# TABLE OF CONTENTS

1. MESSAGE FROM THE CHANCELLOR AND CEO ........................................1

2. INTRODUCTION......................................................................................2

3. HISTORY...............................................................................................3

4. NEW EMPLOYEE INFORMATION
   - Identification Cards.................................................................5
   - Orientation by the Human Resources Department......................5
   - Physical Examination...............................................................5
   - OSHA Training.................................................................................5

5. EMPLOYEE CLASSIFICATION.............................................................6

6. EMPLOYMENT
   - Employee Relations.................................................................7
   - Job Opportunities/Job Posting..................................................7
   - Probationary Period........................................................................8

7. WORK SCHEDULE
   - Work Week.....................................................................................9
   - Overtime.........................................................................................9
   - Attendance and Punctuality.........................................................10

8. PAYROLL
   - Paychecks....................................................................................11
   - Direct Deposit...............................................................................11
   - Payroll Timesheets........................................................................12

9. COMPENSATION AND BENEFITS
   - Annual Salary Review...............................................................13
   - Promotion......................................................................................14
   - Reclassification..........................................................................14
   - Benefits Summary.......................................................................14
     - Health and Dental Care Coverage ...........................................14
     - Dental Assistance Plan.............................................................15
     - Enhanced Dental Plan...............................................................15
     - Flexible Spending Accounts.....................................................15
     - Employee Assistance Program...............................................16
     - Life Insurance...........................................................................16
     - Dependent Group Life Insurance..........................................16
     - Personal Accident Insurance....................................................17
     - Worker’s Compensation.........................................................17
o Long-Term Disability Insurance .............................................. 17

 Retirement Benefits ............................................................. 18
  o Tax-Deferred Annuity Program ........................................... 18
  o Retiree Health/Life Benefits ............................................. 19

 Educational Assistance ..................................................... 20
  o Dependent Tuition Assistance Program ............................ 20
  o Graduate School’s Tuition Program ................................. 20

10. TIME-OFF
 Holidays ............................................................................. 21
 Working on a Holiday ....................................................... 22
 Personal Days ................................................................. 22
 Vacations ........................................................................... 22
 Vacation Accrual .............................................................. 22
 Short-Term Disability ....................................................... 23
 Replacement of Employees while on Short-Term Disability ....... 24
 Returning to Work ........................................................... 24
 General Provisions .......................................................... 25

11. LEAVES OF ABSENCE
 Paid Leave ........................................................................ 26
  o Bereavement Days .......................................................... 26
  o Jury Duty ........................................................................ 26
  o Voting in Local, State, or National Elections ....................... 27
  o Military Service ............................................................. 27
  o Maternity Leave ............................................................. 27
 Unpaid Leave ...................................................................... 27
  o Personal Leave of Absence ............................................. 27
  o Religious Observances .................................................. 28
  o Family Leave .................................................................. 28
  o Continuation of Benefits ................................................. 29

12. SERVICES & ACTIVITIES FOR EMPLOYEES
 Bookstore ......................................................................... 30
 Cafeteria ............................................................................ 30
 College Publications ....................................................... 30
 Health Services .................................................................. 30
 Library ............................................................................... 31
 Employee Recognition Program ...................................... 32
 Holiday Party .................................................................... 31

13. CODE OF CONDUCT ........................................................ 31
 Disciplinary Measures ..................................................... 32
 Policy Statements ............................................................ 33
  o Affirmative Action ......................................................... 34
  o Sexual Harassment ......................................................... 35
14. GENERAL INFORMATION
   ❖ Safety/Security.................................................................40
     o Safety Training............................................................40
     o Security Access and Parking (Valhalla).............................41
     o Fire or Other Emergency Requiring Evacuation......................41
     o Personal Injury............................................................42
     o Lost and Found............................................................42
     o Other Concerns............................................................42
   ❖ Personal Appearance.......................................................42
   ❖ Solicitation........................................................................44
   ❖ Access to Employee Records...............................................44
   ❖ Matters of Discretion........................................................44
   ❖ Travel Expenses................................................................45
   ❖ Inclement Weather.............................................................45
   ❖ Emergency Telephone Numbers..........................................47
MESSAGE FROM THE CHANCELLOR and CEO

Welcome to New York Medical College (NYMC), a member of the Touro College and University System. We are pleased that you have chosen to advance your career interests and goals with our institution, one of the nation's oldest private universities dedicated to the education of scientists and healthcare professionals.

The College is an academic community committed to the mission of teaching, research, and service. Our missions are fulfilled through the efforts of more than 2,700 faculty representing the School of Medicine, the Graduate School of Basic Medical Sciences and the School of Health Practices and Science, in concert with 1,400 students and more than 800 resident physicians in College-sponsored programs at a network of hospitals and healthcare facilities in the New York Metropolitan area and Hudson Valley region. We are guided and supported in our endeavors by the leadership of our Board of Trustees, members of administration, and by some 15,000 active alumni nationwide.

The College holds itself to the highest ethical and professional standards. We seek to instill values in our students, as we prepare them to assume their respective roles in society. We encourage all members of our academic community to pursue knowledge and their professional development and to advance our shared objective of improving the health of the population.

We are pleased to demonstrate a special concern for the poor and underserved and a respect for the inherent worth and dignity of each person. NYMC’s vision of service is consistent with the history of the school from its founding in 1860. It is also a view that is shared by many diverse cultural backgrounds. We strive to be an academic community where collegiality prevails and where each individual can freely express his or her views and in an environment that ensures mutual respect and cooperation.

We look forward to the many contributions you will make to our institution in the months and years ahead. Again, a heartfelt welcome to NYMC.

Sincerely,

Edward C. Halperin, MD, MA
Chancellor and CEO
INTRODUCTION

We are pleased to welcome all new faculty and staff as members of the New York Medical College team and hope this handbook will serve as a guide in acclimating employees to the College community.

Through its dedicated faculty, administration, students and alumni, the College advances its purpose:

- to educate future physicians who will care for the sick and to continue the education of practicing physicians who need to keep current with the latest medical knowledge and advances;
- to educate students who will be caring, dedicated and fully qualified health professionals;
- to prepare students to effectively manage the delivery of health care services and foster the understanding and advancement of health policy;
- to prepare future generations of scientists and technicians while advancing basic understanding of life processes and diseases.

This handbook has been prepared to provide information to all new and current College faculty and staff and should be used as a ready reference. In addition to the content of this handbook, you should be familiar with and adhere to the policies and practices at that facility.

THIS EMPLOYEE HANDBOOK IS PROVIDED TO YOU FOR INFORMATIONAL PURPOSES ONLY AND IS INTENDED TO GIVE YOU A GENERAL OVERVIEW OF THE COLLEGE’S PRESENT POLICIES, WHILE THE COLLEGE EXPECTS TO CONTINUE TO OFFER THE BENEFITS AND POLICIES DESCRIBED IN THIS HANDBOOK, THIS HANDBOOK IS NOT, AND SHALL NOT BE IMPLIED OR CONSTRUED TO CONSTITUTE A LEGALLY BINDING CONTRACT OR CONTAIN A CONTRACTUAL OR LEGAL COMMITMENT OR PROMISE OF ANY KIND ABOUT YOUR EMPLOYMENT OR TO ANY BENEFIT OR POLICY. THE COLLEGE RESERVES THE RIGHT AT ANY TIME AND IN ITS SOLE DISCRETION TO MODIFY, REVOKE, SUSPEND, TERMINATE OR CHANGE ANY OF THE TERMS OR CONTENTS OF THIS HANDBOOK, PLANS, POLICIES AND PROCEDURES, IN WHOLE OR IN PART, WITH OR WITHOUT ADVANCE NOTICE TO ANYONE. FINALLY, WHERE THE PROVISIONS OF THIS HANDBOOK CONFLICT WITH A SPECIFIC WRITTEN PLAN DOCUMENT (e.g., HEALTH PLAN), POLICY, COLLECTIVE BARGAINING AGREEMENT, THE PROVISIONS OF THE SPECIFIC WRITTEN PLAN DOCUMENT OR POLICY SHALL PREVAIL.
If you have any questions that are not answered in this Handbook, please discuss them with your supervisor or Human Resources. Union represented employees should also refer to their Collective Bargaining Unit Agreement.
HISTORY

Founded in 1860 by a group of civic leaders that included poet and abolitionist William Cullen Bryant, New York Medical College (NYMC) is one the nation's oldest private medical schools. The school opened its doors on the corner of 20th Street and Third Avenue as the New York Homeopathic Medical College. Bryant served as the medical school’s first president and held the office of president of the Board of Trustees for 10 years.

NYMC was the first medical school to own its own teaching hospital, the Flower Free Surgical Hospital, which was built for the College in 1889 with funds donated by Roswell P. Flower, who later became governor of New York. Philanthropists John D. Rockefeller, Sr., and David Dows also contributed funds that enabled NYMC to purchase the land on which Flower was built. The College was among the first medical schools to admit women (1863) and, in 1928, was the first medical school in the nation to establish a scholarship program specifically for minority students.

