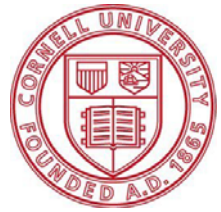


The ILR School

Advancing the World of Work

<http://www.ilr.cornell.edu/>



New Employee Handbook

Table of Contents

Welcome to the ILR School	2
Then and Now	3
Organization of the ILR School	4
Academic Departments of the ILR School	5
Centers and Institutes of the ILR School	7
ILR (Ithaca) Campus Map	10
Regional Offices across New York State	11
Compensation and Benefits	13
ILR Office of Human Resources	14
Time Reporting and Pay Distribution	16
Benefits and Employee Essentials	18
Time Away from Work - Staff	19
Time Away from Work - Academic	22
Communications	24
CIT Services	25
Telephone Services and Policies	27
Functioning on Campus	28
Dining Options	29
Miscellaneous Services (on- and off-campus)	32
Emergencies on Campus	34
Gannett Health Services	35
Transportation Services	36
The Small School in a Large University Advantage	39
About Cornell University	40
Diversity at Cornell University	41
Colleges, Schools, and Faculty of Cornell University	42
What You Should Know About Being Employed at Cornell	45

Welcome to the ILR School!

Congratulations on your new position with the ILR School! We are very excited to have you join us. As a new employee, we understand that you may feel a little lost or overwhelmed by all your new surroundings. This handbook contains information you may find useful in your first few weeks at ILR. Although this handbook is not representative of all that the ILR School or Cornell University has to offer, we have created this handbook as a reference guide in hopes that it will ease some of the stress associated with starting in a new workplace. We hope you find the information in this book useful and that it helps you to better adjust to your new position in the ILR School.

“The ILR School started in 1946 with a focus on labor relations, and now focuses on a broad array of workplace issues, including a variety with global impact. Our mission is to ‘advance the world of work.’ Our official name remains the *School of Industrial and Labor Relations*, though we prefer to be identified as the *ILR School*.”

– Dean Harry Katz

The ILR School: Then and Now

Cornell University's School of Industrial and Labor Relations (ILR School) was the nation's first institution of higher education to offer a four-year undergraduate program in the field of ILR. The current primary focus of the ILR School's undergraduate and graduate degree programs and research and outreach activities is on the centrality of workplace issues in an increasingly complex world.

A Brief History of the ILR School

The idea seemed radical at the time: Establish a college where faculty and students could grapple with issues roiling the workplace, including the adversarial relationship between labor and management. This daring vision, coming on the heels of the Great Depression and then World War II, led to the founding of the ILR School by the New York State legislature in 1945. The school was charged with a mission “to improve industrial and labor conditions in the State through the provision of instruction, the conduct of research, and the dissemination of information in all aspects of industrial, labor, and public relations, affecting employers and employees.”

Given a home at Cornell University, ILR embodied both the intellectual rigor of the Ivy League and the democratic spirit of state universities. It created a multidisciplinary social sciences faculty that valued academic achievement and practical expertise. On-campus offerings promised students a liberal education with a professional orientation while off-campus Extension programs brought insights about the workplace to the wider community.

The ILR School Today

The centrality of the workplace in an increasingly complex world is the primary focus at ILR. With its diverse and distinguished faculty, the school leads the way towards new insights about current and future challenges. Faculty expertise ranges across the workplace-related social science disciplines, including economics, sociology, history, psychology, political science, law, and statistical analysis. Cutting-edge research, excellence in teaching, and commitment to outreach remain ILR's defining characteristics.

ILR is the nation's only institution of higher education to offer a four-year undergraduate program focused on the workplace, several types of graduate degrees, programs and workshops for adult learners, and customized services. Programmatic specialties include personnel and human resources management; collective representation, labor law, and labor history; labor economics; organizational behavior; international and comparative labor; and social statistics. From our Ithaca campus and additional offices around the state, ILR connects with the region, the nation, and the world.

Organization of the ILR School

The ILR School is primarily located in the heart of Cornell University's Ithaca campus, even though it offers programs throughout New York State through its regional offices. The information in this section gives a broad overview of the locations and structure of the ILR School, as well as provides brief descriptions of its academic departments and centers and institutes, to give you a flavor for all that the ILR School has to offer.

In this Section:

- Academic Departments of the ILR School
- Centers and Institutions of the ILR School
- ILR (Ithaca) Campus Map
- Extension Offices Across New York State

Academic Departments

<http://www.ilr.cornell.edu/academics>

The six academic departments of the ILR School encompass the interdisciplinary, social sciences-based field of workplace studies. ILR offers a full array of undergraduate and graduate courses and a variety of degree programs. Faculty members are each experts in a particular aspect of the broader field and, along with students, benefit from the ongoing interchange of ideas and knowledge.

Labor Relations, Law, and History

The faculty members of the Collective Bargaining, Labor Law, and Labor History Department draw on the fields of administration, economics, history, political science and law to further students' understanding of industrial and labor relations. Courses in this department explore ILR issues within the framework of American society, stress fundamental forces of change, and analyze texts and empirical data with methods drawn from the social sciences, the humanities, and the legal professions.

Human Resource Studies

The Human Resource Studies Department consists of world-class faculty members engaged in research, teaching and practice. These faculty members play integral roles in the administration of the Center for Advanced Human Resource Studies (CAHRS). This department's goal in teaching is to balance a rigorous academic research approach with a real-world practice orientation. In this way students are provided with state-of-the-art knowledge relevant to managing human resources in organizations.

International and Comparative Labor

The Department of International and Comparative Labor is concerned with industrial and labor relations systems and labor markets in other parts of the world. The world-renowned faculty members of this department are authorities on the labor-markets of Western Europe, Asia, Latin America, and Africa and bring this knowledge to bear on the courses they teach as they prepare their students to understand the global marketplace.

Labor Economics

The faculty members of the Labor Economics Department are especially concerned with understanding the workings of labor markets and the effects of various public policies. Courses offered by this department and research in the area include analysis of the labor force, employment and unemployment, wages and related terms of employment, income distribution, income security programs, health and safety in

industry, retirement, pensions and social security, economic aspects of collective bargaining, and economic demography.

Social Statistics

The faculty members of the Social Statistics Department conduct research in the field of economic and social statistics. In applying their research results to their teaching, they provide their students with cutting-edge training on the principles of statistical reasoning, statistical methods, and the application of statistical tools of analysis.

Organizational Behavior

The psychologists and sociologists who comprise the Department of Organizational Behavior use discipline-based theoretical perspectives to examine an array of empirical workplace phenomena. Their teaching and research focus on the impact of environmental, technological, and interpersonal relationships on work group and organizational dynamics.

