



Workplace Law Updates

2025

Objectives

- Provide a summary of important employment laws
 - Share general trends
 - Clarify the leader's role relative to compliance & provide tips on minimizing risk to yourself and the University
 - Identify resources to aid in understanding and compliance
 - Highlight laws that support you as an employee
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Ground Rules

1. Participation is key.
 2. Share the air and allow others to participate.
 3. Respect everyone's opinions and perspectives.
 4. Please keep personal/confidential matters private. We are happy to discuss specific situations after the training.
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Selected Laws - Employee Benefits

- COVID-19 update
 - Family & Medical Leave Act (FMLA)
 - Disability Leave
 - New York State Paid Family Leave (PFL)
 - Nursing Mothers in the Workplace Act (“PUMP Act”)
 - Pregnant Workers Fairness Act (PWFA)
 - Paid Prenatal Leave (PPL)
 - Workers’ Compensation
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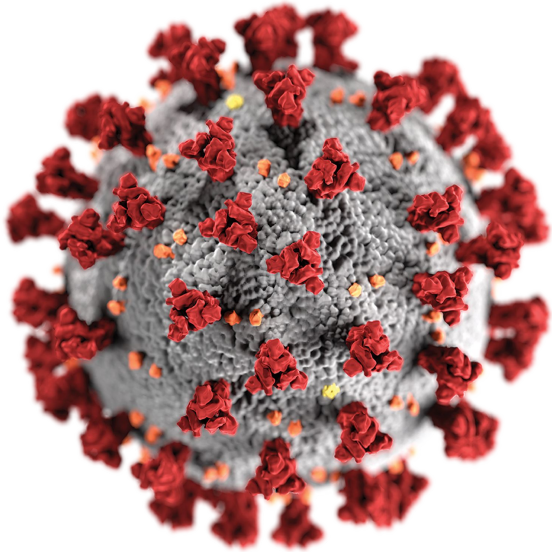
Selected Laws - General HR

- Wage & Hour Laws
 - Fair Labor Standards Act (FLSA)
 - Equal Pay Act
 - Pay Transparency
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Selected Laws - Non-discrimination

- EEO Overview
 - ADA/ADAAA
 - ADEA
 - USERRA
 - Title VI & Title VII
 - NYS Human Rights Law
 - Title IX
 - NYS Sexual Harassment Law
- 

COVID Updates



- COVID-19 Paid Sick Leave no longer in effect as of July 31, 2025
- No more five-day isolation requirement following a positive COVID-19 test
- No more COVID Vaccination Leave



Family and Medical Leave Act (FMLA)

What is it?

- Job-protected leave established to help families balance their work and life needs.
- Amended in 2008 to provide leave for those caring for family member who became ill or injured due to military service.
- Available for employee's own leave, to care for a relative with a serious health condition, for child birth or adoption.
- It is not paid leave!

How does it work?

- Eligibility: At least 1,250 hours of service in the 12 months before leave
- Offers federal job protection and continuation of health benefits during the leave period.
- Employees must apply and be approved for FMLA (when feasible); medical certification will be required.

For more information:

www.utica.edu/policies/policies.cfm?id=114

www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf



Family and Medical Leave Act (FMLA)

Benefits

- Up to **12 workweeks** of leave in a 12-month period for:
 - The birth, adoption or foster placement of a child with you
 - Your serious mental or physical health condition that makes you unable to work
 - To care for your spouse, child or parent with a serious mental or physical health condition
 - Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.
- Up to **26 workweeks** of leave in a 12-month period for:
 - Eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness
- Leave can be...
 - In one block of time
 - Intermittently in separate blocks of time
 - Used to work a reduced schedule



Family and Medical Leave Act (FMLA)

Guidance for Supervisors

- Always notify Human Resources of FMLA requests.
- HR will contact the employee to start required paperwork.
- After connecting with HR, the employee will receive the necessary paperwork and instructions. This will confirm the dates and ensure the appropriate supervisors are informed.
 - As the employee submitting the FMLA request, it is your responsibility to notify your supervisor ahead of time regarding plans to be out.
- Employees may not return to work without a full release from their physician and must provide a copy of the release to HR.



Short-Term Disability

Benefits

Provides partial (60%) wage replacement and mandatory insurance coverage for eligible employees unable to work due to a **non-work-related illness or injury**.

Who Is Eligible and When Benefits Begin:

- Must have worked **at least four consecutive weeks** for the University
- **5-workday elimination period** before benefits are payable
- Benefits may last **up to 26 weeks** in a 52-week period
- Must be used in one block of time
- Can run concurrently with other leave (e.g., FMLA)

Employees may supplement their payments with their sick time to maintain a full paycheck



Short-Term Disability

Guidance for Supervisors

If an employee is out for more than five days, or is having a medical event, please notify Human Resources

- HR will contact the employee to start required paperwork.
- After connecting with HR, the employee will receive the necessary paperwork and instructions. This will confirm the dates and ensure the appropriate supervisors are informed.
- As the employee submitting the short-term disability request, it is **your responsibility to notify your supervisor** ahead of time regarding plans to be out.
- HR is responsible for tracking all leave periods.
- Employees may not return to work without a full release from their physician and must provide a copy of the release to HR.



