

GENERAL INFORMATION

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SAFETY/SECURITY

The College endeavors to provide a safe, healthful and secure environment on campus and at off-campus locations for faculty, staff, students, patients and visitors in compliance with regulatory requirements. You and coworkers are expected to adhere to all College rules and regulations. You should report any violations or concerns to your supervisor or any of the College administrative departments. Your cooperation in this matter is very important.

SAFETY TRAINING

The College mandates all new employees attend a safety training class presented by the Environmental Health and Safety Department. At the presentation you will be given awareness training on a variety of topics including but not exclusive to: asbestos, blood borne pathogens, biological/chemical/radiation safety, emergency response, personal protection, hazardous materials, and electrical safety. Upon completion of this training, employees will be provided by the Security Department personal photo identification badges for access to buildings on the campus. Affiliation employees must contact their local Affiliation Office for training and access at those sites.

SECURITY ACCESS AND PARKING (Valhalla)

All persons on campus must register with the Security Department. Upon satisfactory completion of safety training, employees will be issued personal identification badges that will permit entry into designated buildings on an as-needed basis. Identification badges must be worn and prominently displayed at all times while on campus and as may be required at affiliated locations.

Access to parking on campus is also restricted and in many locations is controlled by security gates. To legally park on campus you must register your vehicle(s) with the Security Department then prominently display the security issued hang tag or bumper sticker per instructions.

All vehicles shall be operated in compliance with state motor vehicle law including observance of posted speed limits, traffic signs, and not blocking roadways/walkways. Illegally parked vehicles, those not properly registered with Security, not displaying hang tags or bumper stickers, parked in fire or tow away zones, improperly blocking roadways/walkways, handicapped or reserved parking spaces may be ticketed and/or towed at owner expense.

FIRE OR OTHER EMERGENCY EVACUATION

College buildings or certain locations located therein are equipped with automatic detection devices for fire/smoke or oxygen deficient atmospheres. In the event of fire/smoke an alarm will actuate at the Security and Fire Departments. Audio and visual alarms will be actuated in the campus buildings. If you hear an alarm, close doors behind you and leave the building immediately using the nearest safe exit assisting others.

Proceed to the designated assembly area outside of the building and await further instructions.

If you discover a fire, follow "**R-A-C-E**". **Rescue** anyone in immediate danger if necessary and possible to do so, **Alarm** others by pulling the nearest fire alarm box or calling Security at ext. 4226. **Contain** the fire by closing all doors, **Evacuate** the building immediately. The alarm should be sounded no matter how insignificant the fire may seem. Do not attempt to extinguish the fire unless you are trained, qualified, and authorized to do so. Go to the designated assembly area for further instructions.

Alarms for oxygen deficiency will only sound a local alarm in the immediate area. Leave the area immediately upon local alarm and report the incident to Security, extension 4226.

The fire alarm may also be actuated for other emergencies such as a chemical spill. Upon alarm please leave the building immediately and proceed to the designated assembly area for further instructions.

PERSONAL INJURY

If you incur an on-the-job injury or illness, immediately report your condition to your supervisor and go to the Health Services Department for evaluation and treatment and/or transfer to another treatment facility. The Human Resources Department on campus or the Affiliation Office off-campus should be notified as soon as practical of your condition.

LOST AND FOUND

The Security Office at the Basic Sciences Building serves as the lost and found repository for the College. Please turn in anything found to this office. If you lose anything, contact the office to see if it has been found.

OTHER CONCERNS

Refer to the College Administrative Policies and Procedures, Laboratory Safety Manual, and/or other instructions and directives for information. Feel free to contact your supervisor, department head, and/or any of the College administrative departments such as: Environmental Health and Safety, Health Services, Human Resources, and Security.

PERSONAL APPEARANCE

Professional Business Attire: Labor Day to June

New York Medical College Valhalla employees are required to wear professional business attire from Monday through Thursday and on Friday's only and during the summer months can follow a moderately-conservative standard of casual dress, unless indicated otherwise by their department head.

