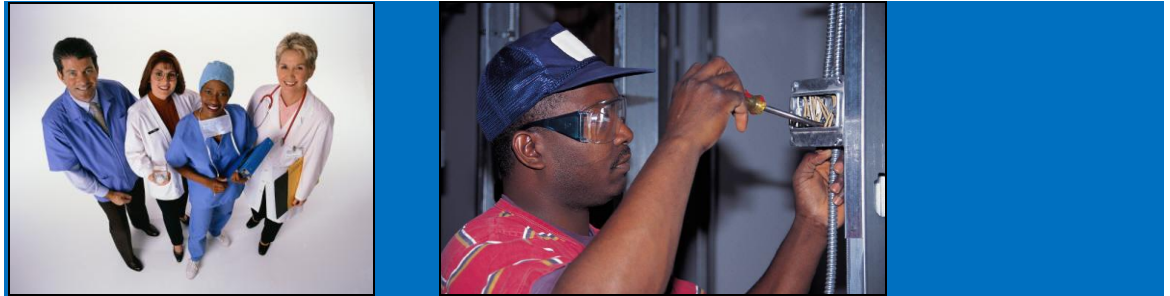


It's Great to Work for New York State



An Orientation to Employment in the Empire State

Andrew M. Cuomo
Governor

 **GOER**
Governor's Office of Employee Relations

Welcome! As a new employee of the State of New York, you join a team of dedicated individuals who work to serve the people of our state. We are confident you too will serve the public well. We hope that this handbook will be a valuable resource in helping you understand work rules and procedures, as well as the benefits you enjoy as a New York State employee.

Each New York State employee plays an important role in meeting New York State's goals of excellent customer service, cost effectiveness, and interagency cooperation. State employees like you provide valuable services affecting the lives of millions of New Yorkers. As a state employee, you probably would like to know more about how your job fits into this total picture. Since most new employees have similar questions, New York State agencies provide their new employees with an orientation program and written materials to help them better understand what is expected of them. As part of that orientation, this handbook will help to explain your benefits and responsibilities as a state employee.

In this handbook you will find:

- an overview of New York State government
- a general description of the benefits you receive as a state employee
- a description of some of the major policies and procedures that affect you as a state employee
- an overview of career development opportunities in New York State service
- information on educational programs to assist with your career development and advancement
- a checklist to help in following safety procedures
- a list of suggested activities to ensure that you receive a useful introduction to New York State employment during your orientation period
- an appendix listing the agencies and departments of the Executive Branch

We hope that you will find your state employment productive and rewarding. If you have any questions regarding these materials, feel free to contact your supervisor, your personnel office, or email the Governor's Office of Employee Relations at info@goer.ny.gov for assistance.

This Orientation Handbook was developed for use by employees in the classified service of Executive Branch agencies who are designated management/confidential and employees in bargaining units represented by the Civil Service Employees Association and the Public Employees Federation. While this handbook has general information of value to employees in the unclassified service and other bargaining units, certain sections may not apply to them.

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1. Introduction to New York State

New York State is a leader in many respects. The State's natural beauty has been a source of pleasure and pride for generations. New York's people, with their tremendous vitality and diversity, have made the State a major force in the financial and political life of the nation as well as a center of cultural activity.

New York State also has a proud tradition of public service. New York pioneered the merit system. In 1893 it became the first state in the nation to establish a civil service system. The State continues its position of leadership in the development and administration of a skilled and industrious force of public employees. Today state employees serve more than 19.5 million New York State residents through a variety of skills, trades, and professions. Like the federal government, New York State's government is divided into three branches:

- the *Executive Branch* consisting of all state departments, agencies, offices, councils, authorities, and commissions who report to the Governor
- the *Legislative Branch* consisting of the State Senate and the State Assembly
- the *Judiciary Branch* consisting of the Court of Appeals, the Appellate Division, the Unified Court System's Office of Court Administration, the State Supreme Court, and the Court of Claims

Although divided into many departments and divisions, the Executive Branch acts as a single employer, allowing employees the opportunity to advance their careers within their own state agency or transfer to other state agencies. In most instances, benefits and leave accruals follow employees throughout their employment in New York State government.

Where Do I Fit In?

The Executive Branch employs the majority of the State's workforce. The Governor oversees all Executive Branch departments and its subdivisions. With the advice and consent of the Senate, the Governor appoints most executives (commissioners) of departments. There are three department executives who are not appointed by the Governor: the Comptroller, the Attorney General, who are elected officials, and the Commissioner of Education, who is, by legislative mandate, appointed by the Board of Regents of the University of the State of New York. Employees in Executive Branch agencies are appointed to positions according to the New York State Civil Service Law. Most employees, depending on their positions, are represented by public employee unions. These unions negotiate with the State to establish contracts that define the specific terms and conditions of employment for members of each bargaining unit.

New York State's governmental activities are conducted by the numerous departments, agencies, divisions, boards, commissions, and offices of the Executive Branch. The websites of those administrative units of New York State government are listed in the Appendix. You will

probably want to familiarize yourself with the names and activities of your agency and other agencies with whom you will be working.

What Do I Need to Know About My Appointment and Future Promotion Opportunities?

Congratulations on your appointment to state service. The rules governing appointment and promotion in state service are discussed fully in the Career Development section of this handbook. A few key points are summarized here:

Appointment - There are four jurisdictional classes of jobs in New York State: competitive, noncompetitive, exempt, and labor. Most jobs in New York State service are positions in the competitive class. Appointments to competitive class positions are either permanent, contingent permanent, provisional, seasonal, or temporary. Read your appointment letter carefully to determine your appointment status. Keep your appointment letter; it contains important information that you may need in the future.

Probationary Period - The Civil Service Law and Rules require that a probationary term be served upon original appointment to a position in the competitive, exempt, noncompetitive, or labor jurisdictional classes and upon inter- or intra-departmental promotional appointment. If you are receiving a permanent appointment, your appointment letter will state the length of your probationary period. During your probationary period, your supervisor will evaluate your work performance with regard to quality of work, quantity of work, interpersonal relations, attendance, and need for additional training. Your supervisor will discuss this evaluation with you. If you are uncertain of your probationary period, speak with your supervisor or personnel office.

Promotion - Promotions in competitive class positions in New York State are generally based upon an employee's performance on competitive examinations, which are periodically conducted by the Department of Civil Service (DCS). Noncompetitive class employees do not formally compete by examination for promotion to other noncompetitive positions, although some noncompetitive positions may be filled from within state service. In these instances, appointment is based upon review of the employee's qualifications and experience. Minimum qualifications for the position must be satisfied. Under certain conditions, noncompetitive class employees may have the same opportunities to take promotional examinations as exist in the competitive class.

How Will I Be Paid?

About Your Paycheck - The New York State payroll period is two weeks long. It starts on a Thursday and ends two weeks later on a Wednesday. Paychecks are issued every other Wednesday for the Administrative payroll cycle and on alternating Thursdays for the Institutional payroll cycle. You will receive your first paycheck approximately four weeks after

you start. It is your responsibility to complete your time card and submit it correctly and promptly, as this is the basis for generating an accurate and timely paycheck.

Most state employees are subject to a two-week payroll lag, which means that payment for the work completed during a payroll period is received on the Wednesday or Thursday two weeks following the end of that payroll period. Many employees are also subject to a five-day salary withholding program under which one day of salary is withheld from each of the first five paychecks received. These days are paid back when an employee leaves state service or is appointed to a position that is not subject to the five-day salary withholding program. Paychecks are processed in Albany by the Office of the State Comptroller based on information provided by your agency. When you receive your first paycheck, review it to make sure it is accurate. If you have any questions or concerns about your paycheck, ask your personnel or payroll office for assistance.

Overtime Pay - Although it is the policy of New York State to hold overtime to a minimum, employees may occasionally be required to work beyond the basic workweek. Only certain positions are eligible for overtime pay, as determined by law or the collective bargaining agreement. Overtime should be worked only with the prior approval of your supervisor. To find out if your position is overtime eligible, ask your supervisor or contact your personnel office.

Salary Increases - Employees receive periodic increases in salary based upon the terms of agreements negotiated between the State and the unions representing state employees, or upon passage of legislation for employees in the Management/Confidential (M/C) group.

How Can I Learn More?

If you would like to learn more about New York State government, we suggest you use the following resources:

- the New York State home page at www.ny.gov
- the *New York State Red Book*
- *New York State Government, What It Does, How It Works*
- the *New York State Blue Book*
- the New York State Constitution

Ask your supervisor or personnel office for these and additional materials that may be available to you.

2. Employee Benefits and Services

Your salary is only part of the total compensation you receive as a New York State employee. You are also eligible for a wide range of benefits at reduced or no cost. These benefits and services are described throughout this handbook. Some of these include health insurance, dental and prescription drug plans, participation in payroll savings plans, an employee assistance program, leave benefits, retirement benefits, and tuition reimbursement.

Specific benefits for state employees are determined largely by the agreements negotiated between the State and the public employee unions that represent their positions. When union contracts are renegotiated, the benefits package may be changed. Some benefits increase with the length of time you are employed by New York State. Because of these changes, it is important you keep up with the current opportunities and benefits available to you. The following section summarizes the benefits that apply to annual salaried employees, although details will vary according to your bargaining unit. Your personnel office can help you obtain further information. You may also want to contact your union representative for details about additional benefits available to you through union membership.

Direct Deposit of Paychecks

You can save time and trouble each payday by having your check automatically deposited into your checking or savings account, or both, at virtually any bank or credit union in the United States through the Direct Deposit Program. That means no lost checks or waiting in line at the bank on payday. With direct deposit, your money will be available on the morning of payday, even when you are ill, on vacation, or on a business trip. You may select to direct your pay into up to eight different accounts. On payday, you will receive a statement of salary, deductions, and the deposits made into your accounts. There is no charge for this service. For more information, please contact your payroll or personnel office. Enrollment forms are also available on the State Comptroller's website at www.osc.state.ny.us.

Savings Plans to Meet Your Needs

New York State offers a variety of savings plans, available through payroll deduction, to help you save money for your children's college education, a vacation, a new car, or additional funds for retirement, etc.

Deferred Compensation Plan - New York State's Deferred Compensation Plan is a voluntary savings program that allows employees to save for retirement on a tax-deferred basis. This program enables employees to defer part of their annual salary via payroll deduction each year. Federal law determines the maximum amount you may defer. Employees do not pay federal, state, or city income taxes on contributions or accumulated earnings until the funds are distributed, generally at retirement, when most people are in lower tax brackets. Funds may only be withdrawn from the Plan for a financial emergency, as determined by federal regulations, or upon retirement or termination of employment. Investment options include a stable value fund, money market fund, and a variety of stock and bond mutual funds. The Deferred Compensation Plan should not be confused with the New York State Retirement System, which is described later. For additional information call the Plan's Helpline at 1-800-422-8463 or visit www.nysdcp.com.