Centers and Institutes

http://www.ilr.cornell.edu/centers_institutes.html

The workplace is a source of unlimited research and programmatic opportunities. The ILR School has chosen a variety of themes related to work and employment upon which to build training, education, and practice-oriented initiatives. The ILR School facilitates these activities through its numerous centers and institutes.

Center for Advanced Human Resource Studies (CAHRS)

The Cornell Center for Advanced Human Resource Studies (CAHRS) is the world's leading partnership between industry and academia, devoted to global human resource management. CAHRS sponsors represent a host of the world's premier companies. The CAHRS partnership provides the connection between these leading companies, Cornell University, the ILR School, and leading faculty, students and intellectual leaders throughout the world. <http://www.ilr.cornell.edu/cahrs/>

Cornell Higher Education Research Institute (CHERI)

The Cornell Higher Education Research Institute (CHERI) was established in the fall of 1998 to provide a vehicle for interdisciplinary research on higher education. Faculty and administrators affiliated with CHERI come from colleges across Cornell University and other academic institutions around the world. <http://www.ilr.cornell.edu/cheri/>

Employment and Disability Institute (EDI)

The Employment and Disability Institute (EDI) contributes to developing inclusive workplace systems and communities in a variety of ways. The EDI team engages in research and produces scholarly articles, develops training materials, conducts training sessions domestically and internationally, and offers technical assistance on a wide array of disability-related matters. <http://www.ilr.cornell.edu/edi/>

Global Labor Institute (GLI)

The Cornell Global Labor Institute (GLI) offers a unique venue for unions at the local, national and global level to work together to strengthen labor's response to the challenges posed by globalization. The goal of GLI is to help union officers, staff and activists gain a deeper understanding of the policies and institutions that shape today's world, and assist in bringing unionists based in different countries into contact with each other for meaningful discussion on strategy and policy.

<http://www.ilr.cornell.edu/globalLaborInstitute/>

Institute for Community College Development (ICCD)

The Institute for Community College Development (ICCD) provides educational and professional development opportunities for current or future administrators and faculty members of community colleges and their peer institutions in the United States and around the world. ICCD supports the analysis, educational, social, political, and economic issues of particular importance to community colleges and their peer institutions by conducting high quality and timely research and by communicating the conclusions and policy implications of this research through consulting and outreach services. <http://www.iccd.cornell.edu/iccd/index.html>

Institute on Conflict Resolution (ICR)

The Institute on Conflict Resolution (ICR) aims to educate practitioners, users, teachers, and students of the field of conflict resolution through research, collection and dissemination of information, public and private assistance, graduate and undergraduate curriculum development, and training programs. ICR focuses on all areas of conflict prevention and resolution, including those relating to business, environment, communities, civil rights and health care, and alternative dispute resolution (ADR). ICR develops courses in conflict resolution, conducts various meetings and symposia, sponsors outreach programs dealing with conflict resolution and provides research funding for faculty and students. <http://www.ilr.cornell.edu/icr/>

Institute for Workplace Studies (IWS)

The Institute for Workplace Studies (IWS) was created in 1999 to serve as an interactive think-tank, bridging the gap between academics and the working world through research initiatives, educational programs and forums. IWS is based in New York City and serves as a vehicle for scholars to work closely with local academic, government, business and labor communities to explore workplace practices, policies and innovations for the 21st century. Professors associated with IWS focus on workplace issues, labor/management initiatives, the union movement and public policy through their research and through interactions with labor and management leaders. <http://www.ilr.cornell.edu/iws/>

NYS AFL-CIO / Cornell Union Leadership Institute

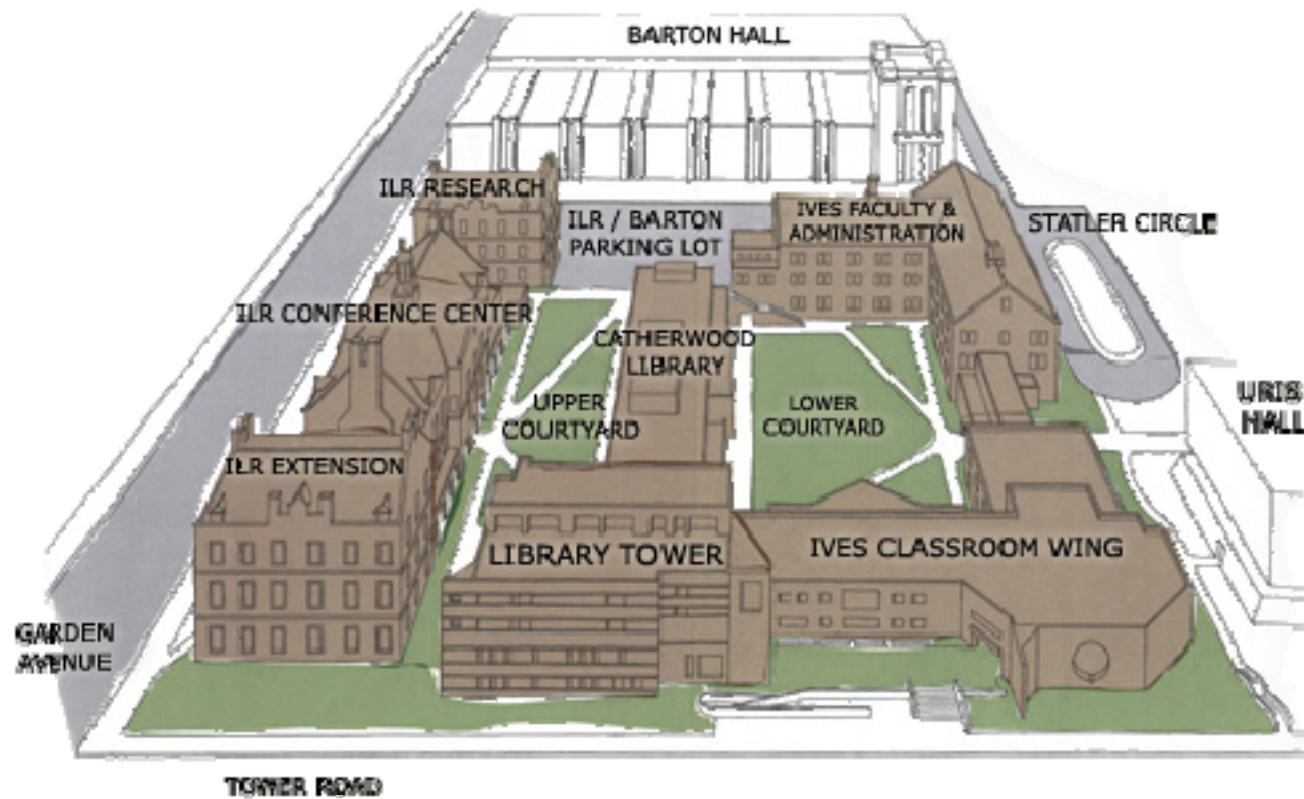
The Union Leadership Institute trains and encourages union leaders to think and act strategically. The Institute offers a statewide one-year certificate program jointly sponsored by the NYS AFL-CIO, the national AFL-CIO, and Cornell University. The Institute boosts the effectiveness of union leaders, not just within their own union but as leaders within New York's labor movement. The Institute offers a different kind of union leadership training because it is statewide and multi-union, drawing participants from various industries, public and private sectors. <http://www.ilr.cornell.edu/uli/>