NYS Paid Family Leave (PFL)

What is it?

- For birth, adoption, foster care, to provide care for family member's serious illness (see handbook for definitions of qualified situations and family members), care for a family member who is a service member
 - Not for a person's OWN illness or injury
- Can run concurrently with other leave (e.g., FMLA)
- Can run consecutively after short-term disability
- PFL will be supplemented with the employee's available leave time (not sick time, since it is not the employee's own illness or injury) unless the employee tells the Office of Human Resources that they do not wish to use leave time.

How does it work?

- Eligibility
 - Full-time: Employee must work 20 hours per week and must be employed for at least 26 consecutive weeks
 - Part-Time: Employee must work less than 20 hours per week and work for at least 175 days
- Requires documentation to be submitted to Office of Human Resources
 - Employees must provide 30-day notice when the leave is foreseeable

For more information:

www.utica.edu/policies/policies.cfm?id=151

<https://www.wcb.ny.gov/content/main/forms/PFLDocs/pfl-at-a-glance.pdf>



NYS Paid Family Leave (PFL)

PAID FAMILY LEAVE BENEFITS



- Receive 67% of your average weekly wage, up to a cap.
- Up to 12 weeks of leave
 - Can be taken all at once, or in full-day increments
- Strong Protections
 - Return to same or comparable job
 - Continued health insurance
 - No discrimination or retaliation



NYS Paid Family Leave (PFL)

Guidance for Supervisors

- Always notify Human Resources of PFL requests
- HR will contact the employee to start required paperwork.
- HR is responsible for tracking all leave periods.
- After connecting with HR, the employee will receive the required NYS Paid Family Leave forms and instructions for completion. This process will confirm the requested leave dates and ensure the appropriate supervisors are notified.
 - As the employee submitting the FMLA request, it is **your responsibility to notify your supervisor** ahead of time regarding plans to be out.

FLSA & PUMP for Nursing Mothers Act ("PUMP Act")



- Employees who are nursing will be granted time off to express milk during the workday for up to three years after their child's birth.
- A lactation room will be identified and time used for lactation breaks will be paid.
- Storing Expressed Milk:
 - All expressed milk must be stored in a closed container, regardless of the method of storage, and must be taken home at the end of each workday.
 - The University is not responsible for the safekeeping of an employee's milk.

FLSA & PUMP for Nursing Mothers Act ("PUMP Act")



Lactation Room:

- Wilcox Center Room 114 is a designated lactation space but employees and supervisors may identify an alternative space as available.

Alternative location requirements:

- Providing access to a private, clean wellness or lactation room equipped with an electrical outlet and seating
- Ensuring the space is shielded from view and free from intrusion (not a restroom)
- NOTE: Cubicles can only be used if walls are at least seven feet tall



For more information:

www.utica.edu/finance/hr/media/compliance/expressing_breast_milk_in_the_workplace_-_nys_206.pdf

Lactation Breaks - In Practice

Timing of Breaks:

- Allowing a new mother to take 2–3 breaks during an 8-hour shift to express milk (e.g., mid-morning, lunch, and mid-afternoon)
- Coordinating lactation breaks with the employee's existing break or meal periods when possible
- Being flexible if the employee needs additional time based on their nursing schedule

Length of Breaks:

- Providing 20–30 minutes per session (typical pumping time, including walking to/from the lactation space and setup)
 - Allowing extra time when needed, especially during the first few months postpartum
- 

Lactation Breaks - In Practice (cont.)

Integration with Work:

- Allowing flexibility for employees who travel or work offsite (e.g., identifying a private room at client locations).
 - Ensuring the employee does not face discipline, reduced hours
- 

Pregnant Workers Fairness Act (PWFA)

June 2023



What it requires

- Employers must provide **reasonable accommodations** to qualified employees for limitations related to pregnancy, childbirth, or related medical conditions — unless it causes **undue hardship** on the employer.

Examples of reasonable accommodations

- Additional, longer, or more frequent breaks (e.g., restroom, water, food, rest).
- Ability to sit or stand as needed.
- Flexible scheduling for prenatal/postnatal appointments.
- Light duty or help with manual labor.
- Modified work uniforms or safety gear.
- Leave or time off to recover from childbirth.



Pregnant Workers Fairness Act (PWFA; cont.)

Important distinctions

- Unlike the ADA, the employee does **not** need to show a disability — only a **limitation** related to pregnancy or childbirth.
- Different from the FMLA, which is about **time off**; the PWFA is about **on-the-job accommodations** so employees can keep working.

Integration with work

- Cannot force an employee to take leave if another reasonable accommodation would allow them to keep working.
- Cannot retaliate or discriminate against employees requesting or using accommodations.

Paid Prenatal Leave (PPL)

January 2025



Who is eligible?

- Only the employee directly receiving prenatal health care may use Paid Prenatal Leave. A spouse, partner, or another support person attending prenatal appointments with a pregnant person is not entitled to Paid Prenatal Leave.

How much time is allotted?

- 20 hours of paid leave for pregnancy-related health care services in a 52-week period (measured from the first date PPL is used).

What types of appointments are covered?

