



# Faculty Student Association of DOWNSTATE Medical Center

## Faculty Student Association of Downstate Medical Center, Inc (FSA)

Student Center Room 2-09; Mail Stop 1219  
450 Clarkson Avenue  
Brooklyn, NY 11203-2098  
Telephone: 718-270-3148

## EMPLOYEE HANDBOOK

### *FSA Mission Statement*

To provide high quality, effective and efficient auxiliary services to the campus community with the highest standards of quality customer services within each operation.

FSA staff are expected to interact with all customers (faculty, staff, students, patients and visitors) in the most courteous and professional manner – our customers are our businesses!

The FSA is a separate IRS 501c3 not for profit incorporated organization providing auxiliary services to Downstate Medical Center community since 1950.

FSA and its employees are additionally subject to many of the SUNY-DMC policies and procedures that apply to all members of the DMC campus community.

The FSA Controller serves as the FSA Personnel Coordinator for the policies and procedures in this Handbook.

---

**Faculty Student Association of Downstate Medical Center, Inc.**  
**Employee Handbook**

---

**Table of Contents**

<b><u>Section and Description</u></b> .....	<b><u>Page</u></b>
FSA Mission Statement .....	front cover
Legal Status of Employee Handbook .....	3
Welcome .....	3
 <b><u>I. Policies</u></b>	
A. Open Door Policy .....	4
B. Non Harassment Policy .....	4
C. Equal Employment Opportunity Policy .....	5
D. Conflict of Interest.....	5
E. Ethical Conduct and Reporting Requirements .....	5-6
F. Company Property.....	6
G. Use of Telephone.....	6
H. Safety.....	7
I. Dress Code .....	7
J. Job Classifications.....	7-8
K. Performance Evaluations.....	8
L. Discipline .....	8-9
M. Payroll Procedures.....	9-10
1. Payroll Period/ Paychecks .....	10
2. Time Sheets .....	10
3. Overtime Pay.....	10
4. Wage Garnishment .....	10
5. Work Schedule .....	106
 <b><u>II. Benefits</u></b>	
A. Sick Leave and Accrual Accumulation.....	11
1. Sick Leave for Part Time Employees .....	11
2. Reported Absences for Sickness .....	12
B. Annual Leave and Accrual Accumulation .....	12
1. Holiday Within Vacation Period .....	12
2. Vacation Scheduling.....	13
3. Vacation Leave Buy-Back Option.....	13
4. Annual Leave Accrual Payment for Employees Who Separate .....	13
C. Holiday .....	13-14
D. Bereavement Leave.....	14
E. Jury Duty .....	14
F. Extended Leave of Absence .....	14
G. Pension Plan.....	14-15
H. Group Health Insurance/Medical and Dental.....	16
1. Continuing Group Health Insurance Coverage (COBRA) .....	16
2. Health Insurance for Retirees .....	16
I. Family and Medical Leave Act .....	16
J. Short Term Disability Insurance .....	16
K. Workers' Compensation Insurance.....	16-17
<b><u>Reference:</u></b> FSA Organizational Chart.....	18

---

# ***Faculty Student Association of Downstate Medical Center, Inc.***

## ***Employee Handbook***

---

### ***Legal Status/Nature of Employee Handbook***

The contents of this handbook are presented as a matter of information only. The plans, policies, and procedures described in this handbook are not conditions of employment, FSA reserve the right to modify, revoke suspend terminate or change any or all such plans policies or procedures in whole or in part at any time with or without notice. The language in this handbook is not intended to create, nor is it to be construed to constitute a contract between FSA and any one, or all its employees. That is, employment can be terminated at any time at will of either the employer or employee.

## **WELCOME**

Welcome to the Faculty Student Association of Downstate Medical Center, Inc., commonly known as “FSA”. The part you will play as an employee is an important one; FSA can only be as effective as the individual members of the FSA team.

The purpose of this handbook is to answer some of your questions, to inform you about our company and to explain some of the working conditions and the many benefits you will enjoy as a member of the FSA team. The FSA Employee Handbook is intended to give you a general overview of the company and information regarding policies and benefits. Because we operate in a dynamic work environment, some policies and benefit programs, in effect may be revised, suspended, or eliminated in response to business needs or changing legal requirements. FSA is an independent not-for-profit corporation organized in 1950 which has a contract with the State University of New York to provide auxiliary services on the SUNY Downstate Medical Center (SUNY-DMC) campus. Some of these services are directly operated by FSA, while some others are subcontracted to independent vendors. FSA directly operates the University Bookstore, and a substantial volume of Trust and Agency Accounting services for campus as well as Student Activity Fee organizations that exist on the campus. FSA utilizes subcontracts to provide all vending machines, Café 101 Catering Services, Gift Shop, Automated Teller Machines (ATMs), Residential Laundry (washers/dryers), Commencement Photography services, as well as Student Health Insurance. Specific services provided by FSA may be added or removed over time.