R. Brinkley Smithers Institute for Alcohol-Related Workplace Studies

The Smithers Institute is a non-profit research institute dedicated to advancing the knowledge of alcohol, drug, and health issues in the workplace. The Institute works to improve and enhance employee and members' assistance initiatives by conducting basic and applied research and by disseminating information on its research to ILR students, labor and management, and public policy agencies. <http://www.ilr.cornell.edu/smithers/>

ILR Campus Map

<http://www.ilr.cornell.edu/visitorinfo/ilrMap.html>



Extension Offices

<http://www.ilr.cornell.edu/regionaloffices>

The ILR School offers programming throughout New York State and has regional offices in 5 locations and offers training in many more, including Cornell's main campus in Ithaca. Each office reflects the special character of its region while offering services important to workplaces across the state, the nation, and the world.

Albany

Cornell ILR in Albany

Tel: 518-449-4161
ilr-albany@cornell.edu

Services Based in Albany

Management Programs
Labor Programs

Buffalo

Cornell ILR in Buffalo

237 Main St., Suite 1200
Buffalo, NY 14203
Tel: 716-852-4191
Fax: 716-852-3802
ilr-buffalo@cornell.edu

Services Based in Buffalo

Management Programs
Labor Programs
Lead-Based Paint Training
Workplace Health & Safety
Buffalo Education Center

Rochester

Cornell ILR in Rochester

249 Highland Avenue
Rochester, NY 14620
Tel: 585-262-4440
Fax: 585-262-3715
ilr-roch@cornell.edu

Services Based in Rochester

Management Programs
Labor Programs
Workplace Health & Safety

New York City Metropolitan Area

Cornell ILR in New York City

16 East 34th Street
New York, NY 10016-4328
Tel: 212-340-2800
Fax: 212-340-2822
ilr-nyc@cornell.edu

Services Based in New York City

Global Labor Institute
Institute for Workplace Systems
Labor and Employment Law
Program
Labor Programs
Management Programs
NYS AFL-CIO / Cornell Union
Leadership Institute
Smithers Institute
Union Leadership Workshop Series

Ithaca / Syracuse

Cornell ILR in Ithaca

411 Dolgen Hall
Cornell University
Ithaca, NY 14850-3901
Tel: 607-255-9298
Fax: 607-255-0574
ilr-ext@cornell.edu

Services Based in Ithaca

Undergraduate Admissions
Graduate Admissions
Management Programs
Labor Programs
Centers & Institutes
International Programs
Catherwood Library
ILR Conference Center

Compensation and Benefits

This section includes information about compensation and benefits administered through the Office of Human Resources. Along with University links that have been provided with the following information, additional information and links can be found at the ILR Office of Human Resources website (<http://www.ilr.cornell.edu/ohr>) or the University Office of Human Resources website (<http://www.ohr.cornell.edu>).

In this Section:

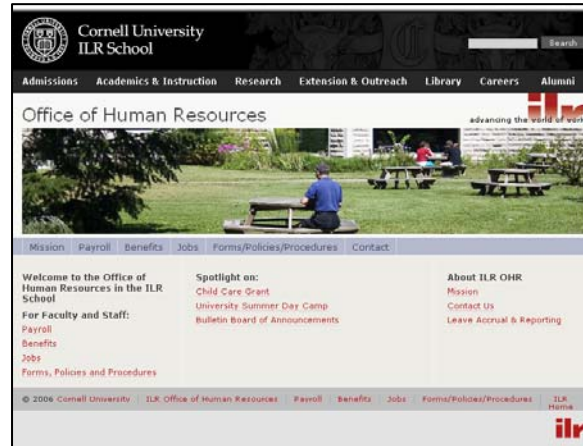
- ILR Office of Human Resources
- Time Reporting and Pay Distribution
- About Cornell University
- Benefits and Employee Essentials
- Time Away from Work
- Educational Benefits

ILR Office of Human Resources

<http://www.ilr.cornell.edu/ohr/>

Purpose

The ILR Office of Human Resources acts as a liaison between the University Office of Human Resources and the ILR School. It consists of a collaborative team of professionals dedicated to providing services that add value to the ILR School's principles, vision, and mission. In keeping with Cornell University's commitment to its faculty and staff and mission to develop and sustain its diverse community of talent, the ILR Office of Human Resources strives to provide high-quality HR services through value-added partnerships and innovative initiatives focused on employment, training, and employee relations.



ILR Human Resources Online

The ILR Office of Human Resources is very open to having you drop by its offices in Ives Hall Room 103 if you have questions or want to learn more about the services they provide. However, understanding that your time is valuable, it may be easier for you to check out their website at <http://www.ilr.cornell.edu/ohr/>. Additionally, the University Office of Human Resources provides a wealth of information on its website, including other policies and benefits information not mentioned in this handbook. A particular section you may find useful is the "Getting Oriented at Cornell: For Newly Hired Faculty and Staff" section. Please refer to the University Office of Human Resources at <http://www.ohr.cornell.edu> for more information.

Contact Information

Lisa Rose,

Assistant Director of Human Resources

135 Ives Hall

Email: lec6@cornell.edu

Phone: (607) 254-1645

Fax: (607) 255-3002

Kristie Lamb,

Human Resources Associate

133 Ives Hall

Email: kt264@cornell.edu

Phone: (607) 255-2766

Fax: (607) 255-3002

Time Reporting and Pay Distribution

<http://www.payroll.cornell.edu/>

Academic Employee

Academic employees are responsible for reporting vacation time taken into the University Leave Accrual System. You can access the system by going to the following web address: <http://ee.ohr.cornell.edu>

The complete Leaves for Professors and Academic Staff policy can be found at the following URL: http://www.policy.cornell.edu/vol6_2_1.cfm

Exempt (EX) Employee

Exempt employees are responsible for reporting any time away from work into the University Leave Accrual System. You can access the system by going to the following web address: <http://ee.ohr.cornell.edu>

Exempt paydays are semi-monthly. Paydays are the 15th and the last day of every month unless date falls on a holiday or weekend then it's the previous working day. If you have direct deposit, you will not receive an advice, you can view your paycheck on-line at <http://www.payroll.cornell.edu/viewpaycheck.cfm>. If you do not have direct deposit, your paycheck will be mailed to your home address.