- Pregnancy-related health care including: Physical examinations, medical procedures, monitoring, testing, discussions with a health care provider needed to ensure a healthy pregnancy, fertility treatment, end of pregnancy care, etc.
- Only *prenatal* care is covered, any healthcare appointments *after* pregnancy do not qualify.

Paid Prenatal Leave (PPL; cont.)



How to use Paid Prenatal Leave (PPL)

- Time may be utilized in hourly increments. No documentation is required.
- Time is paid at employee's regular rate of pay and does not count towards calculation of overtime earnings.
- When planning to take time, employees must notify their supervisor in accordance with their department's notification procedures with as much advance notice as possible.
- Employees must report use of Paid Prenatal Leave on bi-weekly timesheets or monthly compensated absence reports.
- The University does not pay out unused Paid Prenatal Leave hours upon separation of employment.

Expansion of Workers Compensation January 2025



“New Yorkers work hard — and those who have experienced the unthinkable while on the job deserve to be treated fairly.” - Governor Hochul

- Effective January 1, 2025, Governor Hochul signed legislation expanding workers' compensation coverage to include mental stress injuries for *all* employees.
 - Prior to 1/1/25, this coverage only applied to first responders.
- Law provides that “all workers” who suffer from “mental injury premised upon extraordinary work-related stress” may file for workers’ comp. Interpretation of “extraordinary work-related stress” is left to the NYS Workers’ Compensation Board.



Benefits Questions?



Wage and Hour: Fair Labor Standards Act (FLSA)



- Establishes standards for minimum wage & payment of overtime
- What is the minimum wage in NYS?
 - Effective January 1, 2025 ...**Changing in January 1, 2026**
 - Non-Exempt: \$15.50/hr (**\$16.00/hr**) Exempt: \$60,405.80/yr (**\$62,353.20**)
- Dictates exempt vs. non-exempt
- Directs payment for ALL time worked
- Defines rules around meal periods
- Increase in FLSA claims in recent years

Wage and Hour: FLSA

Guidance for Supervisors



- Always pay attention to recorded work time
- Ensure employees avail themselves of meal periods
- Keep job descriptions up to date and accurate
- Remember! Our work week is 37.5 hours (including 5.5 hours of Flex), so anything from 37.5-40 per week for non-exempt employees is straight time and anything above 40 is overtime.
 - NOTE: If you Flex your 5.5 hours in a week, you will need to actually work those 5.5 hours of time and add in the straight time to be eligible for overtime pay over 40 hours worked.



Wage and Hour: **Equal Pay Act**



- Part of the Fair Labor Standards Act and EEOC
- Prohibits discrimination on the basis of gender in compensation (including most fringe benefits) for substantially equal work in the same establishment.
 - Job *content* (not job titles) determine whether jobs are substantially equal.

Guidance for Supervisors

- When recommending starting rates or changes in pay, make sure to base the recommendation on performance, seniority, experience, etc. and not gender.

Wage and Hour: **Pay Transparency Law**



- Went into effect September 17, 2023
- Requires employers to...
 - Disclose minimum and maximum annual salary or hourly range of compensation for a job, promotion, or transfer
 - Range must be accurate in “good faith” at the time of the posting.
 - Post a job description if one exists



