



## HR Policies



Additional policies and procedures can be found on the [University Policy Office](#) website.

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## Resources

Supporting documentation that impacts Cornell as a workplace.

### Planning for Religious Holidays, Observances, and Accommodations

To create and maintain an inclusive and respectful workplace for all employees regardless of religious belief or non-belief, we ask that faculty and staff keep these guidelines and best practices in mind when [planning for religious holidays, observances, and accommodations](#).

## Reports

- [Annual Security Report](#)
- [Annual Fire Safety Report](#)

## Workplace Rights

- [Employee Rights Posters](#)

## Official Statements

- [EEEE Statement](#)
- [Cornell as a Drug-Free Workplace](#) (pdf)
- [Pay Transparency Statement](#) (pdf)
- [Staff and Labor Relations Statement](#) (pdf)

## Other Resources

- [Meal Periods & Rest Breaks FAQs](#) (pdf)
- [Disability Accommodation FAQs](#)
- [Flexible work arrangements](#)
- [Wage Theft Prevention Act](#)

## All Faculty & Staff

### Disability Accommodations

Staff from Medical Leaves Administration are always willing to meet with faculty and staff regarding any medical leave or disability accommodation issues. In order to initiate a request for disability accommodation, you may fill out the Cover Page and Medical Verification Form and return those to Medical Leaves. However, if you would rather speak with someone from Medical Leaves before submitting a request, please contact us and we will be happy to further discuss your situation.

- [Disability Accommodation Policy](#)
- [Disability Accommodation Frequently Asked Questions](#)
- [Request for Accommodation - Cover Page](#) (pdf)
- [Request for Accommodation - Medical Verification](#) (pdf)
- [Addressing Inclement Weather Challenges for Individuals with Disabilities](#)

### Religious Accommodations

- [Religious Accommodation Policy](#)
- [Religious Accommodation Frequently Asked Questions](#)
- [Religious Holidays](#)
- [Religious Accommodation Request Form](#) (pdf)
- [Religious Accommodation Request Form for HR Representative](#) (pdf)

### Diversity, Equity, and Inclusion

- [Cornell's Vision and Goals for Diversity](#)
- [Equal Education and Employment Opportunity Statement](#)
- [Harassment, Discrimination and Bias](#)
- [Policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct](#)
  - [Procedures for Resolution of Reports Against Employees Under Cornell University Policy 6.4](#)
  - [Procedures for Resolution of Reports of Prohibited Discrimination Against Faculty Under Cornell University Policy 6.4](#)
  - [Procedures for Resolution of Reports of Prohibited Discrimination Against Staff Under Cornell University Policy 6.4](#)
- [Title IX Office](#)
- [President's Statement on Affirmative Action](#) (pdf)
- [Restroom/Facilities Use Guidelines](#) (pdf)

### Expectations of Faculty and Staff

- [Campus Code of Conduct](#)
- [Cornell as a Drug-Free Workplace](#)

## **Other Related Policies/Operational Information**

- [Consensual Relationships: Policy 6.3](#)
  - [FAQs for the Consensual Relationships Policy](#)
- [Academic Calendar](#)
- [Environmental Health & Safety](#)
- [Inclement Weather](#)
- [Reference Checks, Information Verification, and Background Checks](#)
  - [Background Checks Frequently Asked Questions](#)
- [University Policy on Smoking](#)
- [Staff Holidays](#)
- [University Volunteers](#)
- [Visitors at the Worksite](#)

## **Support for Faculty and Staff**

- [Faculty and Staff Assistance Program](#)

## **Faculty & Academic Staff**

### **Academic Titles and Appointments**

- [Approved Academic Titles](#)
- [Academic Appointment Terms and Authority](#)

### **Academic Leaves**

- [Leaves for Professors and Academic Staff](#)
- [Academic Parental Workload Relief Form](#)

### **Academic Employment**

- [Filling Vacancies](#)
  - [Guidelines to Support Filling Vacancies](#) (pdf)

### **Other Policies and Procedures**

- [Consensual Relationships: Policy 6.3](#)
  - [FAQs for the Consensual Relationships Policy](#)
- [Academic Misconduct](#)
- [Deans' Dossier Schedule 2019-2020](#)
- [Joint Inter-Campus Academic Appointments](#)
- [Notice requirements for Early Termination, Non-Renewal or Reduction in Effort/Salary for Non Tenured/Tenure Track Academic Staff](#)
- [CAPP Motion Regarding Widespread Consultation on Academic Unit](#)

## Staff

Information for non-academic, non-union staff.