Based in New York City for 108 years, the College marked a milestone in its history when, in 1968, it accepted an invitation from Westchester County to develop a campus in Valhalla and to join the County in creating the Westchester County Medical Center. In 1978, the College was strengthened through the establishment of a relationship with the Archdiocese of New York. This relationship broadened the College's range of clinical affiliations through the Catholic-sponsored hospitals in New York City and the metropolitan region.

As a result of several years of operating deficits and the increasing recognition that as a freestanding medical institution there was a need for a university or health system sponsor to achieve positive synergies in education and medical research, the College actively sought a sponsor able to make a significant investment in the institution and actively offer expanded educational opportunities. The Archdiocese of New York, the sponsor of the College since 1978, had moved its health care ministry away from acute care hospitals, and as a result of this change in Archdiocesan mission, joined the College in seeking a nonprofit sponsor to take its place in fostering NYMC’s growth and prosperity.

In December of 2009 Touro replaced the Archdiocese as the sponsor of New York Medical College. The transaction was completed in mid-May 2011. According to the terms of the transaction agreement, the College will continue to operate as a separate institution, with the authority to appoint the College’s Board of Trustees being transferred from the Archdiocese to a new entity organized by Touro (NYMC, LLC).

Touro College is a Jewish-sponsored independent institution of higher and professional education. The College was established primarily to both enrich the Jewish heritage, and serve the larger American community in the spirit of Jewish values and the tradition of tikkun olam, enhancing the world in which we live.
Touro College and its branch campuses have locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, and Florida. Touro University of California, Touro University of Nevada, Touro College Los Angeles, and Touro University Worldwide (an online higher educational school) are also part of the Touro college and university system.

The College awards advanced degrees from its School of Medicine (MD), Graduate School of Basic Medical Sciences (MS, Ph.D.) and School of Health Sciences and Practice (MS, MPH, DPT and Dr.PH).

New York Medical College maintains a presence in settings that range from large urban medical centers to small suburban hospitals. The College can be identified as the only academic biomedical research institution on a clinical campus between New York City and Albany, extending from the city to Westchester County and the Mid-Hudson Valley in New York State and to Fairfield County, Connecticut.
NEW EMPLOYEE INFORMATION

IDENTIFICATION CARDS

Your identification card is issued after successful completion of the OSHA Training. Identification badges must be worn at all times. If you lose your identification card, please notify the Security Department and it will be replaced. Employees must return their identification cards upon termination.

ORIENTATION BY THE HUMAN RESOURCES DEPARTMENT

Each new employee attends an orientation program conducted by the Human Resources Department. The program is scheduled during the first weeks of employment. At this time, employees receive general information regarding policies, benefits and College services. Benefit program enrollment also takes place, and any unanswered questions can be addressed during the orientation.

PHYSICAL EXAMINATION

A post-employment physical examination is required for employment at New York Medical College. This exam is performed in the Health Services Department at no cost to the employee. Laboratory tests and immunizations are included in the physical exam.

OSHA TRAINING

The College mandates all new employees to attend a safety training class given by the Environmental Health & Safety Department. It is here that you will be educated on such topics as but not exclusive to: Asbestos Awareness, Radiation Safety, Bloodborne Pathogens, and Employee Emergency Action Plans.
EMPLOYEE CLASSIFICATION

There are several different classifications of employees that are determined by work schedule and nature of employment. Classification is important because it affects benefit eligibility.

A. Full-time employees are individuals who are scheduled to work 35 hours or more per week. Regular full-time employees are eligible for all benefits.

B. Part-time employees are individuals who are scheduled to work less than 35 hours per week. If regular non-union part-time employees work an average of 20 hours per week, they are eligible for the Tax Deferred Annuity program and for pro-rated holiday, vacation, short-term disability pay and graduate school tuition remission.

C. Regular part-time employees working seventeen and one-half (17.5) hours or more per week are entitled to purchase health coverage through a payroll deduction on a pre-tax fully contributory basis.

Part-time employees who work less than 20 hours and more than seven hours are only eligible for pro-rated holiday, vacation, short-term disability and graduate school tuition remission.

A. Temporary employees are those hired either full-time or part-time for a period not exceeding one year. Except for fellows and residents, temporary employees are not eligible for any benefits.

B. Per-Diem or Casual employees are those individuals who have no set work schedule, are paid on an hourly basis and are not eligible for any benefits.

C. Graduate Research Associates are New York Medical College Graduate School students who receive student health benefits administered through Student Finance. They receive student identification cards (IDs) instead of employee IDs and must complete an employment physical examination.
EMPLOYMENT

This chapter contains the following sections:

- Employee Relations
- Employment Opportunities/Job Postings
- Probationary Period

EMPLOYEE RELATIONS

New York Medical College is interested in the welfare of its employees and promotes a working environment that meets personal, professional and organizational goals. The College is committed to providing a fair and equitable salary, competitive benefits, good working conditions, and opportunity for growth.

Each staff member is encouraged to communicate any job-related concerns directly to his/her supervisor. In the event further resolution is required, Human Resources is available to discuss difficulties that have not been resolved on a departmental level.

The Faculty Constitution and By-laws should be utilized by faculty in order to resolve issues relating to their employment.

Members of a Collective Bargaining Unit should refer to their Union Contract for details on the Grievance Procedure.

EMPLOYMENT OPPORTUNITIES/JOB POSTINGS

New York Medical College has a job posting policy that provides employees the opportunity to be considered for positions within the College. Union and non-union positions are posted weekly at several locations in Valhalla (Administration Building, Basic Sciences Building, Vosburg Pavilion, Skyline Building and the Behavioral Health Center).

If you are interested in any posted positions, you should contact the person designated on the posting to discuss the position. After a year of service in your current position and if it is determined that your qualifications meet the job requirements, your resume will be forwarded to the hiring department. If the position is offered to you, the change of status will take place as agreed upon by the departments involved, including start date and the disposition of any accrued vacation.
Positions covered under a bargaining unit agreement must be posted for at least 3 days before any non-union members can be interviewed for the position. Union offices will be notified of all union vacancies.

**PROBATIONARY PERIOD**

The first 90 calendar days of employment (excluding time lost for sickness and other absences) is considered the probationary period for all nonexempt, non-faculty employees and the first 180 days for exempt employees. This time is intended to be a period of learning and adjustment to your work environment. It allows your supervisor the opportunity to evaluate your job performance and your ability to relate to your co-workers. During this period, if you find the position unsatisfactory, you may resign without notice. And likewise, the department may terminate your employment without advance notice.

Union represented employees are subject to the specific probationary periods of their respective collective bargaining agreements. Such employees who successfully complete the probationary period receive a salary increase and are eligible for benefits.

Successful completion of the probationary period does not in anyway constitute an employment contract with the College.
WORK SCHEDULE

This chapter contains the following sections:

- Work Week
- Overtime
- Attendance and Punctuality

WORK WEEK

The College has established a normal workweek of thirty-five (35) hours from Monday through Friday. The normal workday is from 9:00 A.M. to 5:00 P.M. with an unpaid hour for lunch. Flexible work schedules may be available depending on department and employee needs.

Some areas of the College have a different schedule; i.e., 37.5 hours in Facilities and 40.0 hours in Security.

Affiliation locations and other departments observe a different standard workday. In these instances, your daily working hours are assigned by your department supervisor.

Union represented employees are subject to the provisions of their respective contracts.

OVERTIME

Your department head will assign overtime as required. Overtime is prescheduled as far in advance as possible. Employees are required to work overtime when necessary for the proper administration of the College.

Certain administrative, executive, and professional employees are classified as exempt from overtime pay as defined in the Fair Labor Standards Act. Your department head will indicate to you whether your job entitles you to overtime pay.

If you are a non-exempt employee, you will be paid at your regular rate of pay for hours worked, scheduled, and authorized by your supervisor after thirty-five (35) hours and through forty (40) hours, and one and one-half times your regular rate for any hours worked in excess of forty (40) hours in a given workweek.

Union represented employees' over-time pay practice is governed by the bargaining unit agreement.
ATTENDANCE AND PUNCTUALITY

It is important that you report to work regularly and on time. Regular attendance and punctuality ensure the efficient functioning of your department.

However, if uncontrollable circumstances require you to be late or absent, you should notify your supervisor within at least one hour of your starting time. If absence is due to an illness and will extend over a period of time, you should inform your supervisor of the anticipated length of the absence. If you do not call in, your absence will be considered unauthorized, and may result in disciplinary action. Any employee who is absent for three consecutive work days without notification will be considered to have voluntarily resigned, unless the employee can justify his/her absence. A pattern of excessive absenteeism or lateness is cause-for disciplinary action.
PAYROLL

This chapter contains the following sections:

- Paychecks
- Direct Deposit
- Payroll Timesheets

PAYCHECKS

Paychecks are issued bi-weekly on Thursdays. A representative from each department is responsible for the distribution of paychecks to the department's employees. Please check with your supervisor for further information.

DIRECT DEPOSIT

Arrangements can be made for all employees to have payroll checks deposited directly into checking or savings accounts as long as the bank is a member of the American Clearing House (ACH) system.

