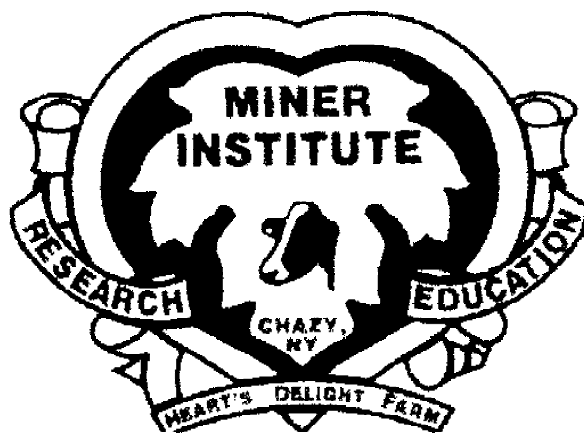


William H. Miner Agricultural Research Institute



EMPLOYEE HANDBOOK

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Introduction

The William H. Miner Agricultural Research Institute was chartered in 1951 by the Board of Regents of the University of the State of New York "to provide for the operation and maintenance of an experimental farm, with facilities and opportunities for experimental and research work, for training young men and women in practical and theoretical farming...to advance the science of agriculture."

WILLIAM H. MINER AGRICULTURAL RESEARCH INSTITUTE

MISSION STATEMENT

Miner Institute offers quality programs on *demonstration, research, and education* on agricultural and environmental issues that the North Country needs and no other organization provides.

Demonstration

Miner Institute *demonstrates* the best practices for the North Country in dairy farming, equine management, and environmental conservation through its own dairy, crops, horse, and forestry operations and through outreach activities in the region.

Research

Miner Institute conducts practical *research* for the North Country on the dairy-crop interface, equine reproduction and management, and environmental concerns. Its research activities combine a national reputation with a regional application.

Education

Miner Institute offers a range of credit and continuing *education* programs in dairy agriculture, equine management, and environmental studies. It provides short-term training sessions and conducts residential undergraduate and graduate programs in cooperation with New York and Vermont colleges and universities. Its summer farm and equine management program draws students from agricultural colleges across the country.

Vision Statement

The dedicated and talented staff of Miner Institute seeks to bring to North Country residents the benefits of world-class practices in *research, demonstration, and education* involving dairy, equine, and environmental management.

Values Statement

We value the Miner tradition of high quality agricultural programs serving North Country needs, conducted by friendly and cooperative professionals in a beautiful historical setting. We especially value combining the latest innovations with a cherished heritage.

Equal Employment Policy Statement

Miner Institute is an equal opportunity employer. All decisions concerning employees and applicants for employment are made without regard to race, color, religion, sex, national origin, age, disability, sexual preference or on any other unlawful basis. Miner Institute complies with all applicable federal, state and local laws governing nondiscrimination in employment in every location in which Miner Institute has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Miner Institute will not allow any form of unlawful employee harassment to occur in the workplace. Improper interference with the ability of Miner employees to perform their expected job duties is not tolerated and will result in disciplinary penalties.

-Regarding Harassment

Miner Institute is committed to maintaining a working environment that is free of unlawful harassment. This includes conduct and communication of a sexual nature, especially when such conduct is imposed by one employee on another or adversely affects an employee's working relationship.

Sexual harassment is any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone in the work place that is offensive

or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's job performance.

Examples of this type of behavior might include suggestive looks, sexual gestures, remarks, jokes, or teasing; sexually offensive pictures, cartoons, or written materials; and improper physical contact, such as touching, hugging, or pinching.

It is the duty of a Miner Institute employee not to engage in conduct that interferes with their colleagues' work performance or that creates an intimidating, hostile, or offensive work environment.

If an employee feels they have been subjected to harassing behavior, they should report the incident(s) to any supervisor, or officer of the Institute.

A complete harassment policy along with guidelines for handling a complaint will be provided to all employees of the Institute.