FSA is governed by a 16-member Board of Directors composed of six students selected by the student councils, four faculty members chosen by each of the DMC colleges, and six administrators appointed by the campus President (SUNY-DMC). The Board of Directors elects from among its members the officers of the corporation. The Board members and Officers serve without compensation from the corporation.

The Board determines long term goals and objectives, approves policies and the annual budget. The FSA President serves as the Chief Executive Officer of the corporation. All FSA staff reports to they’re respective Managers or Directors who ultimately report to the President. The Managers are responsible for administering day to day operations and services in their respective units.

FSA is a service-oriented organization. In your capacity as an FSA team member, you have the ability to impact a customer’s perception of not only FSA but also of the campus. Your actions should clearly exhibit service, hospitality and congeniality. Your ability to provide fast, friendly and courteous service, along with a positive attitude and demonstrated consideration of co-workers and other departments, will make you an appreciated staff member of FSA.

This handbook will help you to understand what you can expect from FSA, and what is expected of you. Please read it carefully and if you have any questions and/or would like to make any suggestions, or discuss any aspect of this handbook, please contact your supervisor or schedule a meeting with the FSA President. Employee suggestions and ideas are greatly encouraged. Your dedication and hard work along with quality customer service are the foundation on which FSA operates. As a member of the campus community, you are an important part of the continued success of both FSA and SUNY-DMC campus. FSA is pleased to have you with us.

## **I. FSA Policies**

### **A. Open Door Policy**

It is extremely important that all employees be able to respond to customer needs. Employees are expected to give their suggestions or comments to their immediate supervisor and for those supervisors to act on those suggestions wherever possible, or refer the matter to the President.

FSA is interested in you, and its management has an Open Door Policy. We know, in your daily routine, you encounter **problems** that need answers, have **ideas** about better ways to accomplish your goals, and **thoughts** about how all this works together to give service to our community. The method to communicate these concerns is through the “Open Door Policy”.

**STEP ONE:** Discuss the **problem, idea, or thought** with your immediate supervisor for the purpose of solution.

**STEP TWO:** If, after discussion in Step-One you feel that the situation did not result in a satisfactory conclusion, you may request a meeting with the FSA President.

FSA’s standard for ethical conduct of all employees and staff as well as additional ways for employees to report their concerns are covered in Section M of this manual.

### **B. Non Harassment Policy**

The Faculty Student Association prohibits harassment of any employee by a co-worker, supervisor, or any other employee of FSA. This policy shall prohibit harassment including, but not be limited to, harassment based on age, race, color, handicap, national origin, religion, and/or sex.

The purpose of this policy is to ensure that all employees are able to perform their work duties, in an environment free from any harassment.

Any employee who feels he/she is a victim of any such harassment is required by this policy to report this to their supervisor, and/or to the President.

The FSA operates on the SUNY-DMC Campus and must adhere to campus policies and procedures. All FSA employees are required to attend at least one Sexual Harassment training session that is provided through the SUNY-DMC Office of Opportunity and Diversity. A schedule of annual sessions is available from your supervisor or the FSA Personnel Coordinator. Attendance at this training will be recorded in the individual’s personnel folder upon verification with labor management. The campus requires that all reports of harassment received by a supervisor must be forwarded to the DMC Office of Opportunity and Diversity.

### **C. Equal Employment Opportunity Policy**

The Faculty Student Association is committed to a policy of Equal Employment Opportunity. We do not discriminate against any applicant or employee in our hiring or promotion practices.

This policy includes but is not limited to discrimination based on age, race, color, religion, sex, marital status, national origin, handicap, disable, sexual preference, and veteran status.

If you have any questions relative to our Equal Employment Opportunity Policy, please contact the FSA Director of Finance who serves as the corporation's personnel administrator. The Director of Finance can be reached at the FSA Business Office.

