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The City University of New York, in partnership with the New York City Human Resource Administration (HRA), Department of Education (DOE), and Department of Information Technology & Telecommunications (DoITT), provides City agencies and public schools with a streamlined and cost-effective way to acquire interns to support the City’s STEM-related goals.

Interns attend college at many CUNY campuses, and are pursuing degrees ranging from associate’s degrees to master’s degrees. Interns have had the opportunity to gain valuable hands-on experience in their field while earning a competitive wage. Many interns have gone on to be hired by their agency or school, and some have even moved into positions where they oversee other CUNY interns.

During your time in our program, it is our hope that you:

- Improve the technical skills upon which your internship is based
- Improve your non-technical skills, like communication, professionalism, and workplace readiness
- Improve your post-graduation employment prospects

We’re glad you’re part of CUNY Internship Programs!
There are numerous parties involved in the successful operation of this program. Below is a description of each entity.

**CUNY Internship Programs:** The program is housed in the CUNY Office of Academic Affairs. Program Staff are responsible for overseeing the entire program and for recruitment, human resources, and payroll. Program Staff are always your first point of contact if you have questions about or issues with the program, but the bulk of your interactions while you are an intern will be with staff at your placement.

**Research Foundation of CUNY (RFCUNY):** The Research Foundation is the fiscal agent for CUNY and as such manages all CUNY grants and contracts. The Research Foundation is your employer of record—it issues your paychecks and its human resource policies govern your employment.

**Participating NYC Agencies:** Agencies or DOE schools serve as the hosts for your internship. They are responsible for:

- Designating a supervisor to oversee your day-to-day activities
- Providing adequate office space as well as quality computer equipment to allow you to effectively do your work
- Developing your job description and ensuring that your day-to-day work adheres to your job description
- Orienting you to the agency and the agency’s rules and regulations
- Determining your work schedule and how you will use your time on a weekly basis
- Promptly approving your timesheets every two weeks
- Evaluating your performance
- Working with CUNY staff to resolve any disciplinary issues
- Ensuring that CUNY policies are reviewed and followed

**Interns:** As an intern, you are expected to contribute to the work and goals of your agency while you gain relevant and career-related work experience. You are also expected to be professional, reliable, responsible, honest, collegial, and eager to learn and contribute.
Program Eligibility

Prospective interns are deemed eligible for internships if they are:

- Currently registered in a CUNY associate, bachelor, or master degree program
- Eligible to work under INS laws at an on-campus job
- Available to work the hours required (usually 15, 19, 28, or 34 hours per week)
- Registered users of the Symplicity Career Portal

Maintaining Eligibility

You are permitted to remain as an intern for up to three years or for six months after graduation, whichever comes first. Any internship placement is subject to employer budgetary constraints and project needs.

We record your graduation date at the time of hire. If your graduation date changes at any point while you are an intern, you are responsible for alerting program staff in writing as soon as this happens and for providing appropriate documentation.

Your matriculation in a CUNY program will be confirmed each semester. In the event of your disenrollment, you will have one semester to continue as an intern and must then prove re-enrollment to remain eligible.

Reinstating Your Eligibility

If your eligibility lapses—e.g., you graduate and reach your 6-month post-graduation limit, or you leave your CUNY program and are no longer a matriculated student—but at some point you again meet the eligibility requirements, you are welcome to rejoin the program if you left the first time in good standing. For example, if you graduate from a community college and return to CUNY to get your bachelor’s degree two years later, you once again become eligible for the program.

To get into the internship pipeline again, your Symplicity Career Portal account will need to be reactivated using your new expected date of graduation (it is automatically disabled on the date of graduation recorded in the system). Contact CUNY Internship Programs staff to reactivate a disabled account.

International Students

Because all of our placements at City agencies are considered on-campus positions, we are able to hire international students. To maintain eligibility, before the start of each new semester inter-
national students in the United States on F-1 visas must receive work authorization from their college. The international student office at your college will require that you provide them with a letter of employment from CUNY Internship Programs. Before visiting your international student office to get your work authorization, email CUNY Internship Programs staff to obtain this letter of employment each semester.

