
Human Resources Policies and Procedures

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RELEASE TIME FOR CSEA EMPLOYEES

Policy

Westchester Community College values the principles of shared governance and employee engagement. We support the education, development and preparation of students and employees alike, as these efforts enrich the work of the entire college community. To that end, Westchester Community College hosts a wide range of training, developmental, educational and informational activities throughout the year. Managers and supervisors may find it challenging to balance this commitment with the need to maintain mission critical operations. The following policy is provided to assist supervisors in deciding when and if to approve release time for staff who wish to attend college events.

This policy works in tandem with the existing ‘Guidelines on Staff Participation in Ancillary Activities’.

Definition

Release time is defined as time off from normal work duties, compensated at the regular rate of pay, to attend an approved professional, developmental, educational, safety or training event. The College President or designee must duly authorize such time. The amount of authorized release time will be determined prior to the date of any planned event. Release time may also be granted for specified events sponsored by the College’s Staff Council or other college sanctioned events such as campus Town Hall meetings or the President’s State of the College Address. Release time does not require use of accumulated leave balances.

Procedure

The College President or designee must duly authorize release time. It is then granted at the supervisor or manager’s discretion. Sufficient prior approval is required and should only be granted when the department’s operating needs allow.

The campus organization or department responsible for hosting the event must send a communication to the Director of Human Resources containing the details (date, time, duration, location) and request approval of release time for staff to attend if deemed necessary.

In the case of training events, employees must obtain supervisory approval prior to enrolling. Managers and supervisors are encouraged to determine whether the requested training event addresses identified employee developmental needs and how the learning will be applied upon the employees return to their work assignment. Employee attendance at training events can also be required, if deemed to support improved performance of assigned tasks.

Time granted for Release Time is inclusive of travel time to and from the event for staff located off of the Main Campus in Valhalla.

Permission to attend may be denied by the supervisor if attendance would significantly disrupt operations. Reasons for denial can include (but are not limited to): operational needs; coverage issues; peak volume period; work-related emergencies; attendance and punctuality concerns.

Supervisors should make every attempt to distribute release time equitably within their areas of responsibility. The decision to grant release time is unique to each unit and should be consistent with these guidelines.

Employees who are not scheduled to work during the time of an event are welcome to participate, however, no additional compensation will be offered.

Employees who wish to attend events or training programs that are not college sanctioned or sponsored, and not authorized for release time, must request the use of leave accruals using existing protocols for leave requests.

Supervisors who wish to monitor employee requests for release time may do so by requiring employees to make requests on their automated timesheet, using the time reporting code for Release Time ('RL'). Prior to using release time, or after attendance at the requested event, the supervisor may ask the employee to participate in a developmental activity that outlines learning goals or on the job use of learned material.

Supervisors and managers may also encourage participation by allowing employees to attend events via webcast via their desktop computer when available. Release time would not be necessary in that instance. If not feasible, employees who have a substantiated business-related need to attend an event may request release time accordingly.

Guidelines on Staff Participation in Ancillary Activities

As an institution of higher learning, Westchester Community College encourages an environment of inclusiveness and participation. Employee involvement in the life of the college is important to maintaining that environment. It is equally important to ensure that we continue to provide the best service that we can to our students and to the community at large. This means striking a balance between allowing staff to be involved in activities not directly related to their primary role and ensuring that the College's operational needs are met. With this in mind, the following guidelines are being provided regarding staff participation in ancillary activities.

Management Responsibilities

Consult with the direct supervisor before soliciting participation from a staff member. He/she will be best able to assess whether the employee's absence will become a hindrance to departmental operations. This also applies to staff-driven committees and sub-committees for bodies such as the Staff Council. Supervisory approval for release time should be sought.

Manage the number of employee requests to participate in non job-related activities against the needs of the department. This includes multiple requests from an individual employee and requests from several employees within the same department. It is up to you to ensure that sufficient coverage and the desired level of customer service is maintained.

Manage the number of employee hours devoted to non job-related activities. If employee absences for non-job-related activities begin to impact normal operations it is management's prerogative to curtail participation. This could mean relinquishing further approval for participation, or working with the employee to develop alternative ways to address the productivity and/or coverage issues.

