

Purposes of Personnel Administration Procedure Groups

Attendance and Time Reporting

This group of procedures (also refer to HR Policies) provides information necessary to ensure that all attendance and time reporting matters for Research Foundation (RF) employees comply with Research Foundation policies and the requirements of the Fair Labor Standards Act and the Family and Medical Leave Act (FMLA) of 1993. The documents provide information on the requirements associated with the following:

- standard workweek
- work breaks
- meal periods
- time reporting
- leave accrual, use, and administration

Employee Development

This group of procedures (also refer to HR Policies) is designed to provide the information necessary to ensure that employees are made aware of development programs that may be available to them as Research Foundation (RF) employees. Programs currently in place include a tuition waiver program and a performance appraisal program.

Employee Relations

This group of procedures (also refer to HR Policies) is designed to provide the information necessary to ensure that individual Research Foundation employees are treated equitably in the workplace and have a means by which they can resolve their workplace complaints.

Employment Standards

This group of procedures (also refer to HR Policies) is designed to provide the necessary information to ensure that all employees are informed of the employment standards they must adhere to as Research Foundation employees. These policies include the following:

- [Conflict of Interest Policy](#)
- [Drug-Free Workplace Policy](#)
- [Patents and Inventions Policy](#)
- [Computer Software Policy](#)

Equal Employment Opportunity

The equal employment opportunity policies (also refer to HR Policies) are the result of efforts to provide a working environment at the Research Foundation that ensures equal opportunity in employment for all persons, which includes providing an environment that is free of discrimination and harassment. The detailed procedures are normally used by supervisory and managerial personnel in addressing issues involving affirmative action and equal employment opportunity.

The policies include three main types that govern all Research Foundation affirmative action matters: affirmative action, nondiscrimination, and nonharassment.

Noncitizen Employment

This group of procedures (also refer to HR Policies) contains the Research Foundation's (RF's) policies and procedures for employing noncitizens in compliance with U.S. immigration law.

These policies and procedures are not designed to provide advice to noncitizens on legal matters.

Record Administration

This group of procedures (also refer to HR Policies) is designed to provide the information necessary to ensure that operating locations fulfill their responsibilities as offices of record for all Research Foundation documentation pertaining to the personnel function. The record administration policies and procedures describe the personnel records that must be retained by operating locations and for how long, and provide the guidelines for releasing employee information.

Salaries and Wages

Refer to [Salary and Wage Administration Functions and Responsibilities](#).

Staffing

This group of procedures (also refer to HR Policies) is designed to provide the information necessary to ensure that all initial appointments to the Research Foundation payroll are in compliance with applicable laws, sponsor guidelines, and Research Foundation and/or State University of New York policies.

The policies and procedures are also designed to ensure that pre-appointment issues, such as correspondence with applicants and offers of employment, and issues relating to changing an employee's status, such as promotions or demotions, are handled and resolved in accordance with Research Foundation policy.

Policies and procedures related to fellows are within the Fellows procedure group.

Termination of Employment

This group of procedures (also refer to HR Policies) is designed to provide the information necessary to ensure that when a Research Foundation employee is terminated from employment, either voluntarily or involuntarily, the termination process is in compliance with Research Foundation policies and applicable laws. This group include descriptions of the different reasons for voluntary and involuntary termination of employment and the requirements regarding these two types of employment termination. In addition, this section includes a policy/procedure that describes the requirements for promptly notifying an

employee of employment termination.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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