

## **Staff Employee Handbook Updates March 2020**

Since its last issuance in January 2019, the Staff Employee Handbook has been updated for compliance and clarity. The handbook is published on the Human Resources website located here:  
<https://www2.naz.edu/human-resources/employee-handbook/>

Please review the list of changes below:

### **Additions/Legal Updates to Reflect New York State Law**

- 2.01 Equal Employment Opportunity/Notice of Non-Discrimination
- 3.06 Discrimination, Including Discriminatory Harassment

### **Clarifications**

- 5.02 Vacation, 5.05 Holiday Observances, 5.11 Time Off to Vote, 7.13 Animals on Campus
  - Wording changes incorporated to provide clarification of college policies and practices