Savings Bonds - Effective January 1, 2011, the U.S. Department of the Treasury will no longer offer paper savings bonds through payroll deduction for NYS employees. You can save automatically using TreasuryDirect. This free online system allows users to purchase, manage,

and redeem electronic savings bonds 24/7. Treasury marketable securities such as bills, notes, bonds, and Treasury Inflation Protected Securities, will also be available for purchase. Previously purchased paper savings bonds can be converted to electronic ones using a feature called SmartExchange. To set up a payroll plan using TreasuryDirect (1) Go to www.treasurydirect.gov and create an account. (2) Get a direct deposit form from Personnel or OSC online and return the form to Personnel. To learn more about electronic savings through TreasuryDirect, take a guided tour, or open an account, visit www.treasurydirect.gov.

College Savings Program - New York's *College Savings Program* offers a convenient and affordable way to save for your child's education. Regular contributions may be made through payroll direct deposit. This program offers significant tax benefits, including a New York State income tax deduction for yearly contributions of up to \$5,000 per employee. To learn more about the *College Savings Program* call toll free 1-877-697-2837 or visit its website at www.nysaves.org/.

State Employees Federal Credit Union (SEFCU) - All New York State employees and their immediate family members are eligible for membership in the State Employees Federal Credit Union. SEFCU provides financial services, including savings and checking accounts, a holiday savings club, certificates of deposit, and individual retirement accounts at competitive credit union rates and convenient locations. For additional information, call 1-800-727-3328 or visit the SEFCU website at <https://www.sefcu.com/default.aspx>.

Opportunities for Pre-Tax Savings

The New York State Flex Spending Account offers three options for pre-tax savings:

Dependent Care Advantage Account (DCAAccount) - This is a savings program that allows employees with responsibilities for child care, elder care, or disabled dependents the opportunity to have the cost of this care deducted from their salary *before* federal, state, and local taxes are computed and deducted. Enrollees have the opportunity to select the amount they wish to deposit into their DCAAccount annually to cover their projected dependent care costs, up to a maximum of \$5,000 per year. Employees are reimbursed with these pre-tax dollars when receipts verifying such care are submitted to the plan. For further information, contact your personnel office or the DCAAccount at 1-800-358-7202 or visit www.flexpend.ny.gov.

Health Care Spending Account (HCSAccount) - The HCSAccount, a type of flexible spending account program, enables eligible employees to contribute pre-tax dollars to pay for health-related expenses that are not reimbursed by health insurance. Only medical, hospital, dental, prescription drug, vision, hearing and other expenses that are deemed medically necessary and are permitted under the Internal Revenue Code qualify for reimbursement from an employee's account. The program saves employees money by letting them contribute to their account through an automatic payroll deduction before their salary is taxed. By reducing their gross salary for federal, state, and social security tax purposes, employees lower the amount of taxes they pay. The maximum annual contribution allowed is currently \$2,500 and the minimum annual contribution is \$100. The maximum contribution may be subject to change annually since it is indexed to inflation. Employees may call the FSA administrator at 1-800-358-7202 or visit www.flexpend.ny.gov for more information, to request an enrollment book, or to enroll.

Pre-Tax Contribution Program (PTCP) - Employees may pay their share of their health insurance premium using pre-tax dollars through the Pre-Tax Contribution Program. Contact your personnel office or health benefits administrator for additional information.

Life Insurance

A group term life insurance plan is available for state employees designated Management/Confidential. If you are an M/C employee, you should contact your personnel office regarding eligibility, costs, and benefits. If you are represented by one of the public employee unions, you should contact your union representative for information on life insurance available to members of your bargaining unit.

Managing Work and Family Responsibilities

In conjunction with the public employee unions, the State has implemented programs to address the needs of employees with children or elderly dependents. In addition to the DCAAccount pre-tax savings program described previously, a joint labor-management committee oversees a network of on-site or near-site child care centers offering enrollment priority to the children of state employees. For information on child care centers or resource and referral services, call 518-473-8091 or visit the website at www.worklife.ny.gov.

The Employee Assistance Program

The NYS Employee Assistance Program (EAP) is a cooperative effort of management and labor. It was designed to help employees cope with personal problems, such as alcoholism, drug abuse, emotional stress, financial difficulties, and family illness or death, which can adversely affect their lives or impair their job performance. EAP is an assessment and referral service that can connect employees with local service providers and support services to address their needs. It is not a direct service provider, and in most cases does not provide counseling services. This program primarily provides information and facilitates intervention, with an emphasis on health maintenance and health and wellness. It is available at no cost to all New York State employees. If you or any members of your family are facing personal problems, such as those caused by mental health issues, financial concerns, alcohol, or drug abuse, EAP is designed to assist you. The EAP Coordinator in each New York State facility or agency will discuss your situation confidentially and will refer you to a resource provider available in your community. If you would like more information about this program, contact the EAP central office at 55 Elk Street, Albany, NY, call 1-800-822-0244, or visit their website at www.worklife.ny.gov.

Employee Wellness Programs

On-Site Nursing, First Aid, and Physical Examinations - The New York State Department of Civil Service has an Employee Health Service that provides nursing care, immunizations, first aid, and job-related physical examinations at locations throughout New York State. Check with your personnel office for the location nearest your worksite.

Accidental Death Benefit

In the unfortunate event of a state employee's death resulting from an accident on the job, the Workers' Compensation Board (WCB) makes a determination about the job-relatedness of the accident. If there is a determination that the death was job-related, the Workers' Compensation Law requires the payment of a death benefit. The award of a death benefit payment by the WCB triggers an additional death benefit of \$50,000, which the State of New York pays. This accidental death benefit is provided by the State through the negotiated agreements and by legislation for M/C employees. In addition to the initial cash award, it is possible that college tuition for qualified dependent children may be paid.

3. Health Benefits

New York State offers employees the option to enroll in either the Empire Plan, an indemnity plan with some managed care features, or one of a number of participating Health Maintenance Organizations (HMOs) located around the state. Both the Empire Plan and HMOs provide coverage for medical and surgical care, hospital services, mental health and substance abuse treatment, and prescription drug coverage. You have the option of choosing either individual or family coverage depending on your circumstances. The State pays 90 percent of the cost for individual coverage and 75 percent of the cost of the family coverage. The employee's contribution to the cost of the health insurance premium is deducted from the employee's paycheck.

Your agency's Health Benefits Administrator (HBA) can help you determine the costs and answer your questions on the various health insurance options. You will receive a New York State Health Insurance Program (NYSHIP) General Information Book whether you choose to enroll in the Empire Plan or an HMO. If you enroll in the Empire Plan, you will receive a *Certificate of Insurance* that explains your benefit coverage under the Empire Plan; an HMO enrollee will receive plan information directly from the specific HMO chosen. While these materials explain the plans in great detail, you will find the most complete, up-to-date information by going to the Department Civil Service, Employee Benefits Division website at: <http://www.cs.ny.gov/ebd/welcome/login.cfm>. The information below provides you a general overview of the State's Health Insurance Program.

Eligibility

New York State employees in a benefits-eligible position may apply for health insurance benefits immediately upon employment. For a full discussion of the eligibility requirements,

contact your agency HBA. Healthcare benefits require a waiting period before coverage will begin. The length of the waiting period varies for different bargaining units.

Choosing the Right Plan

Choosing a health insurance plan is an important decision. The options are substantially different, and your choice will depend upon your needs and those of your family. A short comparison of the types of benefits available from the various plans follows. For more specific information on benefits and the cost of coverage, see a summary description of the options at the Department of Civil Service website at www.cs.ny.gov/employees/state/.

For additional assistance, check your health insurance booklet or contact your agency HBA.

The Empire Plan

The Empire Plan is a comprehensive health insurance program that covers hospital services, doctors' bills, and other medical expenses. Coverage is available worldwide. The Empire Plan provides:

- Hospital inpatient care and benefits provided in the outpatient department of the hospital. Hospital related expenses are insured and administered by Empire Blue Cross.
- Medical/surgical benefits, including office visits, office surgery, laboratory and diagnostic procedures, and other related services, through a nation-wide network of participating providers. You pay only a defined copay for specified services you receive through a network provider. The medical component is insured and administered by United HealthCare.
- Basic Medical Coverage, also through United HealthCare, is available if you choose to use a nonparticipating provider. Under the Basic Medical component, your cost-share will be higher than if you received services from a Network Provider.
- Mental Health and Substance Abuse Treatment services for inpatient and outpatient care is insured by United HealthCare and administered by Optum Health.
- Prescription drug coverage for medications dispensed at a retail or the mail service pharmacy is insured by United HealthCare and administered by United HealthCare and MEDCO.

Health Maintenance Organizations (HMO)

HMOs are prepaid managed health care plans that provide, through a participating network of hospitals, physicians, laboratories and diagnostic facilities, a wide range of health services. Since HMOs cover specific geographic areas, in order to enroll in an HMO option, you, the employee, must live or work within the HMO's service area. Each HMO offers its own package of benefits, but all HMOs must provide minimum benefit coverage including but not limited to:

- Hospitalization and related expense coverage

- Medical-surgical care, including coverage for mental health and substance abuse
- Prescription drug coverage, unless coverage is provided through a union Employee Benefit Fund

Services are provided or arranged by a primary care physician whom you have selected from the HMO staff or physician network.

Keeping Your Coverage Up to Date

Although New York State provides you with the opportunity to obtain comprehensive health care insurance, *keeping your coverage up to date is your responsibility*. The following is a list of situations that may require a change in the type of coverage that you have. Contact your personnel office or HBA immediately if any of the following changes occur or questions arise.

- Your family unit changes, for example:
 - you marry or divorce
 - your domestic partner no longer qualifies
 - you want to add a dependent
 - you no longer have any eligible dependents
 - your dependent loses eligibility
 - you no longer wish to provide coverage for a dependent
 - you have a disabled dependent
 - your spouse dies
- Your employment status changes or you anticipate a change, for example:
 - you are planning to retire from state service
 - you are leaving state service
 - you are going on leave without pay
 - you are going on family or medical leave
- Your personal information changes, for example:
 - you move to a new home address
 - you have a new phone number
 - you change your name
- You have questions concerning:
 - your family's eligibility for health insurance coverage
 - changing your type of coverage family or individual
 - changing your health insurance option
 - which HMOs are participating in NYSHIP
 - eligibility for Medicare benefits due to a particular disease or because your domestic partner will soon be 65
 - how to coordinate your NYSHIP benefits with Medicare

- the Pre-Tax Contribution Program
 - how to continue your health insurance coverage while invested status
 - how to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - how to cancel your health insurance coverage to obtain dependent status under your spouse's NYSHIP coverage
 - how to cancel your coverage
- Additional situations arise, for example:
 - your New York Government Employee Benefit Card is lost or damaged
 - you become disabled and want to apply for a waiver of premium
 - you are returning to state service

Changes in Enrollment Status

If you need to change coverage from individual to family, or vice versa, you should inform your agency HBA at any time and submit an application. Such changes may be restricted if you are in the Pre-Tax Contribution Program. If you decide to change health insurance options, the transfer must be made during the option transfer period, which is usually scheduled during the fall of each year. Under specific circumstances called “qualifying events” you may be eligible to change options outside the option transfer period. For more information, consult your *NYSHIP General Information Book*.