Please note that the University policy 6.9 Time Away from Work (http://www.policy.cornell.edu/vol6_9.cfm) states that exempt staff should only record their time away in half- or full-day increments, and not any smaller increments. Your supervisor can discuss the details of this policy and the expectations of reporting time away from work.

Non-Exempt (NEX) Employee

COLTS III is the Cornell online time collection system for non-exempt employees. Using COLTS III, you can electronically submit your work hours, your leave hours, and your signature approval to the PeopleSoft HR/Payroll system. (For information regarding vacation, sick, personal, healthcare, and holiday leave, see **Time A way from Work** section). <http://www.colts.cornell.edu>

Non-Exempt paydays are bi-weekly on Thursdays unless date falls on a holiday; then it's the previous working day. If you have direct deposit, you will not receive an advice, you can view your paycheck on-line at <http://www.payroll.cornell.edu/viewpaycheck.cfm>. If you do not have direct deposit, your paycheck will be mailed to your home address.

The University Pay Calendar

Both exempt and non-exempt employees can view the University Pay Calendar at the following URL: <http://www.payroll.cornell.edu/PaySched.cfm>

Understanding Your Pay Stub

Information to help you understand your pay stub can be found at the following URL: <http://www.payroll.cornell.edu/example.cfm>

Direct Deposit

Cornell employees may sign up to have the amounts of their paychecks automatically deposited into their bank accounts. Receiving payroll direct deposit has several advantages over handling paper checks.

<http://www.payroll.cornell.edu/directdeposit.cfm>

Benefits and Employee Essentials

<http://www.ohr.cornell.edu/>

Benefits

ILR employees are covered under contract college non-academic and academic employee benefits. All new Cornell employees are required to attend a Benefits Enrollment meeting. These sessions are presented by Benefit Services for new faculty and staff to introduce Cornell's benefits and to enroll new employees in their benefits.

You will receive an invitation via email to the benefits meeting from Benefit Services. It is very important that you attend this meeting.



Both non-academic and academic employees can find a summary of their benefits at the following URL: <http://www.ohr.cornell.edu/benefits/summaryDocs/indexCC.html>

Please contact the Benefits office directly with specific benefits-related questions.

<http://www.ohr.cornell.edu/benefits/index.html>

130 Day Hall

(607)255-3936

benefits-mailbox@cornell.edu

Employee Essentials



Employee Essentials is a web-based service designed to let Cornell employees view their human resources information in the central record system. This includes benefits and payroll information. You can use Employee Essentials to check your record and to verify the accuracy of the information, as well as update your home address and phone number or suppress this information from displaying online if you choose.

<http://ee.ohr.cornell.edu>

Time Away from Work for Exempt and Non-Exempt

http://www.policy.cornell.edu/vol6_9.cfm

Vacation Leave

All regular full- and part-time non-academic staff members, and benefits-eligible temporary employees, are eligible to accrue vacation time.

Vacation accruals begin on your first day at work. Vacation leave may not be taken before it is accrued. You may use accrued vacation after six months on the payroll with your supervisor's approval. In order to take this vacation, your supervisor must document the time taken using the Vacation Usage Consent Form. This documentation will be kept on file in the department until one year of service has been completed. If termination of employment occurs prior to completing one year of service, the amount of vacation used will be deducted from your final pay.

All vacation time must be requested and scheduled in advance at a time agreeable to both the staff member and the supervisor.

Non-exempt staff may use vacation by the hour. The number of hours used for a day of vacation will be equal to the number of hours that you were scheduled to work on that day. Exempt staff should normally use vacation in increments of half days or more.

Sick Leave

Sick leave is available for illness or medical emergencies that prevent you from reporting to work or for planned, routine medical or dental appointments needed to maintain your good health.

Sick leave accrual begins immediately upon employment for regular full-time, regular part-time, and benefits-eligible temporary staff. Sick leave cannot be taken before it is accrued.

Benefits-eligible temporary staff should please see HR Policy 6.7.5 Temporary/Casual Appointments for information about sick leave accrual. HR Policy 6.7.5 can be found at the following URL:

http://www.ohr.cornell.edu/policies/nonacademic/1011b_wagesalary/675.html

Non-exempt sick leave accrual is based on the number of hours during a bi-weekly payroll period for which staff is paid, up to a maximum of 78 hours.

Exempt full-time staff members accrue 1.0 day of sick leave a month. Exempt part-time staff members accrue a prorata of the 1.0 day, based on the part-time staff member's standard part-time appointment.

Health Care Leave

Health care leave allows employees time away from work with pay when their full attention is needed to care for a member of their immediate family, a dependent, or a member of their immediate household. All regular full-time and part-time non-academic staff members as well as benefits-eligible temporary employees are eligible.

Please note that health care leave is charged against sick leave and may only be taken if an equal amount of sick leave has accrued. Health care leave does not accumulate. Any part of health care leave not used during the fiscal year (July 1st to June 30th) remains as unused accrued sick leave.

Regular full-time employees may take up to three working days of health care leave in one fiscal year.

Personal Leave

Personal leave allows employees time away from work with pay for personal reasons and emergencies. All regular non-academic employees are eligible. Personal leave is prorated for part-time employees.

Regular employees may take up to three working days of personal leave in a fiscal year (July 1st to June 30th). Regular employees with 20 or more years of continuous service may take up to five working days of personal leave in a fiscal year.

Caution: Personal leave is charged against sick leave and may only be taken if an equal amount of sick leave has accrued. Personal leave does not accumulate. Any part of personal leave not used during the fiscal year remains as unused accrued sick leave.

The complete comprehensive university policy for non-academic employees can be found at http://www.policy.cornell.edu/vol6_9.cfm, 6.9 Time Away from Work

Holidays

Cornell University holidays are:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Winter Holidays (includes six paid days off from December 25th through January 1st)

All regular full- and part-time non-academic staff members and benefits-eligible temporary employees are eligible to receive holiday pay.

Other Paid Leaves

Other paid leaves include funeral leave, jury duty / court appearance, military leave, voting time, and volunteer firefighter and emergency medical technician leave.

Please contact Human Resources for information on these items as well as other time away from work related issues.

Time Away from Work for Academic

http://www.policy.cornell.edu/vol6_2_1.cfm

Absences not considered Formal Leaves

Vacation Leave

Only those academics appointed for a full 12-month period who work at least 50 percent-time are eligible to accrue vacation. These days may be scheduled in any way that does not interfere with proper performance of academic-year duties. Department offices are to be informed at all times of faculty absences during periods of duty and are to maintain records of such absences.

Sick Leave

In the contract units, sick leave credit is assumed to accrue only to substantiate an official record for receipt of a post-retirement benefit. In instances of brief illness (less than one month), academic employees should promptly inform department chairpersons.

Holidays

With the exception of Labor Day, when classes are in session, Cornell University holidays pertain for professors and academic staff.