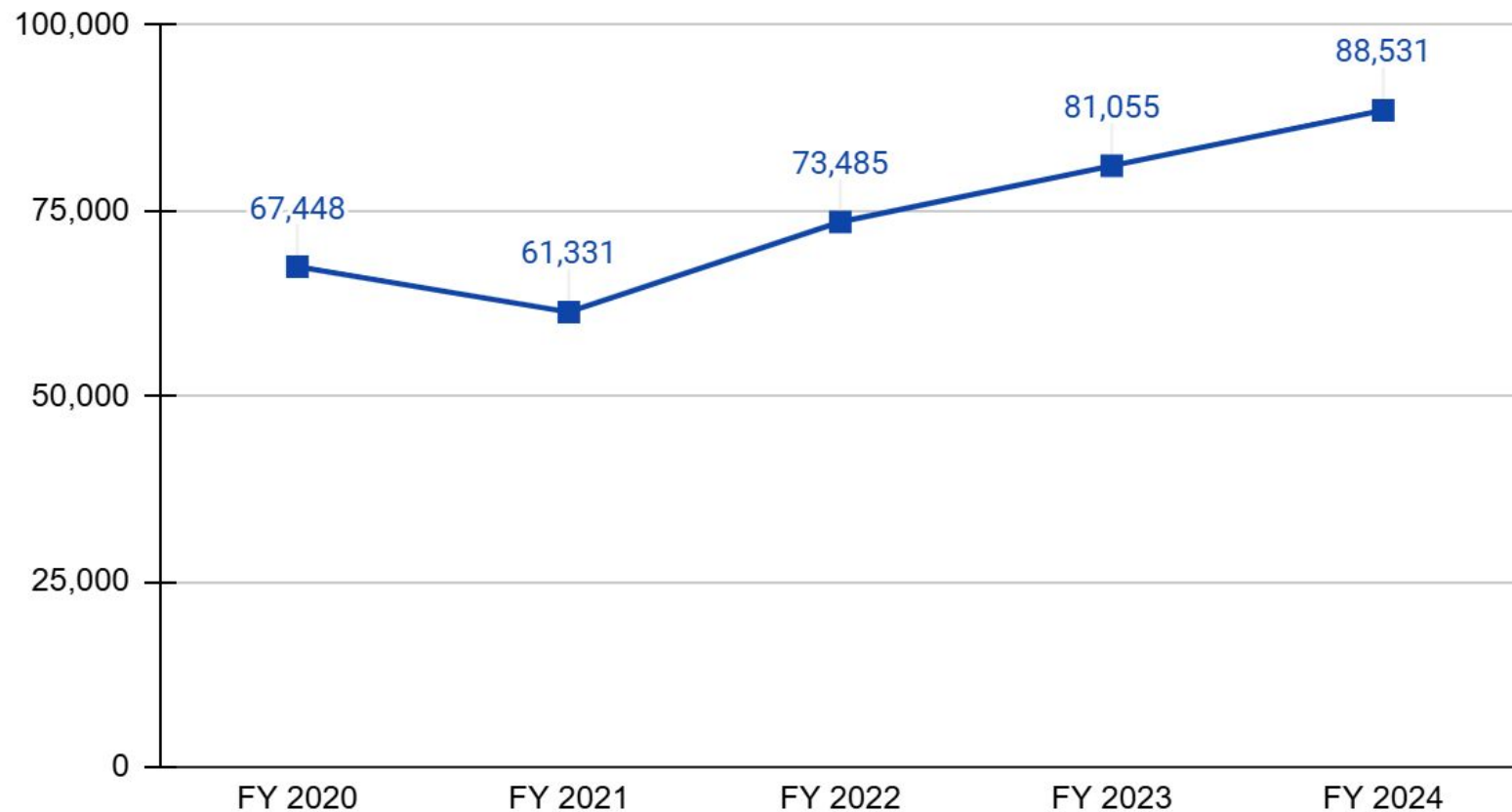
Know Your Rights:
Workplace Discrimination is Illegal



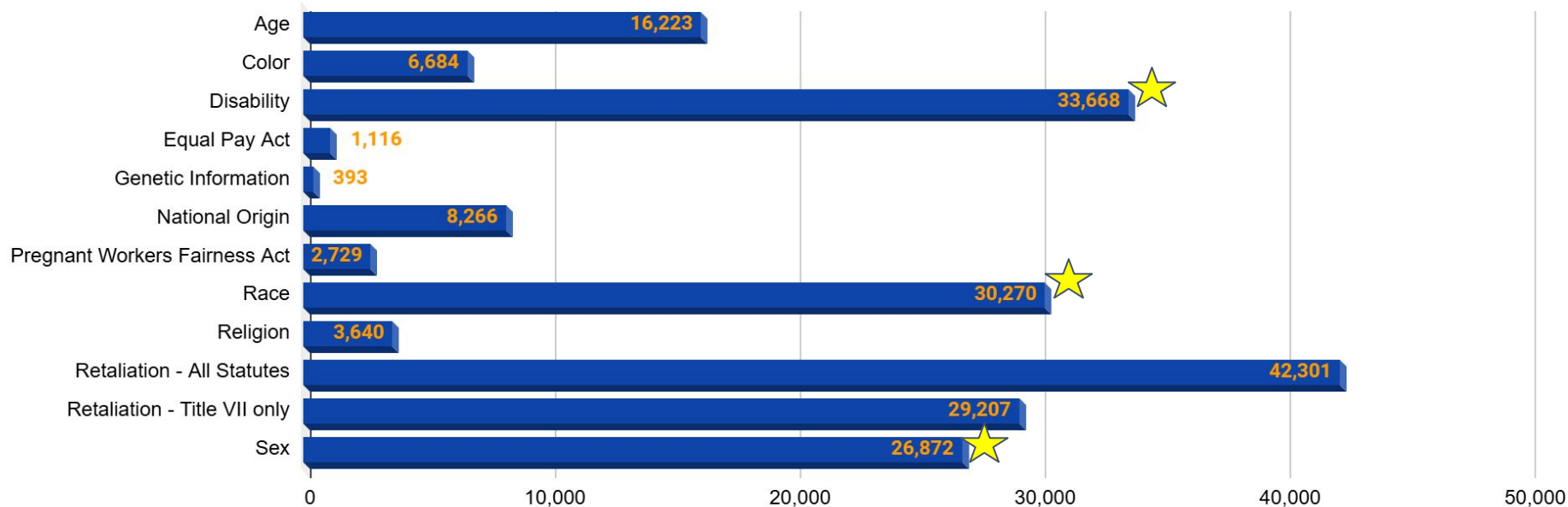
Non-Discrimination: EEO

- Workplace non-discrimination laws include: Title VII, Title IX, ADA, ADEA, Equal Pay Act, Sections 503 & 504 of the Rehabilitation Act, Pregnancy Discrimination Act, and more.
- Enforced by U.S. Equal Employment Opportunity Commission (EEOC).
- Employers must file annual demographic reports to prove EEO compliance.
- EEO claims against employers usually increase year over year.
- Note: At the State level, these claims are filed with the NYS Division of Human Rights (or DOL, if appropriate).
- REMEMBER THAT MOST EMPLOYMENT LAWS APPLY TO THE APPLICANT AND HIRING PROCESS AS WELL!