Leave Without Pay

If you are on authorized leave without pay or otherwise temporarily leave the state payroll, you may be eligible to continue your health insurance coverage while you are off the payroll. Coverage while you are on leave for more than 28 days is not automatic. Before going on leave without pay, you must choose to either continue or cancel coverage during the period of leave without pay. In most cases, you must pay both the employee and employer shares of the premium in order to continue your health insurance coverage.

Survivor Coverage

In the unfortunate circumstance of an employee's death while in state service, health insurance coverage for the employee's dependents will be continued, without charge, for five biweekly payroll periods (10 weeks) after the payroll period for which the last health insurance deduction was taken. Survivor coverage beyond this period is described in the *NYSHIP General Information Book*, which is available from your agency HBA.

Dental Plan and Vision Care Program

Employees are provided dental and vision care through either a union Employee Benefits Fund or a state-administered program. Eligibility and waiting periods for these plans and the benefits

provided vary. Your union representative or your agency HBA can assist you with specific information on the benefits available to you.

4. NYS and Local Employees' Retirement System

The New York State and Local Employees' Retirement System (ERS) is organized in tiers. Tiers are assigned to employees based on the date they first join the retirement system and determine what retirement benefits an employee is eligible for. This section provides basic information about Tier 6, which applies to individuals who join the retirement system on or after April 1, 2012. For more information on Tier 6, or information on the ERS, go to www.osc.state.ny.us/retire.

For ERS:

You Are In:	If You Joined:
Tier 1	Before July 1, 1973
Tier 2	July 1, 1973 through July 26, 1976
Tier 3	July 27, 1976 through August 31, 1983
Tier 4	September 1, 1983 through December 31, 2009
Tier 5	January 1, 2010 through March 31, 2012
Tier 6	April 1, 2012 or after

There are no Tier 4 New York State correction officers or security hospital treatment assistants. Those who joined July 27, 1976 through December 31, 2009 are Tier 3 members; those who joined January 1, 2010 through March 31, 2012 are Tier 5 members; those who joined on or after April 1, 2012 are Tier 6 members.

If you started employment with New York State before January 2, 2010 and would like specific information regarding your retirement benefits, contact your personnel office or the ERS for assistance in determining your membership tier and benefit package.

Eligibility and Costs

Membership in the ERS is mandatory for all permanent full-time employees. If you are a part-time or temporary employee, membership is optional.

If you are in Tier 6, you are required to contribute 3 percent of your gross earnings toward your retirement benefits during the fiscal year 2012-13. Beginning April 1, 2013, you are required to contribute a specific percentage of your gross earnings, as shown below, for all your years of public service after your date of membership. The contribution is automatically deducted from your paycheck.

Wages	Contribution Rate
Up to \$45,000	3%
\$45,000.01 to \$55,000	3.5%
\$55,000.01 to \$75,000	4.5%

\$75,000.01 to \$100,000	5.75%
Over \$100,000	6%
Vested Rights	

After the equivalent of 10 full years of credited service, you become vested and earn the right to retirement benefits, even if you do not remain a state employee. Those benefits will be based on the number of years of credited service at the time your employment ceases. Once you have 10 years of credited service, you may not withdraw your contributions to the system. If your employment with New York State ceases before you have 10 years of service, you may request a refund of all your contributions.

Crediting Other Service

If you move from one state agency to another, or to any public employer participating in the ERS, without a break in service, you will maintain continuous membership. Remember to notify your new employer that you are a member, and give your membership number. If you return to state service after leaving for a time and did not withdraw your contributions when you left previously, you may still be considered a member of the System and can continue to earn service credit. If you withdrew your contributions, you must rejoin the ERS as a new member. Reinstatement of your original membership date and credit for service requires application to the ERS and repayment of the monies previously withdrawn. If you have other service as a member of another public retirement system in New York State, contact the ERS for more information.

Retirement

The minimum service requirement for retirement is 10 years. The normal retirement age varies depending on what tier employees are in. The retirement age for Tiers 4 and 5 is 62. The retirement age for Tier 6 is 63. However, retirement as early as age 55 is possible but may be subject to a reduction in benefits depending on your tier and years of service. Benefits are based on a formula that uses the number of years of service and the final average salary for each year of credited service. There is no mandatory retirement age for state employees in the ERS.

Payment Options at Retirement

When you are ready to retire, you will have the opportunity to choose one of several payment options. You may take the maximum retirement allowance, which provides for payment for the remainder of your life, or you may take a reduced allowance, also payable for life. The first option has no provision for payments to a beneficiary. Other options provide for some income to be paid to a beneficiary. Once an option is chosen, it cannot be changed.

Other Benefits

There are provisions for disability retirement, retirement loans, and death benefits for eligible employees. Again, the level of benefit depends on the number of years of employment and salary level. Contact your personnel office or the ERS for further information.

Retirement Information

You will receive a detailed pamphlet describing all the Tier 6 benefits. Further information concerning retirement can be found on the ERS website at www.osc.state.ny.us/retire or write to:

New York State and Local Retirement System
110 State Street
Albany, NY 12244-0001

Retirement Information Representatives also provide informational services at many government offices throughout the state.

Directions: Pre-Retirement Planning Seminars — The Directions seminars are offered to Executive Branch employees who are at least 50 years of age and eligible to retire within five years. The seminars provide information on how to plan for retirement and describe the benefits available to state employees, including NYS pension, health insurance coverage, Social Security, NYS Deferred Compensation Plan, and Medicare. Employees can access a retirement planning checklist, monthly tips, a resource list, and a printable version of the **Self-Help Guide to Pre-Retirement Planning** at: www.worklife.ny.gov/preretirement. For more information on seminar schedules, please contact your human resources office.

Survivor's Benefit Program

The Survivor's Benefit Program is a financial protection plan that will provide a minimum death benefit to your survivors, if you are an eligible New York State employee. You may be eligible even if you are not a member of the New York State Employees' Retirement System (ERS), the New York State Police and Fire Retirement System (PFRS), the New York State Teachers' Retirement System (NYSTRS), or the State University Optional Retirement Program (TIAA/CREF).

<http://www.osc.state.ny.us/retire/publications/vo1655.htm>

5. Leave Benefits

Leave benefits constitute another valuable part of your total compensation. The three major types of paid leave are annual leave (vacation), sick leave, and personal leave. Additional leave benefits, including paid holidays, are described below. The leave benefits available to you depend on a number of factors. Some of the factors are your bargaining unit, your pay basis (whether you are employed on an annual salaried, hourly, or per diem basis), your work schedule (full-time or part-time), and your length of service. Breaks in service or leaves of absence can also affect your benefits. Check with your personnel office about how these factors affect you.

The following benefit summary applies to full-time annual salaried employees subject to the Attendance Rules for Employees in New York State departments and institutions, except as otherwise noted. It only provides a general overview. Nothing contained here supersedes the specific benefits provided by the Civil Service Law, Civil Service Rules and Regulations, or applicable collective bargaining agreements.

Annual Leave (Vacation)

Annual leave is also known as vacation leave. Employees earn annual leave credits each biweekly pay period if they are in full pay status for seven out of 10 days in that pay period. New employees are credited with vacation once they have completed 13 biweekly pay periods of qualifying service. At that point they are credited with vacation accruals, which are retroactive to their date of appointment. During the first seven years of service, employees generally earn annual leave at the rate of a half day per biweekly pay period. Bonus days are credited in their vacation anniversary date at the rate of one day for each year of service for the first seven years of service, so that an employee earns one bonus day at the end of the first year, two bonus days at the end of the second year, and so on up to seven bonus days for the seventh year. After seven years, most employees earn vacation at the 20 days per year. They are also eligible for additional vacation days after 15 or 20 years of service, depending on their bargaining unit. Annual leave credits may be accumulated to a maximum number of days. This maximum is determined by the provisions applicable to your bargaining unit. Employees must have prior approval from their supervisor to use vacation credits. Upon separation from state service, employees may receive a lump sum payment for accrued and unused vacation credits up to a maximum of 30 days if they meet the eligibility requirements for that payment.

Personal Leave

Personal leave may be used for conducting personal business, religious observances, and absences due to extraordinary weather conditions, or vacation. Prior approval from your supervisor is required, although exceptions may be made in emergency situations. Personal leave is granted each year on your personal leave anniversary date. Most employees are

credited with five personal leave days per year. Unused personal leave expires at the close of business on the day before your personal leave anniversary date.

Holidays

The following days are paid holidays for New York State employees. Eligible employees have the opportunity once a year to elect to receive either holiday pay or holiday leave for time worked on holidays. Most state offices are closed on these days, except when the day is designated as a floating holiday.

New Year's Day	Labor Day
Dr. Martin Luther King, Jr. Day	Columbus Day
Lincoln's Birthday	Election Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Employees required to work on scheduled holidays may be eligible for additional compensation or compensatory time off. In some bargaining units, unused holiday leave lapses one year after it is earned. Employees are credited with a day of holiday leave if a holiday falls on their regular day off (pass day). If any of these holidays falls on a Sunday, it is observed as a paid holiday on the following Monday.

Some of the holidays listed may be designated by the State as "floating holidays." A "floating holiday" is one where state offices are open and employees are required to work on that day unless they have supervisory approval to observe the floating holiday. If an employee works on a day designated as a "floating holiday," the employee may take another day off at any time within one year with supervisory approval. Traditionally, Lincoln's Birthday and Election Day have been so designated. Credit for floating holidays lapses after one year.

Sick Leave

Accrued sick leave provides you with protection against loss of income if you are unable to work because of illness or disability.

Employees earn sick leave each biweekly pay period if they are in full pay status for seven out of 10 days in a biweekly pay period. The rate at which employees earn sick leave depends on bargaining unit, date of hire, and whether or not the employee participates in the Income Protection Plan. Common sick leave accrual rates are eight, 10, or 13 days per year. The maximum amount of sick leave that can be accrued varies by bargaining unit.

Sick leave may be used for absences due to personal illness or disability, or visits to a doctor, dentist, or other recognized medical practitioner. Up to 15 days per calendar year may be used for family illness or death in the family. Use of family sick leave is limited to situations where the employee's presence is required to provide care to the family member. For this particular

section, the definition of family varies depending on your bargaining unit. Up to 26 days of sick leave per year may be used by certain eligible employees to obtain and train service animals, for example, seeing eye dogs.