As usual, whenever necessary for College business, professional business attire may be required even on Friday. Faculty and staff appearance should convey an image of competence and professionalism and be a good reflection of the employee's position and represent the department and College in a positive business image.

New York Medical College employees in Valhalla follow a moderately conservative standard of casual dress code during the summer months.

Summer Casual Dress Code: June, July and August up to Labor Day

New York Medical College follows a moderately conservative standard of casual dress. Specifically, this allows for golf shirts, chinos and deck shoes for men, and casual slacks, skirts (no shorter than two inches above the knee), blouses, knit tops, sandals and casual shoes for women. At no time are any of the following garments considered appropriate office attire: T-shirts, sweat shirts, camouflage clothes, jeans, sneakers, flip flops, shorts, clothing made of spandex, short skirts higher than two inches above the knee, sundresses, halter tops.

As usual, whenever necessary for College business, formal business attire may be required. Employees working in labs or clinical areas who wear lab coats, are not governed by the above guidelines, but once again are reminded to be appropriate in their dress and to not wear shorts and sandals because of safety issues. Faculty are expected to use their own discretion in their professional and appropriate business attire.

Laboratory Dress Code:

Employees working in labs or clinical areas who wear lab coats and scrubs (including shoe coverings) are governed by professional and safety-attire guidelines. These clothing items should not be worn outside of the lab or clinical areas. Lab employees are also reminded that their clothing and shoes must comply with health and safety regulations, which include wearing clothing that fully protects their body (arms and legs) and socks and shoes that cover their entire feet (no sandals or cloth sneakers) and should be reflective of an academic environment. (Refer to Policy HR.706 – Personal Appearance of Employees – Policies can be viewed through the College Intranet access.)

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should be as business-like as working conditions require and representative of the image of their department.

If a uniform is required (e.g., facilities/security/hospital/lab coat, etc.), it must be clean and neat.

If an employee reports to work improperly dressed, corrective action may include leaving College premises in order to change clothing. Any work time missed because of failure to comply with this policy will not be compensated and repeated violations will be cause for disciplinary action.

It is the responsibility of each employee to present a professional and business-like image by complying with the standards of this policy.

SOLICITATION

Unrestricted solicitation on College premises interferes with the normal operations of the organization and poses a threat to College security. It is the policy of New York Medical College to prohibit all unauthorized solicitation and distribution of tangible items on its premises. Employees are prohibited to engage in personal business practices during College hours utilizing College equipment and resources. Failure to comply may lead to disciplinary action.

ACCESS TO EMPLOYEE RECORDS

Employee records are maintained in a secure and confidential manner. Only individuals specifically authorized and approved by an official representative of the Human Resources Department may examine and review employee records to the extent necessary to perform authorized duties.

Upon written request, an employee may periodically review the contents of his/her own personnel file in the presence of a member of the Human Resources staff.

An employee may also wish to review his/her medical records as they relate to occupational hazards, and may do so by contacting the Environmental Health & Safety Department. A written request is to be completed and submitted by the employee, after which a representative from the EHS Department will explain the procedure for reviewing the records. Affiliation employees should contact their local Affiliation Administration Office.

MATTERS OF DISCRETION

Just as the Medical College respects your privacy in dealing with salaries and other personal matters, you should respect the confidentiality of College business and not make it a subject of conversation.

The mail system and College letterhead stationery should be used for official College business only.

Personal mail should be delivered to your home rather than to your place of work. Likewise, telephone use should be limited to incoming and outgoing business calls; personal use of business phones should be only for calls of an emergency nature.

Equipment and supplies of the College are private property and are not to be used for personal reasons at any time without permission.

TRAVEL EXPENSES

If you travel on College business, certain approved expenses will be paid in advance if requested. Other expenses are reimbursed after the trip. Please use a Check Request form for any advances and **Travel Expense Form (BD-1)** ([Page 1](#), [Page 2](#)) for reimbursement of any travel related expenses.

You are automatically covered by College travel insurance in addition to life and accident insurance when traveling on College business.