Total EEO Charges



Charge Receipts by Basis or Statute



- Charges may be filed under multiple statutes, bases, or issues therefore the sum will exceed actual totals.
- Source: <https://www.eeoc.gov/data/enforcement-and-litigation-statistics-0>

Non-Discrimination: **Americans with Disabilities Act (as amended)**

- “ADA” refers to the Americans with Disabilities Act (1990).
 - Americans with Disabilities Act Amendment Act (ADAAA) of 2008 is the amended version that broaden the formerly narrow definition of a disability to expand coverage.
 - Prohibits discrimination of individuals with known disabilities, whether “perceived” or disclosed.
 - Burden is on employers to remove barriers or make “reasonable accommodations” wherever possible.
 - Employers are required to engage in the “interactive process” (i.e., employers and employees with disabilities who request accommodations work together to come up with accommodations).
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Non-Discrimination: **Americans with Disabilities Act**

Guidance for Supervisors

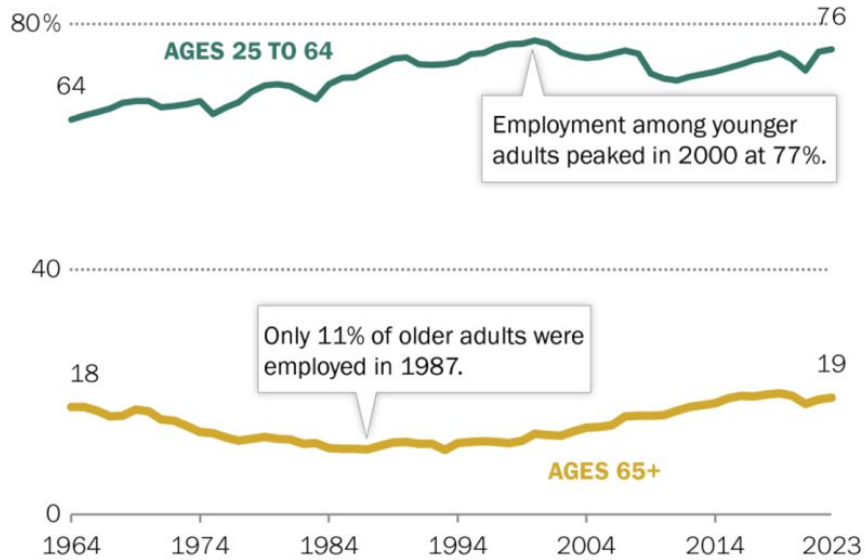
- Contact Human Resources immediately if you suspect an employee is suffering medically in some way to seek guidance.
 - Think about accommodation requests (ensure it is fair and equitable).
 - Keep separate from performance documentation.
 - Keep medical information separate (send to HR!).
- 

Non-Discrimination: **Age Discrimination in Employment Act (ADEA)**

- Prohibits employers from engaging in age-based discrimination against individuals who are age 40 or older (unless age is a bona fide job qualification).
 - One provision says the employer cannot force a person to retire.
 - The employer may, in some cases, offer voluntary retirement.
 - It is anticipated that there will be a greater number of ADEA claims filed against employers in coming years due to the growing number of older aged employees in the workplace.
- 

Since the early 1990s, a rising share of older Americans are working

% of population who are employed



Source: Pew Research Center analysis of Current Population Survey Annual Social and Economic Supplement (IPUMS).

"Older Workers Are Growing in Numbers and Earning Higher Wages"

PEW RESEARCH CENTER

Factors Influencing the Growing Number of Older Adults in the Workforce

- Older Americans have higher education levels (more likely to be employed) today compared to the past.
- Older adults are healthier and less likely to have a disability compared to the past.
- Evolution of retirement plans and policy changes that may discourage early retirement.
- The nature of jobs have changed (i.e., less strenuous and more "age friendly").

Non-Discrimination: **ADEA**

Guidance for Supervisors

Never use age as the basis for decision on hiring, firing, promoting or for offering educational opportunities to employees. If an employee expresses a desire to retire early, make sure to request it in writing.





Non-Discrimination: Uniformed Services Employment and Reemployment Rights Act (USERRA)