Employees who have exhausted sick leave credits may charge their absences against other leave accruals, annual or personal leave, as appropriate. When all other accruals are exhausted, an employee may be eligible for sick leave at half-pay, participation in the Leave Donation Program, or placement on sick leave without pay. Employees absent for one continuous year due to a personal disability may be terminated under Section 73 of the Civil Service Law which also provides certain re-employment rights if the employee later recovers.

In accordance with your agency's call-in procedures, you must notify your supervisor when you are absent because of illness. While employees are not routinely required to provide medical documentation for absences of four days or less, you may be asked to provide medical documentation as a condition to use sick leave. Abuse or excessive use of sick leave credits may be cause for disciplinary action.

Although there is no lump sum payment for unused sick leave at time of separation, a specified number of days of unused sick leave may be applied at retirement toward health insurance premiums and counted as additional retirement service credit.

Sick Leave at Half-Pay

You may be eligible for discretionary sick leave at half-pay if you are absent due to personal illness, have at least one cumulative year of state service, have permanent non-probationary status, and have exhausted all your accrued leave credits, including personal leave, vacation and sick leave. You may be granted sick leave at half-pay, equivalent to one biweekly pay period of sick leave at half-pay for each six months of state service. In some bargaining units employees who meet certain additional criteria, including serving a waiting period, must be granted sick leave at half-pay. Sick leave at half-pay is not available to employees enrolled in the Income Protection Plan.

Income Protection Plan

The Income Protection Plan (IPP) is mandatory for those employees designated Management/Confidential who have no creditable state service prior to January 1, 1986 and for Rent Regulation Service Unit employees who have no creditable state service prior to October 1, 1987. Employees in the IPP are covered for short-term and long-term disability benefits after completing a waiting period or exhausting of sick leave, whichever occurs later. IPP participants do not earn sick leave each biweekly pay period. They receive a specified number of sick leave days on their sick leave grant dates, which occur twice a year. For mandatory participants, the first IPP sick leave grant date is six months after the date of appointment. IPP participants earn a total of eight days of sick leave each year, four days on each grant date. They are not eligible for sick leave at half-pay.

Leave Donation Program

The Leave Donation Program permits employees to donate vacation credits to eligible co-workers. Recipients have usually been absent for extended periods due to personal illness and have exhausted all their leave accruals. Program provisions may vary based on bargaining unit. Employees who wish to participate in this program, either as a donor or a recipient, should contact their personnel office for additional information.

Leave for Pregnancy, Childbirth, and Child Care

Permanent employees who are disabled because of pregnancy or childbirth are eligible for the same disability benefits available to other employees who incur a temporary disability. Temporary employees are eligible for all benefits, except sick leave at half-pay, until employment would otherwise terminate. For certain Management/Confidential employees, disability benefits are provided through the IPP after sick leave is exhausted. Normally, sick leave and other disability benefits are available for use four weeks before the anticipated due date and six weeks following the actual delivery date. If your disability begins prior to this period or extends beyond it, you will need to provide specific medical documentation. Employees, without regard to gender, are entitled to child care leave without pay for up to seven months after the date of delivery. The postnatal period of medical disability is included in this seven-month period. Once the medical disability period as stated above has ended, the employee may no longer charge sick leave; however, absence may be charged to other credits such as vacation and personal leave, at the employee's option. Once these accruals are exhausted, employees are placed on leave without pay for the remainder of the seven months. Of course, you need not request leave for the entire seven-month period if you wish to resume work earlier. If both parents are state employees, several options may exist for them. One parent may elect to take the child care leave, they may elect to split the seven-month leave, or they may request concurrent leave, subject to agency discretion.

Family and Medical Leave Act (FMLA)

Employees who meet certain service requirements are entitled, through the federal Family and Medical Leave Act (FMLA), to take leave of up to 12 weeks per year for serious personal or family health conditions. This leave can also be used for the arrival of a new child by birth, adoption, or foster placement. Although FMLA leave is unpaid, the employee may elect to charge appropriate leave credits in order to continue income during such an absence.

Military Leave

State employees are covered under New York State Military Law and Federal Military Law. Employees entering active military service are entitled to a leave of absence without pay. Employees have certain reinstatement rights upon completing military service. Check with your personnel office about applicable time limits for reinstatement. Under Section 242 of the New York State Military Law, reservists and National Guard members are entitled to military leave

with pay for up to 30 calendar days or 22 workdays – whichever provides the greater benefit – for ordered military duty in a calendar year or a continuous period of absence that spans more than one calendar year. Employees are expected to notify their agencies as soon as possible regarding their need for military leave. A copy of the employee's military orders is generally required. Employees receiving military leave with pay may also be required to provide a copy of their Leave and Earnings Statement or other evidence confirming the actual performance of military duty.

Leave for Bone Marrow or Organ Donation

Section 202-b of the New York State Labor Law provides that any employee of the State will be allowed up to seven workdays of leave with pay without charge to accruals to undergo a medical procedure to donate bone marrow, and up to 30 workdays to serve as an organ donor. There are notification and medical documentation requirements for these leaves.

Leave for Breast Cancer Screening

Section 159-b of the Civil Service Law allows male and female employees to take up to four hours paid leave annually without charge to leave credits for the purpose of breast cancer screening.

Leave for Prostate Cancer Screening

Section 159-c of the Civil Service Law allows all male employees to take up to four hours of annually paid leave without charge to leave credits for prostate cancer screening.

Leave for Civil Service Examinations

Employees covered by the Attendance Rules are eligible for a reasonable amount of time off with pay without charge to leave credits to take Civil Service Examinations for which they are eligible, and for certain types of interviews related to promotions and transfers.

Leave for Emergency Volunteers

Section 82-a of the Civil Service Law authorizes paid leave for full or partial days for volunteer firefighters and volunteer ambulance squad members while engaged in the actual performance of firefighter ambulance duties during a state of emergency declared by the Governor. Prior approval of the appointing authority is required.

Leave for Jury Duty and Court Appearances

To allow employees to perform their civic duties without penalty, an employee who has been determined to be overtime eligible is entitled to leave with pay without charge to leave credits

to report for jury duty or appear as a witness in a court or quasi-judicial proceeding in response to a subpoena or other order, provided the employee is not a party to the action.

Employees deemed to be ineligible for overtime are entitled to leave with pay without charge to leave credits for jury duty and for absences of less than a full workweek to appear in court or before a quasi-judicial body in response to a subpoena or other order, even if they are a party to the action. When overtime ineligible employees are absent for full workweeks to appear in court, they are entitled to paid leave only if they are not parties to the action. A workweek is the Thursday through Wednesday payroll period.

Leave for Red Cross Volunteers

Section 82-b of the Civil Service Law provides up to 20 workdays of paid leave without charge to leave credits per calendar year for employees who are certified by the American Red Cross as disaster volunteers to participate in specialized relief operations. Requests for the services of such volunteers are made in writing by the Red Cross to the appointing authority and are subject to the approval of the appointing authority.

Leave to Vote

Employees who are required to work on Election Day and who do not have sufficient time to vote outside of working hours may take up to two hours of leave with pay without charge to credits, which when added to voting time available outside working hours will enable them to have sufficient time to vote. Four consecutive hours between the opening of the polls and the beginning of the employee's work shift or between the end of the employee's work shift and the closing of the polls is considered sufficient time to vote. There are notification requirements for use of this leave.

Workers' Compensation

Workers' Compensation benefits provide protection for employees relative to medical expenses and loss of salary resulting from an occupational injury or illness. Basic protection is provided under the Workers' Compensation Law. Other benefits may be available; contact your personnel office for additional information. Refer to the section on **Safety**, below, for information on reporting occupational injuries and illnesses. Employees absent for one cumulative year due to occupational injury or illness may be terminated from state service under Section 71 of the Civil Service Law, which also provides certain re-employment rights if the employee later recovers.

Discretionary Leave Without Pay

You may be eligible for a leave without pay for personal reasons, such as education or family circumstances, at the discretion of your agency.

6. State Policies

This section provides a general description of some of the major policies that affect you as an employee of New York State. Most policies based on a federal or New York State law. The policies described here are designed to work for you, as well as your employer. If you have any questions that are not answered here, consult your supervisor or your personnel office.

Equal Opportunity Employment

The Law - Equal opportunity employment is defined as the right of all persons to work and to advance on the basis of merit, ability, and potential. This right is guaranteed by the Civil Rights Act of 1964 and the strengthening amendments of 1972, as well as the New York State Human Rights Law. These statutes prohibit discrimination in employment practices – including hiring, firing, promotion, compensation, and other terms, privileges, and conditions of employment – based on race, color, religion, sex, national origin, or disability. There also are established state policies against discrimination based on marital status, sexual orientation, or gender identity.

Affirmative Action - New York State is committed to a nondiscriminatory employment program designed to meet all the legal and ethical obligations of equal opportunity employment. Each department develops affirmative action policies and plans to ensure compliance with equal opportunity laws. To assist in building cooperative work environments, that welcome an increasingly diverse workforce, DCS maintains its Division of Diversity Planning and Management, and courses on diversity in the workplace are available to agencies through GOER. Contact your personnel office for more information about specific agency affirmative action policies and plans. Diversity training information is available under Training & Development on the GOER website at <http://www.goer.ny.gov/index.cfm>.

Persons With Disabilities - To encourage employment of qualified individuals with disabilities, Section 55-b of the Civil Service Law authorizes the Civil Service Commission to designate up to 1,200 positions in the noncompetitive class to be filled by qualified people with disabilities. Section 55-c authorizes the designation of up to 300 positions in the noncompetitive class to be filled by qualified veterans with disabilities. In general, any position that is appropriate to be filled via an open-competitive Civil Service examination may be used for 55-b or 55-c appointment. Potential employees must be certified as eligible. For more information on the Workers With Disabilities Program, write to the Department of Civil Service, 55 b/c Program, 55 Mohawk Street, Cohoes, New York, 12047, or call 1-866-297-4356.

Reasonable Accommodation - State agencies are required, under the Americans with Disabilities Act of 1990, to provide reasonable accommodations to employees with disabilities to allow them to perform essential duties of their job. The accommodation cannot impose an undue hardship on the agency's business operation. Depending on the circumstances, reasonable accommodation may include such things as making physical changes in the worksite site, restructuring jobs, modifying work schedules, modifying existing or acquiring new equipment, and providing interpreters, readers, or other support services.

Persons With AIDS or HIV - New York State offers protection of rights and benefits to employees with Acquired Immune Deficiency Syndrome (AIDS), as with any other disability or illness. Employees who have AIDS or who are Human Immunodeficiency Virus (HIV)-positive have the right to continue their normal duties as long as they are able. Employees with AIDS or HIV have the right to confidentiality regarding their condition. New York State law guarantees confidentiality of HIV test results. Unauthorized disclosure of such results is subject to legal penalties. Similarly, disclosure of an employee's medical condition to unauthorized individuals is considered an invasion of privacy.