Cornell University holidays are:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Winter Holidays (includes six paid days off from December 25th through January 1st)

Formal Academic Leaves

Sabbatical Leave (Professorial)

Sabbatical leaves are available only to associate professors, professors, and university professors who have been elected to tenure by the Board of Trustees. Sabbatical leave is approved at the discretion of the dean and department chair. Sabbatical leave is not an entitlement.

Short-Term Medical Leave

All salaried academic employees are eligible for Short-term Medical Leave for Cornell salary continuation when non-work-related injury or illness or a pregnancy-related medical condition prevents performance of normal responsibilities of the academic position for more than one month.

Other Formal Leaves

The Leaves for Professors and Academic Staff policy outlines information of Formal Academic Leaves. It also provides additional information for absences that are not considered formal leaves. The complete University policy in PDF format for academic employees can be found at the following URL:

http://www.policy.cornell.edu/CM/Images/Uploads/POL/vol6_2_1.pdf

Communications

We understand that constant communication is the key to success in any organization. This section contains information on the services that are essential to efficient communication and are especially helpful to you as a new employee, such as email , voicemail, and meeting scheduling.

In this Section:

- CIT Services
- Telephone Services and Policies

CIT Services

<http://www.cit.cornell.edu/for/staff.cfm>

Cornell Information Technologies (CIT) is Cornell's central information technology organization, responsible for supporting the business infrastructure, informational software, and instructional and operational needs of video, data, and telecommunications customers at Cornell. The services listed below are only a snapshot of the main CIT services provided internally and campus-wide. A comprehensive list of all CIT services can be found at <http://www.cit.cornell.edu/services/>.

Network ID (NetID)

A Network ID (or NetID) is a unique personal identifier assigned to you. It consists of your initials followed by one or more numbers. You use your NetID, along with a password, to obtain access to network services available through the campus network. Once you have access to network services, you can use them to communicate with people or to find information anywhere on the Internet. <http://www.cit.cornell.edu/services/identity/netid.html>

IT Security Resources



Cornell University takes great care to make its networks secure and protect them from unauthorized use. But this security also depends on the actions of everyone who uses our networks. This website documents ways in which Cornell—and you—must work together to keep all network-connected equipment as secure as possible.

<http://www.cit.cornell.edu/computer/security/>

uPortal.Cornell e-mail Channel

uPortal.Cornell is a portal web site designed to serve as a jumping-off point to help you locate all kinds of information and services on the Internet. Like many portals, uPortal.Cornell features an e-mail client, which can be used as an alternative to your regular computer-based e-mail client (such as Eudora).

<http://www.cit.cornell.edu/computer/email/uportal>

Who I Am

Who I Am is a web-based service used by members of the Cornell community to activate their e-mail account, control mail forwarding and vacation mail settings, and update directory information (phone, addresses, etc.). Who I Am updates the Cornell Electronic Directory and is used as the source for the university's printed phone book. For more information, please visit:

<http://www.cit.cornell.edu/servicelist/netids/whoiam.html>

Telephone Services and Policies

<http://www.cit.cornell.edu/services/phones/>

Faculty and staff campus telephone services are provided by Network and Communications Services (NCS), a part of Cornell Information Technologies (CIT). Staff and faculty work through department-based telecommunications coordinators for telephones and related services such as voicemail and calling cards. Discuss needed telecommunications services with your telecommunications coordinator and report problems through this individual.

Dialing Information

Campus exchanges are 253, 254, and 255. When you are off-campus, you must dial the seven- or ten-digit number to reach a campus phone. *Fax machines work the same way as the phone system.* <http://www.cit.cornell.edu/services/phones/dial.html>

Location	Instructions
On-campus calls	Dial 5-XXXX, 3-XXXX, or 4-XXXX
Local off-campus calls	Press 9, then the number
Long distance off-campus calls	Press 9, then 1, then the number

Telephone Usage Policy

Individuals are expected to pay directly (through the use of prepaid calling cards, credit cards, operator-assistance, etc.) for all personal long-distance calls made on university telephones and business cellular phones.

<http://www.cit.cornell.edu/services/phones/personal.html>

AUDIX

AUDIX is the campus voicemail system. A quick reference card provides information for the phone system and voicemail system. If you would like a quick reference card or are having any problems, please call 5-0001. To reach your AUDIX, dial 4-4444.

<http://www.cit.cornell.edu/services/phones/audixhow.html>



Functioning on Campus

The information in this section is highly useful both on and off the job. This section consists of the details that are often overlooked in the beginning, but play a large role in your ability to function effectively and efficiently in your position.

In this Section:

- Dining Options
- Miscellaneous Services
- Emergencies on Campus
- Gannett Health Services
- Transportation Services

Dining Options

<http://www.dining.cornell.edu/>

Ives Hall

There are various kitchen and break areas throughout Ives Hall that are equipped with coffees, teas, refrigerator, microwave, and sink. Please feel free to use the amenities.

Ives Hall Room 150 and Conference Center Room 233

Monday through Friday

7:30 AM to 2:00 PM

In addition, to using the amenities of the various kitchen and break areas, faculty and staff of the ILR School can contribute \$25 in "Coffee Dues." Paying Coffee Dues entitles you to regular, decaf, and flavored coffee, hot tea and ice tea on a self-serve unlimited basis. If you choose not to pay dues, coffee and tea may be purchased for 75 cents per cup or \$1.50 for tankards. Food items are also offered for an additional, small fee.

On-Campus near Ives Hall

There are several cash à la carte eateries on-campus. Below is a list of eateries located near Ives Hall. *Hours of operation are subject to change, especially during university breaks and holidays.*

The Terrace Restaurant (Statler Hotel, ground floor)

Monday through Friday

8:00 AM to 2:30 PM

Mac's Grab & Go (Statler Hotel, ground floor)

Monday through Friday (not open during the summer)

7:30 AM to 5:30 PM

Big Red Barn

Monday through Friday

8:00 AM to 2:00 PM

Trillium (Kennedy Hall)

Monday through Friday

7:00 AM to 2:00 PM

Synopsis Café (Weill Hall)
Monday through Friday
7:00 AM to 2:00 PM

Martha's Café (Martha Van Rensselaer Hall)
Monday through Friday
7:00 AM to 3:00 PM

Alfalfa Room (Warren Hall)
Monday through Friday
7:30 AM to 4:00 PM

Other Options

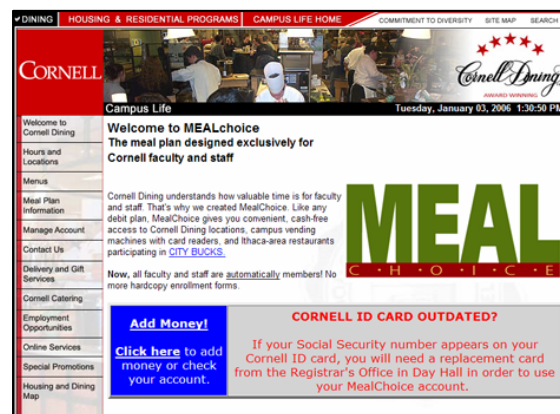
Collegetown is within walking distance and hosts a broad array of restaurants, diners, and delis where you can find virtually any type of cuisine. Additionally, there are a variety of restaurants in the area that are accessible within a short ride or that deliver. Check with your colleagues for their recommendations.