Interns are responsible for knowing the last date of their work authorization and for reaching out to CUNY Internship Programs staff for an updated work authorization letter.

Students without current work authorization may not work until updated work authorization has been provided to CUNY Internship Programs staff.

If your status changes at any time while you are an intern (e.g., you get an Employment Authorization Card, you get OPT or CPT, you become a Permanent Resident, etc.), you must inform CUNY Internship Programs staff immediately.

All international students are permitted to remain as interns for up to six months after they graduate (if budgeted by their agencies). International students must apply for Optional Practical Training (OPT). It is advisable that students consult with CUNY Internship Programs staff to ensure that the OPT start date begins immediately after the F-1 work authorization ends.
Code of Conduct

When you accept an internship with our program you are indicating that you accept the task of becoming a contributing member of your agency’s workplace. As such, we ask that you:

- Adhere to the policies set forth in this handbook and those set by your agency
- Project a positive image of CUNY, your individual college, and CUNY Internship Programs
- Be receptive to feedback from CUNY Internship Programs staff and agency staff
- Have a clear understanding of your responsibilities and seek guidance from supervisors when necessary
- Respond to all requests, written or verbal, issued by supervisors and CUNY Internship Programs staff
- Maintain excellent punctuality standards

You should never...

- Do school work or personal business while at your internship, including making or accepting personal calls, using the internet for personal reasons, emailing, or texting
- Sleep, appear to be sleeping, or seem otherwise incapable of performing your duties
- Make or submit false reports or false entries into any Research Foundation records, or submit false or forged documentation in connection with any absence, lateness, or other activity
- Use any agency property for unauthorized or non-work-related purposes or damage or lose agency property
- Use your own laptop, flash drives, or other media storage at the worksite. Taking home source code, sensitive information, etc. could result in disciplinary action and/or criminal penalties. Your supervisor should provide you with the items needed to carry out your work at the internship site.

Your workplace skills are equally as important to your success in the internship as your technical skills. You will be evaluated based on both of these skill sets.
The dress code may vary slightly depending on your placement, but you should assume that the dress code is business casual attire. Business casual attire is defined as:

**For Men:** Dress pants, shirts with a collar, or sweaters  
**For Women:** Dress pants, dresses or skirts, appropriate shirts, blouses, or sweaters

All clothing should be neat, clean, and fit properly. Undergarments should not be visible and the torso area should be covered at all times.

The following is considered inappropriate attire and should never be worn:

- halter tops, tank tops, tops that show midriff, and strapless dresses and tops  
- undershirts, t-shirts  
- clothing containing sexually suggestive, discriminatory, obscene, or harassing statements or pictures  
- sweat pants/sweat shirts or other gym clothes  
- shorts of any kind  
- see-through or revealing clothing  
- mini skirts  
- caps, hats (unless for religious observance), or bandanas  
- flip flops
At Your Internship Site

Getting Oriented
As you discuss your role with your supervisor, make sure you get answers to the following questions:

- How will you interact with your supervisor? Will you meet regularly?
- What is the best way to get in touch with your supervisor?
- Is there an alternate point of contact should your supervisor be unavailable?
- What procedure should be followed for being late or absent?
- What is your weekly schedule?
- To whom should you direct any questions?
- What kind of training will you receive?
- How will you get feedback on your performance?
- What is the procedure for submitting a timesheet and having it approved?

Your Work Schedule
When you are offered the internship position you will be informed of your pay rate and the number of hours each week you are allowed to work. On your first day of the internship, if you have not already worked this out with your supervisor, finalize your weekly schedule. Keep the following in mind when setting your schedule:

- You cannot work in the evenings or on weekends without obtaining permission from CUNY Internship Programs.
- Except for emergencies, no intern should be scheduled to work in excess of 8 hours on any given day. You may not work more than 7 hours a day unless you have prior approval from CUNY Internship Programs staff.
- A workday in excess of 5 hours has a mandated 30-minute unpaid lunch break (NYS Labor Law).
- You cannot exceed the hours per week that were stated when you were offered the position unless told otherwise by CUNY Internship Programs staff.
While circumstances may arise that require you to occasionally change your schedule (e.g., working less hours than scheduled during the week of midterms, with permission), you should not regularly deviate from the number of hours you are scheduled to work each week.

