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

- Administration of employment, benefits, training, and employee relations.
- Implementation of policies, procedures, and processes in accordance with applicable Federal and State regulations.
- Promoting a quality work environment for the campus community that positively supports the education of our students.
- Improving and creating internal processes with a dedicated goal-oriented team.
- Offering training and development opportunities to advance, retain, and reward a highly qualified workforce.

**College Policies**

- Affirmative Action / Equal Employment Opportunity Statement
- Computer Services Policies:
  - Acceptable Uses and Privacy
  - Confidential Information
  - Faculty & Staff Email
- Consensual Relationships Between Faculty/Staff and Students *(Interim Policy through 12/31/2017) *
- Domestic Violence and Workplace Violence Prevention & Reporting Procedures
- Drugs & Alcohol / Drug-Free Workplace
- Workplace Smoking Policy
- Employment & Accommodation
- Ensuring Pay Equity by State Employers*
- Ethics
  - Joint Commission on Public Ethics (JCOPE)
  - Public Officers Law Legislative Article 1-A
- Family Medical Leave Act (FMLA)
- Non Discrimination/Non Harassment Policy Statement and Procedures
- Political Activity on Campus
- Re-employment of Retired Public Employees Policy & Procedures
- SUNY Child Protection Policy
- Time & Attendance
- Title IX

**Employment Resources**

- Facilities Operations Handbook
- Faculty Handbook

**Important Information**

- Clery Act / Student Right to Know and Campus Security Act
- Emergency Cancellations & Delays
- Emergency Response Plans
- Environmental Health & Safety
- Extra Service
- Holiday Calendar
- Internal Controls
- Office Closings Due to Inclement Weather
- Strategic Plan

All Policies, Employment Resources, and Important Information can be found at [http://www.newpaltz.edu/hr/policies.html](http://www.newpaltz.edu/hr/policies.html).

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

______________________________________________  _______________________
Print Name                         Signature              Date

* Indicates policies or information added or revised during the past year

May 2017