### **D. Conflict of Interest Policy**

Every FSA employee must balance his or her own personal interest and activities with the interest of the company and the campus. A conflict of interest arises when an activity limits, and employee's ability to act in an ethical or responsible manner. **Note:** It is as important to avoid the *appearance* of conflict as it is to avoid the conflict itself.

It is FSA policy that employees will not accept gifts for personal use from individuals, vendors or companies with which FSA does business. Accepting such gifts *may* place an employee in a compromising position that is not in the best interest of FSA. **Note:** Some business practices such as holiday gifts or going to lunch with a vendor is acceptable provided that the cash equivalent value of any such practice does not exceed \$75.

### **E. Ethical Conduct and Reporting Responsibility:**

The Faculty Student Association of Downstate Medical Center Inc. (FSA) requires all directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the FSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. FSA encourages and enables employees and others to raise serious concerns internally so that FSA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of FSA's code of ethics or suspected violations of law or regulations that govern FSA's operations.

1. **No Retaliation:** It is contrary to the values of FSA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of FSA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
2. **Reporting Procedure:** FSA has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with [insert here another title, such as Executive Director, or a board member, if the organization is very small and involving the board would be appropriate]. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the FSA's President, who has the responsibility to investigate all reported complaints.

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the President or the 24 hour campus Compliance Hotline via telephone: (877)-349-SUNY or online at: <https://www.compliance-helpline.com/downstate.jsp>

3. **Compliance Officer:** The FSA Director of Finance/ Controller is the designated Compliance Officer who is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the FSA President of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.
4. **Accounting and Auditing Matters:** The FSA shall immediately notify the relevant parties of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.
5. **Acting in Good Faith:** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
6. **Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
7. **Handling of Reported Violations:** The FSA will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:** FSA Director of Finance/ Controller

## **F. Company Property Policy**

An employee is expected to exercise care in the use of company's property and to use such property only for authorized purposes. You are responsible for notifying your supervisor whenever your equipment is operating out of order or is not performing properly or safely. Do not attempt to repair or operate any piece of equipment unless you have been authorized to do so by your supervisor. Unauthorized removal of company property from the premises will be considered for discipline.

FSA employees are obligated to follow the policies and procedures of the HSCB Property Control Office, which include forms which must be completed when bringing any personal property into any campus building, or removing any equipment from any campus building.

Company property issued to an employee must be returned, at the employee termination of employment, or when the department manager or a designated representative requests its return. The value of any property issued and not returned may be deducted from an employee's paycheck.

## **G. Use of Telephones and voicemail**

Company telephones are to be used for business reasons. Telephones are important to the success of our operations and must be available for the efficient performance of these services and to respond to our customers. Personal business or social whether on company phones or personal cellular phones, calls

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

should be made on your own time. Personal phone calls pertaining to an urgent or emergency health and or safety situation are acceptable exceptions. If you have questions regarding the use of telephones, please discuss your supervisor.

Company/campus telephones have voicemail depending on needs and are intended to provide improved customer service. Employees are expected to update their voicemail greeting(s) to maximize customer service greetings whenever they are absent on a scheduled workday. Consult the telephone system instructions, available online.

## **H. Safety**

FSA wants to provide a safe working environment for all employees and patrons. Employees are asked to report all work-hazards to their immediate supervisors in a timely manner. Employees are expected to conduct themselves in a safe manner. You are required to use good judgment and common sense, observe all safety rules posted and follow all safety regulations. Any and all unsafe work and health practices should be reported to your supervisor.

Employees must report all on the job injuries to your supervisor and the FSA Director of Finance. Fill out an accident report immediately. This includes even minor cuts. Early treatment to avoid infection is important. Insurance coverage may also depend on proper reporting of all injuries.

## **I. Dress Code**

Employees should be aware that some individual FSA units do utilize a dress code; your supervisor will keep you informed. Management employees are expected to dress in a professional manner. Generally, all employees are expected to come to work looking neat, clean and dressed in appropriate clothing. High standards of personal hygiene must be adhered to.

## **J. Job Classifications**

FSA places employees into one of two classifications (Exempt and Non-exempt), based on the Position level, consistent with the Fair Labor Standards Act and applicable NYS Law.

Exempt employees are management employees that hold executive, administrative or professional positions and are not eligible for overtime pay. All other employees are non-exempt and eligible for overtime pay.