If you log more hours than you are scheduled to work, you may run out of available hours before the end of the school year and find yourself without an internship for the remainder of the year.

If you regularly work fewer hours than you are scheduled to work, you may have excess hours left that you will have to make up between the end of May and June.

On a quarterly basis we will update you and your supervisor with the amount of hours you have remaining.

If you fall behind on hours worked over the course of the year, you may be able to work up to 34 hours a week during CUNY’s winter and summer breaks to catch up.

Interns who maintain less than 75% attendance on a monthly basis will receive a written warning from CUNY Internship Programs staff unless a legitimate reason for the decrease in hours has been reported. Failure to improve poor attendance can result in an intern’s termination from CUNY Internship Programs.

If you find yourself having difficulty keeping up with your hours, speak to your supervisor to see if there is a possibility of modifying your schedule. Do not wait until you are in danger of termination to speak up about any difficulties you are having.

Training & Supervision
Your placement will designate a supervisor to oversee your work and provide you with ongoing feedback. We encourage you to develop a good relationship with your supervisor, as he or she will play a significant role in determining the kind of internship experience you will have.
Performance Evaluations
Your supervisor will complete a performance evaluation for you at the end of each school year.

Salary Increases
Salary increases are at the discretion of your agency and will only happen after one year of service. Supervisors completing annual performance evaluations can suggest a pay increase. An excellent performance evaluation will not automatically secure you a wage increase.

Payroll, Timesheets, Attendance & Punctuality

Payroll/Timesheets
Interns are responsible for creating their timesheets every other Friday by 5 PM on the Research Foundation’s Time and Leave system, at www.rfcuny.org. You can expect to receive your first paycheck approximately one month after your first day of work, and then bi-weekly thereafter. Once your timesheet has been created your supervisor or a timekeeper will review, approve, and submit your timesheet.

Your login information to the Time and Leave system will be provided in a New Hire Welcome email, after your new hire paper work has been processed by the Research Foundation.

To create your timesheet:
1. Log in to the RFCUNY website at www.rfcuny.org.
2. Enter your E-user ID and Password.
3. Click the Time and Leave link under “My E-Services” tab.
4. Enter the number of hours worked, then click “Save”. Once you click “Save”, the timesheet will be listed as “Created” with an orange highlight. You do nothing else. Your supervisor will be responsible for reviewing and approving your timesheet. It is advisable for you to verify that your supervisor has approved your timesheet each pay period.
5. CUNY Internship Programs staff will review, approve, and submit your timesheets to the Research Foundation for payment.

CUNY Internship Programs, the Research Foundation, and your placement agency are not responsible for a late paycheck if your timesheet is not submitted on time. It is your responsibility to create the timesheet, but also to ensure your supervisor approves your timesheet before payroll closes every two weeks.
At certain times of the year we may need to adjust your appointment, in which case you may find that when you go to create your timesheet, you do not have one visible. **If you ever find yourself without a timesheet, contact CUNY Internship Programs staff immediately.**

**Please remember this important policy:**

**All interns must submit their timesheets by 5:00pm every other Friday.** If an intern’s timesheet is submitted after this deadline more than three times in any six-month period, that student will be immediately terminated from his or her internship. Please note that holiday schedules will apply at certain times throughout the year. Any timesheets submitted after any amended holiday deadlines will also be considered late. Supervisors have until 5:00pm the following Monday to approve these timesheets. Timely submission of accurate and complete timesheets is very important so that we can provide an efficient and legal payroll process at RFCUNY. Therefore it is a requirement of our program to adhere to the stated timesheet submission deadlines. **Failure to do this more than three times in any six-month period will result in immediate termination from your internship.**

**Time/Leave**

All interns must schedule annual and sick leave in advance by completing a Time/Leave Form, having it signed by a supervisor, and e-mailing the form to CUNY Internship Programs staff before they create a timesheet in the Time/Leave system.