The interest earned on Series EE Bonds is exempt from state and local income taxes. Federal tax reporting may be deferred until redemption or final maturity, whichever is first.

Bonds may be eligible for special tax exclusion if used to pay the tuition and fees to colleges, universities, and many technical schools—not just for children, but for adults returning to school as well. A separate brochure explaining the tax exclusion, including income limits and other restrictions, is available from the Human Resources Department.

U.S. Savings Bonds may be redeemed, without fee or commission, at any time after six months from issue date. Redemption agents include most commercial banks and many other financial institutions throughout the United States.

New Series EE Bonds have an original maturity of 12 years, the maximum time it takes a bond to reach its face value. All EE Bonds have been granted extension periods beyond their original maturities, bringing their interest-bearing lives to 30 years.

If your Bonds are lost, stolen, or destroyed, you can apply for free replacement by writing to the Savings Bonds Operations Office, Parkersburg, WV 26106-1328. To speed replacement, keep a record of your bond issue dates and serial numbers in a safe place apart from the bonds themselves.
PAYROLL TIMESHEETS

Departmental payroll timesheets must be completed by each employee. These timesheets are approved by the department head. Your paycheck is generated based upon the information contained on these timesheets.

Revision of your timesheet can only be made by your supervisor with the approval of your department head. You must initial any changes. Employees using timecards will be advised of the location of the nearest time clock.

Falsification of timesheet records is a cause for disciplinary action, up to and including termination.
New York Medical College's policy for non-faculty and non-union represented employees is designed to provide compensation that demonstrates internal equity and external salary competitiveness. To achieve this goal, the Job Evaluation Program is designed to provide a system for determining the relative value of positions within the College by grouping together positions of similar levels of knowledge, problem solving, and accountability.

All non-faculty and non-union represented positions have job descriptions that outline the nature and purpose of the position, assigned duties, tasks, and responsibilities. Your supervisor will discuss the job description with you and give you a copy to help you understand your job and help you and your supervisor set goals.

**ANNUAL SALARY REVIEW**

Employees who are non-faculty and non-union represented are reviewed annually for an increase based on job performance and Board of Trustees approved salary increase.
budgets. Thereafter, the College adheres to a standard salary increase date of January 1 or July 1. The College is under no obligation to provide salary increases, and it is at the sole discretion of the College that increases are granted.

Union represented employees' compensation and increases thereto are as specified in the collective-bargaining agreement between the College and the applicable union involved.

**PROMOTION**

Promotion is the result of a change in job responsibilities, which enables an employee to move to a higher salary grade. This may occur within the same department or in another department in the College. The amount of the increase varies depending on the level of the new position and departmental budget. The amount of the approved increase will be discussed with you prior to your acceptance of the promotion.

**RECLASSIFICATION**

Reclassification occurs when there is a change in a position based on expansion or reduction of assigned responsibilities which results in a change to the salary grade. If your duties and responsibilities change substantially, your new position description will be reviewed and reclassified by the Job Evaluation Committee. After evaluation, the Committee will send the determination to the department, including any changes in salary grade.
BENEFITS SUMMARY

The College provides a comprehensive benefits package to help protect the security and well-being of employees and their dependents. It is the intention of New York Medical College to continue such plans, but the College reserves the right at any time and in its sole discretion to modify or discontinue them, should it become desirable or necessary. The fringe benefits of all employees represented by 1199 are provided through the various funds in accordance with the applicable collective-bargaining agreement.

The following is a brief review of our benefits program. Summary plan descriptions and/or brochures on all the plans are available on request from the Human Resources Office. Plan documents are also available for review in that office. While every attempt has been made to insure the accuracy of the following summaries, the official documents of the plans will prevail in the event of a discrepancy.

HEALTH AND DENTAL CARE COVERAGE

Health and dental care is available to all regular full-time and part-time employees (who are scheduled to work at least 17.5 hours per week), and their dependents. There is an employee contribution required for this coverage, which is deducted from your paycheck on a pretax basis. Employee contribution levels are reviewed each year and are subject to change.

You are eligible to participate the first of the month coinciding with, or next following, your date of employment. Please refer to your Summary Plan Description for additional information on health plan coverage.

DENTAL ASSISTANCE PLAN

The Plan pays benefits on a fixed fee schedule for preventive, restorative, prosthodontics, endodontics, and/or orthodontic treatments. The annual deductible, excluding preventive coverage, is $25 per person per calendar year, with a maximum family deductible of $75. The maximum claim payment is $1,000 per person per year. Orthodontics for dependent children age 19 or less and who are covered by the Plan has a maximum Lifetime Benefit of $1,000. Participation in the plan is optional, and there is no cost to Regular Full-Time employees for this benefit.

ENHANCED DENTAL PLAN

The Plan offers the following reimbursements for usual and customary charges:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Dental Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Preventive Coverage</td>
</tr>
<tr>
<td>80%</td>
<td>Restorative</td>
</tr>
<tr>
<td>50%</td>
<td>Major Restorative</td>
</tr>
</tbody>
</table>
The orthodontic lifetime maximum is $1,500 for dependent children under the age of 19. The annual deductible for services other than preventive is $25 per person per calendar year, with a maximum family deductible of $75. The maximum claim payment is $1,500 per person per year.

**FLEXIBLE SPENDING ACCOUNTS**

All regular full-time, non-union represented employees are eligible to participate. Enrollment is annually in December for a plan year that follows the calendar year, or at time of hire.

Through a Flexible Spending Account, you can defer a portion of your salary to pay for certain benefit-related expenses with before-tax dollars. Your salary is reduced before federal income tax, New York State income tax, and Social Security (FICA) withholdings are computed.

The following choices may be made under the plan:

- A reimbursement account may be established to cover health and dental expenses not reimbursed through your medical or dental plans for you, your spouse, and/or your dependents.
- A reimbursement account may be established to cover work-related dependent daycare expenses.

It is very important to note that under the law allowing Flexible Spending Accounts, once an election is made in December, you may not change your election until the following December unless you experience a "lifestyle" change. Events considered by the IRS to be lifestyle changes include:

- marriage or divorce,
- birth or adoption of a child,
- loss of eligibility or death of a dependent,
- change in spouse's employment affecting medical or dental coverage.

**EMPLOYEE ASSISTANCE PROGRAM**

This is a voluntary or referral prepaid and confidential program that provides problem identification, counseling and referral services for employees and their families. Counselors are experienced in providing support, understanding and guidance for a broad range of needs, including: stress, alcohol, or drug dependencies, conflict resolution, family or parenting issues, marital or relationship issues, adjusting to change, self-improvement, child and elder care, pre and postnatal concerns, grief, work/life balance.
There are three ways to access the program: Self-referral; supervisor/manager recommendation or supervisor/manager referral. For more information on the counseling process, visit www.MagellanHealth.com or call Magellan EAP for Confidential Professional Consultation 1-800-523-5668. Speak with a consultant and receive information and pre-screened, qualified referrals to providers for six free provider visits and to also find out about resources in your area.

**LIFE INSURANCE**

New York Medical College provides basic life insurance for all regular fulltime non-union represented employees at no cost to the employee. The amount is equal to your annual base salary rounded to the next highest $1,000, to a maximum of $300,000. This insurance may be converted to an individual policy upon termination.

Contributory life insurance equal to approximately one, two, three, or four times annual salary may be purchased to a maximum of $1,000,000 combined non-contributory and contributory insurance.

Accidental Death and Dismemberment coverage is provided equal to annual base pay.

Please refer to your Summary Plan Description for additional information.

**DEPENDENT GROUP LIFE INSURANCE**

The following levels of insurance are available on a contributory basis:

- $5,000 spouse/$4,000 each child
- $10,000 spouse/$4,000 each child
- $15,000 spouse/$4,000 each child
- $25,000 spouse/$4,000 each child
  or
- $5,000 spouse only
- $10,000 spouse only
- $15,000 spouse only
  or
- $25,000 spouse only
  or
- $4,000 children only

Please refer to your Summary Plan Description for additional information.

**PERSONAL ACCIDENT INSURANCE**

This insurance provides coverage in the event of your or a covered dependent's death, disability, or dismemberment due to an accident. You may elect an amount of coverage from one times to five times your base annual salary, to a maximum of $500,000 on a
fully contributory basis. Please refer to your Summary Plan Description for additional information.

**WORKERS’ COMPENSATION**

In order to claim benefits under Workers’ Compensation, the law requires that a detailed report of the work-related illness or injury be filed as soon as possible by the employer and **no later than 10 days** after its occurrence. It is, therefore, important to follow these procedures in the event of work-related injury or illness:

1. Report to Health Services for treatment. Health Services will report a work-related injury or illness to Human Resources and to Security/Safety. If emergency treatment is required, you should go to the emergency room at the nearest hospital.
2. Report the injury or illness to your supervisor immediately.
3. If charges are incurred from a private physician for further treatment of this work-related injury or illness, please forward the bills to the Risk Management Planning Group.
4. If the injury or illness requires you to lose work time, such time must be reported on the department's time sheet as "W."
5. When the employee returns to work after losing time due to an accident or illness, the supervisor should report the date of return as soon as possible to the Human Resources Department.