Part Time employees compensated on hourly basis, who are employed at least half time and who are expected by the appointing authority to be so employed continuously for nine months, without a break in service exceeding one full payroll period, shall be eligible to observe holidays and to accrue, pro rata, annual leave, sick leave and personal leave in the same manner and subject to the same limitations and restrictions as would apply if they were compensated on an annual salary basis. In the event a holiday falls on a Saturday and another day is not designated to be observed as the holiday, employees eligible to observe holidays who are employed on a fixed schedule of at least half time, and for whom Saturday is not a regular work day but who are scheduled to work on the Friday immediately preceding such Saturday holiday, shall be granted holiday leave. The amount of holiday leave granted shall be equivalent to the number of hours the employee is regularly scheduled to work on the preceding Friday but not to exceed one-fifth the number

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

of hours in the normal workweek of full-time employees.

## **K. Performance Evaluations**

Performance evaluations provide a systematic way for each employee to measure development, and to know how well they are meeting the requirements of the job. In addition, this provides opportunity for the employee to communicate with the supervisor on job related issues.

The performance of each employee will be reviewed after the first three month period of employment. Thereafter, reviews will be conducted at least once each year. Employees may be evaluated more than once a year by their supervisors.

The job performance evaluation process is intended to encourage candid communication between you and your supervisor. It is an opportunity to review what has been accomplished in the past year and to talk about expectations for the future.

The general categories for evaluation include but are not limited to:

- Job Knowledge and skills
- Quantity of Work
- Quality of Work
- Attendance & Punctuality
- Cooperation & Dependability

Any suggestions you have which would improve your job effectiveness or job satisfaction along with any concerns you may have should be discuss with your supervisor.

You will be asked to sign your evaluation form to record that your supervisor discussed the information with you. If there is any part of the evaluation you do not agree with, you are encouraged to discuss it further with your supervisor. You always have the option of placing your concerns in writing and attaching it to the copy of the evaluation, which is placed in your personnel file.

## **L. Discipline**

FSA expects that its employees to perform the duties of his/her employment in an effective, efficient, competent and satisfactory manner; obey directions of superiors, arrive at work on time; be present at work for the times scheduled; not engage in theft embezzlement, or self dealing, follow all rules, policies, or procedures of FSA including those set forth in this handbook; follow all rules of SUNY HSCB as well as abide by the laws of the State of New York and the United States of America. FSA, if it deems appropriate, may discipline an Employee for failure to meet expectations for other unsatisfactory conduct or job performance. FSA at its option may not invoke the disciplinary procedure described herein and may terminate the employee with or without cause and without resort to the procedures set forth herein. The disciplinary policies defined herein do not, and shall not alter, modify nor abridge the employment- at- will relationship between FSA and the employee.

The disciplinary procedure is designed among other things to protect the safety of all employees

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

and ensure satisfactory job performance and allow employee the opportunity at the desecration of FSA to improve his or her performance. Discipline may be invoked, at the sole option of FSA, for unsatisfactory job performance, absence, tardiness, safety violation, violation of company policies or procedures, violation of law, less than satisfactory work performance or other unsatisfactory conduct.

If FSA opts for discipline, rather than immediate termination, the form of discipline is left to the discretion of the immediate supervisor. However, any discipline involving loss of pay, suspension from employment, or loss of job must be reviewed and approved by the FSA President.

If any employee disagrees with the discipline given, he or she may use the “Open Door Policy” to discuss it with the FSA President. If the employee’s performance does not improve to an acceptable level after any of the disciplinary actions listed below, or where in the discretion of FSA, one or more of the any of the less severe disciplinary actions are not warranted, FSA may invoke any of the listed disciplinary actions including termination without resort to any less severe disciplinary action.

There are four basic classifications of disciplinary actions which may be invoked at the option of FSA. The following actions are listed from the least severe to the most severe.

1. ***Employee counseling or oral reprimand:*** Employee is counseled by the supervisor, following the offense in an effort to eliminate possible misunderstandings and to explain what constitutes proper conduct.

2. ***Written Reprimand:*** Employee receives written notice of discipline for such an offense. The purpose of a written reprimand is to ensure that the employee is fully aware of the misconduct committed and of what is expected, thereby enabling the employee to avoid a recurrence of the incident.

3. ***Final written warning:*** Employee receives a written notice of discipline following serious misconduct or further repeated minor offenses; suspension without pay may also be given. The purpose of a final written warning is to make certain that the employee understands the seriousness of the misconduct and that further misconduct will most likely result in discharge.