Sexual Harassment Prevention

New York State will not tolerate behaviors or situations identified as sexual harassment in the workplace. Sexual harassment is defined as any unwanted verbal or physical sexual advance. It may include sexually explicit, derogatory statements or sexually discriminatory remarks made by someone in the workplace that are offensive or objectionable to the recipient, cause the recipient discomfort or humiliation, or interfere with the recipient's job performance. Each state agency is required to have a plan for preventing sexual harassment and a procedure in place for handling sexual harassment complaints. You may ask your personnel office for a copy of your agency's sexual harassment prevention policy as well as the State's policy as described in the NYS Sexual Harassment Prevention booklet. Online sexual harassment prevention training is available through the GOER's Online Learning Center at http://www.goer.ny.gov/Training_Development/Online_Learning/index.cfm.

Ethics

Every officer and employee in state service is bound by the provisions of the State's ethics laws, which establish specific standards of conduct, restrict certain business and professional activities (while in state service and after leaving government), and require financial disclosure by policymakers and other higher level officials. Violators face fines and discipline.

State officers and employees may not engage in activities that would create or appear to create a conflict with their public duties. Employees may not accept or solicit a gift of more than nominal value under circumstances in which it could be inferred that the gift was intended to influence or reward the recipient for performing official duties. There are limits on the receipt of honoraria and travel reimbursements, outside business activities, and holding office with a political party. The law also prohibits former state officers and employees from appearing before their former agencies on any matter within two years of leaving state service, or working for pay on any matter before their former agencies. Former state employees are also restricted in regard to if and when they may appear before any state agency in relation to any case, proceeding, application, or transaction with which they were directly concerned, which they personally participated in while in public service, or which was under their active consideration.

All employees should familiarize themselves with the appropriate sections of the law and regulations of the Joint Commission on Public Ethics (JCOPE). Online training regarding these

regulations is available through the NYS Statewide Learning Management System, SLMS. JCOPE offers classroom training at www.jcope.ny.gov.

Questions concerning ethics laws should be directed to agency personnel offices or the Commission, which may be reached at 518-408-3976. JCOPE maintains a website at www.jcope.ny.gov

Smoking Policy

The New York State Clean Indoor Air Act requires every employer in the state to provide smoke-free work areas for all employees in the workplace. There is no smoking within public buildings. In addition, smoking may be restricted within certain distances, such as 25 feet of building entry and exit areas, in order to comply with emergency evacuation requirements.

Drug and Alcohol Free Workplace

New York State employees are subject to criminal, civil, and disciplinary penalties if they distribute, sell, attempt to sell, possess, or purchase controlled substances while at the workplace or while acting in a work-related capacity. Such illegal acts, even if engaged in while off duty, may result in disciplinary action. In those locations where it is permitted, an employee may possess and use a controlled substance that is properly prescribed for the employee by a physician. Employees are also prohibited from on-the-job use of or impairment by, alcohol. If a supervisor has a reasonable suspicion that an employee is unable to perform job duties due to a disability that may be caused by the use of controlled substances or alcohol, that employee may be required to undergo medical testing. If the cause of the disability is found to be drug or alcohol-related, the personnel or employee relations officer, in conjunction with the employee's supervisor, may refer the employee to voluntary and confidential participation in the statewide Employee Assistance Program. Other available options include pursuing disability leave procedures or disciplinary measures.

7. Employment Procedures

This section provides a general description of some of the statewide procedures that you need to know as a member of the New York State workforce. Some of these procedures have been developed to correspond to New York State law, rules, or regulations. Some have been developed as part of the negotiated agreements. Union-represented employees should refer to their agreement, and Management/Confidential employees should refer to the online M/C Handbook at:

http://www.goer.ny.gov/Labor_Relations/ManagementConfidential/Handbook/index.cfm The information below will help you to know what is expected of you, understand your role in the everyday activities of your job, and learn how to address any concerns you may have at the workplace. Your agency's personnel office can provide you with more specific information.

Basic Workweek

Weekly Schedule - The basic workweek schedule for New York State employees is either 37.5 or 40 hours. The workweek for most state employees is Monday through Friday. A number of state agencies have provisions for flexible work hours, enabling the employee to arrange a particular schedule with the supervisor, within limits set by the department. Check with your supervisor for details about the work schedule for your unit.

Overtime - It is the policy of New York State that overtime be held to a minimum. Although the Division of the Budget approves various positions for overtime eligibility, you may be required to work beyond the basic workweek even if your job is not one of those approved for overtime pay. You should never work overtime hours without the prior approval of your supervisor. For more information concerning scheduling and payment for overtime, consult your union contract, your supervisor, or your personnel office.

Record of Attendance - As a New York State employee, you are responsible for maintaining an accurate record of your daily attendance at work. This record is required as the basis for paying your salary and accruing leave credits. During the orientation program you will receive sample attendance forms and information on how to complete these forms. Your department will also provide you with information on how to fill out time records.

Alternative Work Schedules - State employees may be eligible for certain alternative work schedules, depending on their union contract and the needs of their agency. Alternative work schedules include part-time employment and schedules such as staggered hours, where employees have a choice of different fixed starting times, compressed workweeks, where employees work fewer than five days a week and work longer days, and compressed pay periods, where employees work fewer than 10 days in a payroll period but work longer days. Voluntary Reduction in Work Schedule is not an alternative work schedule but is a program that allows eligible employees to voluntarily trade income for time off and is often used in conjunction with an alternative work schedule.

Union Membership

Under the Public Employees' Fair Employment Act (1967), commonly known as the Taylor Law, New York State employees have the right to union representation, except for those employees whose positions are designated Management/Confidential (M/C). The Taylor Law guarantees public employees the right to organize and mandates that the State and Executive Branch employee organizations – the public employee unions – negotiate collectively, in good faith, all issues dealing with the terms and conditions of employment. The Law also defines and prohibits improper practices by public employers and public employee organizations, and prohibits strikes by public employees.

The State of New York is an “agency shop,” which means that public employee unions represent all employees whose positions are designated in their bargaining unit, regardless of whether or not they are union members. You will be eligible for all benefits provided through the

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negotiated agreements, and have access to a union representative for your bargaining unit, whether you become a union member or not. If you decide to join the union that represents your position, you will be eligible for all the benefits and privileges of union membership, including the privilege of voting on internal union affairs and ratifying of negotiated agreements. If you choose not to become a union member, you will pay an agency shop fee rather than union dues, either of which is automatically deducted from your paycheck.

Generally speaking, your job title determines your bargaining unit or your M/C designation. All employees, except those designated M/C, are subject to the terms of the agreement negotiated between their bargaining unit and New York State.

The union materials in your orientation kit provide more detailed information concerning union membership. See below for Civil Service Employees Association, Inc. (CSEA), and Public Employees Federation, AFL-CIO (PEF) bargaining unit codes, and union contact information. Management/Confidential (M/C) employees are not represented by a union, but have an identifying code and information is available through GOER.

Union	Bargaining Unit	Code	Contact Number
CSEA	Administrative Services Unit (ASU)	02	518-257-1000
	Operational Services Unit (OSU)	03	or
	Institutional Services Unit (ISU)	04	1-800-342-4146
	Division of Military and Naval Affairs (DMNA)	47	
PEF	Professional, Scientific and Technical Services Unit (PS&T)	05	518-785-1900 or 1-800-342-4306
UUP	State University Professional Services Negotiating Unit (PSNU)	08	518-640-6600 or 1-800-342-4206
GSEU/CWA	State University Graduate Student Negotiating Unit (GSNU)	28	607-762-1104
District Council 37 of AFSCME, AFL-CIO	Rent Regulation Services Unit (RRSU)	67	212-815-1000 212-815-7555
NYSCOPBA	Security Services Unit (SSU)	01	518-427-1551 or 1-888-484-7279
Council 82, AFSCME, AFL-CIO	Security Supervisors Unit (SSPU)	61	518-489-8424 or
	Agency Law Enforcement Services Unit (ALES)	31	1-800-724-0482
PBA	State Police Troopers Unit	07	518-462-7448
	State Police CO/NCO (Supervisors) Unit	17	
PBANYS	Agency Police Services Unit	31	518-433-5472
Unrepresented	Management/Confidential (M/C)	Variou s	518-473-8317

Appointments

Appointment Letter - You should receive a letter signed by your appointing authority, confirming your appointment. This letter usually contains important information such as the title of your position, your base salary, your date of appointment, and your type of appointment. Keep this letter so that you can refer to it later.

Probationary Period - If you receive a permanent or contingent permanent appointment, the letter will also state the length of your probationary period. During this period your supervisor will evaluate your work performance in regard to quality and quantity of work, interpersonal relations, attendance, and need for additional training. Your supervisor will discuss this evaluation with you. Most open competitive appointments and all original permanent appointments in the noncompetitive, exempt, and labor classes have a probationary period of 26 to 52 weeks. Promotional appointments also require a probationary term of 8 to 26 weeks for positions of G-13 or lower, and 12 to 52 weeks for G-14 and higher. Probationary periods for trainee titles are for the duration of the traineeship. Types of appointments, job classifications, and grade levels are described in the Career Development section of this handbook. In some exceptional situations, for example, certain transfers, the probationary period may be waived. Additional information is available from your personnel office.

Performance Evaluation

In accordance with New York State policy, employee performance is evaluated regularly. While each bargaining unit has its own performance evaluation program, each one generally involves the development of a performance plan by an employee with the employee's supervisor, a review of employee performance, recognition of employee accomplishments, and suggestions for further improving the employee's contribution to the organization. Such reviews are usually conducted annually for each New York State employee. Your supervisor will inform you of the type and frequency of performance evaluations.

Career Opportunities Within State Service

Specific information on promotion and other employment opportunities within New York State service is included in the Career Development section of this booklet. DCS's Career Mobility Office offers workshops, such as "Understanding the Merit System," "Resume Preparation," and "Interviewing Techniques." Information on the location and dates of these workshops can be obtained by calling 1-800-553-1322 and (518) 485-6199 or going to the Career Mobility Office website at www.careermobilityoffice.cs.ny.gov/cmo/.

Announcements of many job vacancies in state agencies are posted on bulletin boards or sent electronically so that eligible employees have an opportunity to apply. The announcements contain information on eligibility requirements and application procedures. Consult your personnel office for further information. Announcements of job vacancies are also available on the StateJobsNY website at <http://statejobsny.com/>.