Staff Responsibilities

Committee membership(s) and participation in other non-job related activities must be approved by your immediate supervisor – prior to accepting them. Be prepared to discuss: the time commitment required, how you intend to continue to meet regular job obligations in light of that commitment, and how your participation might benefit the department and/or college.

Ultimately, your primary responsibility to the college is performance of assigned job duties. Your supervisor is held accountable for ensuring that the department runs smoothly.

Based on the information you provide, he/she will be better equipped to make a decision that will meet both operational and staff development needs.

Provide due notice of planned absences from the office to attend meetings, etc. You are accountable to your supervisor for your time during the course of the work day. A schedule of anticipated non job-related meetings or absences must be provided to your supervisor – well in advance where possible. Additionally, time out must be recorded on your timesheet as ‘release time’ for this purpose. This will assist your direct supervisor in planning for coverage as needed.

Be prepared to take direction from the direct supervisor if non job-related activities begin to impact office operations negatively. If, in the supervisor’s judgment, productivity begins to suffer as a result of your participation on committees and the like, your supervisor has the prerogative and the responsibility to ask that you cease participation. If you have suggestions of ways to manage production gaps, this would be the time to discuss it with your supervisor.

Ultimately, however, he/she is accountable and will make the final decision on how to proceed.

These guidelines apply to Committee Memberships (including those for recurring and non-recurring events such as ‘Take Our Daughters & Sons to Work Day’ and the Middle States Review), and Volunteer Work (including special campus events and registration).

Participation in student clubs requires the use of leave balances and is subject to supervisory approval. Release Time will not be provided for this purpose.

If you have any questions concerning these guidelines, please contact Human Resources at extension 6880.

(Updated May 8, 2017)

NEPOTISM & AMOROUS RELATIONSHIPS

Westchester Community College does not condone nepotism, but neither will it discriminate against employees or employees’ families. Careful judgment on the part of all concerned is required at all times. In questionable cases, contact HR for guidance.

Members of the college community are prohibited from being in a position of direct, indirect, or implied power over someone with whom they have a familial, romantic or sexual relationship. Further, College employees will neither directly initiate, participate in, nor influence College decisions involving a direct benefit (initial appointment, retention, promotion, salary, tenure, work assignment, demotion, leave of absence, evaluation, etc.) for those with whom they have a familial, romantic or sexual relationship. This includes, but is not limited to persons whom one evaluates or supervises in any way. Additionally, individuals in positions of authority should avoid making sexual overtures to students or employees whom they supervise or over whom they have another form of power. For purposes of this policy, ‘familial’ relationships include spouses, domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews and cousins. When two employees in a supervisory relationship get married or otherwise become intimately involved, one may be reassigned. The supervisor must disclose the relationship to the appropriate supervisor and initiate arrangements

to resolve possible conflict of interest. If reassignment would create undue academic or financial hardship for the subordinate employee, special arrangements may be made. Such arrangements must result in the elimination of the possibility of unwarranted influence or favoritism. Violation of this policy by an employee will result in disciplinary action consistent with the terms and conditions of the appropriate labor contract or personnel policies.

(Updated August 5, 2005)

BEREAVEMENT LEAVE

Policy

Westchester County grants bereavement leave in amounts and under the terms and conditions provided in its respective bargaining agreements.

For those collective bargaining units which have negotiated their own provisions regarding this subject, the provisions in those collective bargaining agreements shall supersede the administrative policy and procedures contained herein.

1. An employee does not have to attend a funeral or formal ceremony in order to use bereavement leave provided that the leave is used proximate to the time of death.
2. If there is a funeral or memorial service at a time not proximate to the time of death, an employee may choose to use bereavement leave only to attend the formal ceremony, even if the allowable number of bereavement days are not consecutive.
3. Bereavement leave does not require approval by a Department Head. However, a Department Head may require documentation pertaining to the passing of an immediate family member. Documentation commonly accepted is a death notice from a newspaper or a memorial card from a funeral home.
4. An employee may use any accumulated personal and/or annual leave balances in conjunction with bereavement leave. Department Head approval is not needed to use personal or annual leave to extend bereavement leave.
5. No sick leave can be used to extend bereavement leave unless a doctor's note is provided to the Department Head.

