

The mission of the Office of Human Resources and Affirmative Action is to provide the College and its employees with the following services:

- Professional and efficient administration of personnel and affirmative action functions, policies, and procedures.
- Fair, consistent and objective treatment of employees in accordance with applicable Policies, Agreements and Federal and State regulations.
- Helpful, positive and courteous assistance to employees in all personnel and benefit matters.
- Training opportunities for employees in work skills, personal growth, wellness and professional development.

All Policies, Procedures, Employment Resources, and Important Information can be found at <http://www.newpaltz.edu/hr/policies.html>.

### College Policies

- Anti-Harassment Policy
- Domestic Violence & the Workplace Policy
- Drugs and Alcohol Policy/Drug-Free Workplace
- Emergency Cancellations & Delays Policy
- Employment & Accommodation
- Time and Attendance Policy
- Workplace Smoking Policy
- Workplace Violence Prevention & Procedure Policy

### Important Information

- Affirmative Action/Equal Employment Opportunity Statement
- Clery Act/Student Right to Know and Campus Security Act)
- Emergency Response Plans
- Ethics
- FMLA
- Holiday Calendar
- Internal Controls
- Office Closings Due to Inclement Weather

### Employment

- Faculty Handbook
- Extra Service
- Classified Handbook

### Collective Bargaining Agreement

- CSEA
- PEF
- UUP
- Council 82
- GSEU
- Management Confidential

I acknowledge that I have received this information, and that it is my responsibility to review. I am aware to contact Human Resources with any questions, and/or to request a hard copy of any of the above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date