

NOTICE TO UNIVERSITY EMPLOYEES OF GENERALLY APPLICABLE MANAGEMENT POLICIES AND STANDARDS

This notice is intended to provide employees with a statement of generally applicable management policies and standards as required by the New York State Governmental Accountability, Audit and Internal Control Act of 1987, which became effective April 1, 1989. In addition to these generally applicable policies and standards, each employee is expected to comply with those standards and policies applicable to his or her specific duties and responsibilities.

Of the policies with which you are expected to comply, you should have already received your job description and performance program. Where applicable, you should have also received a copy of the Policies of the Board of Trustees, Public Officers Law and the pertinent collective bargaining agreement. If you did not receive a copy of the above, they may be obtained from the Human Resources Office during normal business hours.

In addition, you are expected to comply with those policies and standards applicable to all campus employees including the campus smoking policy, the campus traffic and parking regulations, the sexual harassment policy and other policies and standards. You may review these policies in the Human Resources Office during normal business hours.

If you have any questions concerning this notice, please contact Human Resources at 5423.