Procedure

1. Upon or soon after receiving notification of the death, the employee should advise the employing department of such death by telephone.
2. The departmental representative who is charged with the responsibility of receiving such death notifications should advise the employee's immediate Supervisor.
3. Upon returning to work, following bereavement leave, the employee must submit their leave time in the automated time and leave system.

(Updated 12/7/10)

RELEASE OF EMPLOYEE MEDICAL INFORMATION

Although as a college community we desire to express our best wishes and concerns to those employees who are suffering from an illness or injury, there is also the corresponding responsibility to protect that employee's right to privacy –both professionally and legally.

With this in mind, the following directives should be adhered to:

1. Under no circumstances should employee medical information of any kind be openly distributed verbally, in writing, or via electronic mail, by any employee, manager or supervisor;
2. Medical information will be shared with supervisors or managers on a 'need-to-know' basis;
3. All medical information, including physician's notes provided to managers and/or supervisors in order to validate absences due to sickness, will be housed in the Human Resources office and kept confidential;
4. Other more generic types of announcements concerning ill employees may be distributed, upon the supervisor's review and approval, as long as no reference is made to any medical condition or information. (e.g.: 'thank you for the well wishes for the employee in their absence, cards may be sent to the following address').

(Updated 10/30/01)

ANNUAL LEAVE CARRYOVER POLICY

Please note that effective with calendar year 2013, all employees will be able to carry over into each subsequent year a maximum of ten (10) days of unused vacation. Without approval, an employee may carry over into each subsequent year a maximum of ten (10) days of unused vacation. For example, any unused accrued vacation time exceeding ten (10) days on December 31, will not be carried over into the new calendar year. A maximum of ten (10) days will be carried over and then, the new annual accrual will be applied.

At this time, advanced notice is being provided in order to allow ample time for individual employees to plan for this adjustment. During a calendar year, January to and December 31, we encourage all employees to utilize and enjoy their vacation time, so as not to forfeit any accrued leave at year end. As a reminder, annual leave is to be taken with supervisory approval so as not to interfere with departmental operations.

Please direct any questions regarding this change to Human Resources at 606-6880 or to your supervisor. Thank you.

(Updated 6/24/11)

TYPES OF APPOINTMENTS

Policy

There are a number of appointments that may be made to positions in Westchester County service. Each can be made only under specific conditions which must prevail at the time of appointment. Appointments are determined by a number of factors such as the Civil Service Jurisdictional Classification (i.e. Exempt, Competitive, Non-Competitive, and Labor) to which a position is assigned; or by whether or not another person has already established a prior claim to the position; the expected duration of the appointment; or the number of hours for which the position is scheduled each week or each pay period.

Refer to the policies on Civil Service Examinations and Civil Service Eligible Lists in this Manual for additional information.

Procedure

I. PERMANENT APPOINTMENTS

A permanent appointment can be made to any civil service jurisdictional class. A permanent appointment is one made to a vacant position to which no other employee has a prior claim. An employee may receive a permanent appointment only upon the successful completion of a probationary period and only if minimum qualifications for the title are met.

- A. Permanent Appointments - Competitive Class: All permanent appointments to competitive class positions must be made from applicable civil service eligible lists. Appointment or promotion from an eligible list to a position in the competitive class shall be made by the selection of one (1) of the three (3) highest ranking eligible who are willing and able to accept such appointment or promotion at the time it is offered.
- B. Permanent Appointments - Other Than the Competitive Class: Permanent appointments, in other than the competitive class, may be made to any vacant position to which no other employee has a prior claim and which has been allocated to a specific civil service jurisdictional class.

II. CONTINGENT PERMANENT APPOINTMENTS

A position left temporarily vacant by the leave of absence of a permanent incumbent may be filled at the discretion of the appointing authority by a contingent permanent appointment from an open competitive or promotional eligible list. The former incumbent of this position has not yet attained permanent status in a new position and therefore continues to hold permanent civil service status in the line position.