The employee will be paid in accordance with the College’s Short Term Disability plan. Accrued vacation may be used to supplement the benefit. The College will continue to provide benefits for an employee who is receiving Workers’ Compensation.

Employees represented by 1199 should refer to the applicable collective bargaining agreement.

**LONG TERM DISABILITY INSURANCE**

This insurance is for a non-work related disability that exceeds six months in duration. Basic non-contributory coverage provides 60% of salary up to a salary of $40,000. Contributory coverage, based upon salary, is available at 60% of salary for salaries between $40,000 and $200,000. Both basic and contributory coverage allow for an offset from Social Security. For other income benefits, refer to the LTD plan booklet.

The College continues to provide health, dental, and life insurance benefits for employees on long term disability. TDA contributions will be made based on your years of service and last annual salary when disability benefits begin. Retirement benefits commence for an employee who has attained the "Maximum Duration of Benefits". Please refer to your Summary Plan Description for additional details.
RETIREMENT BENEFITS

TAX-DEFERRED ANNUITY PLAN

New York Medical College makes a contribution on behalf of all eligible faculty and non-union represented staff working 20 or more hours per week. You are eligible to participate in the plan if you are a regular full or part-time employee. This contribution is retroactive to the date of eligibility in the Plan. The College contribution is age and service related on earnings as per federal guidelines.

For an employee under age 40 or with less than five years of service the College contributes:

6.3% on salary up to Social Security Wage Base (SSWB)
12.0% on salary over the SSWB

For an employee over age 40 and with five+ years of service the College contributes:

6.5% on salary up to SSWB
12.2% on salary over the SSWB

For an employee over age 55 and with 15+ years of service the College contributes:

10.0% up to SSWB
15.0% over SSWB

All employees eligible to participate in the Plan are 20% vested after completing two years and 50% vested after completing three years of College service. After four years of service, employees are 100% vested.

Although you are not required to make contributions to the Plan you are encouraged to do so for two reasons:

1. Your contribution would supplement the College contribution, thereby building your retirement savings.
2. In addition, your contributions are made on a pretax basis, lowering your taxable income for that calendar year. The money is tax deferred until you withdraw it at retirement.

Employee contributions are subject to the individual annual maximum deferral as defined by the IRS. Together, there is an overall limit annually for both employee and College contributions as per federal guidelines. There is no minimum salary reduction. Any employee may participate in this voluntary portion of the Plan. Employees may change their contribution amounts twice a year.
Under the Tax-Deferred Annuity program, you have three TDA carriers from which to choose for your contributions:

1. Mutual of America,
2. TIAA-CREF, and
3. The Vanguard Group.

Each investment company has choices of funds to satisfy both aggressive and conservative investors. Please refer to your Summary Plan Description and company prospectuses for further information.

**RETIREE MEDICAL/DENTAL/LIFE INSURANCE BENEFITS**

By definition, effective July 1, 1994 and for the purposes of this handbook, a retiree is an individual who has worked for New York Medical College as a regular full-time member of the faculty or non-union represented staff for 10 years and is age 60 or older upon retirement.

**Life Insurance:** The College maintains a non-contributory life insurance policy for all retirees equal to 10% of the last annual salary to a maximum of $10,000 and a minimum of $3,000. Any contributory life insurance coverage ends at retirement.

**Medical Benefits:** Retirees aged 60-64 are offered the same program as active employees since they are not eligible for Medicare. Retirees age 65 and older must elect Medicare as primary and the College’s plan is secondary.

**Dental Benefits:** Coverage in the Enhanced Dental Plan may be continued for the retiree’s lifetime. Coverage in the Dental Assistance Plan (or the Enhanced Dental Plan, if applicable) may be elected for an 18-month period under the COBRA program for which the retiree will be responsible for payments at the group premium amount.

Retirees are required to make the following contributions toward their medical and dental coverage:

- 90% for each participant hired prior to June 30, 2004
- 100% for each participant, on or after July 1, 2004

*For employees hired on or after July 1, 1994, the retiree medical and dental benefits are fully contributory.

**Dental Benefit:** Dental coverage may be elected for an 18-month period under the COBRA program for which the retiree is responsible for payments at the group premium amount.
EDUCATIONAL ASSISTANCE

DEPENDENT TUITION ASSISTANCE PROGRAM

This plan provides a tuition benefit for eligible children of full-time, nonunion represented employees who are enrolled in a degree-granting undergraduate program at an accredited college or university. The benefits are tax-free.

Tuition support is $1,000 per child per semester with a per annum maximum payment of $2,000 per child. The maximum amount payable toward the attainment of the undergraduate degree is $8,000. However, in no instance will the level of tuition support exceed the actual cost of tuition.

A dependent child, both of whose parents are full-time New York Medical College members, is entitled under this policy to tuition support emanating from each parent. All tuition payments are made directly to the school in the name of the dependent.

GRADUATE SCHOOLS' TUITION PROGRAM

All New York Medical College employees are encouraged to further their education and professional credentials by pursuing a master's or doctoral program offered by the Graduate Schools of Basic Medical Sciences and the School of Public Health.

All regular full-time and part-time employees are eligible to apply after being employed one year from their latest employment date. (There is no credit for prior broken service.) Regular full-time College employees also include those employed full-time by College faculty practice plans to perform duties for the College but does not include residents or fellows. Tuition for the full-time employee is remitted 100% for up to six credits per semester and 12 credits per year.

A spouse and/or dependent children of a College employee is eligible for 100% Graduate School Tuition Remission for a maximum of twelve credits a semester or thirty credits per academic year. The definition of a dependent child follows IRS guidelines: the taxpayer's child is under age 19 or a student under age 24.

The Office of the Dean of the applicable Graduate School receives and administers enrollment requests, and the Associate Vice President of Human Resources is responsible for verification of eligibility.

In the case of regular part-time employees, entitlement to the foregoing benefits is on a pro-rata basis as determined each year by the combined average of the number of hours worked in the previous year and scheduled in the current year.
TIME-OFF

This chapter contains the following sections:

- Holidays
- Working on a Holiday
- Personal Days
- Vacations
- Vacation Accrual
- Short-Term Disability
- Short-Term Disability Benefits for Disability Due to Pregnancy
- Replacement of Employees while on Short-Term Disability
- Returning to Work
- General Provisions

HOLIDAYS

The Valhalla campus of the College is closed in observance of the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Passover
- Good Friday
- Shavuot
- Memorial Day
- Independence Day
- Labor Day
- Rosh Hashanah
- Yom Kippur
- Succoth
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Affiliation employees observe the holiday schedule at their respective affiliation. Security Officers observe Security Union Holiday Schedule.
WORKING ON A HOLIDAY

If you are non-exempt and are required to work on an observed holiday of the College, you will receive one and one-half times of your regular pay for all hours worked and, in addition, will receive an additional day off with regular pay or an extra day's pay in lieu of time-off as determined by your supervisor.

PERSONAL DAYS

All regular full-time, non-union represented Valhalla employees accrue up to four personal days that may be taken subject to supervisory approval. Personal days are earned at the rate of one per calendar quarter, for a total of four per year. Regular part-time non-union represented employees are entitled to pro-rated days based on hours worked per week. One personal day can be carried over into the next calendar year. Personal days for regular part-time employees are pro-rated based on scheduled work week hours. Unused personal days are compensated for in the final paycheck at the time of termination or lay-off.

VACATIONS

Vacations are accrued on a fiscal year basis from July 1st to June 30th.

VACATION ACCRUAL

<table>
<thead>
<tr>
<th>Category</th>
<th>Accrual Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers, Faculty, Exempt-1</td>
<td>Regular full-time employees accrue 23 vacation days per fiscal year.</td>
</tr>
<tr>
<td>Exempt Employees</td>
<td>Regular full-time employees accrue 20 vacation days per fiscal year.</td>
</tr>
<tr>
<td>Non-Exempt Valhalla Employees</td>
<td>Regular full-time employees accrue at the below rate based on years of service:</td>
</tr>
<tr>
<td></td>
<td>• 1st and 2nd year--10 days/year</td>
</tr>
<tr>
<td></td>
<td>• 3rd year--15 days/year</td>
</tr>
<tr>
<td></td>
<td>• 4th and each year thereafter--20 days/year</td>
</tr>
<tr>
<td>Non-Exempt NYMC Affiliation Employees</td>
<td>Regular full-time employees accrue 20 vacation days per fiscal year.</td>
</tr>
<tr>
<td>Union Represented Employees</td>
<td>Refer to Collective-Bargaining Unit Agreement.</td>
</tr>
</tbody>
</table>

Regular full-time employees accrue vacation on a bi-weekly basis. Vacation leave is based on the number of hours actually paid to a maximum of regularly scheduled hours and excludes overtime.
Regular part-time employees accrue vacation leave bi-weekly, on a pro-rated basis, excluding overtime.

No vacation accrues for any period during which long-term disability benefits are received or payable or for periods of leave without pay.