Annual leave taken without supervisor approval will not be paid. Your supervisor can refuse your use of annual leave if you do not give prior notice or if a pattern of leave abuse becomes apparent (i.e. you take a vacation day every Monday).

If a student enters any hours on a timesheet that can not be verified by a supervisor (including sick and annual leave time), that student will be required to refund RFCUNY any payment received for those unverified hours.

**Attendance and Punctuality**

Interns are important members of their teams, making attendance and punctuality critical. Persistent problems with attendance or punctuality and/or failure to adhere to annual/sick leave policies will result in disciplinary action up to and including termination of employment.

Unexplained absence of three of more days constitutes job abandonment and is considered a voluntary resignation. For more information, please see Research Foundation Job Abandonment policy at: https://www.rfcuny.org/RFWebsite/policies/content.aspx?catID=2650
**Sick Leave**

Sick Leave shall be used for an employee’s mental or physical illness, injury, or health condition; to get a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or to get preventative care. Employees may use up to 40 hours of Sick Leave per calendar year: (i) to care for a child, grandchild, spouse, domestic partner, parent, grandparent, child or parent of an employee’s spouse or domestic partner, or sibling who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition, or who needs preventative medical care; (ii) in the event of the closure of a place of business due to a public health emergency (as declared by the Commissioner of Health and Mental Hygiene or the Mayor of the City of New York) or to care for a child whose school or child care provider is closed due to a public health emergency. Up to a maximum of 40 hours of unused sick leave to care for a family member can be carried over to the next calendar year to care for a family member, provided that no more than a maximum of 40 hours of sick leave per calendar year is used for this purpose. The minimum unit which may be charged against Sick Leave is one hour, and then in multiples of one-quarter hour.

If an employee is absent from work for six (6) or more consecutive working days because of his or her own mental or physical illness, injury, or health condition he or she should call his/her Benefits Coordinator at the Research Foundation for information on filing for New York State Short-Term Disability. This should be done whether the employee is on leave with pay or on leave without pay.

A certification from a health practitioner must be presented by an employee after an absence of six consecutive days of sick leave based on his or her own mental or physical illness, injury or health condition. The employee should forward the certificate to the Foundation’s Department of Human Resources. A certification from a health practitioner may be required for any absence of one or more days if there has been documented excessive absenteeism. For FMLA qualifying absences for medical reasons, employees should consult the Foundation’s FMLA procedure.

A mandatory leave of absence shall not be required unless individual medical or job characteristics so necessitate.

Where a mental or physical illness, injury or health condition results in absence from work beyond the sick leave allowance, an employee may take time from earned Annual Leave.
The benefits to which you are entitled are a function of your employee classification, which is based on how many hours per week you are scheduled to work. If you are scheduled for 19 hours per week or less, your classification is Part-Time B and you are entitled to only statutory benefits (further details will be provided).

If you work 19-34 hours per week, your classification is Part-Time A and you are entitled to statutory benefits as well as additional benefits that include the option to participate in a pension plan and receive health insurance (further details will be provided). You become eligible to participate in the health insurance program on the first day of the second complete calendar month of employment.

All interns are eligible for annual leave and sick leave.

**Annual Leave and Sick Leave**

Interns accrue both annual leave and sick leave at the following accrual rates:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave Accrual Rates</th>
<th>Sick Leave Accrual Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>days/year</td>
<td>hours per each hour worked</td>
</tr>
<tr>
<td>0-3 years</td>
<td>15</td>
<td>0.057692</td>
</tr>
<tr>
<td>4-7 years</td>
<td>22</td>
<td>0.084615</td>
</tr>
</tbody>
</table>

The above accrual rates are based on a 35-hour work week and are pro-rated for part-time employees. In order to determine the amount of leave accrued by a part-time employee, multiply the number of hours worked by the appropriate factor. For example, a part-time employee with one year of service who works 20 hours per week (40 hours per pay period) would accrue 2.31 hours of annual leave per pay period (40 hours x 0.057692 hours/hour worked = 2.31 hours). Over 26 pay periods, that part-time employee would accrue 60 hours of annual leave.

