

ITEM NO.**TITLE****ADMINISTRATIVE POLICIES**

0113	Division of Equal Opportunity Development	10/15/00
0211	Equal Employment Opportunity Representative (EEO)	10/15/00
0211.1	Equal Employment Opportunity – Discrimination Complaints	11/1/00
0212	Handling Alleged Violations of the Non-Discriminatory Policy	11/1/00
0218	Office Vision – Email	7/1/97
0220	Disclosure of Information	05-XL
0221	Information Security Policy	8/1/95
0222	Computer Acceptable Use	1/11/06
0223	Copyright	9/1/95
0224	Information Security Office	8/18/05
0225	Services to Outside Agencies	7/1/00
0230	AIDS Policy	6/1/88
0235	Hazard Material Communication/Right to Know Training, Unusual Incident Reporting Review, & Emergency Action Plan Annual Review	8/25/06
0240	Policy on Firearms and Other Weapons	11/1/90
0242	Policy on Drug and Alcohol Free Workplace	6/1/96
0248	Policy on Video Display Terminals	12/1/94
0249	Department Policy on Domestic Violence	10/15/96
0250	Departmental Policy Re: Sexual Harassment	2/1/02
0251	Sexual Harassment Discrimination Complaint Procedure	3/21/08

0252	Departmental Policy Re: Discrimination against People With Disabilities	2/1/02
0253	Request for Reasonable Accommodation for the Disabled Policy	11/4/08
0817	Policy for Using Department Owned Cars	11/25/09
1001	Computer Acceptable Use procedure & Provisions	1/7/08
1019	Policy for Removing & Restoring Personal Computers to the Department's Network	8/30/06
0527	Approval of Printed and Electronic Materials	2/8/11
528	Plain Language Policy	1/7/10

ITEM NO.

COMMUNICATIONS

0302	Complaints About Private Employment Agencies (Deleted)	1/11/06
0303	Freedom of Information Regulations	10/1/95
0303 Att.	Records Subject Matter List	6/1/92
0304	Personal Privacy Protection	4/1/96
0311	Department Policy on Handbooks	9/1/84
0312	Fees for Publications	6/1/99
0320	Address on Department Mail	10/1/88
0321	Current Materials and Mailing Lists	6/1/98
0322	Department Directories	12/10/02
0323	Mailing – Indicia Mailing, Classes, Zip Codes	7/1/98
0330	Telephone Service & Hardware Policy (Not on intranet)	3/28/06
0331	Telephone Equipment Requests (Not on intranet)	
0340	Processing of Advertising	3/1/01

0345	Bulletin Boards	5/1/00
0350	Month Employee Newsletter (Deleted)	6/13/07
1039	Approval of Printed and Electronic Materials	9/14/10

COMPUTER ACCESS

0450	Accessing Computer Applications	7/1/99
0450.1	Changing Computer Security Access for Reassigned Employees	8/1/95
0450.2	Revocation of Computer Security IDs	8/1/95

CONTACTS WITH THE PUBLIC

0401	Use of Rest Rooms by Public	8/1/75
0402	Certificate of Appreciation	5/1/87

EMERGENCY INFORMATION

0504	Security of Persons and Property	1/16/09
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DOL POLICIES

1004	Forms Policies	10/5/10
1013	Policy Procurement Lobbying Law	7/6/09
1023	Sick Leave Credits Upon Resignation, Transfer, Reinstatement & Retirement	10/1/06
0330	Telephone Service & Hardware Policy	3/28/06

FORMS & PUBLICATIONS

1005	Creating & Revising Forms	10/5/10
0523	Envelopes	12/28/09

JUST FOR MANAGERS

0331	Requesting Phone Repairs (Used to be Named Telephone Equipment Requests)	3/28/06
1008	Requesting Phone Service & Hardware	3/28/06

OFFICE MANAGEMENT – EQUIPMENT

0540	Acquisition of Equipment	2/1/95
0541	Transfer of Equipment	10/1/97
0541.1	Transfer of Data Processing Equipment	10/1/97
0541.2	Issuance of Portable Personal Computers	12/1/94
0542	Equipment of Repairs	7/1/98
0543	Inventory of Equipment	5/1/97
0544	Reporting Missing Equipment	1/1/99

LEGAL & FISCAL

0510	Legal Claims By or Against the State	2/1/99
0511	Funds Received for the Department Employment Security Programs	8/1/99
0512	Petty Cash Funds (DELETED 2/8/06)	2/8/06
513	New York Sales Tax – Report of Casual Sales – (Not on Intranet)	
0515	Miscellaneous Cash Receipts	3/1/99

PREMISES

0501	Division of Employment Services: Office Openings, Closings	12/8/00
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Closings, Relocations & Identification Numbers