Vacation should be taken during the year in which it is earned. Vacation, up to one-half the current annual vacation benefit, may be carried forward on July 1, for up to one year. Vacation in excess of one-half the current annual vacation benefit at July 1 of each year is automatically forfeited for faculty and non-union staff. 1199 CBU employees should use all accrued vacation by their anniversary date.

Personnel scheduled to take a vacation of at least five consecutive work days during which there is a regularly scheduled payday may obtain a vacation advance check either through their regular payroll check or direct deposit. A Request for Vacation Advance (HR-37) form must be completed, approved by the authorized individual, and received in Valhalla by the Payroll Department at least two weeks prior to the payday that precedes the first day of vacation.

Vacation may not be paid out except upon termination of employment. Vacation pay includes night shift differential, where applicable.

Employees are not charged for vacation when a recognized paid holiday falls within his/her vacation period.

**SHORT-TERM DISABILITY (STD)**

All regular full-time and regular part-time employees are entitled to a noncontributory salary continuance, which covers illnesses up to six months. Regular full and part-time employees are eligible after three months of service. The benefit, which is a combination of full pay and part pay, increases with College service until the full benefit is realized after ten years of service. Short-term benefits are reduced by the amount from any other plan to which New York Medical College contributes, i.e., Social Security, Workers Compensation, New York State Disability. In no event shall a person receive as a benefit payment an amount which, when added to benefits from other sources to which NYMC contributes, exceeds base pay. Benefit levels and guidelines follow:

<table>
<thead>
<tr>
<th>Length of College Service</th>
<th>Benefit Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 3 years</td>
<td>4 weeks full, 22 weeks 60% of pay</td>
</tr>
<tr>
<td>4 to 6 years</td>
<td>6 weeks full, 20 weeks 60% of pay</td>
</tr>
<tr>
<td>7 to 8 years</td>
<td>8 weeks full, 18 weeks 60% of pay</td>
</tr>
<tr>
<td>9 to 10 years</td>
<td>10 weeks full, 16 weeks 60% of pay</td>
</tr>
<tr>
<td>10+ years</td>
<td>13 weeks full, 13 weeks 60% of pay</td>
</tr>
</tbody>
</table>
Should an employee be receiving short-term disability benefits on January 1 as a result of an illness or injury that begun in the prior calendar year, the employee would continue to receive disability benefits in the new calendar year based on their continuous service on the date disability began in the prior year.

An employee must return to work for four continuous weeks before their sick leave is reinstated in the new year using the above schedule.

If an employee returns to work and is subsequently out on sick leave before working four continuous weeks, they will be paid at the level of pay in effect upon their original return date.

Once an employee receives maximum STD benefit payments, no further payments under STD are made for the same or any other disability. The employee may, however, apply for long-term disability payments if disability continues.

You should notify your supervisor on or before the normal starting time for work on the first day of the disability. Short Term Disability benefits cannot be received for any time missed prior to notifying your supervisor unless the delay was unavoidable.

Recognized holidays that fall during a period of short-term disability are designated as Holiday pay.

**REPLACEMENT OF EMPLOYEES WHILE ON SHORT-TERM DISABILITY**

Positions vacated by an employee on short-term disability can only be filled on a temporary basis.

**RETURNING TO WORK**

The employee on short-term disability must notify his/her Department Administrator at least five business days prior to the expected date of return to work. Upon return to work, the employee will be reinstated to his/her vacated position.

Upon returning to work after an illness absence of three consecutive days or more, the employee may be required to report to the Health Services Department and obtain an approved Health Services Recommendations (HS-2) form prior to returning to work. Affiliation employees report to the Employee Health Service at their assigned location.

**GENERAL PROVISIONS**

Employees, except for those designated as exempt, who become ill on the job and are sent home by Health Services, Emergency Room, or by the supervisor, will receive pay
for the number of hours actually worked. The balance of the work day will be charged against sick time.

Medical and dental appointments should be scheduled during non-working hours whenever possible.
LEAVES OF ABSENCE

This chapter contains the following sections:

- Paid Leave
  - Bereavement Days
  - Jury Duty
  - Voting in Local, State, or National Elections
  - Military Service
  - Maternity Leave
- Unpaid Leave
  - Personal Leave of Absence
  - Religious Observances
  - Family Leave
- Continuation of Benefits

PAID LEAVE

Paid Leave is defined as any absence other than illness lasting two weeks or less (except for military service) for which you will receive pay.

BEREAVEMENT DAYS

If you are a regular full-time or part-time employee, you may be excused with pay for up to three days of absence due to a death in the immediate family. (Family for these purposes includes spouse, children, brother, sister, father, mother, step-children, adopted children, father-in-law, mother-in-law, grandparents and grandchildren.) Additional time may be taken, but such time is charged against vacation or personal time or taken without pay.

JURY DUTY

All faculty and staff members who are required by subpoena or notice (not volunteered) to serve as jurors receive their regular pay to a maximum of 10 days unless an extension has been authorized. A request for an extension beyond the 10 days should be submitted to the Associate Vice President of Human Resources.

A subpoena or the notice to report for jury duty must be provided immediately to the supervisor/administrator in order to be eligible for jury duty pay.

Employees are required to report for work upon release from jury duty when one-half day or more remains. Employees on-call or stand-by status must report to work until called.
If your absence from work during jury service is deemed to place undue hardship on your department, you may be asked by your supervisor to request a deferral.

**VOTING IN LOCAL, STATE OR NATIONAL ELECTIONS**

If the polls are open four consecutive hours before the start of work or after the workday ends, no time off will be granted. When the polls are open less than four consecutive hours before the start of work or after the workday ends, up to two hours off work may be granted with pay.

If working time off is required to vote, the supervisor/administrator should be notified at least 2 working days before the day of election.

**MILITARY SERVICE**

All faculty and staff members will receive their regular pay less military pay for each workday up to a maximum of 17 calendar days of service duty.

Upon receipt of payment from the military, such payment must be submitted to the Cashier's Office in Valhalla. Reimbursement received for military travel should not be submitted. Employees who choose to use vacation time during military service are not required to forfeit military pay.

A copy of the General Order must be provided to the supervisor/administrator in order to qualify for compensation for this authorized paid leave.

**MATERNITY LEAVE**

Pregnancy is considered a disability. Therefore, the same procedures apply as for any short-term disability. (See Short-Term Disability.)
UNPAID LEAVE

Unpaid leave is defined as any authorized absence for which the employee does not receive pay.

PERSONAL LEAVE OF ABSENCE

The College recognizes that situations may arise that require you to take a leave of absence without pay; i.e., family illness, travel, or participation in a program of education. A personal leave may not be granted for a period greater than one year. If the duration of the leave will be for longer than six months, unused personal and vacation days must be used prior to the beginning of the leave of absence.

Leave without pay is granted as a convenience to you with the approval of your supervisor. Such leaves are intended to protect your previous service when you return to the College. If possible, you will assume your former position upon return. If the position no longer exists, or has been filled, the Human Resources Department will attempt to place you in a comparable position in the College. Although the Human Resources Department cannot guarantee placement, every effort will be made to arrange interviews for suitable openings.

If you fail to return from a leave of absence at the time agreed upon, the department will assume that you have voluntarily resigned.

Health insurance benefits under the New York Medical College group plan may continue for the leave period. Employees must pay the full cost of this insurance, and should contact the Benefits Office to make these arrangements. Your prior service, for vacation accrual purposes, and any unused sick leave will be recognized if you return in one year or less.

RELIGIOUS OBSERVANCES

You may take time off for religious observances, but such time is charged against vacation or personal days or taken without pay and must be cleared in advance with your supervisor.

FAMILY LEAVE

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if:

- They have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.
Family Leave is defined as absence from work for the following reasons:

- The birth of a child of the employee and to care for such child.
- The placement of a child with the employee for adoption or foster care.
- The care of a family member of the employee with a serious health condition.
- A serious health condition of the employee that renders the employee unable to perform the functions of his/her position.

A family member is a member of the immediate family including spouse, child or parent. "Child(ren)" includes biological, adopted, and foster child, as well as step-child, legal ward or a "child" of a person acting in the capacity of a parent provided the child is under 18 years of age or over 18 years of age but unable to care for themselves because of a disability.

Parent includes biological parents as well as a person that acted in the capacity of a parent toward the employee.

A spouse is defined in accordance with state law.

Serious health conditions include:

- That which renders the employee unable to perform the functions of his/ her job.
- A mental or physical illness, injury, or impairment that involves inpatient care at a medical care facility or continuing treatment by a health care provider.

Eligible part-time employees may be granted benefits pro-rated to the total hours normally scheduled and worked.

**CONTINUATION OF BENEFITS**

The College continues to provide employee benefits during approved leaves of absence (unless otherwise noted) on the same basis as if the employee were actively employed. Employees must continue to pay all required employee contributions on a monthly basis. An initial 30-day grace period in which to make payments will be granted; thereafter benefits will be cancelled unless payments are made.
SERVICES AND ACTIVITIES FOR EMPLOYEES

This chapter contains the following sections:

- Bookstore
- Cafeterias
- College Publications
- Health Service
- Library
- Employment Recognition Program
- Holiday Party

BOOKSTORE

The New York Medical College Bookstore is located in the Basic Sciences Building in Valhalla. It carries a large selection of books, stationery, supplies, and sundries.

