



EMPLOYEE HANDBOOK

2021

ADELPHI UNIVERSITY

August 2021

Welcome to Adelphi University!

We are pleased to provide you with this digital Employee Handbook as a guide to the most often consulted Human Resources policies and practices for faculty and staff of Adelphi University. This Handbook will be updated as policies and practices change, so you can rely on finding current information here.

Our faculty and staff are focused on ensuring that students have a positive, enriching experience at Adelphi and that they succeed throughout their time here and well into their careers. Our University's leadership is dedicated to supporting these goals and to recognizing the ongoing scholarship and accomplishments of faculty and staff. We believe that people are our greatest resource and truly make Adelphi a special place to work and study. Every employee has the opportunity to help 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!

Best regards,



John Siderakis
Chief Human Resources Officer

NOTICE: PLEASE READ CAREFULLY**IMPORTANT INFORMATION ABOUT THIS HANDBOOK**

This *Handbook* is intended to serve as a practical mini-guide to the Human Resources policies and practices most often referenced by employees of Adelphi University.

However, since this handbook is only a limited summary of policies compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances that will guide employees in the performance of their duties. A complete list of all Adelphi personnel policies and practices can be found in the Policy Library at <https://www.adelphi.edu/policies/>.

Adelphi reserves the right (on an individual basis or generally) to make any revisions, modifications, interpretations, or deletions to any Adelphi policies, procedures, benefits, or other programs, at any time with or without notice at Adelphi's sole discretion.

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

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POLICIES

ACCESS TO PERSONNEL FILES

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

<https://www.adelphi.edu/policies/access-to-personnel-files/>

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 sex, race, creed, color, national origin, ethnicity, gender identity, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws.

<https://www.adelphi.edu/policies/affirmative-action-equal-employment-opportunity-statement/>

AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of Adelphi University to provide reasonable accommodations or academic adjustments when necessary.

<https://www.adelphi.edu/policies/americans-with-disabilities-act-ada/>

ANTI-DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

(INCLUDING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING)

The University will not tolerate discrimination, harassment or retaliation.

<https://www.adelphi.edu/policies/anti-discrimination-harassment-and-retaliation-policy/>

TITLE IX AND SEXUAL RESPECT

Adelphi University is committed to providing a working, learning, and living environment free from sexual discrimination and harassment and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members. In addition, Adelphi University maintains policies regarding gender-based misconduct, anti-discrimination, harassment and retaliation that are not covered by the new Title IX regulations.

<https://www.adelphi.edu/policies/title-ix/>

ANTI-VIOLENCE POLICY

University employees, students, affiliates, and visitors who engage in prohibited behavior shall be held accountable under University policy and local, state, and federal law. Any employee or student who commits prohibited behavior may be subject to disciplinary action, up to and including dismissal or expulsion, as well as arrest and prosecution.

<https://www.adelphi.edu/policies/anti-violence/>

APPEARANCE

University employees should dress appropriately to their duties with no negative impact on the University's image, and whenever possible, with a positive impact on that image.

<https://www.adelphi.edu/policies/appearance/>

ATTENDANCE AND PUNCTUALITY

It is the policy of the University that employees report for duty at their assigned time and place, remain on duty during scheduled work hours, whether those duties are performed remotely or on-site, and accurately report hours worked and leave taken in accordance with State and Federal law.

<https://www.adelphi.edu/policies/attendance-and-punctuality/>

BENEFIT INSURANCE PLANS

(INCLUDING MEDICAL, DENTAL, VISION, LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, LONG-TERM DISABILITY, AND LONG-TERM CARE INSURANCE)

The University offers eligible employees, retirees, and dependents a diversified suite of benefit plans (“Benefit Plans”) from which they may elect coverage.

<https://www.adelphi.edu/policies/benefit-insurance-plans/>

BEREAVEMENT LEAVE

University employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of their immediate family.

<https://www.adelphi.edu/policies/bereavement/>

CLASSIFICATION OF EMPLOYEES

This policy describes the various classifications of positions in terms of the Fair Labor Standards Act employment designations (exempt or non-exempt) and employee status definition.

<https://www.adelphi.edu/policies/employee-classification/>

CODE OF ETHICS

Adelphi employees are individually responsible to each other for exhibiting in their own actions the highest ethical standards.

<https://www.adelphi.edu/policies/ethics/>

COMPENSATORY (COMP) TIME OFF

Non-exempt employees may take compensatory (comp) time off in lieu of overtime pay provided that such time is taken during the same work week, or if union employees, as specified by their CBA.

<https://www.adelphi.edu/policies/overtime-pay/>

CONFIDENTIALITY

Adelphi University is committed to maintaining the integrity and security of confidential records and information created, received, maintained, and/or stored by the University in the course of carrying out its educational and research missions.

<https://www.adelphi.edu/policies/confidentiality/>

EMPLOYEE HIPAA PRIVACY POLICY

The purpose of this policy is to establish appropriate guidelines in handling private health care information covered by the Health Insurance Portability and Accountability Act (HIPAA). This information is protected by law and should not be shared.