4. ***Discharge:*** Employee is discharged as a result of a serious offense or as the final step in the accumulation of minor offenses of the same nature.

The foregoing disciplinary procedure may be invoked at the sole option of FSA. The provisions of the aforescribed Disciplinary procedure shall not and do not grant any procedural rights to the employee nor do they create any requirement that any of the disciplinary actions described above be followed prior to termination of an employee.

## ***M. Payroll Procedures***

1. ***Payroll Period/ Paychecks:*** FSA operates under a biweekly pay period, which begins on Monday and ends on a Friday. Paychecks for each pay period are issued biweekly on the following Wednesday. Paychecks are issued on a Direct Deposit basis based on employee account information provided by the employee, and accompanied by an “Earnings Statement” which shows the exact amount of money earned and any deductions, which you have authorized or which may be required by the government and FSA corporate policy. Always review your paycheck/statement to verify that all

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

information is accurate and report any and all discrepancies to your supervisor.

**2. Time Sheets:**

**Non-exempt (non-management) and hourly employees** will be provided with a biweekly time sheet, which will be used to record working hours and meal breaks. Each person must fill out and sign his/her own time sheet, which is then signed by the immediate supervisor. This data provides the basis for computing paychecks. Time sheets are due on the Monday or next business day following the end of each payroll period.

**Exempt (management) employees** must complete a monthly time sheet and submit it to the immediate supervisor for signature. Time sheets are due on the next business day following the end of the calendar month.

Failure to have your time sheet signed and submitted by its deadline can result in a delay in your next paycheck issuance.

**3. Overtime Pay:**

Only non-exempt employees are eligible for overtime pay. Overtime pay is at the rate of one-and-a-half (1 ½) times regular hourly rate for all hours worked in excess of forty (40) hours per work week. Holidays and leave of any type do not contribute toward the 40 hours used in calculating overtime. All overtime must be pre-approved by the supervisor.

**4. Wage Garnishment**

FSA complies with all legal garnishment orders issued by a court of law. A garnishment is legal for creditors to collect part of an employee's pay directly from the company; FSA is compelled by law to administer the court orders.

**5. Work Schedule**

Work schedules, including starting and ending times, as well as days of the week may change from time to time by your supervisor due to the needs of the campus community and the operating unit you are assigned to.

Getting to work on time is part of your job. If for reasons beyond your control you cannot come to work on time as scheduled on any day, you must make every effort to notify your immediate supervisor or the manager in charge of your unit. Managers must make every effort to notify their immediate supervisors as well as their subordinate staff in their operating units so that provisions are in place to cover/ maintain all services in their absence.

## **II. BENEFITS**

### **A. Sick Leave and Accrual Accumulation**

Sick leave is intended to cover various illnesses and visits to a medical practitioner. Accumulated sick leave is not to be considered as earned time off with pay.

A necessary absence due to illness or non-work related injury prior to any sick leave being earned or in excess of accumulated sick leave would be covered by leave without pay. However, employees may elect to apply unused vacation leave or holiday accumulation to cover bona-fide sick day's absence in excess of allowable sick leave accruals.

Sick leave may be requested when it is necessary for employees to be absent from work because of a health related emergency, illness or death in their immediate family.

If you are absent from work for a sickness of three consecutive scheduled days or more, your supervisor or unit manager will require a doctor's written verification of your illness prior to authorizing use of sick leave accruals. A doctor's note will also be required for circumstances where a regular pattern of sick leave use is observed by the supervisor.

Non-Exempt employees will earn sick leave credit for each two-week pay period depending on the number of year's service.

Exempt employees will receive 1 ¾ days a month (21 days/year). Non-Exempt employees receive the following credits based on years of service with FSA:

<u>Years of service</u>	<u>Sick Leave Accrual</u> <u>Rate in Days</u>
0 – 1 .....	1 1/4 a month (15 days/yr.)
2 .....	1 1/3 a month (16 days/yr.)
3,4,5 .....	1 1/2 a month (18 days/yr.)
6 .....	1 2/3 a month (20 days/yr.)
7 .....	1 3/4 a month (21 days/yr.)

Note: Employees who retire may use sick leave accumulations for limited continued health insurance coverage (as described in section II.H.2)

#### **1. Sick Leave for Part Time Employees**

Part time employees must work a minimum of 18.75 hours per week (50% of a full time employee hours) to be eligible for sick leave and will accrue their pro-rata (proportionate) accrual of leave time.