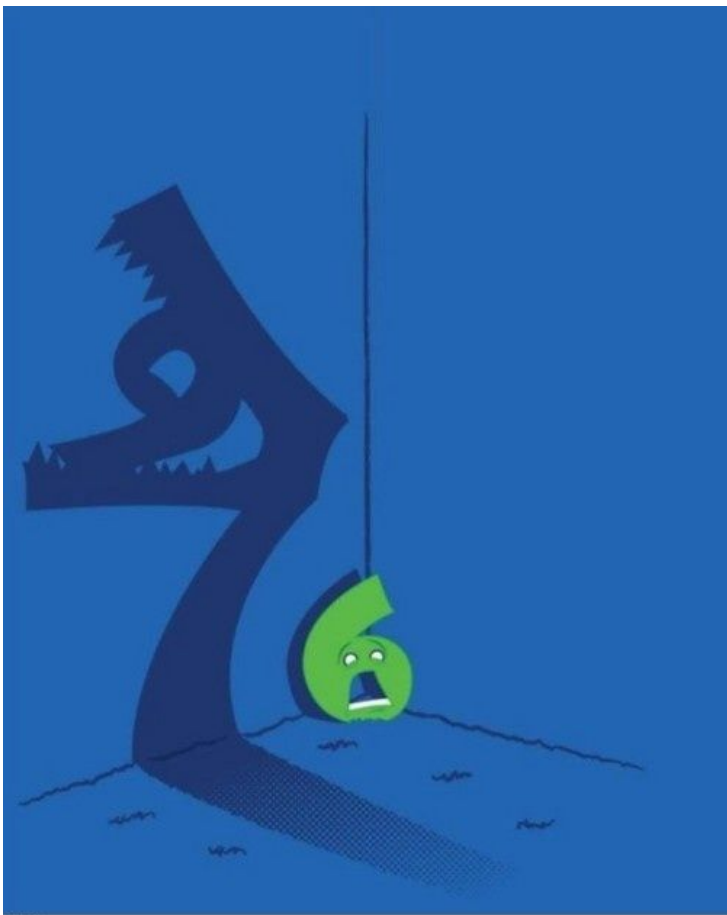
- Ensures that members of the armed forces can return to their job after serving; protects employees from discrimination based on present or future membership in the armed forces.
- If serving <5 years and honorably discharged, employee returns to the same job, same pay, and all seniority and seniority-related benefits are restored.
- Also protects employees who become disabled as a result of service.



Non-Discrimination: **USERRA**

Guidance for Supervisors

Notify Human Resources immediately of any upcoming military leave; HR will need to keep track of pay, seniority and seniority-related benefits for the employee.



THE
LOLBARRY.com/post/18287/

Why is 6 afraid of 7?

Title What?

Let's break down federal laws and their respective state law expansions!

Title VI & Title VII

- New York State Human Rights Law

Title IX

- New York State Sexual Harassment Law
- 



Non Discrimination: **Title VI**

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”



Title VI (definitions)

Race: any of the groups that people are often divided into based on physical traits regarded as common among people of shared ancestry

Color: Specifically refers to skin color and/or complexion

National Origin: Relates to where a person was born or where their family is from.

This applies to all aspects of Utica University, including admissions practices, housing, academics, financial aid, student services, and more.

Updated New York State Legislation

- On August 26, 2025, New York Governor Kathy Hochul signed legislation requiring all college campuses to appoint an on-site Title VI coordinator.
 - The new requirements go into effect in Fall 2026.
 - Additional guidance and training will be provided by the New York State Division of Human Rights – stay tuned!
- 

What is the Role of a Title VI Director?



The Title VI Director:

- Acts as an intake specialist, meeting with reporters to offer support and resources.
- Informs and collaborates with relevant investigatory offices.
- Facilitates informal resolution and mediation meetings where applicable.
- Educates the campus community about Title VI.

Kira Maddox

Director of Community, Belonging, Engagement & Title VI

klmaddox@utica.edu | (315) 792-3068 | White Hall, 121



Non Discrimination: Title VII

- Title VII of the Civil Rights Act of 1964 prohibits harassment and unequal treatment on the basis of race, color, **religion**, **sex** or national origin in all areas of **employment** from advertisement for new employees through termination or retirement.
- Overseen by EEOC.
- NYS law covers more protected classes for non-discrimination.



NYS Human Rights Law

- Anti-discrimination statute that expands protections covered under Title VII.
- Prohibits discrimination in employment, housing, credit, places of public accommodations, and non-sectarian educational institutions.

Protected classes:

- | | | | |
|-------------------|----------------------|---|-------------------|
| - Race | - Sexual orientation | - Military status | - Familial status |
| - Creed | - Sex | - Predisposing genetic characteristics | |
| - Color | - Marital status | - Status as a victim of domestic violence | |
| - National origin | - Disability | - Gender identity or expression | |

*Orange highlights are protected classes under Title VII



Non Discrimination: **Title IX**

Title IX of the Education Amendments Act of 1972 states:

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."



Non Discrimination: **Title IX**

Title IX requires colleges and universities to follow specific requirements for preventing and responding to...

- Sexual Harassment
- Sexual Assault
 - Non-Consensual Sexual Intercourse
 - Non-Consensual Sexual Contact
 - Incest
 - Statutory Rape (NY age of consent is 17)
- Intimate Partner Violence: Dating Violence and Domestic Violence
- Stalking



Division of
Human Rights

Title IX & NYS Sexual Harassment Law

- Title IX applies to both students and employees in the context of equal access to educational programs/activities (e.g., teaching, advising, etc.)
 - Enforced by Department of Education, Office of Civil Rights (“OCR”)
- NYS Sexual Harassment only applies to employees as it is a *workplace* law.
 - Enforced by New York State Division of Human Rights (“NYS DHR”)

New York State Sexual Harassment Law Calls for Employers to...