<https://www.adelphi.edu/policies/employee-hipaa-privacy-policy/>

CONFLICT OF INTEREST

An actual or perceived Conflict of Interest arises in a situation where financial or other personal or professional considerations compromise an individual's objectivity, professional judgment, professional integrity, and/or ability to perform his or her professional responsibilities to the University, or results in actual or perceived self-interest.

<https://www.adelphi.edu/policies/conflict-of-interest/>

CONSENSUAL RELATIONSHIPS

This policy establishes rules for the conduct of consensual relationships between employees and between employees, faculty and students, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and professional work environment.

<https://www.adelphi.edu/policies/consensual-relationship/>

NEPOTISM

This policy addresses the potential perception of favoritism, preferential treatment, or the appearance of conflicts in directly supervising, teaching, or hiring relatives for faculty, staff, and students.

<https://www.adelphi.edu/policies/nepotism/>

DANGEROUS WEAPONS

All members of the University community, as well as visitors, are prohibited from possessing firearms, explosives or weapons (hereafter referred to as “weapons”) on the premises of the University without the explicit advance authorization of the University, regardless of whether a federal or state license to possess the same has been issued to the possessor.

<https://www.adelphi.edu/policies/possession-of-dangerous-articles/>

DRUGS AND ALCOHOL

Adelphi University is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty, and staff.

<https://www.adelphi.edu/policies/drug-and-alcohol/>

EMAIL POLICY

This policy outlines and defines acceptable use of the University's email services.

<https://www.adelphi.edu/policies/email-policy/>

EMERGENCIES

This policy is intended to offer guidance in the event of an emergency condition or possible emergency condition, such as a natural disaster, or any other unsafe condition.

<https://www.adelphi.edu/policies/emergencies/>

EMERGENCY CLOSING

The purpose of this policy is to establish guidelines and procedures for the closure of the University due to inclement weather and emergencies.

<https://www.adelphi.edu/policies/emergency-closing/>

EMERGENCY CONDITION

This policy sets forth procedures for the closure of the University due to inclement weather and guiding protocols for emergencies.

<https://www.adelphi.edu/policies/emergency-condition/>

EMERGENCY EVACUATION PROCEDURES

Adelphi University has implemented evacuation procedures to ensure safety for all faculty, staff, students, and visitors on campus during emergency situations.

<https://www.adelphi.edu/policies/emergency-evacuation-procedures/>

EMERGENCY NOTIFICATION POLICY (RAVE ALERT)

The University Mass Notification System (RAVE?) enables the University to instantly broadcast urgent messages via cell phone, email and voicemail to the campus community when necessary.

<https://www.adelphi.edu/policies/emergency-notification-policy>

EMPLOYEES TAKING CLASSES DURING WORK HOURS

Eligible Adelphi University employees are allowed to enroll in classes and related laboratories each academic year except during their normal work hours.

<https://www.adelphi.edu/policies/employees-taking-classes-during-working-hours/>

GENERAL RULES OF CONDUCT

This policy lists the following conduct which is prohibited on University premises or at University events, wherever they may occur.

<https://www.adelphi.edu/policies/general-rules-of-conduct/>

HEALTH AND SAFETY

It is University policy to comply with all applicable health, safety, and environmental protection laws, regulations and requirements.

<https://www.adelphi.edu/policies/health-and-safety/>

HOURS OF WORK

This policy establishes the official workweek at Adelphi. Because of the differing nature of our business, departmental guidelines determine employee scheduling needs and should be communicated to employees as part of their orientation.

<https://www.adelphi.edu/policies/hours-of-work/>

IDENTIFICATION CARDS

All Adelphi Employees are required to have an Adelphi identification card (ID) for access to the campus and all AU services. This policy details the guidelines regarding University ID Cards at Adelphi University.

<https://www.adelphi.edu/policies/university-id/>

INFORMATION CHANGES, EMPLOYEE

Employees are required to make timely changes in their name, address, marital and dependent status and other personal information. This policy sets forth the process for updating and changing employee information within the University systems.

<https://www.adelphi.edu/policies/employee-information-changes/>

JURY DUTY

Employees are encouraged to serve on Jury Duty and fulfill their court-related, civic obligations. The University provides regular faculty and staff members paid time off to do so without change in status or loss of pay.

<https://www.adelphi.edu/policies/jury-duty/>

KEYS

This policy is intended to provide general operating guidelines needed to protect employees and facilities while also ensuring authorized access to those areas and facilities necessary for the efficient performance of normal/routine duties and responsibilities.

<https://www.adelphi.edu/policies/keys/>

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE (FMLA)

The University will grant eligible employees leave under the Family Medical Leave Act (FMLA) for up to 12 work weeks during any 12-month period.