Note: Employee will not earn sick leave while on disability, worker's compensation, or extended leave of absence.

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

**2. Reporting Absences for Sickness**

It is important that you notify your supervisor as early as possible when you are not able to report to work on any scheduled workday to assure your work is re-assigned and covered in your absence.

Employees are required to call their work location and speak with their supervisor at least two (2) hours prior to the scheduled starting time of each day they are sick or injured and unable to work.

If the supervisor is not available when you call, you may leave a message on your supervisor's voicemail, or leave a message with another person at the work location until you are able to speak with your supervisor later in the day to explain the circumstances of your absence.

Employees who are absent due to any work related injury must submit a medical doctor's note certifying your clearance to return to work.

**B. Annual Leave and Accrual Accumulation**

Annual Leave is equivalent to Vacation Time. Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, FSA grants paid annual leave to its Full Time Non-Exempt and Exempt employees. Annual Leave credits are accrued on a monthly basis as described below.

Exempt employees will receive 1 ¾ days a month (21 days/year). Full time non-exempt employees will earn vacation credit for each bi-weekly paid period depending on the number of years' service as follows:

<b><u>Years of services</u></b>	<b><u>Annual Leave Accrual Rate</u></b>
Year 0 – .....	1 1/4 per month (15 days/yr.)
Year 2 .....	1 1/3 per month (16 days/yr.)
Years 3,4,5 .....	1 1/2 per month (18 days/yr.)
Year 6.....	1 2/3 per month (20 days/yr.)
Years 7 & over .....	1 ¾ per month (21 days/yr.)

1. There is no waiting period to use accrued Annual Leave days. However, all use of Annual Leave requires the advance written approval of your immediate supervisor. You will earn vacation leave credit for each two-week pay period. The number of days you accrue depends on your number of years as an FSA employee. Annual Leave may be continually accrued (“carried over”) from year to year up to a maximum of 40 days. All employees are highly encouraged to take vacation time to prevent the loss of accumulated annual leave credits in excess of 40 days.
2. Part time non-exempt employees must work a minimum of 18.75 hours per week (50% of a full time employee) to be eligible for vacation and will accrue their proportionate share of vacation.
3. Employees will not earn vacation while on disability, worker's compensation, or extended leave of absence.
4. Employees in positions that handle financial transactions such as Controllers, Business Office Staff, Bookkeepers, Managers and other positions that handle money/funds (sales/ deposits) are required to take a minimum leave of 5 consecutive days annually, during which time an alternate FSA employee shall be assigned to that individual's tasks.
5. **Holiday Within Vacation Period:** In the event that a holiday observed by FSA falls within a scheduled vacation period, you will be paid for the Holiday and it will be used in place of an Annual Leave day.

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

6. **Vacation Scheduling:** Vacations may be taken as weekly periods or as individual hours as long as the period's chosen meet with your supervisor's prior approval. In order for your duties to be covered by other staff during your absence, it is important to plan your vacation(s) well in advance. In order to maintain the highest standards of customer service, it is important that vacations not be planned during "busy seasons" of the unit in which you work. Employees are required to submit a vacation request to their supervisor at least two weeks prior to the date you wish your vacation to begin.

**Should an unforeseen urgency arise that involves your absence** and you intend to cover your absence with Annual Leave accruals, Employees are required to call their and speak with their supervisor at least two (2) hours prior to the scheduled starting time of each day to report the urgency and to make arrangements for work coverage.
7. **Vacation Leave Buy-Back Option:** FSA encourages all employees to utilize Annual Leave accruals in a responsible manner. The rest and relaxation provided in a vacation from work is important for the well being of all employees. However, FSA recognizes that some employees may not need to utilize all their Annual Leave accruals each year, and employees who have Annual Leave accruals near the maximum may wish to receive compensation in lieu of Annual Leave accruals. Therefore, FSA provides a "vacation buy-back policy" as follows: Employees must have a minimum of 35 days annual leave days accrued, and FSA Business Office will notify each employee if they have reached the maximum accrual and provide the employee with one month to either buyback or use time to avoid losing days over the maximum, and such employees may elect to receive a cash payment for up to a maximum of 10 Annual days, and Employees are limited to take this option ONCE in any FSA fiscal year, and **payments for annual leave buy-back are not subject to pension contributions.**
8. **Annual Leave Accrual Payment for Employees Who Separate:** In the event of a separation of service (includes termination, resignation, retirement, death, etc.), you or your estate will be compensated for a maximum of 40 days from your accumulated vacation credit.