- Have a **policy** that contains legally required items; distribute to employees (can be electronically)
 - Define harassment and provide examples of prohibited conduct
 - Alert **supervisors of responsibility** to report
 - Have an **investigatory process** that is well-documented
 - Provide information on how to contact the NYS Division of Human Rights or the EEOC (and law enforcement)
 - Provide a complaint form
 - Be clear that substantiated claims of sexual harassment will carry sanctions
 - Be clear that retaliation of any kind is not tolerated
 - **Train all employees** by October 19, 2019 and each year thereafter; interactive training
- 

Types of Sexual Harassment

Hostile Environment

- Unwelcome, severe, pervasive, and objectively offensive
- Would a "reasonable person" also determine the conduct fits the criteria above?
- An example would be an employee displaying inappropriate sexual images in their workspace

Quid Pro Quo

- Latin for "this for that"
 - A person must provide an act or service to receive something in return from another individual
 - An example of this would be an employee being asked to provide sexual favors to advance their career
- 

Hostile vs. Toxic Work Environment

Hostile

- By definition, described as unfriendly, unpleasant, or antagonistic
- Certain criteria must be met to be considered “hostile” (see next slide)
- Illegal in the workplace

Toxic

- By definition described as harsh, malicious, or harmful
 - Legal...but not ethical
 - “Equal-opportunity” offenders
- 

Hostile Work Environment

- In the workplace, “hostile” is more than just unpleasant...under Title VII the conduct must be:
 - Unwelcome
 - Based on the employee’s protected characteristic
 - Sufficiently severe or pervasive to alter the employee’s terms and conditions of employment and create an abusive work environment
- 

New York State Sexual Harassment Law

Guidance for Supervisors

- Under NYS law, you are **REQUIRED** to report incidences of sexual harassment! Contact the Office of Human Resources if you witness or receive a report of sexual harassment.
 - Do the same if you are a victim of harassment.
 - Be prepared to participate in an investigation.
 - Work with the Office of Human Resources if workplace accommodations are needed.
- 

Overview of Title VI, VII, and IX

Title VI ("6")

- Equal access to education
- Enforced by Dept of Ed/OCR
- Protected classes:
 - Race
 - Color
 - National origin

Title VII ("7")

- Equal access employment
- Enforced by EEOC
- Protected classes:
 - Race
 - Color
 - National Origin
 - Religion
 - Sex

Title IX ("9")

- Equal access to education
- Enforced by Dept of Ed/OCR
- Protected classes:
 - Sex

Non Discrimination: Title VII, Title IX

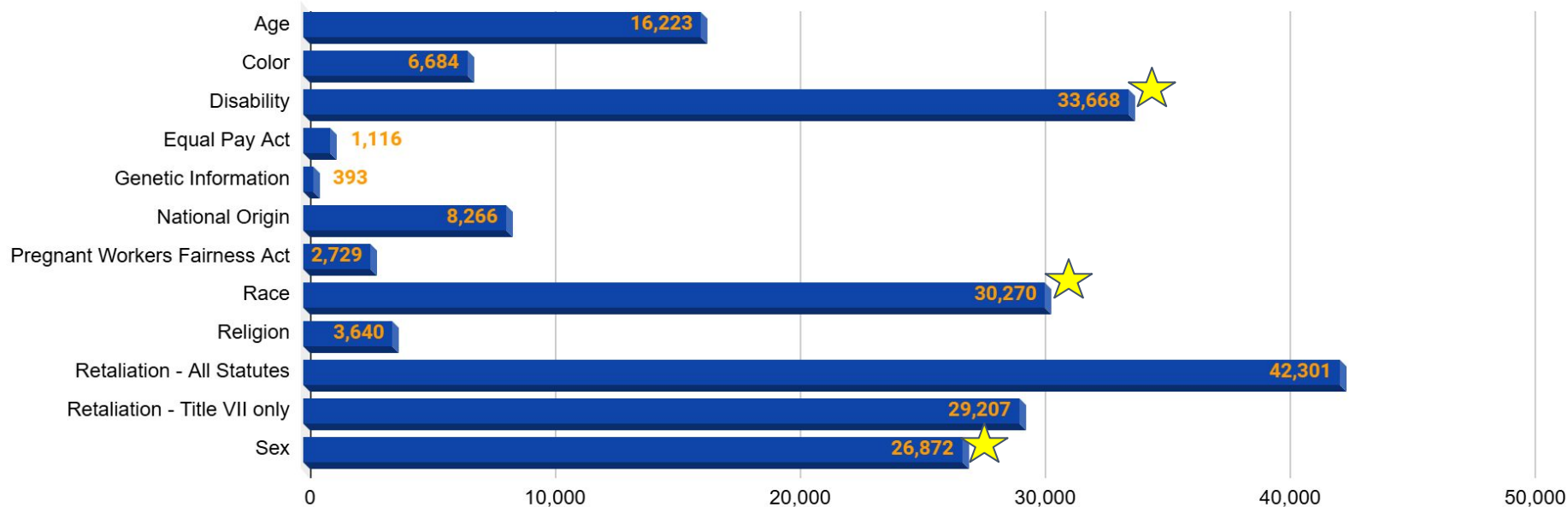
Guidance for Supervisors

- ANY complaints of harassment, discrimination or any form of unfair treatment taken by a supervisor must immediately be shared with the appropriate internal resource
- Title VI: Kira Maddox, Director of Community, Belonging, Engagement & Title VI
- Title VII: Kristin Phelps, Associate Vice President for Human Resources