0502	Premises – Acquisition, Alteration and Repair	7/1/00
0503	Premises – Maintenance	12/1/97
0504.1	Emergency Assistance to the Public	5/1/02
0504.2	Emergency Repair Contracts	NOT ON INTRANET
0505	Lost and Found Articles	1/1/98
0506	Disaster Preparedness Activities	7/1/86
0508	Internal Audit Procedures	11/1/94
0509	Review & Audits Conducted by External Agencies	11/1/94
506.1	Radiological Dosimeter and Charger Stockpiling Program	NOT ON INTR.
1041	Issuing Badges Policy	6/30/11
1042	Issuing Badges Procedure	6/30/11

PRINTED MATERIALS

0520	Forms, Publications, Promotional Material	11/1/95
0521	Department Letterheads	3/31/05
0522	Department Signs	6/9/05
0525	Housekeeping Business Cards	5/22/09
0526	Identification Cards	5/1/95
0527	Preparation of Printed Materials	6/1/88
1035	Business Cards	1/5/10

RECORDS MANAGEMENT

0550	Storage and Destruction of Records – General	10/1/98
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0550.1	Destruction/Sale of Computer Printouts and Checks	6/1/92
0551	Disposition of Records	10/1/98
0552	Community Services Division Local office File Clearance	11/1/01
0553	Central and Staff Office File Clearance	(NOT ON INTRANET)
0555	Retention Schedules for New Forms	(NOT ON INTRANET)

REQUESTING FORMS AND SUPPLIES

0530	Maintenance and Conservation of Forms and Supplies	Deleted	1/20/06
0531	Local Offices and Community Service Centers: Requisition For Forms		1/1/98
0532	Requisition for Supplies		1/1/98
0537	Department Signs – Requisition	NOT ON INTERNET	

PERSONNEL MANAGEMENT

1026	Supervisors Responsibilities in Monitoring Sick Leave	9/21/06
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ATTENDANCE AND RECORDS

0690	Working Time	12/15/01
0691	Overtime – General	6/1/92
0691.1	Overtime – Compensation	11/1/91
0692	Extra-Service Work	10/1/86
0693	Tardiness	5/28/04
0695	Attendance Records	4/1/94
0695.1	Original Time Record	1/1/91
0701	NYS Employee Suggestion Program	6/1/96

COMPENSATION

0681	Employee Compensation	4/30/06
0682	Distribution of Salary Checks	3/20/03
0688	Federal Income Tax	3/1/99
0688 Att.	Federal Income Tax Withholding Computation Formula	8/1/01
688.1	State Income Tax – WEB SITE CANNOT DISPLAY PAGE	
0688.2	New York City Income and Earnings Tax	6/1/88
0688.3	City of Yonkers Income and Earnings Tax	3/1/97
0688.3 Att	City of Yonkers Income Tax Surcharge – Married and Single And Non-Resident Earnings Tax Table (NOT ON INTRANET)	
0689	Pre-Tax Contribution Program	7/6/09

EMPLOYEE BENEFITS

0702.1	Health Services	1/1/87
0703.1	Credit Unions	NOT ON INTRANET
0704	Solicitations and Charitable Campaigns	10/26/05
0705	Accidents to Employees	5/1/06
0706	Public Employees Safety and Health – Reporting	5/1/02
0715	Retirement, Social Security and Unemployment Insurance	7/25/03
0717	Social Security Coverage	12/1/95
0718	Survivor's Benefit Program	6/1/86
0718.1	Accidental Death/Tuition Benefit	6/1/86

EMPLOYEE RELATIONS

0670	Employee Representation – Improper Labor Practices	1/1/76
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0671	Disciplinary Action	10/1/98
0672	Supervisor's Conference	10/1/92
0673	Employee Grievances-Negotiated Agreements Units	3/20/03
0673.1	Employee Grievances-Management/Confidential Unit	5/1/03
674	Employee Organization Activities (NOT ON INTRANET)	
0674 Att	Agreement Between the Department and CSEA NOT ON INTRANET	
0675	Employee Organization Leave	10/1/97
0676	Personal History Folder	12/15/05

PERSONNEL MANAGEMENT

GENERAL

0601	Terms of Reference	12/1/89
0602	Political Activity	8/1/94
0603	Code of Ethics	9/25/07
0603.1	Complaints & Investigations	8/1/94
0604	Standards Governing Employee Behavior	5/1/93
0604.1	Illegal Practices by Employees	12/1/98
0605	Legal Representation and Indemnification of Employees	5/1/88
0606	Policy Regarding Outside Employment and Activity	5/1/92
606.1	Policy on Referring Department Staff on Job Service Orders (ON INTRANET IT STATES PAGE CANNOT BE FOUND)	