Cornell Dining

Breakfast, lunch, or dinner—there are a variety of healthy and convenient dining services available for faculty and staff that can save both time and money. For a complete list of Cornell Dining facilities and standard hours of operation, see <http://dining.cornell.edu/dining/dining.asp>

MEALChoice

MEALChoice is a meal plan designed exclusively for Cornell faculty and staff providing convenient, cash-free access to all Cornell Dining locations and over 30 local restaurants in the City Bucks program. With this declining balance plan, the amount of your purchase is automatically deducted from your MEALChoice account with the simple swipe of your Cornell University ID card.
<http://campuslife.cornell.edu/dining/mealchoice.asp>



City Bucks



City Bucks is a pre-paid declining balance account that is accessed through your Cornell University ID card to make purchases at participating off-campus

restaurants. It eliminates the need to carry cash for off-campus purchases as well as allows you to add to your account on line anytime at <http://dining.cornell.edu>. If you are enrolled in MEALChoice, use City Bucks as part of your account.

Participating restaurants offer discounts and special promotions from free appetizers and desserts to discounts off your total bill exclusively to City Bucks customers. For a complete list of participating restaurants, go to http://dining.cornell.edu/dining/city_bucks.asp?action=article&ID=2380

Miscellaneous Services

Financial Institutions

On-Campus

Tompkins Trust Company (TTC), Cornell Finger Lakes Credit Union (CFCU), and M&T Bank have branch locations on campus. TTC and CFCU are located on the lower level of the Cornell Store. M&T Bank is located in the front entrance of Willard Straight Hall across from the Cornell Store. Hours of operation for these branches (although subject to change) are Monday through Friday 8:30 AM to 4:30 PM. There are also a variety of ATMs on campus. Please contact individual institutions for locations.

Off-Campus

Branch locations as well as ATMs are located throughout the Ithaca area by Tompkins Trust Company, CFCU Community Credit Union, M&T Bank, HSBC Bank USA, and Bank of America. Please contact individual institutions or visit their website for locations.

Tompkins Trust Company: <http://www.mytompkustrust.com/>

Cornell Finger Lakes Credit Union: <http://www.mycfcu.com>

M&T Bank: <http://www.mandtbank.com/>

HSBC Bank USA: <http://www.us.hsbc.com/1/2/3/personal>

Bank of America: <http://www.bankofamerica.com/>

US Post Office

On-Campus

There is a full-service post office located in the basement of the ILR Extension Center (Garden Ave.) Hours of operation (although subject to change) are Monday through Friday 8:00 AM to 4:00 PM. There are also drop boxes located throughout campus.

Off-Campus

The Ithaca post office is located on Warren Road past the Ithaca Airport.

The Cornell Store

The Cornell Store serves Cornell's students, faculty, staff, alumni, and visitors by providing a specialized selection of products and services. The Cornell Store provides goods, such as books and Cornell apparel as well as services, such as UPS shipping, photo services, and faxing services. The Cornell Store is fully owned and operated by Cornell University and its proceeds support university operations, facilities, and

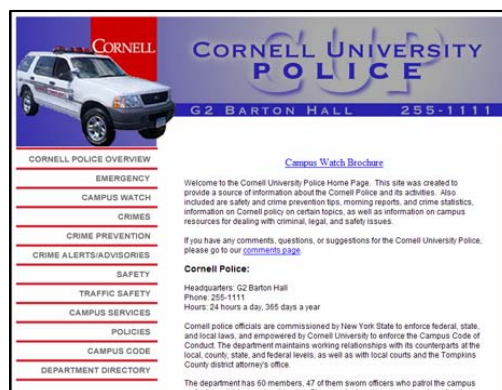
programming. In addition to its physical on-campus location on Ho Plaza, individuals can shop online or learn more about the Cornell Store by visiting <http://www.store.cornell.edu>.

Emergencies on Campus

Cornell Police

<http://www.cupolice.cornell.edu>

An emergency is any situation that requires an immediate police, fire, or medical response to preserve life or property. These include a serious injury or illness (e.g. loss of consciousness, difficulty breathing, severe pain or bleeding), a fire, a chemical spill, a drowning, a fight, an assault or immediate danger of assault, a crime in progress, a situation involving weapons, etc.



For off-campus emergencies, dial 9-1-1. If an emergency occurs on campus, call Cornell Police:

If calling from this...	Call Cornell Police this way...
Blue Light phone or campus emergency phone	Lift receiver or press button
Campus phone (starting with 253-, 254-, 255-)	Dial 911
Cell phone or pay phone or other non-campus phone (<i>not</i> starting with 253-, 254-, 255-)	Dial 607-255-1111 (not 911)

Your call for an on-campus emergency will be responded to immediately by police, fire, or emergency medical providers, including:

Bangs Ambulance: <http://www.bangsambulance.com/>

Cornell's Office of Environmental Health and Safety: <http://www.ehs.cornell.edu/>

Cornell University Emergency Medical Service (during CUEMS hours):
<http://cuems.cornell.edu/>

Please note that if you use a non-campus phone (a phone whose number does *not* start with 253-, 254-, or 255-), 911 will reach an off-campus state police dispatcher. If you use a cell phone, consider programming (607) 255-1111 into your speed dial.

Gannett Health Services

<http://www.gannett.cornell.edu/>

For urgent (non-emergency) health-related concerns call Gannett Health Services at (607) 255-5155.

- During regular hours, you can consult with a health care provider or counselor who can offer advice and, if necessary, arrange transportation to appropriate health care services at Gannett or in the community.
- Whenever Gannett is closed, you can consult with the health care provider or counselor on call who can help you decide what to do. After hours, you will reach Gannett's answering service. They will take your name and phone number and arrange for a health care provider or counselor to call you back. Please stay by your phone; the call will be returned within 15 minutes.



Transportation Services

<http://www.transportation.cornell.edu/>

Commuter & Parking Services

Commuter and Parking Services (C&PS) provides sustainable transportation services to faculty, staff, students, and visitors; oversees enforcement of parking regulations and traffic control; and manages visitor information and parking booths.

C&PS is committed to providing commuting alternatives to reduce the percentage of single-occupant vehicle (SOV) commuters to Cornell University. To achieve success, it is not so important which alternative mode of transportation is chosen, but that there is an alternative to a SOV.