You can view your accrued annual and sick time by logging in the Research Foundation Time and Leave system. Approximately 3-4 weeks after you have completed your new hire paperwork, staff at the Research Foundation will email you your employee ID and instructions to create a log on password.
Annual Leave Policies

- Annual leave may only be used after three months of continuous service.

- Annual and sick leave will not be transferred from one project to another. If you resign from your internship and find another internship with our program, your annual leave accrued during your first internship WILL NOT be carried over to the new internship. Therefore, please schedule to take all annual leave accrued during the course of your internship appointment. There is no allowance for annual leave payout.

- Your supervisors may deny your leave request based on administrative and operational needs of the program.
  - Supervisors are allowed to but are discouraged from refusing your requests. If a supervisor refuses your annual leave request, it is likely for a good reason (i.e. you have requested a lot of time off in a short period of time or the time you requested is a time when the agency really needs your assistance).

How to Use Annual Leave

- At least two weeks in advance, request the use of annual leave from your supervisor by submitting a Time & Leave Form. Keep all annual leave requests in writing for your documentation.

Sick Leave Policies

- Sick time should never be treated as a substitute for annual leave. Interns who appear to be abusing their use of sick leave will be subject to disciplinary action. See the above RFCUNY policy for more details on sick leave use.
- A doctor’s note may be required after use of three or more consecutive sick days in a pay period or when a pattern seems repetitive and excessive.
- No sick leave carries over from one project year to the next or is paid out at the time of separation.
- After six or more consecutive sick days you will be required to file for short-term disability and you may not return to work without certification from a medical professional stating you are fit to return to work.
How to Use Sick Leave

- No later than 2 hours before you are scheduled to start work, call or email to notify your supervisor of your need to use sick leave.
- If you are using sick leave for a scheduled doctor’s appointment, give your supervisor as much notice as possible and complete the Time/Leave Form.

For any and all use of annual or sick leave you must submit to CUNY Internship Programs staff a time/leave form, verifying that your supervisor was made aware of the hours you want to use. This time/leave form must be submitted before you create your timesheet for the payroll period in which the leave was taken. Timesheets listing annual/sick leave without a signed time/leave form will not be approved and you will not be paid on time.

Holidays

As a part-time employee, you are not eligible for RFCUNY holidays. However, you may work your regular hours if your agency is open for business on those holidays, and will be paid at your regular rate.

If you miss a scheduled work day due to a holiday, you may do one of the following:
1. Make the hours up some time within the same payroll period
2. Take the day unpaid
3. Use annual leave if you have worked for over 3 months and if you have accrued enough time

Jury Duty

Should you be called for jury duty you must submit the jury notice to CUNY Internship Programs staff before your jury duty begins. Compensation received for jury duty, except for reasonable travel expenses, must be turned over to CUNY Internship Programs staff after serving jury duty, along with the certificate from the court saying that service was completed. Part-time employees may make up lost work hours spent serving on jury duty. In no event, however, will the first forty dollars ($40) of such part-time employee’s wages be withheld during the first three days of jury service.
Disciplinary Action

On rare occasions disciplinary action must be taken in response to intern performance. If your supervisor has concerns with your attendance and punctuality, workplace etiquette, attitude towards staff or students, or overall performance, the following steps will be taken:

1. You will be given a verbal warning. Your supervisor will identify the performance issue and make suggestions for improvements.

2. If the situation does not improve, you will receive a written warning with a two-week time frame in which you can correct your behavior.

3. If after a verbal and written warning no improvement is seen, your supervisor will schedule a corrective action plan meeting with you. The meeting should be a time for you and your supervisor to review performance, determine the causes of poor performance, and collaborate to develop strategies for improving your performance.

4. Failure to improve job performance following the action plan may result in your termination, and you will not be able to obtain future internship opportunities with CUNY Internship Programs.

Reach out to CUNY Internship Programs staff with any questions or concerns regarding disciplinary action or suggested strategies for improving your employability skills.