INCLEMENT WEATHER

This section is related to the non-opening, open for classes only, delayed opening, early closing, or open for business as usual, of the Valhalla campus. Other College non-affiliation and affiliation locations, including Westchester Medical Center, adhere to local policy and conditions established by appropriate New York Medical College management at that location.

Valhalla College employees may determine the College's situation during inclement weather by utilizing any of the following procedures:

- **Calling the College INCLEMENT WEATHER telephone line, (914) 594-3600 for a recorded message. Employees should not call the Security Office.**
- **Receiving a call at home from their supervisor.**
- **Accessing the College Web Site – to view the status of College Operations, Click on Campus Services on the Home Page.**
- **Checking your College E-mail for an Announcement**

Department heads and supervisory personnel should also keep at home lists of home telephone and cell phone numbers of employees whom they would call to notify of inclement weather closing.

There are three levels of operation in inclement weather situations:

I. Closed.

- A. The day will be treated as a work day, and all College employees will be paid their normal wage. Personnel who are absent from work because of sickness/injury, vacation, or leave will be paid for this day on the same basis as their absence, i.e., if on vacation, will be paid as vacation, etc.
- B. Non-exempt and union represented employees who perform essential services and are required by their supervisor to report for work will receive one and one-half times their normal pay for all hours worked in addition to their regular pay for that day. Only essential faculty and staff are to report for work, including those providing essential operational and building services, care of patients, and research. Such individuals include,

for example, those who work in the Security Office, Facilities and Grounds, and in Comparative Medicine. They also include those engaged in direct patient care and in time-sensitive laboratory experiments. Such individuals are identified as Level A faculty and staff.

- II. **Open for classes only.** All Level A faculty and staff, as indicated above, are to report to work. Also to report to work are those designated to support the educational mission. Such individuals include, for example, teaching faculty with scheduled classes, selected Library employees and those who provide direct classroom support. Such individuals are identified as Level B faculty and staff.
- III. **Open, business as usual.** All faculty and staff are to report to work or, in the event of unusual personal circumstances related to the inclement weather, to arrange with their supervisors to take the day off and to count the time as personal time or vacation.
 - A. **Delayed Opening.** In the event of a delayed opening, the day will be treated as a work day and all College employees paid their regular wages for all normal working hours during which the College is closed. Personnel who are absent from work because of sickness/ injury, vacation, or leave shall be paid for these hours on the same basis as their absence, i.e., if on vacation will be paid as vacation, etc.

College non-exempt employees who report to work after the announced opening will not be paid for the hours not worked after the announced opening time. Employees may choose to use vacation or personal leave time to cover either half or full day absences with approval of the supervisor.

Non-exempt and Union personnel who perform essential services who are required and do report to work prior to the announced opening time, will be paid one and one-half times for the hours worked in addition to regular pay for that day.

- B. **Early Closing.** In the event of an early closing, communication for early closing will be made by the Human Resources Department to each Department Chairperson, or designee. No one should leave without first being released by the supervisor.

College non-exempt employees who, with permission of their supervisor, leave before the announced closing time will not be paid for the time before the announced closing time. This time must be documented on the department timesheet and may be charged to personal or vacation time.

Level A employees who are required to remain at work after an official closing time has been announced will be paid one and one-half times for the hours worked after the official closing in addition to regular pay for that day.

EMERGENCY TELEPHONE NUMBERS

VALHALLA EMERGENCY TELEPHONE NUMBERS

Fire	(914) 594-4226
Electrical elevators	(914) 594-4588
Flood, gas, water	(914) 594-4588
Security/Safety	(914) 594-4226
Cardiac arrest unit	911
Health Service	(914) 594-4234
Ambulance	911
Radiation Safety	(914) 594-3454 or 4226

METROPOLITAN HOSPITAL CENTER

Fire	(212) 423-6717 or 6718
Electrical elevators	(212) 423-6715
Flood, gas, water	(212) 423-6387 or 6371
Security/Safety	(212) 423-6717 or 6718
Cardiac arrest unit	(212) 423-8888
Health Service	(212) 423-6384
Ambulance	(212) 423-6204
Radiation Safety	(212) 423-8300