CAFETERIA

New York Medical College operates a cafeteria located in the Basic Sciences Building. In addition, there is a vending machine area adjacent to the cafeteria. Cafeterias are also available at affiliate locations.

COLLEGE PUBLICATIONS

The Public Relations Office issues several publications. They include a monthly newsletter, a bi-annual magazine, and various brochures. Your contributions and suggestions of newsworthy information are welcome and will be given consideration. Please forward these to the Public Relations Office.

HEALTH SERVICES

Should you become ill while working you can report to Health Services for treatment. You must receive permission from your supervisor before going to Health Services, unless an emergency exists. If you are out for three consecutive days, you must report to Health Services to receive medical clearance to report to work.
If you are injured on the job, regardless of the extent of injury, you should report it to your supervisor who will send you to Health Services to complete an Incident Report and for you to be treated or to be referred to the appropriate facility for treatment. If Health Services is not open, your injury may require you to go to the nearest Emergency Room.

**LIBRARY**

The Health Sciences Library located in the Basic Sciences Building has over 198,000 volumes and more than 10,400 journal titles, in print and electronic format, as well other formats such as CD’s, video and software. Its facilities include reading and reference areas, conference rooms, a classroom and computer rooms. There are areas for quiet study and group study, computers for research and literature searches, and a professional staff to assist you. The Library and its resources are available to faculty, staff, and students of New York Medical College.

As an employee, you are entitled to register for a Library barcode which allows you onsite access, borrowing privileges and offsite, e-access to electronic resources. You are also entitled to the services of the Educational Media Department which provides help with Audio-Visual needs.

**EMPLOYEE RECOGNITION PROGRAM**

A reception to recognize employees for their years of service to the College is held annually in the Fall at the Valhalla campus. Service awards are presented to employees who have completed 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of meritorious service. In addition to those employees being honored, retirees, department heads, senior administrative officials of the College and all members of the College Community are invited and encouraged to attend.

**HOLIDAY PARTY**

Each year the College hosts a Holiday Party for faculty and staff. Everyone is welcome to share in the festivities that are customarily held on a weekday during the mid-afternoon.
CODE OF CONDUCT

This chapter contains the following sections:

- Disciplinary Measures
- Policy Statements
  - Affirmative Action
  - Sexual Harassment
  - Americans with Disabilities Act
  - Smoke-Free Policy
  - Drug-Free Workplace Policy
  - Drug-Free Schools and Campus Policy
  - Patient's Rights

The New York Medical College code of conduct is intended to help employees by defining and protecting the rights and safety of all persons including employees, students, patients, and visitors. General rules of conduct are considered essential to the safety and well-being of those at New York Medical College. It is not for the purpose of restricting the rights and activities of employees.

Common sense, good judgment, and appropriate personal behavior are the responsibility of every College member. The following are examples of conduct that are considered serious and may result in disciplinary action up to and including discharge:

- Falsification of employment records or other College records, including timesheets.
- Excessive absenteeism or lateness.
- Unauthorized absence from the workplace during working hours.
- Sleeping during working hours.
- Refusal to follow supervisor's instructions, unless supervisor's instructions violate stated College policy and/or applicable laws.
- Threatening, intimidating, coercing, or fighting with another College member, student, or patient.
- Discriminatory actions against applicants, employees, students, or patients because of race, color, religion, sex, age, marital status, disability, or national origin.
- Insubordination.
- Sexual Harassment.
- Use of abusive language.
- Unauthorized use or unauthorized possession of intoxicants on work premises, or reporting to work under the influence of alcohol or other intoxicants.
- Use of controlled substances, except by prescription.
- Possession of a weapon on work premises.
• Gambling or possession of gambling devices on work premises.
• Selling merchandise, tickets, or services without specific written approval of the Human Resources Department.
• Larceny, misappropriation, or unauthorized possession or use of property belonging to the College, hospital, or to any College member, visitor, student, or patient.
• Negligence or deliberate destruction or misuse of College or hospital property or property of another College member, visitor, student, or patient.
• Creating unsafe or unsanitary conditions, or contributing to such conditions.
• Unauthorized possession or use of College and/or hospital records, or disclosure of information contained in such records to unauthorized persons.
• Illegal conduct on work premises.
• Smoking in unauthorized areas.
• Soliciting or accepting gratuities from visitors or patients, with the purpose of influencing College decisions.

THE ABOVE IS NOT INTENDED TO BE ALL INCLUSIVE. THEREFORE, THE COLLEGE RESERVES THE ABSOLUTE RIGHT TO DISCIPLINE ANY EMPLOYEE IN ITS SOLE DISCRETION FOR REASONS NOT SPECIFIED ABOVE.

DISCIPLINARY MEASURES

For individuals to work efficiently and effectively together, certain standards of performance and conduct must be maintained. When employees do not observe these standards, they will be subject to certain disciplinary measures.

When an employee's performance is found to be unsatisfactory or there are infractions of rules of conduct, the following progressive discipline steps may be taken:

1. verbal warning,
2. first written warning,
3. final written warning (with or without suspension)
4. termination

For actions of a very serious nature, the employee may be warned or discharged immediately, depending on the nature or seriousness of the action.

An employee hired on a temporary basis, or a newly hired employee still in the probationary period of employment, can be discharged for misconduct or poor performance or for no cause without following the disciplinary procedure.

NOTHING HEREIN IS INTENDED TO CREATE OR TO BE CONSIDERED AS A CONTRACT, OR AN ASSURANCE OF JOB SECURITY. THE COLLEGE MAY DISCIPLINE or DISCHARGE EMPLOYEES IN ITS SOLE DISCRETION,
WHERE IT DETERMINES THAT CIRCUMSTANCES WARRANT DEVIATION FROM THE PROGRESSIVE DISCIPLINARY PROCEDURE.

POLICY STATEMENTS

The College is committed to abiding not only by the letter but also by the spirit of all legislation geared to providing employees with a work environment that is conducive to a good quality of work life. In this section, because of their singular importance, we are highlighting our commitment to certain policy areas. If you are concerned that these, or any other policy areas are being violated, you should contact the Associate Vice President of Human Resources. The telephone number is:

Valhalla (914) 594-4560

AFFIRMATIVE ACTION

New York Medical College recognizes its legal and moral responsibility to assure equal employment opportunity to all qualified individuals. The College’s Affirmative Action Plan supports this commitment by specifying objectives and procedures to ensure fair employment practices.

We, therefore, reaffirm our policy, as adopted by the Board of Trustees, to prohibit discrimination in all our personnel actions regarding the recruitment and selection of individuals, training, promotion, and all other terms and conditions of employment without regard to race, color, religion, sex, age, national origin, marital status, disability, or veteran status. In addition, we will abide by all contractual commitments regarding equal employment opportunity in affiliation agreements with New York City Health and Hospitals Corporation and the County of Westchester.

The Human Resources Department is responsible for establishing, developing, implementing, and monitoring our Affirmative Action Plan. The College encourages initiative and personal leadership by all faculty and staff in complying fully with federal, state, and local laws prohibiting discrimination in employment and in supporting College policy by creating an atmosphere that treats all employees with dignity and respect. Further, it is our intention to conduct business only with those organizations who share our commitment to equal employment opportunity.

SEXUAL HARASSMENT

New York Medical College is committed to providing all of our employees an environment free from conduct constituting sexual harassment and to disciplining any employee who violates this policy.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:
1. submission to the conduct is an explicit or implicit term or condition of employment,
2. submission to or rejection of the conduct is used as the basis for an employment decision, or
3. the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

New York Medical College's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent possible, the College will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the College will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

New York Medical College affirms that it is the responsibility of each member of management to create an atmosphere free of sexual harassment. It is also the duty of each employee to respect the rights of fellow employees.

All New York Medical College employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you should notify immediately Theresa R. Haviland or Peter M. Brown in Human Resources at (914) 594-4560 or Tony Sozzo in Student Affairs in Valhalla at (914) 594-4494, or you can call the New York Medical College Harassment Help Line at (914) 594-3333.

**AMERICANS WITH DISABILITIES ACT (ADA)**

In compliance with the Americans With Disabilities Act (ADA), the College takes action to employ and advance in employment qualified individuals with a disability. An individual is qualified if he or she can perform the essential functions of the job with or without reasonable accommodation.

The term disability for purposes of ADA is defined as the physical or mental impairment that substantially limits one or more major life activities. Essential functions are those responsibilities that are an integral part of the job and must be performed by the individual in order for that person to be considered qualified for that position. The non-essential functions of the job do not necessarily have to be performed by the same individual in order for that person to be qualified.

New York Medical College selects qualified people who can perform all job-related functions but will not and does not discriminate against a qualified individual with a
disability because of the person's disability. The ADA requires that the person be evaluated solely on his or her ability to perform essential functions of the job with reasonable accommodation unless it imposes undue hardship, e.g., significant expense or difficulty.

