurance (including adjunct faculty employees) when traveling on University business. The University pays the premium for this insurance.
TUITION EXCHANGE

Tuition Exchange is a consortium of over 600 colleges and universities in the United States which allow dependent children of full-time employees with at least four years of full-time service to apply to earn their first Bachelor’s degree at institutions other than Adelphi University tuition free.

Applications for Tuition Exchange are available at the Office of Human Resources. Selection is made annually and is highly competitive.

TUITION REMISSION

Adelphi University provides educational opportunities for our employees. Tuition remission is the waiver by the University of the payment of tuition to attend regularly scheduled classes, excluding independent study. Union employees see applicable CBA.

Tuition remission for coursework taken by the employee and spouse or same-sex spouse/domestic partner (for nonunion, and some union employees – see applicable CBA) is available beginning the first complete semester after an employee begins work.

Tuition remission for full-time non-union employees is available for:

- An employee’s dependent children and same-sex spouse/domestic partner’s dependent children (for eligible employees) for the first full semester after one year of employment.
- Full-time employees are eligible for tuition remission for two undergraduate or two graduate courses each semester for themselves.
- Spouses or same-sex spouse/domestic partners of eligible employees are entitled to two undergraduate or three graduate courses per semester.
- Dependent children of full-time employees or their same-sex spouse/domestic partners are eligible for full undergraduate tuition remission for the completion of their first baccalaureate degree; (whether previously conferred from Adelphi or another institution).

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1 Includes same-sex spouse/domestic partner coverage.
• Part-time employees are eligible for tuition remission for two courses per family per semester: one for the employee; one for the spouse or same-sex spouse/domestic partner, or up to two courses for dependent children if the employee and/or spouse are not enrolled in any course for that semester.

• Part-time Coaches and assistant coaches are eligible for a maximum of four courses per academic year with no more than 2 courses per semester.

Tuition remission for study abroad covers:

• Any Adelphi faculty-led study abroad which occurs in Intersession when the student is registered for an Adelphi course;

• Study Abroad at Exchange Program schools in the Fall and Spring semesters.

Tuition remission for study abroad does not cover:

• Study abroad or exchange programs which occur during the summer sessions;

• Program fees;

• Study abroad programs at host institutions during any semester, study abroad during the fall and spring semester with provider institutions (non-exchange programs).

To apply for tuition remission, employees must complete a tuition remission application form online. Visit https://portal.adelphi.edu/group/hr tuition-remission for information and instructions.

Employees are not permitted to take classes during their normal work hours nor change their work schedule to accommodate their class schedule. If there are extenuating circumstances, you may request an exception to this policy by sending an email to Jane Fisher at fisher2@adelphi.edu detailing the class days and times and the method of making the work hours up and documenting the hours worked.

The written approval of your supervisor and the Office of Human Resources is required to take a class during normal work hours.

**Tuition Remission for Intersession Courses**

Please be advised that tuition remission will be available for intersession courses
according to applicable policy; however, the number of courses taken during intersession will be combined with the number of courses taken during the spring semester for purposes of maximum number of courses covered by tuition remission.

**Taxability of Tuition Remission for Graduate Coursework**
(Under current law)

**Employees**

Tuition remission for graduate coursework that exceeds $5,250 per calendar year will be subject to taxation unless the employee is taking courses and/or a degree which is work-related and the employee receives an approved exemption in writing, from the Controller’s Office. All requests must be submitted prior to the first day of classes.

**Spouses**

Employees whose spouses receive tuition remission for graduate level courses will be taxed for the full value of the remission received and the full amount of the remission will be included on the employee’s W-2.

**Same-Sex Spouse/Domestic Partner/Child of Same-sex Spouse/Domestic Partner**

Employees will be taxed the full value of undergraduate and graduate tuition remission given to same-sex spouse/domestic partners and/or children of a same-sex spouse/domestic partners unless the partner or child can be declared a dependent of the employee for tax purposes.