## **C. Holidays**

1. FSA provides paid time off to all Employees on the following legal holidays:
  - New Years Day
  - Martin Luther King's Birthday
  - Lincoln's Birthday (Floater)
  - Washington's Birthday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Election Day (Floater)
  - Veterans Day
  - Thanksgiving Day
  - Christmas Day
2. **You will ACCUMULATE a holiday leave credit if:**
  - A holiday or it's designated observance day falls on a scheduled workday, or if you are required to work on the holiday. Realize that some FSA units may be required to be open for business on holidays, depending upon the campus academic calendar.

---

*Faculty Student Association of Downstate Medical Center, Inc.*  
*Employee Handbook*

---

3. **Use of Holiday Leave:** All holiday leave credits expire upon 1 year from the date of accrual (i.e.: must be used within one year of the holiday). When Holidays fall within a scheduled vacation period, see section II.B.1.
- In the event of retirement, death, or separation from service, you or your estate may be compensated for a maximum of 8 days from your accumulated holiday credits.
  - **Employees are not eligible for paid holiday or to accumulate holiday leave during any disability, worker's compensation, or extended leave of absences.**

### **D. Bereavement Leave**

Full time non-exempt and exempt employees are eligible to use their sick leave accruals for up to five (5) days following a death in their immediate family. Immediate family is defined as the employee's parents, sibling, spouse, or children. An additional five days (total of ten [10] days) may be granted with approval by the employee's supervisor. Leave for extended family members or close friends may be granted at the discretion of your supervisor. Bereavement Leave is charged against sick leave accruals. Where sick leave accruals are insufficient to cover the absence, bereavement pay may be charged to accumulated vacation and/or holiday leave.

### **E. Jury Duty**

FSA recognizes jury duty as one of your civic responsibilities. When **Full and Part-time Employees** are required to attend jury duty, FSA will pay employee's regular wages. This determination will be made after the FSA Personnel Coordinator receives official written verification from the applicable court that the employee had participated in jury duty. Jury duty will not be charged against any leave accruals.

### **F. Extended Leave of Absence**

An employee may receive an extended leave of absence of sixty (60) days or more and up to a maximum of one year without pay. Extended leave of absences may be granted for any good and sufficient cause, at the discretion of the FSA President.

If you are currently enrolled for group health insurance, FSA will continue to pay its share of your present coverage for the first sixty (60) days of your leave. For leaves greater than sixty days (60), full-time employees must pay premiums for dependent coverage in advance to FSA; all other benefits cease while the employee is on extended leave of absence, including the accumulation of annual, sick and holiday Leave and Pension contribution. Part-time and Full-time employees must pay full cost of monthly health insurance premium in advance to FSA for dependent coverage.

### **G. Pension Plan**

Full time and part-time Employee's who work 18.75 hours or more are eligible for enrollment in the FSA Pension Plan beginning one year after the starting date. This benefit paid by the FSA is equal to

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

9% of the employee's annual salary up to \$26,000 and 12% thereafter. The Employees who elect to participate in the Pension Plan must contribute 3% of their annual salary.

Supplemental Retirement Annuity (SRA) plans are also available for enrollees.

These plans are offered through TIAA-CREF (Teachers Insurance & Annuity Assoc., and the College Retirement Equities Fund), detailed informational kits may be obtained in the FSA Personnel Coordinator. Contributions to SRA's are handled conveniently through the FSA payroll system. This deduction reduces your current taxable income and your current taxes. You do not pay Federal or State income taxes on your contribution until they are paid to you as a benefit. In addition, earnings on those contributions accumulate on a tax-deferred basis until the funds are withdrawn.

The amounts each individual can tax defer depends on individual salary. The amount may vary each year based upon the IRS regulations. Interested employees should contact the FSA Personnel Coordinator for more details.

## **H. Group Health Insurance: Medical and Dental**

Full Time employees are eligible for medical insurance coverage after a waiting period of 60 days after employment begins.

FSA Health Insurance Plan offers HMO network and the option to use of out of network providers.