-Smoking Policy

In compliance with Article 13-E, S139N et seq., of the Public Health Law of New York, Miner Institute has adapted the following policy on smoking of tobacco products in this workplace.

No smoking is permitted in any Miner Institute building including, but not limited to, the following areas:

- Miner Center Administration Building
- Farm Office Building
- All Farm Buildings
- FitzPatrick Library
- Middleton Miller Dormitory
- Shadow Lawn Guest House
- Company Vehicles

Smoking in a no smoking area is a violation of New York State Law.

-Jury Duty

An employee called for jury duty on a scheduled workday will receive full pay provided they submit to the Institute a signed notice from the commissioner of jurors confirming their attendance, including time of departure. Employees are expected to return

to work for the remainder of their scheduled workday following jury duty.

-Uniforms

The Institute provides uniforms for employees in the following Departments: Maintenance, Dairy and Field Crops. Upon leaving employment, all uniforms must be returned to their supervisor. Employees will be held responsible for any lost uniforms. Employees will also be notified of their annual clothing allowance at the beginning of each year.

-Supplemental Educational Programs

The Institute may assume the full cost of personnel training where such training is to meet a specific immediate need or a need in the foreseeable future. This will include night school courses and seminars.

When participation in a defined course of education is undertaken on the initiative of an employee, but does not represent a specific need, such action may qualify for financial assistance equal to one-half of the total cost of said course. To qualify, the student must have material relating to a current or potential field of activity as may be determined by management.

When a course of study extends beyond one year, consideration may be given to periodic reimbursement. Evidence of satisfactory progress of completion of a course will be required prior to reimbursement.

All requests for reimbursements must first be approved by the employee's supervisor.

-The Workweek

The workweek consists of forty (40) hours scheduled within seven (7) consecutive days. The workweek is Sunday through Saturday.

-Pay Periods

Pay periods will be the 1st through the 15th and the 16th through the last day of the month.

-Paychecks/Direct Deposits

Paychecks will be issued the 15th and the last day of the month. In the event either day falls on a weekend or a holiday, paychecks will be issued the working day prior to the payroll date. Inquiries regarding pay adjustments or payroll information should be made through the Payroll Department at the Farm Office.

In the event an employee loses a check, they should notify the Payroll Department immediately so a stop payment can be placed at the bank and procedures started to replace the loss.

-Overtime Pay

Overtime pay is applicable to the NON-EXEMPT employee. There are numerous laws that govern the status of the EXEMPT and NON-EXEMPT employee.

At the time of employment, employees will be advised of their exempt status. They will also be notified of any change in their status that may occur during the course of their employment.

Hours worked over the regularly scheduled forty (40) hour workweek will be paid at the rate of time and one-half.

-Meal Periods

Employees working in excess of six (6) hours in one day are required to take a meal period. Meal periods will be thirty (30) minutes except as may otherwise be scheduled to meet necessary coverage or New York State Labor Law.

-Rest Period

Under normal circumstances (8 hr. workdays), an employee is allowed a fifteen (15) minute paid rest period each morning.

Rest periods should be taken in the designated area nearest a job to avoid down time in travel from job site to rest area.

Occasionally an employee may be requested to forego or postpone a rest period in order to meet an important deadline or finish a critical task.

-Vacation

An employee will become eligible for vacation benefits as set forth in the following schedule:

<u>Number of</u> <u>Weeks</u>	after	<u>Time of</u> <u>Service</u>
2		1 years
3		5 years
4		12 years

A new employee hired, prior to July 1st, for a permanent position will receive five (5) days vacation. These days will be credited to the employee upon the completion of a 90-day training and probationary period. An employee who will be completing his 1st, 5th, or 12th year of service during the current year, will be credited with 2, 3 or 4 weeks vacation as of January 1st of that year.

Vacation must be taken in the current calendar year. Vacation days will not be carried forward unless requested by management or management gives prior approval.