Note:* Employees, their spouses, and dependents are not, at this time, subject to federal or state income tax for the amount of undergraduate tuition remission received.

**Termination of Employment / Tuition Remission Policy:**

When an employee terminates employment for any reason (except layoff) from Adelphi during a semester (or cycle) in which he/she, their spouse, same sex spouse/ domestic partner, child, or child of same sex spouse/domestic partner, has tuition remission, he/she will be billed for a prorated portion of the tuition charge. For example, if you (a spouse, same sex spouse/domestic partner, or child) have tuition remission for six credits in the Fall semester with a tuition remission of $5,670 and you leave Adelphi on the 28TH day of a 105 day semester, you will be billed 73.4% of $5,670 or $4,162.
Deadlines for Submission:

Additionally, tuition remission forms **MUST** be fully completed and submitted to the Office of Human Resources on or before the DROP date for the semester or cycle in which the tuition is being requested. No forms will be accepted or processed after the drop date and any tuition or fees due for course work completed will not be waived.

TUITION WAIVER CERTIFICATES OR TUITION CREDIT VOUCHER

Many schools, like Adelphi, offer tuition waiver certificates or tuition credit vouchers to school districts or agencies which have provided student teaching and field placement experiences to its students. It provides a means for these mentors to attend a limited number of classes free of charge so that they can continue their own professional development.

Adelphi employees are not permitted to buy or sell tuition waiver certificates or tuition credit vouchers. Only in the case of a part-time Adelphi employee who has been awarded a certificate by his/her full-time school district or agency employer, will the certificate be honored for any Adelphi employee.

Adelphi has a generous package of tuition remission benefits for its employees and their dependents as well as tuition exchange and graduate assistantships.

UNEMPLOYMENT INSURANCE

Employees are covered by Unemployment Insurance which is entirely paid by the University. It is available to be applied for through the Department of Labor of the State of New York. The Department of Labor of the State of New York determines eligibility for benefits and the amount and number of payments received. The employee must contact the New York State Department of Labor to apply for unemployment benefits.

UNIVERSITY CENTER

The Ruth S. Harley University Center is the cultural and social hub of the Adelphi University campus. The operating philosophy of the University Center is that it be a vibrant and dynamic extension of the University classroom and embrace a wide variety of programs and services, foster community and an open exchange of thoughts and ideas. The University Center is a multi-functional, multi-purpose facility which exists to meet the needs of the entire campus community including,
students, faculty, staff, alumni, as well as the Long Island community at large. It is a facility in which casual as well as formal activities can take place concurrently or at separate times.

**UNIVERSITY RESOURCES, USE OF**

University services, staff time, supplies, and equipment are to be used solely for University business. The University's name or logo may not be used for personal or unofficial activities, or in any way that could be construed as implying endorsement of products or services not sponsored by Adelphi University.

**VACATIONS**

Non-union employees shall be entitled to vacation time off with pay based upon length of service. Vacation time is accrued and must be taken in the same academic year. No vacation days may be paid out if not taken in the vacation year earned. No vacation may be carried over without written approval (granted by August 15th) by the appropriate Vice President. All vacation carry-over must be pre-approved and taken by October 1st or it will be forfeited.

All full-time and part-time non-union employees (scheduled to work 25 hours or more per week on a regular basis) are eligible for vacation benefits. Vacation for union represented employees is covered in the collective bargaining agreements.

Eligible employees are entitled to vacation time off with pay based upon full months of service as follows:

Full-time administrative and non-union clerical employees who commenced working prior to January 1, 1995:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days of Vacation</th>
<th>Accrued at</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 &amp; &gt;</td>
<td>25</td>
<td>2.08 days/mo.</td>
</tr>
</tbody>
</table>

Full-time Administrative and non-union clerical employees who commenced working after December 31, 1994:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days of Vacation</th>
<th>Accrued at</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;6 mo</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 mo&lt;1 yr</td>
<td>10 max</td>
<td>1.67/MO</td>
</tr>
<tr>
<td>1 yr and &gt;</td>
<td>20</td>
<td>1.67/MO</td>
</tr>
</tbody>
</table>
Administrative and confidential part-time employees receive a prorated percentage of vacation time based upon their work schedule and their date of hire.

