



EMPLOYEE HANDBOOK

2021

NOTICE: PLEASE READ CAREFULLY

IMPORTANT INFORMATION ABOUT THIS HANDBOOK

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

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

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

Nothing in this *Handbook* is intended to create an express or implied contract of employment. While it is our hope at Adelphi that you will have a long, fulfilling, and successful career with us, all non-union employment is at-will, which means that either the employee or Adelphi has the right to terminate the employment relationship at any time, for any reason, with or without cause or notice.

No oral or written representation made by any employee, supervisor or manager of Adelphi can modify the employment at-will relationship unless it is reduced to written agreement and signed by the employee and Senior Management or the Office of Human Resources of Adelphi University.

This *Handbook* replaces and supersedes any and all previous Human Resources manuals, guidelines, handbooks, or memos and all oral and written descriptions and explanations of Adelphi's policies.

This *Handbook* applies to all employees regardless of date of hire.

For union employees: If the applicable Collective Bargaining Agreement for your union covers specific topics also included in this *Handbook*, your CBA supersedes this *Handbook* on those topics only. Otherwise, this *Handbook* is the primary policy source.

EMERGENCY CONDITION	5
EMERGENCY EVACUATION PROCEDURES	6
EMERGENCY NOTIFICATION POLICY (RAVE ALERT)	6
EMPLOYEES TAKING CLASSES DURING WORK HOURS	6
GENERAL RULES OF CONDUCT	6
HEALTH AND SAFETY	6
HOURS OF WORK	6
IDENTIFICATION CARDS	7
INFORMATION CHANGES, EMPLOYEE	7
JURY DUTY	7
KEYS	7
LEAVES OF ABSENCE	7
FAMILY AND MEDICAL LEAVE (FMLA)	7
NEW YORK PAID FAMILY LEAVE POLICY (NYPFL)	8
PERSONAL LEAVE OF ABSENCE	8
SHORT-TERM DISABILITY (STD)	8
MILITARY LEAVE	8
MINIMUM WAGE	8
NURSING BREAK FOR MOTHERS	8
OUTSIDE EMPLOYMENT	9
OVERTIME PAY	9
PAID TIME OFF	9
HOLIDAYS	9
PERSONAL DAYS	9
RELIGIOUS HOLIDAYS	9
SICK DAYS	10
VACATION DAYS	10
PUBLIC SAFETY	10
RESIGNATION FROM EMPLOYMENT	10
TEACHING BY ADMINISTRATORS	10
TELECOMMUTING	10
TIME SHEETS	11



TUITION EXCHANGE	11
TUITION REMISSION	11
WORK-LIFE PROGRAMS	11

TITLE IX AND SEXUAL RESPECT

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

[https:](https://)

BENEFIT INSURANCE PLANS

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

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

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

BEREAVEMENT LEAVE

University employees are provided with

DANGEROUS WEAPONS

All members of the Univers

EMERGENCY EVACUATION PROCEDURES

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

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

EMERGENCY NOTIFICATION POLICY (RAVE ALERT)

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

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

EMPLOYEES TAKING CLASSES DURING WORK HOURS

Eligible Adelphi University employees are allowed to enroll in classes and related laboratories each academic year except during

IDENTIFICATION CARDS

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

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

INFORMATION CHANGES, EMPLOYEE

Employees are

NEW YORK

OUTSIDE EMPLOYMENT

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

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

OVERTIME PAY

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

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

PAID TIME OFF

HOLIDAYS

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

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

PERSONAL DAYS

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

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

RELIGIOUS HOLIDAYS

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

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

SICK DAYS

Adelphi U

TIME SHEETS

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

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