Reasons for Department Heads to utilize contingent permanent appointments are:

Use of contingent permanent appointments can, at times, drastically reduce the time periods that would otherwise be required for employees to gain permanent status in their respective positions.

Use of contingent permanent appointments can, in some cases, help to eliminate the necessity for replacing already trained and proven employees who have qualified by examination (but who

would otherwise be serving under temporary status only) with new and untried eligible from new lists after these are established.

CONTINGENT PERMANENT EMPLOYEE RIGHTS

1. The contingent permanent employee shall be deemed to be on leave of absence from the lower graded position until either he/she returns to such lower graded position or gains full permanent status in the higher grade position.
2. The employee may elect to be restored to the lower graded position at any time during such leave of absence, after giving reasonable notice to his/her Supervisor or Department Head.
3. The employee shall be restored to the lower graded position or to another position under the same title upon return of the permanent incumbent.
4. Contingent permanent status shall not adversely affect or impair the employee's eligibility for certification from the eligible list for permanent appointment in other departments. However, the eligible name will be removed from all future list certifications for permanent appointment in the same department.
5. The employee shall be deemed to hold his/her position on a permanent basis for purposes of removal and other disciplinary actions under Section 75 of the NYS Civil Service Law.
6. For purposes of salary rights and benefits, the employee shall be deemed to hold the position on a permanent basis.

For purposes of subsequent examinations, either open competitive or promotional, the employee's service in the position on a contingent permanent basis shall be counted in the same manner as though it were service on a permanent basis.

III. PROVISIONAL APPOINTMENTS

A provisional appointment is one made to a permanently vacated competitive class position for which title no eligible list exists. Such appointments are made only to competitive class positions.

- A. When no appropriate eligible list is available for filling a vacancy in the competitive class, the appointing officer may nominate a person to the Commissioner of Human Resources for provisional appointment (Civil Service Law Sec. 65).
- B. Before a provisional appointment can be made, the Commissioner of Human Resources must certify the nominee has met the minimum qualifications as stated in the official job specification for the position.
- C. The nominee may be appointed provisionally to fill such a vacancy until a selection and appointment can be made after competitive examination.
- D. A provisional appointment to any position shall be terminated within two (2) months following the establishment of an appropriate eligible list for filling vacancies in such positions.

However, where a large number of provisional appointees are to be replaced by permanent appointees from a newly established eligible list, and the appointing officer deems that terminating the provisional appointees within two months would disrupt or impair essential

public services, the Commissioner of Human Resources may waive the terminations and authorize them to take place at various prescribed intervals.

NOTE: In no case shall the employment of any such provisional appointee be continued longer than four (4) months following the establishment of the eligible list.

- E. No provisional employee who has refused to take an examination held for permanent appointment shall be given another provisional appointment in the same position.
- F. No provisional employee who has twice failed an examination for permanent appointment shall be given another provisional appointment in the same position. However, if an appointing officer submits evidence that there is a lack of interested or available candidates, then the Personnel Officer may allow a third and final provisional appointment to the same position.

PROVISIONAL APPOINTMENTS - STATUS DURING APPOINTMENT

If a competitive class employee with permanent status is appointed to a higher graded position in the same department, either on a temporary or provisional basis, the employee retains permanent status in the lower level position. The employee is put on leave of absence from the lower position and may return to it if permanent status is not gained under the higher graded title.

IV. TEMPORARY APPOINTMENTS

A temporary appointment can be made to any civil service jurisdictional class and may be part-time. A temporary appointment is one that may be made:

- A. to a vacant position which is limited to a defined duration of less than one (1) year; -OR-
- B. to a position in which an employee on an external leave of absence from his/her position, has a prior claim (i.e. military, maternity leave)

TEMPORARY APPOINTMENTS - DURATION (NYS CIVIL SERVICE LAW SEC. 64)

1. A temporary appointment may be made for a period not exceeding three (3) months when the need for such service is important and urgent.
2. A temporary appointment may be made for a period exceeding three (3) months under the following circumstances only:
 - A. When an employee is on leave of absence from his/her position, a temporary appointment can be made to that position for a period not exceeding the authorized duration of such leave as prescribed by statute or rule.
 - B. When the Department of Human Resources can determine that the position will not continue in existence for more than six (6) months, a temporary appointment may be made for a period not to exceed six (6) months.
 - C. When a temporary appointment, originally expected to exist for six (6) months or less, subsequently develops into a position that will require a longer period, the temporary appointment may be extended for an additional six (6) months, only upon the approval of the Commissioner of Human Resources.