### Career Development

- [Performance Dialogue Policy](#)
- [Release Time from Work](#)
- [Staff Transfer Policy](#)

### Employment Practices

- [Conflict of Commitment: Dual Appointment](#)
- Credited Service (see [credited service definition](#))
- [Definition of Appointment \(Work Status\)](#)
- [Flexibility in the Workplace](#)
- [Filling Vacancies](#)
  - [Guidelines to Support Filling Vacancies](#)
  - [Wage Theft Prevention Act FAQs](#)
- [Labor Law Posters](#)
- [Personnel Files](#)
- [Reference Checks, Information Verification, and Background Checks](#)
  - [Background Checks Frequently Asked Questions](#)
- [Separations](#)

### Resolving Staff Concerns

- [Discipline](#)
- [Probationary Period](#)
- [Staff Complaint and Grievance Procedure](#)

### Time Away from Work

Excludes academic and bargaining unit staff.

- [Time Away from Work Policy \(Excluding Academic and Bargaining Unit Staff\)](#) (includes Vacation, Holiday Time, Health and Personal Leave, Catastrophic Leave Donation, Funeral Leave, Jury Duty/Court Appearance, Voting Time, Military Leaves of Absence and Military Leave Policy Amendments, Volunteer Firefighter, Emergency Medical Technician, Emergency Responder Leave, Family Leaves for Staff, Medical Leaves for Staff, Lactation Time Away From Work, Blood Donation Leave) *Also see: [Medical Leaves Benefits](#) for procedures and forms*

### Wages and Salaries

- [Emergency Call-Back](#)
- [Inconvenience Pay](#)
- [Overtime](#)

- [Payroll Deductions](#)
- [Meal Periods and Rest Breaks](#)
- [Temporary and Casual Appointments](#)
- [Time Collection](#)
- [Travel Time as Time Worked](#)

## Union

A brief description of each bargaining unit is provided below with a link to the corresponding contract.

### Building Trades Council (BTC)

The contract that Cornell has with the BTC covers employees who work in the building trades such as carpenters, electricians, painters, masons, plumbers, sheet metal workers and laborers. These employees work in the department of Planning, Design and Construction (PDC).

- [Building Trades Council \(BTC\)](#) (pdf)

### Communication Workers of America (CWA)

The contract that Cornell has with the CWA covers administrative assistants and staff support employees in the NYS College of Industrial and Labor Relations New York City Conference Center, Extension Division.

- [Communication Workers of America \(CWA\)](#) (pdf)
- [Communication Workers of America \(CWA\)](#) Exempt (pdf)

### Cornell Police Union (CPU)

The contract that Cornell has with the CPU covers employees in the Cornell Police Department who are patrol officers and telecommunicators.

- [Cornell Police Union \(CPU\)](#) (pdf)

### International Union of Operating Engineers (IUOE)

The contract that Cornell has with the IUOE covers employees in the department of Utilities who operate and maintain the Central Heating Plant, Chilled Water Plant and Water Filtration Plant.

- [International Union of Operating Engineers \(IUOE\)](#) (pdf)

### Teamsters

The contract that Cornell has with the Teamsters covers all regular full-time and regular part-time Emergency Services Representatives and Fire Protection Testers employed by the University at its Ithaca, New York campus.

- [Teamsters](#) (pdf)

## **United Auto Workers (UAW)**

The contract that Cornell has with the UAW covers employees in service and maintenance occupations such as custodial, food service, maintenance mechanics, bus drivers, material handlers, animal attendants, groundswokers and field assistants. These employees work in a variety of departments across the University.

- [United Auto Workers \(UAW\)](#) (pdf)

## **Security, Police and Fire Professional of America (SPFPA)**

The contract Cornell has with the SPFPA covers Transportation Service Representatives in Transportation Services who enforce parking and traffic regulations and policies.

- [Security, Police and Fire Professionals of America \(SPFPA\)](#) (pdf)

## **Cornell Adjunct Faculty Alliance (CAFA)**

This contract covers on-line instructors for credit courses in the ILR School Worker Institute Labor Studies program.

- [Cornell Adjunct Faculty Alliance \(CAFA\)](#) (pdf)

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