Status of Employment

Dual Employment - Dual employment (employment by more than one state agency or department at the same time) may be possible in some instances. Any dual employment must be in keeping with Section 6.3 of the Classified Service rules and the *Public Officers Law: Standards and Code of Ethics*. Each request for dual employment is reviewed and decided on its own merits. Policies may vary for different departments and agencies. Be sure to find out what the policy is in your place of employment. Forms for dual employment requests and more specific information are available from your personnel office.

Layoffs, Preferred Lists, and Re-Employment - As a result of downsizing and consolidation, mergers or relocations of functions, employees may be affected by the abolition of positions. Most permanent employees affected by those actions have rights to opportunities for *continued employment* through the Agency Reduction Transfer List (ARTL) process or to *re-employment* opportunities following separation through mandatory re-employment lists. Booklets describing each process, published by DCS, will be made available at the appropriate time by your personnel office to employees affected by such activities. These booklets provide basic information on employee rights, where to get information, and the choices and options available for continuing your employment. In addition, your personnel office or the Re-Employment Section of DCS can answer questions and provide assistance.

Resignation - When an employee decides to resign, the employee should give written notice to the employee's supervisor and the personnel office at least two weeks prior to the last day of work. Failure to do so may result in withholding of money otherwise owed to you.

Travel Procedures

It is New York State policy to use the most economical available means of transportation in the performance of official duties. Under certain circumstances, agency policy may permit the use of personal, rental, or state-owned vehicles. Employees must submit travel vouchers to obtain reimbursement for approved travel expenses. If you plan to travel in an official capacity, you should consult the appropriate unit in your department in advance of your trip. Procedures vary for each agency. Consult your supervisor for additional details, since employees are expected to be familiar with the State's travel guidelines. The Office of the State Comptroller publishes travel guidelines, which are available on its website at www.osc.state.ny.us/agencies/travel/travel.htm.

Grievance Procedures

The State recognizes that legitimate differences of opinion may exist about workplace disputes and encourages attempts to settle differences informally at the supervisory level. When a dispute cannot be resolved, the negotiated agreements may provide a basis for resolving the dispute through a contractual grievance procedure. Consult your union representative for more details. Those employees designated Management/Confidential should consult the *Handbook for Management/Confidential Employees* at

http://www.goer.ny.gov/Labor_Relations/ManagementConfidential/Handbook/index.cfm or contact their agency's employee relations office.

Disciplinary Procedures

Employees should be aware of the proper procedures to be followed if disciplinary action is taken against them. These disciplinary procedures for bargaining unit employees are set out in the negotiated agreement for each bargaining unit. If you are a represented employee involved in a disciplinary action, you should contact your union representative and either your employee relations or personnel office for more details. Management/Confidential employees may have rights under Section 75 of the Civil Service Law and should consult their employee relations office.

Other Policies and Procedures

Unemployment Insurance - Under New York State law, you may be eligible to receive unemployment insurance benefits if you stop working for New York State after you have worked the required number of consecutive weeks. Consult your personnel office for details.

Personal History Folder - Your personnel office regards all personnel records as confidential. Employees may review their personal history folder by submitting a written request to the personnel office.

Employee Suggestion Program - New York State welcomes suggestions relating to state activities from current employees and retired employees. Awards are made for suggestions that are used. Suggestions may be submitted directly to DCS on the appropriate forms, which are available from your personnel office, or online at <http://www.cs.ny.gov/esp/submitting.cfm>.

Parking - Parking availability varies by worksite. Contact your personnel office for information on parking arrangements and public transportation alternatives.

Community Activities - Many New York State departments and agencies maintain community activity bulletin boards. Ask a co-worker or consult your supervisor for locations.

State Employees Federated Appeal - State employees have the opportunity to contribute to charitable organizations through an annual State Employees Federated Appeal (SEFA) campaign. Contributions may be made by cash, check, or payroll deduction. The SEFA representative in your agency will distribute materials during the fall, signaling the start of a new campaign.

Agency-Specific Policies and Procedures - Employees should check with their supervisor or agency personnel office for information on any agency-specific policies or procedures directly related to the implementation of that agency's mission or responsibilities.

8. Career Development

Planning Your Career

There are many exciting and challenging employment opportunities in New York State government. Finding out how to take advantage of these opportunities is important to your career advancement and mobility. You can take an active role in planning your future by learning some of the terms and language that affect you and by using transfers, examinations, and educational opportunities to move up the career ladder. Understanding the Civil Service System will help you when seeking employment opportunities. It's in your best interest to find opportunities, ask questions, and advocate for yourself. You should take the initiative and develop your skills, which can lead to greater satisfaction and performance on the job, as well as advancement of your career.

Why Is There a Civil Service System?

After the American Revolution, government officials and employees were appointed to carry on the functions of the new government. People who had done favors for the party in power were appointed to fill jobs without much regard to whether those appointees were qualified. This was the patronage or "spoils" system, and that's the way government jobs were filled for more than 100 years. This system did not take competency into consideration and as incompetence in government became rampant, a reform movement began and came to a dramatic climax with the assassination of President James A. Garfield. His assassin was Charles Guiteau, a disappointed job seeker. This tragedy increased the demand for an end to the "spoils" system. In 1883, the federal Civil Service System was signed into law. The New York State Constitution requires that hiring of state and local government employees be based on merit and fitness. On May 4, 1884, Governor Grover Cleveland signed legislation authorizing the New York State Civil Service Law. In New York State, people who are hired must demonstrate they have the knowledge, skills, and abilities to do the job. The authority and responsibility for administering this merit system rests with DCS, which develops and administers examinations so that job candidates have an opportunity to demonstrate their abilities.

Job Classification System

The foundation of the New York State Classification and Pay Plan is the principle of equal pay for equal work, which, by statute, is the official policy of the State. Titles are classified based upon duties, responsibilities, and minimum qualifications; and compensation rates are established. These factors become important in career development, in determining your qualifications to take an examination, and when transferring to another position.

New York State job titles fall into four jurisdictional classifications: competitive, noncompetitive, exempt, and labor. These classifications can affect many things, including eligibility for promotional examinations and transfers. New York State law requires that all civil

service jobs be classified as competitive, unless the Civil Service Commission specifically classifies a position as exempt, noncompetitive, or labor.

In the **Competitive class**, appointments are generally made from civil service lists based on the results of examinations that evaluate knowledge and skills required for the job. The examinations are either open-competitive (open to all qualified persons) or transition or promotional (open only to qualified New York State employees). DCS scores the tests and prepares a list of ranked candidates, which is forwarded to the appointing authority or agency. From that group of candidates, the agency interviews and selects the person appropriate for the specific assignment in the title, using the "rule of three," which means that appointments must be made from among the three highest ranking eligibles willing to accept the position. If there are candidates with tied ratings, selection may be made from those willing to accept the position with a rating equal to or higher than the rating of the third highest ranked eligible. About 80 percent of all state titles are in the competitive class.

Noncompetitive class positions are filled by individuals who meet the required minimum training and experience requirements when the position does not warrant a competitive examination. Agencies appoint someone after a review of the applicant's qualifications. There is no direct line of promotion in the noncompetitive class. Some examples of noncompetitive class positions include: the skilled trades, such as welder, carpenter, plumber, or technical positions, such as research scientist. There are also some noncompetitive positions designated by DCS to be filled specifically by qualified individuals with disabilities.

Exempt class positions usually involve policy making or confidential duties. Exempt class positions do not have the same civil service protections as competitive class positions. A Commissioner's administrative assistant is an example of an exempt class position.

Labor class positions have few or no minimum qualifications. In labor class positions there is no official line of promotion, nor are labor class employees eligible for transfer. Flag people on road crews, grounds keepers, and cleaners are examples of positions in the labor class.

Examination Announcements

DCS issues an announcement for each open-competitive and promotional examination (www.cs.ny.gov/examannouncements/types/oc/). The actual test date and the deadline date for the filing of an application are listed at the top of the announcement. The announcement lists the minimum qualifications for the job and the location of current vacancies. Because exams are given only periodically, and vacancies may arise in other locations after the examination is announced, not taking a particular exam could adversely affect your career mobility for years.

To be considered for the exam, your application must be postmarked by the deadline date. The minimum qualifications for the position describe the kind of background you must have before you can take the exam. They are based on agency recommendations and information about the knowledge, skills, and abilities of those who are successfully performing such duties. The typical job duties are also described on the exam announcement. This provides insight into what a

person would be doing on a day-to-day basis. Additionally, the subjects to be covered on the exam are listed on the announcement. Generally, it will tell you whether to expect a written test, an oral test, an evaluation of training and experience, or a combination of these.

Understanding the Examination Announcement

You can find examination announcements and application forms in most agency personnel or training offices, at DCS offices in Albany and New York City, at the Department of Labor's Division of Employment Services offices in your community, or by visiting the DCS website at www.cs.ny.gov. Examination announcements describe the position, the minimum qualifications, the content, type of test, and the test date. Reasonable accommodation may be provided for employees indicating a special need on their application.

Open-competitive examinations that are offered on a cyclical basis are open to all qualified individuals. These examinations have a specific exam date and a limited period during which applications will be accepted. For **continuous recruitment examinations**, applications are accepted continuously and the exam is given periodically. Successful candidates are added to the list in score order for a specified period of time. An application fee may be charged for persons taking open-competitive civil service examinations. The fee for state employees may be paid through their employee unions. Check the application to find out if this benefit is provided to members of your bargaining unit.

Promotion examinations are open to permanent state employees who have held positions making them eligible to take the examination for a higher-level title. Often they are given to fill an agency-specific title and are only open to qualified employees of the agency. Interdepartmental promotion exams are held for titles that exist in many agencies, such as Secretary I.

Transition examinations are also open only to state employees. They provide opportunities for clerical and secretarial employees to move to titles outside of their regular promotional line, such as technical or professional titles. Announcements for promotion and transition examinations are available at your agency personnel office.

Preparing Your Application

Your application is reviewed by either DCS staff or agency staff, depending on the examination, to determine if you meet the minimum qualifications. If you do not, or if there is a question about your qualifications, you will be notified by mail that your application has not been approved. For written tests, your notification of approval will be your admission notice to the examination, which will be mailed to you approximately one week before the exam. This notice tells you exactly where and when the exam is to be given. For promotion examinations, you may be able to apply by phone or over the web; instructions are on the examination announcement.

Taking a Civil Service Exam

For some positions, the written portion of the examination is only the first step. You may also be asked to complete a performance test, an oral test, or an evaluation of your education and experience. If you are scheduled to take an oral exam, a panel made up of two or three expert examiners will ask you about job-related issues or problem situations. Additionally, there may be physical or medical requirements that you must meet.

Extra Credit on Examinations

If you are a qualified veteran and you receive a passing grade on an examination, you may be eligible to receive veterans' points; however, the veterans' credit can be used only once. They will be added to your score if you claimed those credits on your application. Veterans should contact their personnel office to find out more about these credits and other career and educational benefits available to them. Also, successful candidates on promotion examinations may have seniority credit included in their final score. Information concerning seniority credits appears in the examination announcement.

