

## Human Resources – Policies and Procedures

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.

The following are Policies and Procedures of SUNY New Paltz:

- Time and Attendance Policy
- Drugs and Alcohol
- Employment & Accommodation
- Domestic Violence at the Workplace
- Workplace Violence Prevention and Procedure Policy
- Internal Control
- Ethics
- EEO/AA statement
- Anti-Harassment

All Policies and Procedures can be viewed at <http://www.newpaltz.edu/hr/policies.html>

I understand it is my responsibility to read and comply with all SUNY New Paltz policies and procedures and to contact the Office of Human Resources with any questions or to request a hard copy of the above policies.

I hereby acknowledge that I will review all of the policies listed above.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date