TEMPORARY APPOINTMENTS FROM ELIGIBLE LISTS (COMPETITIVE CLASS)

1. A temporary appointment for a period not to exceed three (3) months may be made without regard to an existing eligible list.
2. A temporary appointment for a period exceeding three (3) months but not exceeding six (6) months may be made by selection from among those on an appropriate eligible list without regard to relative standing on such list, if a list is available.
3. Any further appointment beyond such six (6) month period or any temporary appointment originally made for a period exceeding six (6) months, shall be made by selection from among those graded highest on an appropriate eligible list, if a list is available.

TEMPORARY APPOINTMENTS WITHOUT EXAMINATION

Notwithstanding the provisions of Civil Service Law Sec. 64 previously stated, the Department of Human Resources may authorize a temporary appointment, without examination, when the appointee will render professional, scientific, technical or other expert service. The appointment may be made on an occasional, full-time or regular part-time basis, and to the temporary position established to conduct a special study or project for a period not to exceed eighteen (18) months.

Such appointment may be authorized only in a case where, because of the nature of the services to be rendered and the temporary or occasional character of such services, it would not be practical to hold an examination of any kind.

TEMPORARY APPOINTMENTS - STATUS DURING APPOINTMENT

If a competitive class employee with permanent status is appointed to a higher graded position in the same department, either on a temporary or provisional basis, the employee retains permanent status in the lower level position. The employee is put on leave of absence from the lower position and may return to it if permanent status is not gained under the higher graded title.

V. SEASONAL APPOINTMENTS

A seasonal appointment is one made to a position that is not continuous throughout the year but which normally recurs in each successive year.

VI. TRAINEE APPOINTMENTS

A trainee appointment is one made to a position which has been designated as such by the Commissioner of Human Resources.

- A. A trainee appointment is conditioned upon a satisfactory term of service by the trainee in the lower training title and, where required, the completion of specific academic courses. The required training period is determined by the Commissioner of Human Resources.
- B. Upon satisfactory completion of the training term and specified academic courses, if required, an appointee shall be entitled to full permanent status in the position for which the trainee appointment was made.
- C. The employment of a trainee may be discontinued at any time between the end of the twelfth (12th) week of the training period and the end of the term of training service (usually 52 weeks), if the trainee's conduct, capacity or fitness is not satisfactory.

Employment may also be discontinued at any time during the term of training service, if the employee fails to pursue or continue satisfactorily in academic courses as may be required.

VII. REGULAR PART-TIME APPOINTMENTS

A regular part-time appointment is one made to a position which is regularly scheduled throughout the year on a less than full-time basis.

NOTE: For jurisdictional classification purposes, part-time employment means any employment or a combination of one or more employments in a civil division in which an individual works fifty percent or less of the standard work week or where the employee earns not more than one-half of the rate assigned to the position if the position has been allocated to a graded salary schedule.

(Updated 02/13/96)

COUNTY POLICY FOR OFFICE CLOSINGS

In accordance with County practice in such circumstances, any employees who work on days when the office is closed, due to inclement weather, will receive their appropriate pay (straight time and/or time and one half of the employee's regular hourly rate should their hours for the week exceed 40) and hour for hour time off. This time off is to be used by the end of the next quarter.

An employee who was instructed by his/her supervisor not to report to work shall **NOT** be charged against his/her time and leave balances.

Further, any employee who had a scheduled day off from work either paid or unpaid (i.e. Vacation leave, Sick leave, Personal leave, Regular non-work day, etc.) shall have his/her leave balances deducted for his/her absence from work on those days.