*Supervisors can request to terminate an intern at any time during the initial 90-day probationary period without going through the above steps.
Leaving Your Internship

All interns leave the internship in one of three ways—their appointment ends and is not renewed, they resign, or they are terminated.

Interns can participate in CUNY Internship Programs for up to three years or for six months after graduation, whichever comes first.

End of Appointment

All internship placements must be renewed each year on July 1, which marks the beginning of the new fiscal year (agency budgets vary from fiscal year to fiscal year). In some cases an agency may elect to not renew an intern’s appointment at the end of the fiscal year. In such a case, the intern will be given two weeks’ notice.

Interns who graduate will have six months to continue their participation in the internship, if the agency budget allows. For those who do not graduate during their internship, the cap on participation is three years.

Every summer agencies determine whether they want to and are able to return to the internship program. If your agency is not returning to the program but gives you a positive evaluation, you are eligible to apply for a different placement.

Resignation

Interns must inform both CUNY Internship Programs staff and their supervisor at least two weeks in advance of a resignation. A formal resignation letter stating the last day of work must also be provided to CUNY Internship Programs staff.

Please be considerate of your agency’s needs by adhering to the two-week notice guideline. Many agencies are quite dependent on their interns and need the advance notice to minimize the gap between interns. It is also standard professional practice to give a minimum of two weeks’ notice. Furthermore, you want to make sure that you leave your internship on good terms, as it is quite possible that you will need your supervisor to act as a reference at some point in the future.
Termination
On rare occasions interns are terminated for poor performance. Please see previously explained process for performance related terminations. Interns who are terminated due to job abandonment or unsatisfactory performance will not be allowed to apply to other positions with CUNY Internship Programs.

Your Last Day
On or before your last day at your placement:
- Tell your supervisor where to find all of the resources that you created or used.
- Clean your workstation and be sure to take any of your personal belongings.
- Return any items that might be in your possession, like swipe cards, keys, etc.
- Say goodbye to individuals you have met and thank everyone who has helped you.
- Ask your supervisor if he or she would be willing to act as a reference for you in the future.
- Submit your final timesheet.

Transferring to Another CUNY Internship Programs Placement
Interns occasionally move from one placement to another, but there are many constraints on this. First, interns have to complete six months at their initial internship placement before any transfer will be considered. Second, interns also have to show good cause for leaving the first internship. Interns may not change their internship placement more than one time.

We do understand, however, that many interns seek to gain as much professional growth as possible while they are pursuing their degree and we try to be as supportive of this as we can.
Interns who need employment verifications and/or other employment-related documentation should contact the Research Foundation directly. The Research Foundation can verify an intern’s work history and official employment. Follow this link to complete an employment verification form: https://www.rfcuny.org/FilesDirectory/Client%20Services/documents/Employment%20Verification%20Request%20Form.pdf

Return the form to Sacheen McWatt at Sacheen_McWatt@rfcuny.org.

Interns who would like to request a letter of recommendation should direct this request to their supervisor, since the supervisor is in the best position to assess an intern’s skills and make any recommendations.
Below are a few Research Foundation policies that are especially relevant and notable. A full list of policies and procedures can be found at: http://www.rfcuny.org/RFWebsite/policies/default.aspx. Policies can only be seen once you are logged into the site with your employee ID and password, which will be sent to you via the New Hire Welcome email, after your new hire documents have been processed by the Research Foundation.

**Equal Opportunity**
The Research Foundation attempts, in all personnel activities, to ensure equal employment opportunity for employees and applicants for employment whatever their race, color, ethnic origin, religion, gender, marital status, age, citizenship or national origin, sexual orientation, veteran status, genetic information or disabilities. This applies to recruiting new employees including advertising, interviewing, work assignment, compensation and benefits, and opportunity for promotion, etc. The Research Foundation, through its Affirmative Action policies, continues to improve its methods of recruitment, selection, employee development, and promotion. If there are any questions or complaints regarding equal employment opportunity or affirmative action, please contact the Department of Human Resources at (212) 417-8608. The Affirmative Action Policy is located at: http://www.rfcuny.org/RFWebsite/policies/content.aspx?catID=2640.