The Institute reserves the right to schedule vacation periods to insure continuity of its operations.

A temporary employee is not eligible for vacation time, however, dependent upon the individual circumstance, vacation benefits may be granted.

Upon termination of employment an employee will be eligible to receive compensation for unused vacation benefits.

The vacation week consists of the number of days or hours an employee is regularly scheduled to work during a regular workweek.

In cases of absenteeism without prior approval, the Institute may apply such time against the employee's vacation during a regular workweek.

When an employee is on vacation they may pick up their paycheck on payday or request that their check be mailed to their home.

In the event a holiday falls within scheduled vacation time, compensatory vacation time will be allowed.

-Holidays

The Institute will observe the following paid holidays per year:

Memorial Day
Independence Day
Labor Day
Thanksgiving and following Friday
Christmas Day through New Year's Day

If an employee is scheduled to work the day prior and/or the day after the holiday, he/she must work these days to receive holiday pay unless, however, the employee can prove his absence was due to illness.

Employees will be paid holiday pay subject to the conditions stated above, however, the holiday or additional time in connection with the holiday must occur on their scheduled day of work - Example: An employee scheduled to work on Sunday, Monday, Wednesday, Friday and Saturday, would not receive holiday pay for a holiday falling on a Tuesday or Thursday.

-Sick Leave

A non-exempt employee receives seven (7) days sick allowance with pay and an exempt employee receives nine (9) days sick allowance with pay.

Sick days will be credited to each eligible employee in the month of January for the current year. Such allowance is cumulative.

Sick leave credits cannot be used for additional vacation or time off.

Accumulation of sick leave credits will be based on the employee's continuous services. A break in this service constitutes an automatic forfeiture of any accumulated leave. An approved leave of absence does not constitute a break in service.

Upon retirement at age fifty five (55) or older with a minimum of twenty (20) years of service an employee may receive monetary value for accumulated sick time, up to a maximum of forty five (45) days.

Only those absences caused by an employee's own illness or family members (father, mother, spouse, dependent child, father-in-law, mother-in-law or grandparent) will be considered applicable against sick time.

Absences caused by job-related accidents or illness that are covered by Workers' Compensation, will not apply against an employee's sick leave credits.

If an employee continues on Miner Institute payroll, during a period of disability their sick time will be prorated based on disability reimbursement rate.

-Personal Time

Exempt employees will be entitled to three (3) personal days per year. Personal days are non-cumulative.

-Leave of Absence

Requests for a leave of absence by an employee must be in writing and submitted through the appropriate Department Head for approval.

Salary and contributions to the Pension Trust will be automatically suspended during the approved leave period, as well as insurance and associated employee benefits unless management approves to continue compensation.

A leave of absence will not be granted to any individual for the purpose of taking other employment.

Request should be submitted at least thirty (30) days prior to commencement of leaves unless of an emergency nature.

-Funeral Leave

If a death occurs in an employee's immediate family, they will be allowed time off with pay

for up to three (3) days to attend the funeral and/or to make funeral arrangements. An employee's immediate family is considered to be parents, parents-in-law, grandparents, grandparents-in-law, spouse, child, brother, or sister.

For funerals of other close relatives an employee may take a maximum of one (1) day.

-Termination of Employment

Upon termination of employment, an employee will return all Institute property such as keys, uniforms, equipment, etc. If the decision to terminate employment is made by the employee, the Institute will expect prior notice of at least two (2) weeks.

Benefit Highlights

-Statutory Insurances

The following insurances are mandated by regulatory bodies, the terms of which would be too lengthy to include in this policy. Further information can be obtained from the Personnel Department at the Farm Office:

- Workers' Compensation
- NYS Disability Insurance
- Social Security Insurance
- Unemployment Insurance

-Medical Coverage

Miner Institute provides a regularly scheduled full-time employee (30hrs/week) who has completed four (4) months of continuous employment with medical insurance.