Parking enforcement is provided as a customer service for those people who purchase parking and expect it to be available when they need it. The parking enforcement program is not a revenue generating operation for the university. The fines collected cover the expense of providing this service.

In addition to parking, C&PS personnel provide a variety of services, including: manning the information booths, providing emergency rides, operating the Motorist Assist Program, and do emergency or special event traffic control.

Location & Hours

116 Maple Avenue
Ithaca, NY 14850-4902
P: 607-255-4600
F: 607-255-0257

Academic Year Hours
7:30 am – 5:00 pm

[A Commuter's Guide for All Cornell University Employees](#)

Faculty & Staff



Parking Options

Cornell University employees may choose to purchase an individual parking permit or to participate in a Transportation Demand Management Program:

- [OmniRide](#), a transit incentive
- [RideShare](#), a carpool incentive
- [Occasional Parker](#), a flexible commuting incentive

All employees have weekday access to TCAT bus service for short trips among Cornell's Ithaca facilities for business purposes.

Red Runner Courier Services

Red Runner courier service can pick up, drop off, or deliver just about anything on campus and throughout the area. Along with package deliveries, Red Runner supplies transportation to internal and external customers.

Rush Services

For immediate pickup and delivery, request one of our rush service options, Rush (guaranteed delivery within three hours) and Super Rush (guaranteed delivery in one hour). Both services are available for an additional fee.

Proof of Delivery Service

Signature Service (confirmation showing date, time, and the signature of the designated recipient) is available for a fee.

Hours

Monday - Friday, 7:30 a.m. - 5:00 p.m.

For services beyond these hours and for special events or jobs--call 254-8293.

Fleet Services

Cornell University Fleet Services (CUFS) provides safe, clean and reliable transportation in a courteous, friendly environment to university staff and departments at the lowest possible cost.

We're responsible for the care and condition of approximately 250 vehicles used by employees on official Contract College (state) business. We track departmental use and make all necessary vehicle adjustments and repairs.

Our licensed mechanics schedule and perform routine maintenance and document any adjustments and repairs made. Our fleet of vehicles undergo the same annual safety inspections as other vehicles registered in New York State.

Please note that only employees and student employees of the Contract Colleges at Cornell University can drive fleet vehicles. All drivers must first complete a [driver registration form](#) and a [driver history questionnaire](#) before operating a fleet vehicle.

798 Dryden Road
Ithaca NY 14850-2814
T: 607.255.3247
F: 607.255.8405
fleet@cornell.edu

www.fleet.cornell.edu

Campus to Campus Executive Coach Services

Since 2004, Cornell's Campus-to-Campus (C2C) express bus service has proven to be vital in linking the New York City and Ithaca campuses of Cornell University.

The coaches offer comfortable single and double seating for up to 32 passengers. Ample work-room, internet service, a well-stocked galley, and other much-requested amenities make the trip enjoyable and productive.

C2C operates seven days a week with two Ithaca departures daily.

[Campus-to-Campus Brochure](#)

<http://www.c2cbus.com/>

The Small School in a Large University Advantage

Faculty, staff, and students of the ILR School benefit from the school's small size because it promotes strong and lasting relationships within its community. However, even with the benefit of "going where everyone knows your name," the School is limited in aspects by its size. One of the greatest benefits of the ILR School is that its members can also take advantage of all that Cornell, as a large university, has to offer.

In this Section:

- About Cornell University
- Diversity at Cornell University
- Colleges, Schools, and Faculties of Cornell University
- What You Should Know About Being Employed at Cornell

About Cornell University

<http://www.cornell.edu/>

“I would found an institution where any person can find instruction in any study.”

– Ezra Cornell, 1865

Cornell University’s commitment to high-quality education is reflected in the number and variety of resources available to its students, faculty, and staff. In keeping with the founding vision of Ezra Cornell, the Cornell community fosters personal discovery and growth, nurtures scholarship and creativity across a broad range of common knowledge, and engages men and women from every segment of society in this quest. Once called “the first American university” by educational historian Frederick Rudolph, Cornell University represents a distinctive mix of eminent scholarship and democratic ideals.

Adding practical subjects to the classics and admitting qualified students regardless of nationality, race, social circumstance, gender, or religion since its founding in 1865, Cornell University still reflects its heritage of egalitarian excellence today and continues to be the most educationally diverse member of the Ivy League. Cornell is home to the nation's first colleges devoted to hotel administration, industrial and labor relations, and veterinary medicine. Both a private university and the land-grant institution of New York State, the University consists of seven undergraduate colleges and seven graduate and professional schools. With total enrollment of more than 20,000 students from all over the world, and top-rated programs in architecture, business, engineering, hotel administration, human and veterinary medicine, human development, the humanities, labor and employment issues, law, and life sciences, the university embodies Ezra Cornell’s vision of “an institution where any person can find instruction in any study.”

Diversity at Cornell University

<http://www.cornell.edu/diversity/>

“Open Doors, Open Hearts, and Open Minds”

Cornell University has an enduring commitment to support equality of education and employment opportunity by affirming the value of diversity and by promoting an environment free from discrimination. Association with Cornell, either as a student, faculty, or staff member, involves participation in a free community where all people are recognized and rewarded on the basis of individual performance rather than personal convictions, appearance, preferences (including sexual or affectional orientation), or happenstance of birth.

Cornell University's history of diversity and inclusion encourages all students, faculty, and staff to support a diverse and inclusive university in which to work, study, teach, research, and serve. No person shall be denied admission to any educational program or activity or denied employment on the basis of any legally prohibited discrimination involving, but not limited to, factors such as race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, disability, or veteran status. Cornell University is an affirmative action, equal opportunity employer.

Cornell University is committed to assisting those persons with disabilities who have special needs related to their educational pursuit or employment. Prospective and current employees in need of a workplace accommodation pursuant to the Americans with Disabilities Act or New York State law should contact Workers Compensation and Disability Services, 840 Hanshaw Road, Ithaca, NY 14853. <http://www.cornell.edu/disability/>

Concerns and complaints related to equal opportunity in education and employment based on aspects of diversity protected under federal, state, and local law, including sexual harassment complaints filed by any member of the Cornell community against an academic or nonacademic staff member, as well as complaints arising under Title IX, should be directed to the Office of Workforce Diversity, Equity and Life Quality, 160 Day Hall, Ithaca, NY 14853; (607) 255-3976. <http://www.cornell.edu/diversity/wdelq/>

Colleges, Schools, and Faculty

<http://www.cornell.edu/academics/colleges.cfm>

The ILR School is only one of fourteen colleges and schools that make up Cornell University. Each college and school listed below (as well as the ILR School) defines its own academic programs; admits its own students; provides a faculty and advising and support for its students. Each college and school confers degrees on its own students, although all degrees are attributed to Cornell University.