All requests to use vacation time must be made in writing in advance and approved in writing by the Department Head/Dean. It is the employee’s responsibility to learn his/her department’s requirements as to how much advance notice is needed.

Employees who leave the employ of Adelphi University for any reason shall be entitled to accrued but unused vacation days only if adequate notice is provided (see Resignation From Employment).

When more than one employee in a department requests the same vacation period, where possible, the employee with the most service should be given preference.

Vacation time must be taken by August 31st of the academic year in which it was earned.

In the case of death of an employee, payment for the accrued, unused vacation time shall be made to the estate of the deceased employee.

**Days Off During Vacation**

a. If an officially observed holiday falls during an employee's vacation, that day will not be charged as vacation time.

b. If a death in the immediate family occurs when an employee is on vacation, the allotted time provided under the Bereavement Leave will not be charged as vacation time.

c. No allowances will be made for periods of sickness occurring during vacations; however, an exception will be made when an employee is confined to a hospital. In this case, vacation days will not be charged against the period of such hospitalization and subsequent recovery time immediately following such.

d. Extra days off will not be granted for special office closings or early dismissal such as, but not limited to, storms, power failures, etc. occurring during the employee's vacation, (or other paid time off).

**Vacation Pay:**

a. Vacation pay is calculated on the basis of an employee's regular rate of pay
and work week in effect at the time the vacation is taken.

b. Payment in lieu of vacation not taken shall not be permitted except in case of termination of employment, resignation, retirement or death of the employee.

c. Due to the fact that the University provides employees with direct deposit into their checking accounts, vacation pay advances will not be given.

d. It is the direct responsibility of each manager to ensure that all employees take their accrued vacation time and that the office has adequate coverage.

e. Correct attendance records must be kept by the department/school.

f. To assist the University in maintaining accurate records, employees are required to complete a Monthly Attendance Form or a Bi-Weekly Attendance Sheet. This form must be approved by the employee's manager and submitted to the Office of Human Resources each month.

g. Absences for vacation should be reported on the Attendance Sheets, and Monthly Vacation Form as "V" along with dates vacation was taken.

WORKERS’ COMPENSATION

All employees are covered by Workers’ Compensation Insurance. If an employee is injured by accident or contracts an occupational disease while on the job, they may be entitled to Workers’ Compensation benefits. Questions regarding Workers’ Compensation should be directed to the Office of Business Affairs, Workers’ Compensation Coordinator.

Employees must report any injury or accident to their supervisor and to the University Health Services immediately and complete any necessary documentation. If the employee receives further medical treatment, they should advise their physician that the injury is work-related. The injured employee must produce any related documents supporting their injury or absence (and subsequent return to work) to the Office of Business Affairs, Workers’ Compensation Coordinator.

In order to supplement Worker’s Compensation payments, employees may opt to use accrued vacation/personal/sick time in order to receive their normal base pay.

Employees will be allowed to utilize the accrued time in less than ½ day increments, and only when employees are supplementing worker’s compensation payments to receive their normal pay.
WORK LIFE PROGRAMS FOR NON-UNION AND PUBLIC SAFETY EMPLOYEES

Adoption Leave

- Adelphi University provides adoption leave to full-time non-union and Public Safety employees, who have worked for the University for at least one month for adoption in order to care for the child. This leave can only be utilized if the employee does not qualify for a family leave under the Family and Medical Leave Act (employed for at least 12 months and has worked 1,250 hours during the 12-month period prior to the start of a leave period) and upon approval of the supervisor.