If a qualified applicant or employee with a disability makes a request for accommodation, each request should be filed with Human Resources for consideration. In compliance with ADA provisions, the College provides all eligible employees with the same employee benefits without discrimination.

**SMOKE-FREE POLICY**

The purpose of this policy is to reaffirm New York Medical College's special responsibility as an academic health center to protect faculty, employees, students, and the general public from the harmful effects of smoking, to promote health and safety, and to ensure compliance with applicable codes and regulations established by various local, city, state, and federal regulatory agencies.

This policy is applicable to the College's owned or leased premises at the Valhalla campus, excluding all Student Housing facilities.

It is the policy of New York Medical College to maintain a smoke-free environment at all of its owned and leased premises, to provide information to faculty, employees and students on the potential health hazards of smoking and of the availability of smoke-free programs, and to ensure that employees who smoke respect the rights of others who do not wish to be exposed to the effects of inhaling smoke. Therefore, the following regulation is to be adhered to:

**No smoking is permitted in any buildings of New York Medical College and in prohibited areas subject to this policy and regulations.**

Violations of this policy will result in the employee's referral to a smoke-free or rehabilitation program or other remedial measures as a requirement for continued employment. Continued violations will result in appropriate disciplinary action.

**DRUG-FREE WORKPLACE POLICY**

New York Medical College recognizes its special responsibility to ensure a drug-free work environment because of its commitment to excellence in medical education and health care. The work-related effects of drug abuse compromise both work performance and the safety of employees, students and patients.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises is prohibited. Violation of this policy requires, as a primary and remedial objective, an employee's satisfactory completion of an approved drug assistance or
rehabilitation program as a condition for continued employment. If the situation warrants, disciplinary action may be taken, up to and including termination.

All faculty and staff directly engaged in work projects that are funded by federal grants or contracts are required, as a condition of employment, to affirm that they shall abide by the terms of this policy. Federal law mandates that any conviction under a criminal drug statute for a violation while conducting such work on College premises must be reported to the Associate Vice President of Human Resources. Such reports must be made no later than five days after such conviction.

The College recognizes that chemical or drug dependency is an illness or impairment that poses major health and safety problems. Faculty and staff needing help in dealing with such problems are strongly encouraged to participate in drug counseling and rehabilitation programs. As appropriate, reimbursements may be made under the College's health plans. All requests for assistance will be held in strict confidence and will not jeopardize continued employment. All requests for additional information should be directed to the Manager of Employee and Labor Relations or the Associate Vice President of Human Resources. Both can be reached at the Valhalla telephone number at the beginning of the Policy Statement section.

**DRUG-FREE SCHOOLS AND CAMPUS POLICY**

New York Medical College recognizes its special responsibility to prevent the illicit use of drugs or alcohol on College premises by faculty, students, and employees. The effects of drug or alcohol dependency compromise work and academic performance as well as health. This, therefore, is to advise you that the College, in consultation with faculty, the Deans' offices and appropriate administrative offices, has developed and adopted a Drug-Prevention Program that reaffirms our policy regarding the use of drugs and alcohol and provides specific information in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

The College's Drug Prevention Program is as follows:

1. It is the policy of New York Medical College to prohibit the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by faculty and employees on College premises or as a part of any activities of the College.
2. Violation of the above policy shall result in, as a primary and remedial objective, the employee's written submission, satisfactory to the College, indicating completion of an approved drug or alcohol counseling, treatment, or rehabilitation program as a requirement for continued employment or appropriate disciplinary action, up to and including suspension or termination of employment and, as applicable, referral for prosecution.
3. The abuse of alcohol and illicit drug use are associated with a number of substantial health risks affecting the performance of employees both at work and home. Alcohol is associated with liver disease, ulcers, birth defects, malnutrition, heart disease, and stroke, and can cause brain damage. Its effect on performance
includes poor concentration, coordination and judgment, and can result in absenteeism, lateness, mood swings, and fatigue. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, that can be life threatening.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

Cocaine and "crack" can result in death from heart or respiratory failure, stroke or seizures, lung, and voice damage. These drugs cause impaired performance by decreasing attention span, causing poor judgment and mood swings, and induce paranoia, hallucinations, and depression from withdrawal. The abuse of marijuana and anti-anxiety drugs (such as Valium, Librium or Xanax) are also associated with both physical and performance impairments.

Additional information on the health risks posed by the use of controlled substances is available in the Human Resources Department or Affiliation Office.

4. The legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs or alcohol are severe and substantial requiring mandatory imprisonment and/or fines. The applicable penalties under federal law for the unlawful distribution or trafficking of drugs (substances) and the penalties under federal law for the illegal possession of a controlled substance are available in the Human Resources Department or at the Affiliation Offices.

5. New York Medical College strongly encourages faculty and employees needing help in dealing with drug or alcohol dependence to participate in drug counseling and rehabilitation programs approved for such purposes by federal, state, or local health agencies. A description of some of the available drug or alcohol counseling, treatment or rehabilitation or re-entry programs for faculty or employees can be obtained in the Human Resources Department or Affiliation Offices. As appropriate, reimbursements may be made in accordance with the College's current health plans.
PATIENT'S RIGHTS

Since many of our employees are involved with the care of the sick, particularly at our affiliation hospitals, it is important that we reiterate the "Patient's Bill of Rights" posted conspicuously throughout these hospitals.

Communication, respect, and trust among patients and hospital personnel are necessary for good patient care.

The purpose for which a hospital exists is to provide the medical care and treatment required by its patients. In providing this care, it is necessary that the inherent rights of each patient are observed by all employees.

Each patient should receive equitable and humane treatment at all times and under all circumstances, regardless of race, color, creed, sex, national origin, age, disability, or the source of payment for care.

The right of privacy should be safeguarded. This involves prevention of interrogation by individuals from outside agencies not directly connected with the hospital, protecting the individual's right to privacy of his/her body and preserving the confidentiality of disclosures regarding the patient's history, present condition or course of treatment.
GENERAL INFORMATION

This chapter contains the following sections:

- Safety/Security
  - Safety Training
  - Security Access and Parking (Valhalla)
  - Fire or Other Emergency Requiring Evacuation
  - Personal Injury
  - Lost and Found
  - Other Concerns
- Personal Appearance
- Solicitation
- Access to Employee Records
- Matters of Discretion
- Travel Expenses
- Inclement Weather
- Emergency Telephone Numbers

SAFETY/SECURITY

The College endeavors to provide a safe, healthful and secure environment on campus and at off-campus locations for faculty, staff, students, patients and visitors in compliance with regulatory requirements. You and coworkers are expected to adhere to all College rules and regulations. You should report any violations or concerns to your supervisor or any of the College administrative departments. Your cooperation in this matter is very important.

SAFETY TRAINING

The College mandates all new employees attend a safety training class presented by the Environmental Health and Safety Department. At the presentation you will be given awareness training on a variety of topics including but not exclusive to: asbestos, blood borne pathogens, biological/chemical/radiation safety, emergency response, personal protection, hazardous materials, and electrical safety. Upon completion of this training, employees will be provided by the Security Department personal photo identification badges for access to buildings on the campus.
SECURITY ACCESS AND PARKING (Valhalla)

All persons on campus must register with the Security Department. Upon satisfactory completion of safety training, employees will be issued personal identification badges that will permit entry into designated buildings on an as-needed basis. Identification badges must be worn and prominently displayed at all times while on campus and as may be required at affiliated locations.

Access to parking on campus is also restricted and in many locations is controlled by security gates. To legally park on campus you must register your vehicle(s) with the Security Department then prominently display the security issued hang tag or bumper sticker per instructions.

All vehicles shall be operated in compliance with state motor vehicle law including observance of posted speed limits, traffic signs, and not blocking roadways/walkways. Illegally parked vehicles, those not properly registered with Security, not displaying hang tags or bumper stickers, parked in fire or tow away zones, improperly blocking roadways/walkways, handicapped or reserved parking spaces may be ticketed and/or towed at owner expense.

FIRE OR OTHER EMERGENCY EVACUATION

College buildings or certain locations located therein are equipped with automatic detection devices for fire/smoke or oxygen deficient atmospheres. In the event of fire/smoke an alarm will actuate at the Security and Fire Departments. Audio and visual alarms will be actuated in the campus buildings. If you hear an alarm, close doors behind you and leave the building immediately using the nearest safe exit assisting others. Proceed to the designated assembly area outside of the building and await further instructions.

If you discover a fire, follow "R-A-C-E ". Rescue anyone in immediate danger if necessary and possible to do so, Alarm others by pulling the nearest fire alarm box or calling Security at ext. 4226. Contain the fire by closing all doors, Evacuate the building immediately. The alarm should be sounded no matter how insignificant the fire may seem. Do not attempt to extinguish the fire unless you are trained, qualified, and authorized to do so. Go to the designated assembly area for further instructions.

Alarms for oxygen deficiency will only sound a local alarm in the immediate area. Leave the area immediately upon local alarm and report the incident to Security, extension 4226.