Inability to Attend an Examination

If you are unable to attend an examination because of religious obligations, a death in the immediate family, personal illness, or other legitimate reasons that can be verified, you may be permitted to take the exam on another day designated by DCS. In such cases, you should contact DCS as soon as possible, but no later than the Monday following the test date.

After the Exam: Eligible Lists

Appointments are made from the "eligible list." An eligible list contains the names, in rank order based on the test taker's final score, of those who passed the examination. Notification of your score will generally be sent within 60 days after taking the exam. Your rank on the list is based on your final test score, combined with any seniority or veterans' credits you may have. The Civil Service law states that appointments must be made from among the three top-ranking individuals willing to accept the position. As individuals with higher scores are appointed, individuals with lower scores become "reachable" for appointment. "Reachable" refers to the status of a person on an eligible list who ranks high enough to be considered for appointment.

Your name will remain on the eligible list until you are hired or decline an appointment, until the list expires, or until the list is superseded by a list resulting from a new examination. If you have questions about your list status, call your agency personnel office or DCS. An eligible list may be active for up to four years. A decision about not taking a test should be based on this information, since eligible lists are used by state agencies to fill many job openings.

It is important to understand that state agencies, not the DCS, do the hiring. The agencies send out "canvass letters" to the top-ranking individuals on the list to determine who is interested in being interviewed. The canvass letters are not job offers; they are strictly inquiries into interest

and availability. If you decline a job offered to you, the canvass letter will tell you how this will affect your status on the list. Your reason for declining may have an effect on whether or not you will be considered for future vacancies. Contact your personnel office for specific information about eligible lists and canvass letters.

Creating Opportunities Through Appointments

Each year thousands of people are appointed to positions in New York State government. You may be surprised to learn there are several different types of appointments that affect everything from building seniority, eligibility for leaves of absence and transfer, and promotion and retention rights, to the ability to be reinstated if you leave state service and want to return. There are four types of appointments to New York State service: permanent, contingent-permanent, temporary, and provisional.

Permanent appointments are generally made to positions that are permanently established and currently vacant. A permanent appointment to a competitive position is made by selecting one of the three highest-ranking eligibles on a civil service examination list and willing to accept appointment. Employees in noncompetitive and labor positions may also be appointed on a permanent basis. Permanent competitive appointments mean that you are eligible to compete for promotion exams and that you have retention and re-employment rights during a reduction in the workforce. You are also eligible to transfer and may be reinstated if you resign a position. Permanent noncompetitive and labor class employees may also have retention and re-employment rights based upon negotiated agreements.

Contingent-permanent appointments provide an employee with most of the rights and protection of a permanent appointment when appointed to a temporarily vacant position. Contingent-permanent appointments are made to a position from which the permanent incumbent is on leave of absence. The advantages of this appointment include having all the rights of a permanent employee in terms of promotion and transfer. However, you should understand that the contingent-permanent employee may be displaced if the original employee returns.

Temporary appointments may be made to a temporary position that is established for a short period of time or to a permanent position that is temporarily vacant. Temporary appointments are generally made when a program has a short-term need. A temporary appointment for a period of more than six months must be made using the same eligibility procedures as for a permanent appointment, except in specially authorized cases.

A **provisional appointment** is made to a competitive class position for which there is no eligible list from which a permanent appointment can be made. Temporary and provisional employees have no special rights or ranking when it comes time for examination for the title they hold. In fact, they have to be reachable under the rule of three to receive a permanent appointment, just like anyone else.

Promotion

You may be eligible for promotion either within your own department or to positions in other departments. To take a departmental promotion examination, you must be a permanent department employee and meet the minimum qualifications, as set forth in the promotion announcement. For interdepartmental promotions, when a title exists in more than one department, any current permanent state employee who has the necessary minimum qualifications may take the interdepartmental promotion examination. Contact your personnel office for specific information.

Creating Opportunities Through Transfers

New York State employees have many reasons for looking for transfers or changing jobs. For example, they may want to move to another part of the state, work closer to their home, or they may want a career change. Because New York State has many agencies, worksites, and types of work, it can provide many transfer opportunities.

All transfers are voluntary actions between an employee and an agency.

Most of the New York State employees who transfer do so by convincing the new agency and their potential supervisors that the transfer will mean an increase in productivity. Transfers from one agency to another in the same or a similar title are known as interdepartmental transfers. Transfers may be made between titles based on an individual's ability to qualify for a different title because of an employee's training and experience. Transferring from one agency to another can affect your promotion rights and opportunities. Knowing the informal channels and networking with employees in other agencies will enable you to learn about other jobs, and potential transfer opportunities. A transfer can mean having new challenges within the same title or it can mean a new job. In some situations, it can even mean a different occupation. Transfers can afford you new opportunities for advancement. Transfers can affect your eligibility for examinations and your standing on eligible lists. Keep in mind, employees transferring into a position usually have to serve a probationary period.

You will need the approval of the agency to which you are transferring in order for the transfer to happen. However, the approval of the agency from which you are transferring is not necessary. Permanent employees are entitled to a leave of absence from their original agency during their probationary period in the new agency. You may return to your previous permanent title at any time during your probationary period. If work performance in your new position is not satisfactory, you will be restored to your permanent title before the end of the probationary period. Since your appointment type (permanent vs. contingent, etc.) can affect your leave, you should contact your personnel office for more information about your specific situation.

The three most common transfers are based on Civil Service Law Sections 70.1, 70.4, and 52.6. A 70.1 transfer allows a permanent employee to transfer to the same or a similar title, within two salary grades of their previous grade, without taking an examination. A 70.4 transfer

affords an employee an opportunity to move to a title in a different occupational area – generally at the entry level - as a result of that individual’s training, educational experience, or licensing. Employees must meet the open-competitive qualifications for a title and be serving in a title in a similar grade level. A 52.6 transfer applies to employees who want to move between administrative titles, including areas of personnel, budgeting, management, law, or administrative analysis.

Appointments through transfers can be complex. It is best to consult your personnel office for details about transfer opportunities available to you. It can also affect your status on current eligible lists. Before committing yourself to a transfer you should consider these ramifications. Your personnel office will be able to tell you the effect a transfer would have on your promotion opportunities.

Layoff

A layoff, also known as a reduction in force, refers to the abolition (elimination) of positions and the displacement of employees. Every effort is made to avoid any employees losing state employment by reviewing their seniority rights and eligibility for transfer or reassignment, and determining their “bumping” and “retreat” rights. Re-employment lists can provide job opportunities to competitive, noncompetitive, and labor class employees before and after they are laid off. More information will be available from your personnel office if needed. If you are laid off and eligible for preferred list status, you may compete in promotional examinations for which you qualify, on the basis of your actual service before layoff.

Resignation

Employees who consider resigning are encouraged to discuss that consideration with their supervisor and their agency personnel office before making a final decision. Resignations may impact reinstatement opportunities, health benefits, retirement benefits, and other related employee concerns. An employee who decides to resign must submit a written resignation to the appointing authority at least two weeks before the last day of work. If this notice is not given the appointing authority may withhold the employee’s lump sum payment for unused vacation days.

Reinstatement

Employees who resign from permanent positions, and who ask to be rehired within one year after the date they left the payroll, may be reinstated in the same job title without examination and at no loss of salary. They may also be reinstated to a position to which they were eligible for transfer at the time of resignation. Such reinstatement is not mandatory and is at the discretion of the hiring agency. If reinstated, the employee must serve the probationary period required of all new employees. Upon request by an agency wishing to reinstate an individual, the Civil Service Commission may waive the one year reinstatement restriction for good cause, if it is in the best interest of the State.

9. Employee Training and Development

New York State employees possess a tremendous range of skills, competencies, and experiences. Given ongoing and rapid changes in the work world, continuous learning is essential. You are encouraged to pursue learning for job satisfaction, personal growth, and career advancement.

Participation in some training and education programs may be required as part of your job, while other programs are available to you on a voluntary basis. Training activities related directly to performing your job are normally conducted during working hours. When a program takes place during your work day, you will need your supervisor's approval to attend. You may also choose to participate in voluntary programs that take place after normal working hours.

Finding Opportunities for Training and Development

Announcements for training programs and course listings are available at your agency training or personnel office. Be sure to watch for training announcements on bulletin boards, websites, and in inter-office communications. Ask your supervisor or training officer about additional opportunities that might be available to you to further your formal education. For more information visit http://www.goer.ny.gov/Training_Development/index.cfm.

Agency-Sponsored and On-the-Job Training

Many state agencies have their own resources and provide workshops, seminars, or other forms of training. Your supervisor will tell you what training programs you are required to attend. These may be offered within your agency or you may be sent to classes near your worksite. State agencies and units within agencies may also provide workshops, seminars, or other forms of training that may be attended by employees. Many of these programs are developed for statewide use by GOER and taught by agency trainers who have completed a certification program. Agency-sponsored training is designed to:

- develop knowledge and skills when a new program or project is started
- introduce work processes or technologies when implementing a new reporting procedure
- provide instruction on new operating equipment or computer programs
- enhance existing employee competencies

Your agency's orientation program is usually a first step in the overall on-the-job training process. In addition to agency-sponsored training activities, your daily interaction with your supervisor and fellow employees provides on-the-job training. An integral part of successful orientation is the learning that takes place through observation, communication, and discussion among employees and their supervisors concerning the specific job tasks of individuals and work units.

Your supervisor will encourage you to discuss your job tasks, and any problems you may be having with them, on an informal basis. More formal review and documentation of job tasks and accomplishments will occur annually through the performance evaluation process, which may identify additional training areas to help you progress in your career.

Statewide Training Opportunities

Both New York State and the public employee unions recognize that employee training and development benefits employees and the organizations for which they work. Many statewide training programs are funded through the negotiated agreements with each of the unions. These programs are designed to:

- develop competent employees, supervisors, managers, and leaders
- support individual growth and achievement
- address organizational needs
- strengthen job skills
- assist employees in adapting to new technologies

In partnership with CSEA and PEF, GOER offers a wide range of training programs and educational services including supervisory and leadership development, organizational skill development, state policy awareness and compliance, core workplace skills, and job skill enhancement. New programs are continuously developed to respond to the changing needs of New York State agencies and their employees. Training is provided through workshops and customized classes offered across the state.

Employees can also find training and development opportunities in the Statewide Learning Management System (SLMS). SLMS is a web-based learning management system. It allows users to register for classes, take online courses, and track their personal training history. For more information visit: http://www.goer.state.ny.us/Training_Development/NYS-Learn/index.cfm.