- Eligible employees will be allowed to take up to a maximum of eight (8) weeks of unpaid leave in order to care for a child being adopted by the eligible employee. Employees may supplement their unpaid leave with accrued vacation or personal days. A 30-day Leave of Absence cannot be added to the Adoption Leave.

- Adelphi will continue to provide insurance benefits for eligible employees for the term of this leave, at the active employee rate, as long as the eligible employee continues to make the required contributions on a timely basis. If the employee does not return from Adoption leave, he or she will be required to reimburse the University for the full cost of benefits provided during the leave, including the portion of cost paid for by the University.

  » Adoption Leave Application (PDF)

Alice Brown Early Learning Center (ELC)

- Easy payroll deduction for employees to pay for tuition.

- Dependent Care Spending Account allows for a maximum of $5,000 to be funded through payroll on a pre-tax basis to help offset costs for tuition in the ELC.

- Credit Card Payment (Mastercard or Visa) is accepted for tuition for ELC.

- Reduced rates for employees
Dependent Care Spending Account

- Provides a way for eligible employees to put money away through payroll deduction (maximum $5,000) on a pre-tax basis to cover dependent care expenses that are not covered or reimbursed by any benefit plan.

- Eligible dependents include dependent child(ren) under age 13; and/or a disabled spouse or other disabled tax-qualified dependent who spends at least eight hours a day at home.

- Eligible expenses include care at licensed nursery schools, day camps (not overnight camp), and child care centers which provide day care and household services (related to the care of the elderly or disabled adults or children who live at home) provided by a housekeeper, maid, cook, etc., as long as the individual is partly responsible for the well-being and care of the qualified dependents.

Discounted Rates for On-site Summer Camps

athletics.adelphi.edu

- Most of the On-site Summer Camps offer discounts to employees. Please click on Camps and Clinics for more information.

Employer Assisted Housing Program

https://portal.adelphi.edu/group/hr/employer-assisted-housing-program

- Adelphi joined forces with the Long Island Home Works Partnership to offer full-time employees with three years of continuous full-time service (who meet program qualifications) down payment assistance and repair assistance to help buy a new home. The additional funds are a combination of funds from Nassau and Suffolk Counties, New York State, and Adelphi University.

Family and Medical Leave (FMLA)

- Eligible employees will be allowed to take up to 12 weeks of an unpaid leave during any 12 month period for one or more of the following:
  - Birth or Placement of Child
  - Care for Sick Family Member
  - Eligible Employees Own Illness
  - Qualifying exigency (urgency) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty
Paid Leave for Disability
(Runs concurrent with a Family and Medical Leave (FMLA))

- Non-union and Public Safety employees shall be entitled to receive one-half salary for a maximum period of up to 26 weeks with proper medical evidence of such illness or injury. Eligible employees would be paid full salary for the first five days that they were scheduled to be at work as sick time, if they have sick time available. As of the sixth consecutive day out we will pay ½ disability pay and we will supplement pay with any sick/personal time and any accrued vacation time that may be remaining. Once time is exhausted we will pay at ½ disability pay only.

Long Term Disability (LTD)

- A full-time Non-union or Public Safety employee may elect one (1) of (2) Long Term Disability (LTD) options.

- Option 1: LTD insurance coverage that provides, after 180 consecutive paid days of medically certified disability, a monthly benefit of 60% of base annual salary to a maximum benefit of $4,000 per month. There is an option for the employee to either pay for this premium or elect to have the University pay for this option. If the premium for this option is borne fully by the University, under the current law, the benefit received by the employee will be taxable.

- Option 2: LTD insurance coverage that provides, after 180 consecutive paid days of medically certified disability, a monthly benefit of 60% of base annual salary to a maximum benefit of $15,000 per month. The premiums for this coverage shall be borne fully by the employee, which under current law, will make any resulting benefit non-taxable to the employee.