(Updated 3/9/01)

DISCRIMINATION COMPLAINT

A faculty member who wishes to make a complaint about a supervisor or another employee regarding alleged discrimination based on race, color, creed, national origin, age, sex, sexual preference or disability, should register that complaint with the DEI Officer. A complaint about sexual harassment should be referred to the Title IX Compliance Officer or with a Sexual Harassment Specialists. In any case of alleged discrimination, the first step should be to attempt to resolve the complaint informally or to request a mediator from the DEI Officer. If a resolution satisfactory to both complainant and respondent is reached within seven (7) working days through the efforts of a mediator, the case shall be closed. A written notice to that effect will be sent to the complainant.

If no formal resolution is possible, and the faculty member or another employee wishes to pursue the complaint, a grievance must be submitted in writing. Such formal grievances must be filed within forty- five (45) working days following the alleged discriminatory act, or when the complainant first becomes aware of that alleged discrimination.

All cases of alleged discrimination for any of the above-mentioned reasons will be forwarded to the DEI Officer. In cases of alleged discrimination based on gender, the grievance will also be forwarded to the Title IX Compliance Officer; in cases of alleged discrimination based on disability, the grievance will also be forwarded to the DEI Officer (504 Disability Coordinator) for investigation. In all cases the discrimination complaint will be dealt with in a timely fashion by the compliance officer in the manner described above.

A decision will be sent in writing to the grievant within thirty (30) working days of the receipt of the formal complaint by all appropriate parties.

DRUGS AND ALCOHOL

In compliance with the Drug Free Schools and Community Amendment Act relating to United States Public Law 101-226, Westchester Community College is a drug and alcohol free campus. Drug and alcohol abuse can devastate the college community, causing "accidents" and poor performance affecting college morale.

Possession, use or distribution of illegal drugs or unauthorized use of alcohol on college property or at college-sponsored events will result in serious disciplinary action. Students could be expelled. Employees could be fired.

In addition to impacting the lives of others in dangerous ways, users of illegal drugs and alcohol subject themselves to serious health problems both now and for years into the future, including, addiction, disease and loss of physical skills. The college, therefore, discourages students and employees from covering for co-workers or fellow students who are users, but rather encourages them to assist users in getting help. Students should seek out faculty members, counselors, the Student Health Office (606- 6610) or Student Involvement Office (606-6731). Employees can go to their immediate supervisors, or to Westchester County's Employment Assistance Program.

Further information on the legal ramifications and health consequences of drug and alcohol abuse is available in the college library and in the Offices of Student Health and Student Involvement.

RIGHT TO KNOW LAW

Right to Know Law:

The Right to Know Law is based on New York State and Federal laws in the areas of Right to Know/Blood Borne Pathogens Standards and Occupational, Safety and Health Administration (OSHA) Hazardous Communications Standards. Under the Right to Know Law, employers in New York State must tell their employees about health effects of any toxic substances at their worksites. This law benefits both employees and employers. Employees learn of job-related health risks for themselves and for their families. Then they can make informed decisions about the need for corrective actions. The law also helps employers protect their employees. As employees acquire understanding of the health effects and chemical hazards of toxic substances, they are more likely to comply with safe work practices.

Environmental Health and Safety:

Westchester Community College is committed to providing a safe and healthful work and educational environment, free of recognizable hazards. It is the policy of Westchester

Community College to comply with all applicable Local, State and Federal standards, codes and regulations, including but not exclusive to the following regulatory agencies: U.S. Departments of Occupational Safety and Health Administration, N.Y.S.P.E.S.H, Environmental Protection Agency, Health and Human Services - Center for Disease Control and Agriculture; NYS Departments of Labor, Health, State (Building code and fire protection), Environmental Conservation, and local Fire Departments. The mission of the Environmental Health and Safety Department is to provide health and safety oversight services to the College community through technical support, information and training programs, consulting services, and periodic inspections of facilities and work practices and procedures for regulatory compliance. Objectives are met through the resources of the department and supported by an active safety committee and interested persons on campus.

Lab and Chemical Safety:

Instructors are responsible for the safe handling of chemicals in all labs, including but not limited to Chemistry, Biology and Art. Material Safety Data Sheets (MSDS) must be reviewed prior to handling of each chemical and the Personal Protective Equipment requirements listed on the MSDA must be followed. At a minimum, chemical resistant gloves and chemical splash goggles must be worn when any chemicals are being handled. Proper training of students is the responsibility of the instructor or his designee. Chemical Fume Hoods must be used when necessary and lab classroom doors must be kept closed to maintain proper negative pressure ventilation.