For specific information about these programs or answers to questions about training programs in general, please call 518-474-6772, visit our website at http://www.goer.ny.gov/Training_Development/index.cfm, email wodu@goer.ny.gov or write to:

*Governor's Office of Employee Relations
Workforce and Organizational Development Unit
2 Empire State Plaza, 7th Floor
Albany, New York 12223-1250*

Information about specific programs can also be obtained from your agency personnel, training, and affirmative action offices, local union representative, your union's education and training office, or the following organization:

NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Ave. Ext.
Albany, NY 12203
www.nyscseapartnership.org/

Career Enhancement

Through negotiated agreements with the employee unions, New York State offers you a variety of training opportunities. Programs are designed to provide training at no cost for employees to improve job skills, performance, and career opportunities by taking credit-bearing or noncredit courses at educational institutions.

Additional information on a variety of training available, and appropriate application forms, are available at your agency or facility training or personnel office, your union's education and training offices, or on the GOER website at http://www.goer.ny.gov/Training_Development/index.cfm.

Leave for Training

Release Time - Some training programs involve release time from the job with pay; some may require that you attend on your own time or that you charge your leave accruals. In any case, it is up to the employee's agency to determine if an individual can be excused from the workplace to attend training.

Leaves of Absence for Study - Employees may be eligible for unpaid leaves of absence to pursue educational studies. If you are a veteran, you may have special rights regarding a leave of absence without pay for educational purposes. Contact your personnel office or DCS for additional information.

10. Safety at Work

New York State is committed to identifying and controlling the hazards that may be encountered in the course of your employment. Cooperation is needed among all employees and their managers to reduce the risk of injury and loss to state employees, the public they serve, and the facilities in which they work.

It is the employer's responsibility to keep the workplace free of recognized hazards. Under the Public Employee Occupational Safety and Health Act (PESHA), your employer has the responsibility to provide a safe workplace and ensure that employees receive necessary training, follow safety procedures, and wear any required protective equipment. Always following the safety rules and immediately reporting any hazardous conditions or activities to your supervisor can accomplish this. See the PESHA website at http://www.labor.ny.gov/workerprotection/safetyhealth/DOSH_PESH.shtm.

New York State law also gives employees certain rights to a safe and healthful workplace. A description of these entitlements must be posted at each worksite. www.labor.ny.gov/formsdocs/wp/sh908.pdf.

Safety Checklist

Given the variety of tasks performed by New York State employees, it is not possible to cover everything one should know about safety here. However, to guarantee a safe and healthy work environment, you should make a point of doing certain things right away:

- Identify the locations of fire exits, fire extinguishers, automated external defibrillators (AEDs), and first aid kits.
- Familiarize yourself with the steps to follow in case of an emergency. Most workplaces post emergency procedures and evacuation routes. Write down emergency phone numbers in a convenient and accessible place.
- Ask for the name of the safety officer, member of the tenant safety organization, or safety committee representative for your floor. Record their phone numbers.
- Speak to your supervisor about receiving training on how to use the required safety equipment for particular pieces of machinery or specific work areas.
- Speak with your supervisor about receiving training on the proper precautions for working with hazardous gases, liquids, or powders. Before opening a container of any chemical, learn the procedures for safe handling, storage, clean up, and disposal of that substance. You are entitled to a Material Safety Data Sheet (MSDS), describing the chemical properties of workplace materials.
- Ask for assistance if you think your work area seems awkward, uncomfortable, or unsuitable for your needs. Inform your supervisor or agency safety personnel if you

experience pain while performing a task.

For additional information on Tenant Safety Organization, emergency procedures, fire safety, bomb threats, and medical emergencies, read the Tenant Safety Handbook which can be found at www.ogs.ny.gov/BU/BA/TSH.asp.

11. Orientation Checklist for New Employees

A new employee's supervisor plays an important role in the orientation process. The following checklist is provided to ensure that new employees and their supervisors are "on the same page." It is important that all of the following major elements of orientation be covered so new employees can feel comfortable in their new work setting, as well as understand what is expected of them. You are encouraged to "check off" items as they are covered with your supervisor, as well as bring to the attention of your supervisor any items not yet covered.

- For your first day:
 - Arrive on time and ready to work
 - Bring a copy of your appointment letter with you, if available

- Find out about your new job:
 - Meet with your supervisor and determine how you will relate to one another, for example, how often you will meet, and how best to communicate questions or problems (a written note, in person, e-mail)
 - Learn all the responsibilities of your new job (specific tasks, quality, and quantity standards, etc.)
 - Ask about your new work unit: function of the work unit, how it fits into the organization or department overall, your position within the unit, how your position relates to the work of other employees in the unit, who you are to report to on a day-to-day basis, and any supervisory or other special responsibilities you may have

- Ask about the following regulations and procedures:
 - Work hours and time sheet policies (requesting leave usage and reporting absences)
 - Lunch and other breaks
 - Telephone, mail, computer, and email rules and procedures
 - Travel procedures
 - Mail procedures
 - Rules about use of agency telephone, mail, and computer
 - Promotion and transfer
 - Secretarial procedures
 - Safety and medical emergency procedures
 - Agency-specific regulations
 - Leave rules

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- Get to know your co-workers:
 - Ask to meet your co-workers
 - Share information about your responsibilities and your co-workers' responsibilities
 - Discuss how you will work together

- Ask about your new worksite, including:
 - Your specific work location
 - Location of supplies
 - Location of lavatories
 - Location of cafeterias
 - Location of parking areas
 - Location of first aid station
 - Location of the personnel office
 - Location of any wellness and exercise facilities

- Additional questions or areas for follow up:

Resources for future questions (people, publications, websites):

APPENDIX

12. APPENDIX

New York State's governmental activities are vested in 20 state departments with various offices, boards, commissions, councils, and divisions under each department's jurisdiction. The Executive Branch also includes miscellaneous New York State agencies, boards, commissions, and authorities which report directly to the Governor. This appendix includes only Executive Branch units since you, as an Executive Branch employee, will want to understand how your assigned unit works with other executive units to serve the people of New York State. For information on the Legislative and Judicial branches of New York State government, consult library resources such as the *NYS Red Book*, *NYS Blue Book* (Legislative Manual), and online resources such as the State of New York's website at www.ny.gov.

Departments

The 20 Executive Branch departments, with their corresponding subdivisions, are listed below for easy reference. Also included are the acronyms (abbreviations) and the website addresses for each administrative unit, as available.

EXECUTIVE DEPARTMENT

The Governor's Office: www.ny.gov/

Adirondack Park Agency: www.apa.ny.gov

Aging, Office for the: www.aging.ny.gov/

Alcoholic Beverage Control, Division of: www.sla.ny.gov

Budget, Division of the: www.budget.ny.gov

Children and Families, Council on: www.ccf.ny.gov

Consumer Protection, Division of: (1-800-967-1220)
www.dos.ny.gov/consumerprotection

Correction, State Commission of: www.scoc.ny.gov

Council on the Arts: www.nysca.org

Criminal Justice Services, Division of: www.criminaljustice.ny.gov

Developmental Disabilities Planning Council: www.ddpc.ny.gov

Financial Control Board: www.fcb.state.ny.us

General Services, Office of: www.ogs.ny.gov

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Governor's Office of Employee Relations: www.goer.ny.gov

Homeland Security and Emergency Services, Division of: www.dhses.ny.gov

Homes and Community Renewal: www.nyshcr.org

Human Rights, Division of: www.dhr.ny.gov

Information Technology Services: www.cio.ny.gov

Inspector General, Office of the: www.ig.state.ny.us

Lottery, Department of the: www.nylottery.ny.gov

Military and Naval Affairs, Division of: www.dmna.ny.gov

Parks, Recreation and Historic Preservation, Office of: www.parks.ny.gov

New York State Police, Division of: www.troopers.ny.gov

Prevention of Domestic Violence, Office for the: www.opdv.ny.gov

Quality of Care and Advocacy for Persons with Disabilities, Commission on:
www.cqc.ny.gov

Racing and Wagering Board: www.racing.state.ny.us

New York State Foundation for Science Technology and Innovation www.nystar.ny.gov

Veterans' Affairs, Division of: <http://veterans.ny.gov/>

Victim Services, Office of: www.ovs.ny.gov

Welfare Inspector General, Office of the: www.owig.state.ny.us/owig

Agriculture and Markets, Department of: www.agriculture.ny.gov

Attorney General, Office of: www.ag.ny.gov

Civil Service, Department of: www.cs.ny.gov

Corrections and Community Supervision, Department of: www.doccs.ny.gov

Education, Department of: www.nysed.gov

State University of New York: www.suny.edu

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Empire State Development Corporation: <http://esd.ny.gov>

Environmental Conservation, Department of: www.dec.ny.gov

Family Assistance, Department of

Children and Family Services, Office of: www.ocfs.state.ny.us/main

Temporary and Disability Assistance, Office of: www.otda.ny.gov

Financial Services, Department of: www.dfs.ny.gov

Health, Department of: www.nyhealth.gov

Labor, Department of: www.labor.ny.gov

Mental Hygiene, Department of

Office of Mental Health: www.omh.ny.gov

Office for People with Developmental Disabilities (OPWDD): www.opwdd.ny.gov

Alcoholism and Substance Abuse Services, Office of: www.oasas.ny.gov

Motor Vehicles, Department of: www.dmv.ny.gov

Public Service, Department of: www.dps.ny.gov

State, Department of: www.dos.ny.gov

Joint Commission on Public Ethics: www.jcope.ny.gov

Taxation and Finance, Department of: www.tax.ny.gov

Transportation, Department of: www.dot.ny.gov/index

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MISCELLANEOUS AGENCIES, BOARDS, AND COMMISSIONS

In the Executive Branch of New York State

The following is a partial listing of additional administrative units included in the Executive Branch of New York State government. For further information see the *New York State Red Book*. www.ny.gov

Board of Elections, New York State: www.elections.ny.gov

Environmental Facilities Corporation: www.nysefc.org

Higher Education Services Corporation: www.hesc.com/content.nsf

State Insurance Fund, New York: ww3.nysif.com

Public Employment Relations Board: www.perb.ny.gov

Teachers' Retirement System, New York State: www.nystrs.org

Workers' Compensation Board: www.wcb.ny.gov

NEW YORK STATE AUTHORITIES

Most New York State authorities are public benefit corporations, with members appointed by the Governor or named in statute, to direct the operation of specific public facilities or resources for optimum use by the citizens of the state. The following is a partial list of authorities that are part of the Executive Branch. For additional information, please refer to the *New York State Red Book* or the New York State website at www.ny.gov.

Bridge Authority, New York State: www.nysba.state.ny.us

Dormitory Authority: www.dasny.org

Olympic Regional Development Authority, New York State: www.orda.org/corporate

Thruway Authority and Canal Corporation, New York State:
www.thruway.ny.gov/index.shtml

New York State Canal Corporation: <http://www.canals.ny.gov/index.shtml>



Andrew M. Cuomo, Governor