Nina Gray, Director of Employee Relations and Personnel Development

- Title IX:
 - Kyle Wilson, Title IX Coordinator
 - Kristin St. Hilaire, Deputy Title IX Coordinator

Charge Receipts by Basis or Statute



- Charges may be filed under multiple statutes, bases, or issues therefore the sum will exceed actual totals.
- Source: <https://www.eeoc.gov/data/enforcement-and-litigation-statistics-0>

Retaliation

- What it is is
- What is it *not*
- What to look for and where to report



Anti-retaliation

- Employers may not retaliate against any employee for raising issues under these laws!
 - If the employee has performance problems that coincide with a complaint, make sure to keep detailed documentation of the issues.
 - Keep all performance-related documentation separate from any information concerning a complaint.
 - Don't be accused of retaliation – always contact Human Resources for guidance!
- 

What is Retaliation?

“Retaliation occurs when an employer (through a manager, supervisor, administrator or directly) fires an employee or takes any other type of adverse action against an employee for engaging in protected activity.”

“An adverse action is an action which would dissuade a reasonable employee from raising a concern about a possible violation or engaging in other related protected activity. Retaliation can have a negative impact on overall employee morale.”

Examples of Retaliation

1. Excessively Negative Performance Review
 - a. History of positive reviews
 - b. No change in work routine or productivity
 - c. No record of disciplinary actions or warnings
2. Being transferred to a less desirable position
3. Threaten to make, or actually make reports to authorities (such as reporting immigration status or contacting the police)
4. Verbal or physical abuse

Examples of Retaliation

5. Increase scrutiny/micromanagement
6. Spread false rumors, treat a family member negatively (for example, cancel a contract with the person's spouse)
7. Make the person's work more difficult (for example, punishing an employee for by purposefully changing their work schedule to conflict with family responsibilities).

Retaliation protection does not mean a free pass!

- Retaliation is serious and can even be illegal if it is discriminatory in nature...but it does not mean employees are off the hook for poor work performance!
 - You are still responsible for your job duties, therefore, action *can* still be taken for poor performance and/or behavior.
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Supervisor Toolkit

SEARCH COMMITTEE RESOURCES

▼ Toolkit Overview

▼ Personnel Changes

▼ Performance Conversation & Evaluation Guides

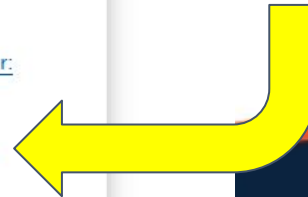
▼ Time Tracking

^ Supervisor Training

United Educators Supervisor Modules

- [Avoiding Supervisory Pitfalls](#)
- [Prevent Discrimination and Harassment Together: Supervisors](#)
- [Recognizing and Avoiding Retaliatory Behavior](#)
- [Recognizing and Avoiding Age Discrimination](#)
- [Recognizing and Avoiding Race, Color, and National Origin Discrimination](#)

Want to learn
more about
retaliation?



General Recommendations

- When in doubt, reach out to HR! Avoid guessing & use us as a resource.
 - If it looks, smells, feels like an accommodation is needed or discrimination might be on the horizon, let us help you through how to proceed!
 - If you have employee medical information, keep it completely secure and away from anything related to job performance. Better yet, send it to HR.
 - Keep detailed documentation of employee issues.
 - Beware of “off the record” conversations.
 - Refrain from making promises of pay, benefits, terms and conditions of employment, etc. without seeking the proper approvals.
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Questions?



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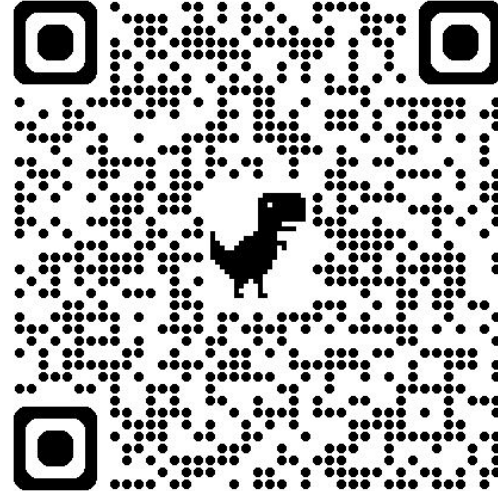


Contact us at ANY time!

Office: 124 Addison Miller White Hall

Email: hr@utica.edu | **Phone:** (315) 792-3276

Feedback



Resources

Utica University

- [Employee Handbook](#)
- [University Compliance Notices](#)
- [NYS Paid Family Leave Policy](#)
- [FMLA Policy](#)
- [Title VI](#)
- [Title IX](#)

External

- Bond Schoeneck & King: [Employment Law Updates for 2025 in New York](#)
- NYS Department of Labor: [Workforce Protections](#)
- [NYS Combating Sexual Harassment in the Workplace](#)
- [EEOC Enforcement and Litigation Statistics](#)
- Pew Research Center: [Growth of Older Workforce](#)