LEAVE

0650	Annual Leave	12/1/95
0651	Sick Leave – Accruals and Use	6/26/06

651.1	Sick Leave – Use of Other Than Accruals	NOT ON INTRANET
651.2	Sick Leave – Resignation, Transfer & Retirement Credits	NOT ON INTRANET
0652	Personal Leave	12/1/95
0653	Leave with Pay for Special Purposes	4/1/99
0653.1	Attendance at Professional Conferences	10/1/93
0654	Leave Without Pay – General	NOT ON INTERNET
0654.1	Requests for Leave Without Pay	5/1/00
0655	Income Protection Plan (IPP)	4/1/06
0656	Leave for Military Duty	4/1/85
0657	Unauthorized Absence	10/1/86
0659	Leave Donation Program	3/16/06
0658	Family & Medical Leave Act	3/22/06

SEPARATION

0630	Permanent Separation – General	4/1/96
0631	Lump Sum Payment Upon Separation	3/1/86
0632	Resignation	9/1/99
0633	Layoff	DELETED 1/12/06
0634	Employees Death	10/28/05
0640	Re-Employment and Reinstatement	11/1/99
1006	Leaving the Department of Labor	1/2007
1007	Separating from DOL – Supervisor Worksheet	1/2008

SPECIAL STAFF

0731	Volunteers	10/1/92
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STAFF ACQUISITION & APPOINTMENTS

0611	Preference in Appointment and Retention	7/1/97
0612	Employee Recruitment and Selection	8/1/97
0613	Guidelines for Permanant-Noncompetitive (Section 55-b/55-c) Appointments	11/1/93
0615	Personnel Forms for Appointment	12/28/09
0616	Change in Name or Address	04/11
0617	Probation	4/12/07
0611.2	Request to Fill Vacant Item System	7/1/91
0610.3	Classification and Release of Position Earmark	9/1/89
1024	Types of Appointments	1/10/06

STAFF DEVELOPMENT & TRAINING

0720	Office of Staff and Organizational Development	7/1/06
0721	Employee Career Development – Tuition Reimbursement	7/25/03
0722	Employee Training Courses – Attendance Reporting	9/1/86
0723	Meetings, Conferences and Training Held Outside DOL Premises	9/1/06
0720.1	Submitting Outside Training Requests	6/25/09
1015	Requesting a Meeting With Associated Costs	9/1/06
1016	Requesting a Seminar With Associated Costs	9/1/06

1017	Requesting a Conference	9/1/06
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TRANSFERS & REASSIGNMENTS

0621	Employee Reassignment	5/1/99
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0622	Employee Transfer	11/1/88
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WORK PERFORMANCE RATING PROGRAM

0660	Performance Evaluation System – General	8/1/97
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0660.1	Performance Evaluation System – Administration and Operational Services Units	8/1/97
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0660.2	Performance Evaluation System – Professional, Scientific and Technical Services Unit	8/1/97
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0660.3	Performance Evaluation System – Managerial/Confidential Unit	7/1/98
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REIMBURSEMENT FOR EXPENSES

0801	Reimbursement for Serving Witness and Subpoena Fees	3/1/91
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0802	Moving Expenses	5/1/95
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0810	Authorization of Travel – General	9/1/96
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0813	Regulations for Staff in Field Travel Assignments	11/1/95
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0815	Travel Regulations – Travel Expenses	9/1/96
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0816	Travel Regulations – Mode of Transportation	9/1/95
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0817	Travel – Department-Owned Cars	11/25/09
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0817.1	Travel – Office of General Services Pool Vehicles	7/25/03
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0818	Travel Regulations – Transportation by Personally-Owned	8/1/76
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Automobiles

0818 Att.	New York State Thruway – NOT ON INTRANET	
0819	Travel Regulations – Transportation Requests	8/1/86
0820	Travel Regulations – Meals and Lodging	7/1/96
0821	Travel Regulations – Lodging Requests	5/1/86
0822	Travel Regulations – Subsistence, Meetings	5/1/84
0823	Advances for Travel	DELETED 2/8/06
0824	American Express Card for Travel Costs	6/1/96
0825	Travel Regulations – Travel Expense Voucher	7/1/95
0826	Allowance for Overtime Meals	10/1/95

HOW DO I...?

0452	DOL Planning & Technology Programming Requests	3/15/06
0681	Employee Compensation	4/30/06
0710	NYS Employee Health Insurance Program	6/30/06
1012	Family & Medical Leave Act Procedure	9/9/09
0658	Family & Medical Leave Act	3/22/06
0403	Limited English Proficiency Plan	3/16/06
0614	Payroll Processing Schedule	5/31/06
1027	Voluntary Reduction in Work Schedule	11/13/06

FOR YOUR REFERENCE

0703	U.S. Savings Bonds	4/30/06
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HELPING MY EMPLOYEES

1028	Acceptable Use of Computer & Communication Resources Master Policy	2/23/09
1032	Cell Phone & Blackberry/PDA Use Procedure	1/15/09
1033	Cell Phone & Blackberry/PDA Use Policy	2/23/09

HOW DO I?

0697	Time Distribution – Cost Accounting System	4/21/96
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SPECIAL CONCERNS

1022	Flex Spending Account Program	9/06
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WORKING TOGETHER

0603	Code of Ethics	9/25/07
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