The New York State Department of Health provides guidance, information and technical assistance to both employers and employees on a variety of occupational health issues. For further information contact:

Bureau of Occupational Health, 2 University Plaza, Albany, New York 12203-3313 Tel. No. 518-458- 6392, or call the Environmental Health Infoline at 1-800-458-1158.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Background

It is the policy of Westchester Community College to establish an environment in which the worth and dignity of all members of the College community are respected. In keeping with this policy, Westchester Community College maintains a zero tolerance towards sexual and all other forms of harassment or discrimination by employees, supervisors, vendors, contractors or others. As with other forms of discrimination and harassment, sexual harassment is primarily an issue of power. It occurs when a person with power abuses that power. It also occurs when a person in a peer relationship tries to establish or demonstrate power over another. Whether verbal or physical, sexual harassment is an act of aggression.

On campus, sexual harassment destroys the trusting relationship that normally exists between students and others in the academic community, be they professors, advisors, teaching assistants, staff, administrators or maintenance workers. For employees who are the victims, it can put jobs in jeopardy as the power issue and discomfort threatens salaries, promotions and working conditions, and may force them to seek employment elsewhere. In all cases, the harasser has introduced a personal element into what should be a sex neutral situation, and has prevented people from benefiting fully from their education or employment.

Westchester Community College is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other human rights and equal employment opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex. Recent guidelines of Title VII of the Civil Rights Act focus on sexual harassment as an unlawful practice. "Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

WORKPLACE VIOLENCE POLICY

SUNY Westchester Community College will not tolerate violence in the workplace. All incidents, complaints, and/or reports of violence, threats of violence, harassment, intimidation, and other disruptive behavior are taken seriously, because SUNY Westchester Community College is committed to providing its employees with a reasonably safe and secure work environment.

TUITION WAIVERS FOR COURSES

Under State Law tuition cannot be waived for courses unless it is part of a collective bargaining agreement with the employees (Westchester County).

The WCCFT County contract with the faculty effective the Spring Semester of 1989, provides for tuition waivers in all credit and non-credit courses for faculty member and members of his/her immediate family as defined by the county medical plan. Senior adjunct faculty (20+ semesters of teaching credit) have the same benefit for themselves and their immediate families of up to eight (8) credits per semester. The courses cannot be taken during the normal work day. These waivers will not apply to other charges (i.e. lab fees, student fees, books, etc.) associated with the course.

The voucher must be presented in lieu of tuition at registration. These waivers and vouchers are absolute and do not hinge upon "available seats" in the specific course. However, any course insufficiently enrolled may be cancelled.

CULTURAL DIVERSITY

Westchester Community College endeavors to establish and maintain an environment in which individuals of various groups and backgrounds learn to live together in an atmosphere of mutual respect. Furthermore, the College asserts that the students' education is inadequate unless they have acquired knowledge and appreciation of human diversity, and have established sets of values with which to function positively in a pluralistic society.

Respect for, and understanding of, cultural diversity in all its forms is a strong antidote for prejudice, racism and discrimination based on religion, national origin, ethnic grouping, color or other socially-derived attempts to deny people their human rights. Accordingly, the College strived to find the common elements that unite us, and the positive differences that strengthen us.

Westchester Community College, therefore, endeavors to:

1. Provide all students with experiences in and out of the classroom that enhance their understanding and respect for differences in race, national origin, religion, ethnic

identity, gender, sexual preference, age and socioeconomic background.

2. Sensitize the faculty and staff to regard cultural differences as the norm, not the exception, while recognizing our common needs and aspirations.
3. Encourage diverse groups to participate in cooperative endeavors and interactions.

4. Explain that in the context of organizational life diversity is about individual differences that can be drawn upon and developed to promote the goals of affirmative action.
5. Emphasize that there is no scientific validity that race is a determinant of human abilities, and that various racial groups constitute a hierarchy in which one group is regarded as superior to others.