Listed below is the percentage that FSA pays toward the monthly health insurance premium:

	<u>For Employee Coverage</u>	<u>For Spouse &amp; Dependents Coverage</u>
For FullTime Employees, FSA pays:	100%	0%
The Full Time Employee pays	0%	100%
For Part-Time* Employees, FSA Pays	50%	0%

(\*Part Time Employees who work a minimum of 18.75 hours per week)

FSA provides the option to all eligible employees who provide documentation of equivalent health insurance coverage from another source, the ability to receive 50% of the corporation savings from not having to purchase their health insurance. 50% health insurance savings will be reported as income at the end of the year. **This payment is not subject to pension deduction or contribution.**

### **1. Continuing or Converting Group Health Insurance Coverage (COBRA)**

The continuation requirements for insurance coverage set up by Federal law are referred to as COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985). It pertains to all employees who have medical, dental and life coverage with a group plan at the time of separation from FSA.

If you resign or are terminated from FSA employ, or if your work hours were reduced, and because this event has made you or your dependents no longer eligible to participate in one of our Health Insurance plans, you and your eligible dependents may have the right to continue to participate for up to 18 months at your expense.

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

FSA will follow the current Federal guidelines and laws regarding this benefit. For more details, contact the FSA Personnel Coordinator.

**2. *Health Insurance for Retirees***

Upon your retirement, you may be entitled to use up to a maximum of 60 days of the cost of your health insurance during the first 60 days of your retirement, provided you have accumulated Sick Leave credits upon your retirement. When you retire, your unused sick leave is converted into dollar amount by dividing the total dollar value of your sick leave by your actuarial life expectancy in months. FSA will pay up to a maximum of 60 sick days for this provision.

**I. *Family and Medical Leave Act***

FSA will follow the current Federal and/or State guidelines and laws regarding this benefit. FSA will provide up to 12 weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons for Full Time Exempt, Non Exempt and Part Time employees. Subject to certain conditions, employees must use accrued paid leave such as sick, annual/ holiday leave to cover some or all of the Family and Medical Leave.

Further details and request forms may be obtained from the FSA Personnel Coordinator.

**J. *Short Term Disability Insurance***

FSA provides Full Time and Part Time employees with short-term disability insurance benefits, in accordance with applicable New York State Law. These benefits are solely the Company's contribution. Under this program, benefits are payable for non-work-related injuries and illnesses. They normally begin with the 8<sup>th</sup> consecutive day of disability. Benefits are payable for up to 6 weeks. Benefits payments are based on your maximum allowable by law. To claim benefits, employees must file written notice and proof of disability to the FSA Office within 30 days from the first day of their disability, or all or part of your claim may, be rejected.

Consult with FSA Office for details regarding short-term insurance benefits and to obtain appropriate forms.

**K. *Workers' Compensation Insurance***

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by, Workers' Compensation Insurance. The amount of benefits payable and the duration of payment, depending upon the nature of your injury or illness.

All employees are required to promptly report all injuries or illnesses that are work related to their immediate supervisor and complete an accident report form. An accident report form can be obtained from your supervisor to be completed and returned to the supervisor.

All supervisors must immediately notify the FSA Personnel Coordinator upon learning of any job related accident or injury. Supervisors must submit all accident reports to the Personnel Coordinator and

---

***Faculty Student Association of Downstate Medical Center, Inc.***  
***Employee Handbook***

---

FSA's insurance company within five (5) days of injury. Employees may seek medical attention from a physician, or hospital of their choice, But must furnish a medical statement from their physician or hospital stating date of injury, date of medical treatment, and whether the employee can return to work. Your failure to follow this procedure may result in the appropriate compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

There is a waiting period the first week of disability is not payable until the employee has been disabled 15 days. These benefits are payable at this rate as long as the employee has medical evidence of continuing casually related disability. These benefits cease when the physician submits a letter saying that the employee is able to resume employer identified duties and the employee returns to work.

Questions regarding workers' compensation insurance should be directed to the FSA Personnel Coordinator.

---

- Approved by the FSA Board of Directors on Thursday, May 20, 1999.
- June 2009: Updated to reflect new corporate name, campus name from SUNY Health Science Center at Brooklyn to SUNY Downstate Medical Center and current services, and format grammatical changes.
- October 2014: Updated with Conflict of Interest Policy adopted by FSA Board of Directors.
- January 2014: Vacation Leave Policy amended to require minimum 5 consecutive days per year for certain employees.
- Additional clarifications may be issued periodically as necessary.

**Faculty Student Association of Downstate Medical Center, Inc  
Organizational Chart**

10/30/19 Updated with current Titles and Incumbents