An employee is required to pay 20% of the premium.

An employee who provides evidence of medical coverage may be eligible for a buy-out option.

In the event Miner Institute employs both husband and wife, the Institute will provide family (or individual coverage depending on cost) medical coverage. However, the spouse that is not the contract holder will not be eligible for the buy-out option offered by Miner Institute to an employee who has medical coverage from another source.

Coverage also includes those members of the employee's family eligible within the terms of the policy. Children are covered to the age stated within the elected policy.

In the event a retiree, who is under their spouses health insurance plan, should incur a change in status, the retiree will be eligible for enrollment under the Miner Institute plan under current retiree benefits.

In the event an employee, hired prior to 1/1/93, voluntarily elects early retirement at age fifty-five (55), and has completed twenty (20) years of continuous service, the Institute will pay one-half of the premium until the employee attains the age of sixty (60); at which time the Institute will pay for 85% of the premium.

In the event an employee, hired prior to 1/1/93, voluntarily elects retirement having attained the age of sixty (60), with twenty (20) years of continuous service, the Institute will pay for 85% of the premium.

The Institute will provide dependent coverage for a retired and/or disabled employee's spouse. The premium is to be paid as previously set forth for the employee until the employee's death.

An employee hired after 12/31/92 is not eligible for post-retirement health insurance

benefits but, with 20 years of service, may continue on the Institute Plan at their own expense.

-Maternity Leave

An employee has up to 12 weeks of unpaid leave in a 12-month period for the birth or adoption of a child. An employee is requested to use accumulated sick time first. Vacation time may be used if an employee does not have enough sick leave credit accumulated. You may be eligible for disability benefits during this period.

-Life Insurance

After the completion of six (6) months of continuous employment, the Institute will provide life insurance coverage for employees and their families at no cost to the employee. The employee's coverage equals two times their annual earnings, the spouse is covered for \$2,000 and dependent children \$1,000 each, until the age of 19.

In addition, upon completion of six (6) months of continuous employment, each employee is covered under a travel insurance policy in the amount of \$50,000.

An employee must regularly work a minimum of thirty (30) hours per week to be eligible for coverage.

Each employee will be provided a copy of their policy and advised of their coverage upon eligibility.

Upon retirement at age fifty-five (55), with twenty (20) years of service, an employee will be covered for \$5,000 and the spouse will be covered for \$2,000. The Institute will pay the full premium for the policy until the employee's death.

-Long-Term

Disability Insurance

After the completion of six (6) months of continuous employment, the Institute will provide long-term disability insurance at no expense to the employee.

An employee must regularly work a minimum of thirty (30) hours per week to be eligible for coverage.

Each employee will be provided a copy of their policy and advised of their coverage upon attaining eligibility.

-Accidental Death and

Dismemberment Insurance

After the completion of six (6) months of continuous employment, the Institute will provide accidental death and dismemberment coverage at no expense to the employee.

An employee must regularly work a minimum of thirty (30) hours per week to be eligible for coverage.

Each employee will be provided a copy of their policies and advised of their coverage upon eligibility.

-Pension Plan

The William H. Miner Agricultural Research Institute Pension Plan is a defined contribution plan. To qualify, an employee must complete one thousand (1,000) hours of employment during a twelve (12) month period.

A summary of the plan is provided to each employee upon eligibility.

-Tax Deferred 403(b)

Retirement Plan

The 403(b) plan is a supplemental retirement program that enables an employee to set aside a predetermined amount of money on a regular basis prior to the deduction of state and federal taxes. Employees are immediately eligible to enroll in a 403(b) retirement plan upon being hired.

Employees can receive further information at the Personnel Department at the Farm Office.

-Service Award

An employee retiring at age fifty-five (55), with a minimum of twenty (20) years of service, will receive a service award amounting to one hundred dollars (\$100.00) per year of completed service.