<https://www.adelphi.edu/policies/family-and-medical-leave/>

NEW YORK PAID FAMILY LEAVE POLICY (NYPFL)

New York Paid Family Leave (NYPFL) will provide job security and paid time off from work for a specified period of time to care for a new child, a seriously ill family member, or if a family member is called to active military service.

<https://www.adelphi.edu/policies/new-york-paid-family-leave-policy/>

PERSONAL LEAVE OF ABSENCE

Full-time non-union employees may request an unpaid leave of absence for personal, and/or family-related reasons.

<https://www.adelphi.edu/policies/personal-leaves-of-absence/>

SHORT-TERM DISABILITY (STD)

Adelphi University provides Short-Term Disability (STD) to eligible staff employees who have completed their probationary period.

<https://www.adelphi.edu/policies/short-term-disability/>

MILITARY LEAVE

The University will provide unpaid leave time to employees who are called to active or training service in the Uniformed Services of the United States.

<https://www.adelphi.edu/policies/military-leave/>

MINIMUM WAGE

This policy describes how the University sets the minimum wage pay for employees to be in compliance with applicable federal laws.

<https://www.adelphi.edu/policies/minimum-wage/>

NURSING BREAK FOR MOTHERS

The University supports the practice of breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

<https://www.adelphi.edu/policies/nursing-mothers-in-workplace/>

OUTSIDE EMPLOYMENT

Employees may engage in certain employment outside the university, provided that the employee has obtained prior approval of his or her supervisor and the employee complies with all relevant University policies, including policies regarding conflicts of interest and annual leave.

<https://www.adelphi.edu/policies/outside-employment/>

OVERTIME PAY

At some point, all non-exempt-employees (i.e., those eligible for overtime pay) may be required to work beyond their normal work schedule. In these cases, supervisors should provide employees with as much advance notice as possible and should appropriately assign and distribute overtime among all eligible employees. All over-time hours worked must be reported paid at time and a half.

<https://www.adelphi.edu/policies/overtime-pay/>

PAID TIME OFF

HOLIDAYS

Adelphi University provides paid holidays to university staff scheduled to work 25 or more hours per week. These holidays include both designated and discretionary holidays.

<https://www.adelphi.edu/policies/holidays/>

PERSONAL DAYS

It is the policy of Adelphi University to provide eligible employees annual personal holidays. All usage of personal holiday time is subject to supervisory approval.

<https://www.adelphi.edu/policies/personal-days/>

RELIGIOUS HOLIDAYS

Adelphi University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students and employees. As part of this commitment, Adelphi will make good faith efforts to provide reasonable religious accommodation to students and employees whose sincerely held religious beliefs conflict with a University policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship.

<https://www.adelphi.edu/policies/religious-holidays/>

SICK DAYS

Adelphi University provides paid sick leave for its full-time, part-time, hourly, and student employees. Sick leave may be accrued and used under certain conditions.

<https://www.adelphi.edu/policies/sick-days/>

VACATION DAYS

Adelphi University provides vacation time to eligible University staff for personal, family, community, and other outside needs and obligations.

<https://www.adelphi.edu/policies/vacations/>

PUBLIC SAFETY

Adelphi University has developed and implemented policies and emergency plans to keep the campus community safe and secure.

<https://www.adelphi.edu/safety-transportation/policies/>

RESIGNATION FROM EMPLOYMENT

This policy is designed to ensure the correct process is followed by Adelphi University employees in the event of an employee tendering their resignation from the University.

<https://www.adelphi.edu/policies/resignation-from-employment/>

TEACHING BY ADMINISTRATORS

This policy describes the possibility of administrators teaching classes provided certain guidelines and prerequisites are met.

<https://www.adelphi.edu/policies/teaching-by-administrators/>

TELECOMMUTING

The purpose of this policy is to allow employees to work at alternate work locations for all or part of their workweek. All telecommuting arrangements must be reviewed and approved.

<https://www.adelphi.edu/policies/telecommuting/>

TIME SHEETS

Time reporting is the basis for determining payment to employees for services performed and it is the policy of the University to use time sheets to report employee's time while at work. For exempt employees, only time off is reported on the timesheet. For non-exempt staff, all time worked must be reported and approved each week.

<https://www.adelphi.edu/policies/time-sheets/>

TUITION EXCHANGE

Adelphi University is a member of a national organization that administers tuition scholarships for dependent children of current employees from member colleges and institutions. These scholarships are merit based and are not provided to all dependents.

<https://www.adelphi.edu/policies/tuition-exchange/>

TUITION REMISSION

Adelphi University provides Tuition Remission to eligible non-union and certain union employees and their families to enhance their occupational proficiencies, provide opportunities for professional development, and/or to obtain a degree from Adelphi.

<https://www.adelphi.edu/policies/tuition-remission/>

WORK-LIFE PROGRAMS

As part of our ongoing commitment to the health and wellness of employees, the University offers a variety of programs focused on healthy lifestyles and balancing the responsibilities of work and personal life.

<https://www.adelphi.edu/policies/work-life-programs/>