The Hartford Ability Assist Counseling Service
www.thehartford.com/employeebenefits

From the everyday issues like job pressures, relationships, retirement planning or personal impact of grief, loss, or disability, Ability Assist can be your resource for professional support. You and your family, including spouse and dependents, can access Ability Assist, at any time, as long as you are covered by The Hartford’s Long-term Disability (LTD) coverage.
The service includes up to three face-to-face emotional or work-life counseling sessions per occurrence per year. Services include:

- Emotional or Work-Life Counseling
- Financial Information and Resources
- Legal Support and Resources

**Lactation Center**

- Adelphi University offers a private and convenient place for women to breastfeed or pump milk.
- A lactation room has been designed inside of Health Services in Waldo Hall. The space is private, comfortable and clean. It provides a place to sit comfortably, with full access to running water and electricity for your needs.
- The center is open 24 hours a day during the academic year and limited hours during holidays, intersessions and summer sessions.
- For general information regarding breastfeeding support, you can visit La Leche League International.

**Parenting Institute**  
[www.adelphi.edu/parentinginstitute](http://www.adelphi.edu/parentinginstitute)

- The Institute for Parenting is an interdisciplinary center established to ensure and enhance the health and well-being of children by helping to support, improve, and develop the capacity of their parents and others who exert significant influence on their development such as service providers, teachers, doctors, nurses, social workers, psychologists, and other community leaders to provide nurturing and developmentally appropriate environments within a culturally sensitive framework.

**Same Sex Spouse/Domestic Partner Benefits**

**IMPORTANT**: If you reside in a state where same-sex marriage is legal, such as New York, you now must be legally married in order to qualify for same sex spouse coverage. New York legalized same-sex marriage on June 24, 2011. If you reside in a state where same-sex marriage is not legal, the requirement to be legally married does not apply for you to be qualified for same sex domestic
partner coverage. Please use the following website for a Domestic Partnership application:  https://portal.adelphi.edu/group/hr/forms/#benefits

If you are legally married, you do not need to complete a domestic partner affidavit (this document is only for individuals who reside in a state in which same sex marriage is not legal). You simply need to provide your marriage certificate as proof of your marriage when adding your same sex spouse. We suggest you consult your financial or tax adviser regarding the impact of your same sex spouse/domestic partner coverage for these and other benefits.

If you reside in a state where same-sex marriage is not legal:

- All of the following requirements apply to both persons:
- They must not be related by blood or a degree of closeness that would prohibit marriage in the law of the state in which they reside.
- They must not be currently married to, or a Domestic Partner of, another person under either statutory or common law.
- They must share the same permanent residence and the common necessities of life.
- They must be at least 18 years of age.
- They must be mentally competent to consent to contract.
- They must be financially interdependent.

**United HealthCare Medical Plan Participants**

www.liveandworkwell.com

- All United Healthcare Medical Plan participants have access to a website for employees called “live and workwell.”
- Information is available on life changes (divorce, grief and loss, marriage, natural disasters) health and wellness, family and relationships and some financial assistance.

**Virtual Health/Wellness Center**

www.adelphi.edu/healthandwellness

- The virtual wellness center offers “healthful” links as well as a lecture series on wellness topics.
EQUAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION

Adelphi University does not discriminate on the basis of sex in employment, nor in education programs and activities as required by Title IX. All questions regarding Title IX should be referred to:

Title IX Coordinator and Director of Equity and Compliance:
Rhonnie Jaus
Room 203, Levermore Hall
(516) 877-8419, titleix@adelphi.edu.

The discrimination coordinator for student concerns pursuant to Section 504 of the Rehabilitation Act of 1973:
Rosemary Garabedian
Coordinator of Disability Support Services
Room 310, Ruth S. Harley University Center
(516) 877-3145

The discrimination coordinator for employee concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is:
Jane Fisher
Director of Employment, Employee and Labor Relations
Room 203, Levermore Hall
(516) 877-3222

The coordinator of Title VII and the affirmative action officer is:
Lisa S. Araujo
Associate Vice President for Human Resources and Labor Relations
Room 203, Levermore Hall
(516) 877-3230