The fire alarm may also be actuated for other emergencies such as a chemical spill. Upon alarm please leave the building immediately and proceed to the designated assembly area for further instructions.
PERSONAL INJURY

If you incur an on-the-job injury or illness, immediately report your condition to your supervisor and go to the Health Services Department for evaluation and treatment and/or transfer to another treatment facility. The Human Resources Department on campus or the Affiliation Office off-campus should be notified as soon as practical of your condition.

LOST AND FOUND

The Security Office at the Basic Sciences Building serves as the lost and found repository for the College. Please turn in anything found to this office. If you lose anything, contact the office to see if it has been found.

OTHER CONCERNS

Refer to the College Administrative Policies and Procedures, Laboratory Safety Manual, and/or other instructions and directives for information. Feel free to contact your supervisor, department head, and/or any of the College administrative departments such as: Environmental Health and Safety, Health Services, Human Resources, and Security.

PERSONAL APPEARANCE

Professional Business Attire: Labor Day to June

New York Medical College Valhalla employees are required to wear professional business attire from Monday through Thursday and on Friday’s only and during the summer months can follow a moderately-conservative standard of casual dress, unless indicated otherwise by their department head.

As usual, whenever necessary for College business, professional business attire may be required even on Friday. Faculty and staff appearance should convey an image of competence and professionalism and be a good reflection of the employee’s position and represent the department and College in a positive business image.

New York Medical College employees in Valhalla follow a moderately conservative standard of casual dress code during the summer months.
Summer Casual Dress Code: June, July and August up to Labor Day

New York Medical College follows a moderately conservative standard of casual dress. Specifically, this allows for golf shirts, chinos and deck shoes for men, and casual slacks, skirts (no shorter than two inches above the knee), blouses, knit tops, sandals and casual shoes for women. At no time are any of the following garments considered appropriate office attire: T-shirts, sweat shirts, camouflage clothes, jeans, sneakers, flip flops, shorts, clothing made of spandex, short skirts higher than two inches above the knee, sundresses, halter tops.

As usual, whenever necessary for College business, formal business attire may be required. Employees working in labs or clinical areas who wear lab coats, are not governed by the above guidelines, but once again are reminded to be appropriate in their dress and to not wear shorts and sandals because of safety issues. Faculty are expected to use their own discretion in their professional and appropriate business attire.

Laboratory Dress Code:

Employees working in labs or clinical areas who wear lab coats and scrubs (including shoe coverings) are governed by professional and safety-attire guidelines. These clothing items should not be worn outside of the lab or clinical areas. Lab employees are also reminded that their clothing and shoes must comply with health and safety regulations, which include wearing clothing that fully protects their body (arms and legs) and socks and shoes that cover their entire feet (no sandals or cloth sneakers) and should be reflective of an academic environment. (Refer to Policy HR.706 – Personal Appearance of Employees – Policies can be viewed through the College Intranet access.)

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should be as business-like as working conditions require and representative of the image of their department.

If a uniform is required (e.g., facilities/security/hospital/lab coat, etc.), it must be clean and neat.

If an employee reports to work improperly dressed, corrective action may include leaving College premises in order to change clothing. Any work time missed because of failure to comply with this policy will not be compensated and repeated violations will be cause for disciplinary action.

It is the responsibility of each employee to present a professional and business-like image by complying with the standards of this policy.
SOLICITATION

Unrestricted solicitation on College premises interferes with the normal operations of the organization and poses a threat to College security. It is the policy of New York Medical College to prohibit all unauthorized solicitation and distribution of tangible items on its premises. Employees are prohibited to engage in personal business practices during College hours utilizing College equipment and resources. Failure to comply may lead to disciplinary action.

ACCESS TO EMPLOYEE RECORDS

Employee records are maintained in a secure and confidential manner. Only individuals specifically authorized and approved by an official representative of the Human Resources Department may examine and review employee records to the extent necessary to perform authorized duties.

Upon written request, an employee may periodically review the contents of his/her own personnel file in the presence of a member of the Human Resources staff.

An employee may also wish to review his/her medical records as they relate to occupational hazards, and may do so by contacting the Environmental Health & Safety Department. A written request is to be completed and submitted by the employee, after which a representative from the EHS Department will explain the procedure for reviewing the records. Affiliation employees should contact their local Affiliation Administration Office.

MATTERS OF DISCRETION

Just as the Medical College respects your privacy in dealing with salaries and other personal matters, you should respect the confidentiality of College business and not make it a subject of conversation.

The mail system and College letterhead stationery should be used for official College business only.

Personal mail should be delivered to your home rather than to your place of work. Likewise, telephone use should be limited to incoming and outgoing business calls; personal use of business phones should be only for calls of an emergency nature.

Equipment and supplies of the College are private property and are not to be used for personal reasons at any time without permission.
TRAVEL EXPENSES

If you travel on College business, certain approved expenses will be paid in advance if requested. Other expenses are reimbursed after the trip. Please use a Check Request form for any advances and Travel Expense Form (BD-1) (Page 1, Page 2) for reimbursement of any travel related expenses.

You are automatically covered by College travel insurance in addition to life and accident insurance when traveling on College business.

INCLEMENT WEATHER

This section is related to the non-opening, open for classes only, delayed opening, early closing, or open for business as usual, of the Valhalla campus. Other College non-affiliation and affiliation locations, including Westchester Medical Center, adhere to local policy and conditions established by appropriate New York Medical College management at that location.

Valhalla College employees may determine the College’s situation during inclement weather by utilizing any of the following procedures:

- Calling the College INCLEMENT WEATHER telephone line, (914) 594-3600 for a recorded message. Employees should not call the Security Office.
- Receiving a call at home from their supervisor.
- Accessing the College Web Site – to view the status of College Operations, Click on Campus Services on the Home Page.
- Checking your College E-mail for an Announcement

Department heads and supervisory personnel should also keep at home lists of home telephone and cell phone numbers of employees whom they would call to notify of inclement weather closing.

There are three levels of operation in inclement weather situations:

1. Closed.
   A. The day will be treated as a work day, and all College employees will be paid their normal wage. Personnel who are absent from work because of sickness/injury, vacation, or leave will be paid for this day on the same basis as their absence, i.e., if on vacation, will be paid as vacation, etc.
   B. Non-exempt and union represented employees who perform essential services and are required by their supervisor to report for work will receive one and one-half times their normal pay for all hours worked in addition to their regular pay for that day. Only essential faculty and staff are to report for work, including those providing essential operational and building services, care of patients, and research. Such individuals include,
for example, those who work in the Security Office, Facilities and Grounds, and in Comparative Medicine. They also include those engaged in direct patient care and in time-sensitive laboratory experiments. Such individuals are identified as Level A faculty and staff.

II. **Open for classes only.** All Level A faculty and staff, as indicated above, are to report to work. Also to report to work are those designated to support the educational mission. Such individuals include, for example, teaching faculty with scheduled classes, selected Library employees and those who provide direct classroom support. Such individuals are identified as Level B faculty and staff.

III. **Open, business as usual.** All faculty and staff are to report to work or, in the event of unusual personal circumstances related to the inclement weather, to arrange with their supervisors to take the day off and to count the time as personal time or vacation.
   
   A. **Delayed Opening.** In the event of a delayed opening, the day will be treated as a work day and all College employees paid their regular wages for all normal working hours during which the College is closed. Personnel who are absent from work because of sickness/ injury, vacation, or leave shall be paid for these hours on the same basis as their absence, i.e., if on vacation will be paid as vacation, etc.

   College non-exempt employees who report to work after the announced opening will not be paid for the hours not worked after the announced opening time. Employees may choose to use vacation or personal leave time to cover either half or full day absences with approval of the supervisor.

   Non-exempt and Union personnel who perform essential services who are required and do report to work prior to the announced opening time, will be paid one and one-half times for the hours worked in addition to regular pay for that day.

   B. **Early Closing.** In the event of an early closing, communication for early closing will be made by the Human Resources Department to each Department Chairperson, or designee. No one should leave without first being released by the supervisor.

   College non-exempt employees who, with permission of their supervisor, leave before the announced closing time will not be paid for the time before the announced closing time. This time must be documented on the department timesheet and may be charged to personal or vacation time.

   Level A employees who are required to remain at work after an official closing time has been announced will be paid one and one-half times for the hours worked after the official closing in addition to regular pay for that day.
# EMERGENCY TELEPHONE NUMBERS

## VALHALLA EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>(914) 594-4226</td>
</tr>
<tr>
<td>Electrical elevators</td>
<td>(914) 594-4588</td>
</tr>
<tr>
<td>Flood, gas, water</td>
<td>(914) 594-4588</td>
</tr>
<tr>
<td>Security/Safety</td>
<td>(914) 594-4226</td>
</tr>
<tr>
<td>Cardiac arrest unit</td>
<td>911</td>
</tr>
<tr>
<td>Health Service</td>
<td>(914) 594-4234</td>
</tr>
<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Radiation Safety</td>
<td>(914) 594-3454 or 4226</td>
</tr>
</tbody>
</table>