Undergraduate Colleges and Schools

College of Agriculture and Life Sciences*

The College of Agriculture and Life Sciences (CALS) is the second-largest undergraduate college at Cornell University and the third-largest college of its kind in the United States. It has been ranked in national surveys as the best college of agriculture and related sciences in the country. <http://www.cals.cornell.edu/>

College of Architecture, Art, and Planning

The College of Architecture, Art, and Planning has a distinguished tradition in architectural design, history, and theory; urban and regional policy and planning; and professional training in fine and visual arts. <http://www.aap.cornell.edu/>

College of Arts and Sciences

The College of Arts and Sciences is Cornell's largest undergraduate college. It provides a high-quality liberal arts education to its own students. Its courses are also accessible to all other students at Cornell. <http://www.arts.cornell.edu/>

College of Engineering

The College of Engineering at Cornell University excels in innovative teaching and research, in developing practical applications and approaches to problems and areas of study, and in preparing professionals and leaders who will have worldwide influence on technologies and societies. <http://www.engineering.cornell.edu/>

School of Hotel Administration

The Cornell School of Hotel Administration's large group of scholars, researchers, and technical staff members, and its service-oriented undergraduate, graduate, and professional degree programs, are helping to shape the global knowledge base for every aspect of hospitality management. <http://www.hotelschool.cornell.edu/>

College of Human Ecology*

The College of Human Ecology offers a unique, world class education focused on challenges and opportunities in the real world and an exploration of the human condition. Human Ecology is focused around pioneering research, leadership development, and community outreach. <http://www.human.cornell.edu/>

Special-Mission Faculty Units

The Faculty of Computing and Information Science

This college-level interdisciplinary unit uses a core group of faculty members with relevant expertise from throughout the university to integrate computing and information science into every aspect of Cornell's undergraduate education, research, and scholarly programs and activities. <http://www.cis.cornell.edu/>

Graduate and Professional Colleges and Schools

Graduate School

Cornell University's Graduate School is organized into more than 90 major fields of graduate study, independent of traditional college and department divisions, to which graduate students are admitted and which confer doctoral and master's research and professional degrees under the guidance of individual Special Committees of faculty members or a field advisor. <http://www.gradschool.cornell.edu/>

Law School

Law School faculty members at Cornell University devote themselves to teaching and contributing to the intellectual life of the law, to the classroom rather than the courtroom, and to developing broad-minded and technically sophisticated future lawyers and leaders. <http://www.lawschool.cornell.edu/>

Johnson Graduate School of Management

The Johnson Graduate School of Management has three core distinctions: its direct connections to the vast resources of Cornell; its intense, collaborative community that results from its deliberately small size; and its performance-learning approach that yields understanding while demanding results. <http://www.johnson.cornell.edu/>

Weill Cornell Medical College (New York City)

Weill Cornell Medical College's close affiliations with New York-Presbyterian Hospital and with Memorial Sloan-Kettering Cancer Center and Rockefeller University make it an

integral part of a world-renowned center of academic medicine and biomedical research, uniquely positioned to train outstanding physicians and medical scientists.

<http://www.med.cornell.edu/>

Weill Cornell Medical College (Doha, Qatar)

The Doha, Qatar, branch of Weill Cornell Medical College is the first American medical school ever set up overseas. It is funded by the Qatar government through the Qatar Foundation, operated by Cornell. In addition to its full Cornell M.D. degree program, it provides a preparatory two-year pre-medical program.

<http://www.qatar-med.cornell.edu/>

Weill Cornell Graduate School of Medical Sciences (New York City)

Weill Cornell Graduate School of Medical Sciences' seven carefully designed, research-oriented Ph.D. graduate programs provide superb training for those interested in biomedical sciences and in the scientific method of conducting investigative research.

http://biomedsci.cornell.edu/graduate_school/html/14045.cfm

College of Veterinary Medicine*

The College of Veterinary Medicine endorses the concept of one biology in advancing the understanding of animal and human health at the interface of discovery and application. It fosters open collaboration across disciplines and institutional boundaries to deliver the greatest possible benefits to society. <http://www.vet.cornell.edu/>

Continuing Education

School of Continuing Education and Summer Sessions

The School of Continuing Education and Summer Sessions provides year-round learning opportunities for enrolled college students; high school students; Cornell faculty and staff members; executives and other professionals; Cornell alumni, parents, and friends; and local residents. <http://www.sce.cornell.edu/>

*New York State contract unit

What You Should Know About Being Employed at Cornell

Campus Map

If you would like a copy of Cornell University's Ithaca Campus Map, stop in at the Information and Referral Center in Day Hall, visit one of the four traffic booths on campus, or follow the following link: <http://www.cornell.edu/maps/>

Recreation and Wellness

President Skorton has implemented a holistic approach to wellness in the workplace, optimizing the environment for CU staff and faculty, and actively supporting the health and wellbeing of all members of the campus community. Services offered include: Cornell Recreation Connection (CRC), Wellness Program, Cornell Outdoor Education, and Employee Assistance. For more information about recreation and wellness, please visit: <http://www.ohr.cornell.edu/workLife/recreationSocial/socialRecreation.html>

Benefits: Resources for Life Events

Cornell University offers benefits and resources to its employees for many of life's most important events. Whether you are preparing for a child, going through a divorce, have a death in the family, or preparing for retirement, we invite you use the university's resources to your benefit. For more information, please visit: <http://www.ohr.cornell.edu/benefits/lifeEvents/index.html>

Educational Benefits

The benefits of working at Cornell include a vast array of educational benefits for you and your family. These perks include: The Employee Degree Program, Extramural Program, Tuition Aid, Cornell Children's Tuition Scholarship (CCTS), and New York's College Savings Program. For more information on these valuable opportunities, please visit: <http://www.ohr.cornell.edu/benefits/educational/>

Resources for Life Events and Career Development

Career Development Services seeks to support the university in its efforts to grow and retain a staff that is well-trained, agile, flexible and continuous learners, and to assist individual staff with their own professional development planning and job satisfaction. For more information, please visit: <http://www.ohr.cornell.edu/contactHR/ods/aboutCDS.html> and/or <http://www.ohr.cornell.edu/careerdev/>

Sustaining Personal and Professional Well-Being

Cornell's administration is constantly looking to improve the ways in which they can help sustain each other and the staff and faculty at the university. This initiative introduces the concept of sustainability, or self-renewing well-being, in the workforce. For more information, please visit: <http://www.ohr.cornell.edu/current/sustain/index.html>

Performance Dialog and Compensation at Cornell University

Cornell's faculty and staff compensation programs aim to support outstanding education and services through competitively recruiting, developing and rewarding high-quality faculty and staff. For more information, please visit: <http://www.ohr.cornell.edu/comp/>