**Drug Free Work Place**
In compliance with government regulations, Research Foundation policy requires as a condition of employment that employees maintain a workplace free from the manufacture, distribution, possession, or use of any drug, narcotic or other substance controlled by law. In addition, any employee convicted of the violation of any criminal drug statute must inform the Research Foundation within five days of such conviction. Employees are encouraged to contact the Department of Human Resources at (212) 417-8608 if they suspect they are in need of treatment and/or rehabilitation services. All inquiries will be held in strict confidence. The Drug Free Workplace Policy is located at: http://www.rfcuny.org/RFWebsite/policies/content.aspx?catID=2660.
**Job Abandonment**

An unexplained absence of three or more days from the workplace constitutes abandonment of the job and is considered a voluntary resignation. Such a declaration may be appealed in writing, and with appropriate documentation, to the President of the Foundation, according to procedures established under the Job Abandonment policy. If an employee is covered either by a Sponsor’s regulations or a collective bargaining agreement which conflicts with this policy, the Sponsor's regulations or the agreement will take precedent. The Job Abandonment Policy is located at: http://www.rfcuny.org/RFWebsite/policies/content.aspx?catID=2650.

**Sexual Harassment**

The Research Foundation is committed to promoting a work environment free of unlawful harassment, intimidation, or exploitation, (either physical or verbal). The Foundation maintains a policy of zero tolerance with respect to any act which constitutes harassment for any reason, by any person, employee or supervisor.

**RF Policy 525** defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples of verbal or physical conduct which may constitute sexual harassment include, but are not limited to:

- unwanted sexual advances, whether or not they involve physical touching
- requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- verbal comments of a sexual nature whether in the form of jokes, innuendoes, slurs or other statements
- remarks of a sexual nature about a person’s clothing or body
- displaying sexually suggestive objects, pictures, magazines or cartoons
- remarks speculating about sexual orientation, activity or previous sexual experience
- dissemination of sexually explicit voice mail, e-mail, graphics, downloaded material or websites
- verbal harassment or abuse of a sexual nature
- non-verbal behavior of a sexual nature, such as gesturing, leering or staring
- unnecessary or unwanted touching hugging or brushing against a person’s body

All Research Foundation employees ARE REQUIRED to participate in the Sexual Harassment online training within one month of being hired (further instructions will be provided). If you believe that you are the victim of sexual harassment, notify CUNY Internship Program staff immediately. Make sure that you yourself are not accused of being a perpetrator of sexual harassment.
Even comments or actions that you think are harmless can be construed by the receiving party as inappropriate.

The Sexual Harassment Policy is located at:

The Occupational Safety and Health Act of 1970/New York State Right-To-Know Law
The New York State Right to Know Law requires that employees be informed of the presence at the work site of certain hazardous substances. The Research Foundation’s Policy on Hazardous Materials in the Workplace is located at:

Domestic Violence Policy
The Research Foundation is committed to providing a workplace in which domestic violence is not tolerated or excused. Reasonable efforts will be made provide a safe environment for the victim of domestic violence and there will be no discriminatory actions taken against a victim of domestic violence. The circumstances of domestic violence involving an employee will remain confidential to the extent permitted by law. The Research Foundation will make available a list of resources to the victim of domestic violence and abusers, through the Department of Human Resources at 212-417-8608. The Foundation’s Domestic Violence in the Workplace Policy is located at: http://www.rfcuny.org/RFWebsite/policies/content.aspx?catID=2690.

Violence Prevention and Weapons in the Workplace Policy
The Research Foundation is committed to providing a workplace in which the threat or use of weapons or violence is not tolerated or excused. This policy serves to restrict the presence of weapons, to prohibit the verbal threat of the use of weapons, intimidation or violence in the workplace and to minimize the risk of injury or harm resulting from violence to employees. Research Foundation employees will not possess firearms, other weapons, or any object that is used for the purpose of injuring or intimidating others in the workplace. The Foundation’s Violence Prevention and Weapons in the Workplace Policy is located at: