WELCOME!

Welcome to Cornell University Library! This is a wonderful place to work. The Library is truly one of Cornell's most precious assets - its collections, services, and especially the staff are among the very finest in the world. Graduating seniors consistently rank the Library as the first among 38 administrative services of the university and we leads our peers in user satisfaction ratings among research libraries in North America. You can take pride in joining our ranks.

This welcome packet has been designed to help acclimate you to the Library as well as the University. You will find information on policies and procedures, services, organizational culture, learning opportunities, and the various means for communicating within the system. Our staff in Library Human Resources (LHR) is also available to help you gain your sea legs and to provide support throughout your tenure. We wish you a productive and enjoyable career.
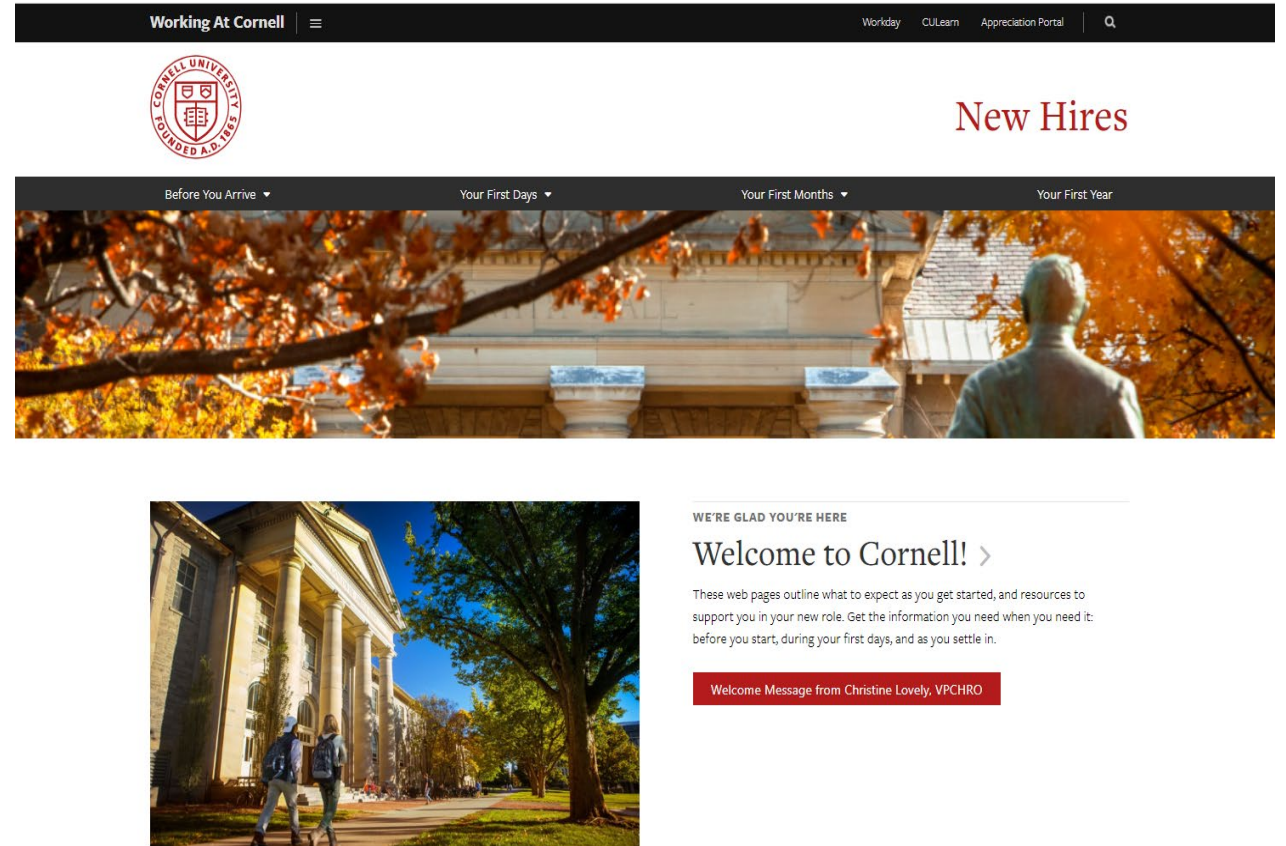
We look forward to having you as a colleague.

Your HR Team – Bonnie Bailey, Stephanie Hyland, Rachel Brill and José Delgado

Onboarding at Cornell

New employees will be prompted to schedule an appointment with the HR Services & Transition Center as part of our employee onboarding process. This appointment may occur on or before the first day of employment.

Plan to complete necessary paperwork, have your photo ID taken, discuss transportation options, and discuss benefits.

Big Red Welcome

The Big Red Welcome is designed to help you get off to the best possible start at Cornell.

This is a voluntary program for recent hires to share resources that introduce you to our extraordinary community.

https://cornell.ca1.qualtrics.com/jfe/form/SV_0cGcIr8WxsChAsm

BIG RED WELCOME!

GET OFF TO A GREAT START AT CORNELL

The Big Red Welcome

Sign up to receive newsletters tailored just for new employees, and opportunities to participate in workshops where you'll meet other new Cornellians as well as colleagues from across the university. Benefits-eligible employees with less than two years of service are invited to participate

Review Health Protocols

As a member of the Cornell community, we expect you to take active steps to stay informed as new information and governmental guidance becomes available regarding working during COVID-19.

Visit Cornell's [Covid-19 website](#) for up-to-date information.

Flexible Work Arrangements

Based on business needs and organizational goals, some positions in our organization may allow for [workplace flexibility](#) in one form or another.

If a flexible work agreement can be supported, it must be recorded in Workday. Agreements should not exceed a 12-month period and they are subject to periodic reviews and approvals.

Specific locations for remote work are assessed to ensure legal compliance. Work conducted outside NYS requires additional approvals prior to the arrangement beginning. Contact Library HR for details.

Required Training: HR 300

Cornell is committed to providing and maintaining a safe and inclusive environment for all students, faculty and staff. This commitment is an essential part of creating a successful and equitable living, learning and working environment.

HR 300 is a 45-minute online training program designed to help new Cornell employees better understand two critical University policies – Policy 6.4, "Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct" and Policy 6.3, "Consensual Relationships." This is a mandated training and new employees have 30 days from their date of hire to complete this course.

- All course assignments will appear on your "Me" tab in CULearn.
- Click the link or copy and paste the URL into your browser: https://cornell.sabacloud.com/Saba/Web_spf/NA1PRD0089/app/me/plans.

Cornell University Library

Diversity, Inclusion and Belonging

We are committed to fostering a diverse and inclusive environment, where each person feels they belong.

- Advancing Diversity, Equity & Inclusion at Cornell – CU101 AND CU102 need to be completed within the first year of employment. Employees are encouraged to complete the remaining (4) courses.

- Find a community: https://diversity.cornell.edu/networks-and-orgs

- Join a Colleague Network Group

- Join Cornell Recreation Connection (CRC), whose mission is to encourage camaraderie and Cornell spirit among staff, faculty and retirees by providing social and recreational events.

- Restroom/Facilities Use Guidelines Statement

- Get help or report a bias incident: Contact Library HR at libhr@cornell.edu OR see https://cornell.guardianconduct.com/incident-reporting

- Library Forum: The Library Forum was established to provide our employees with the opportunity to enhance their understanding of the library, weigh in on important issues, and become more engaged in the life of the Library. All library and Press employees are members of the Library Forum.

- Notice and respond to someone in distress

Workplace Accomodations

- [Disability accommodation](#) - Employees with a qualified disability and who need assistance to complete work can apply for an accommodation.

- [Religious accommodation](#) – The university is committed to making every reasonable effort to accommodate religious observations.

- [Transportation accommodation](#) – Accessible transportation options are available to accommodate a temporary or long-term medical condition.

About Us

About provides information about the Library's administration and *organization*. Included are links about our vision and mission, collections, events, partnerships and initiatives, and more.

Visit the CUL Acronym Dictionary to help orient yourself to CUL-speak!

Cornell University Library

In addition to traditional resources and services, we offer more:

- Loans for special equipment, including phone chargers, and laptops

- Streaming audio and video (classical music, including video and live performances)

- Cameras

Library Staff Web

Our *Staff Web site* helps keep employees informed about the topics and priorities of the Library, as well as providing information about committees, newsletters, and annual reports. This site is restricted to active library employees.

Libraries & Departments

Links to *Libraries* provide quick reference to individual libraries, collections, or departments/divisions.

Library Human Resources

The *Library Human Resources* page provides helpful resources for our employees, including information about training and professional development, payroll, student employment, recognition, and links to policies and forms that are frequently requested.

Whom to Contact …

Bonnie Bailey, Director

bab3@cornell.edu, 607-255-7021

Strategic HR oversight ▪ Academic HR Recruitment & Compensation ▪ Exit Interviews ▪ Harassment Advisor ▪ Performance Management

José Delgado, HR Generalist

jad25@cornell.edu, 607-255-5485

Employee Relations ▪ Staff/Non-Academic Recruitment & Compensation ▪ Employee Recognition ▪ General Workday Support

Stephanie Hyland, HR Assistant

sh2546@cornell.edu, 607-255-9556

Student Employment ▪ Leaves Administration ▪ Payroll Support ▪ Workday Time-Tracking & General Workday Support

Rachel Brill, Admin Assistant

rlb54@cornell.edu, 607-255-5181

Support for all academic searches & select non-academic searches ▪ General Administrative Support

Electronic Communities

LIB-ALLSTAFF-L is a moderated e-list to share announcements that are important to our entire community. Membership is restricted to active benefits-eligible library employees. New employees will be automatically subscribed.

CUL-Community-L was created to share announcements and events that are not work related and therefore not appropriate for posting to LIB-ALLSTAFF-L. Membership is voluntary, but is strongly encouraged as members often share helpful information. Examples may include recommendations about doctors, repairs, housing, or recreation.

CUL-Student-Supervisor-L was created for our student supervisors to share information related to student employment. Library HR will automatically subscribe new student supervisors. Examples of messages that might be posted to this list are questions about procedures for handling different situations or communications related to deadlines or general student employment information. Replies go to the entire list.

Many other special interest CUL lists were created to facilitate communication within specific communities. See: https://blogs.cornell.edu/culstaff/e-lists-at-cul/.

Instructions for joining, leaving, and managing e-lists are here: https://it.cornell.edu/lyris.

For a more comprehensive information about internal communications in the Library, visit: https://blogs.cornell.edu/culstaff/cul-communicates/.

We are using slack (workspace = culib.slack.com)

Computing in the Library

CUL-IT Desktop Services is here to help support the Library and CU Press staff 8am to 5pm Monday through Friday. You can reach them by any of the following methods:

- **Online** - Submit a ticket request via CUL-IT Desktop Services Portal
- **Email** - Their email address is cul-desktopservices@cornell.edu
- **Call** - The helpdesk number is 607-255-8530
- **Walk-in** - Visit them at 105 Uris Library (**Please note**: The office may be locked, even if they are in the room.)
- **For Audio/Visual Support -** Please use A/V Support Request Form on our Portal to request event or meeting support

Employee Recognition

We value our employees and have created various ways to recognize accomplishments.

Appreciation Portal

- Cornell is committed to cultivating a culture of appreciation that celebrates our employees' achievements and contributions throughout the year.

- The Appreciation Portal is designed to provide employees and managers the ability to recognize a colleague's success or milestone the moment it happens.

- Other forms of recognition are also encouraged.

Cornell University Office of Human Resources

The *University Office of Human Resources* page is another great resource.

Get information about career development, career opportunities, benefits, policies, wellbeing, and the Cornell culture.

Facilities and Campus Services

Facilities and Campus Services outlines sustainable transportation options for helping you get to work. Choices include purchasing a parking permit, bus services, vanpool, and more.

Learning Opportunities

The Library is committed to fostering an environment which supports growth in both job-related skills training and professional development. Cornell employees have many opportunities to continually develop their careers.

- CU-Learn, Cornell's Learning Management System

- Career Management Resources   - Tools for developing your career

- Jump start your Cornell career by registering for one of these recommended trainings. Leadership training is strongly recommended for those in a supervisory role.

- Educational Benefits - Employee degree program (EDP), part-time study, tuition aid, tax information, Public Service Loan Forgiveness (PSFL) Program, dependent education

- Tuition Aid FAQ

- For trainings that cost money, submit a Library Travel and Training Form to request Central Funds and offset costs. Contact LibHR@cornell.edu for details before registering.

Wellbeing

Life involves more than the time spent at work. Cornell offers many programs to assist our employees in managing both life and work, including:

- Financial resources
- Faculty and Staff Assistance Program
- SHARE Sexual Harassment & Assault Response and Education
- Domestic Violence Resources
- Identity Resources
- Transgender Resources

- Care.com Membership
- Parenting
- Caring for elders
- Caring for pets
- Employee Emergency CARE Fund
- Navigating health challenges

Bookmark this page to keep up with regular employee wellbeing updates.

View the Wellbeing Resource Guide for more comprehensive information.

Cornell Wellness Program

The *Cornell University Wellness Program* provides employees and retirees with diverse opportunities that foster joy, balance and well-being.
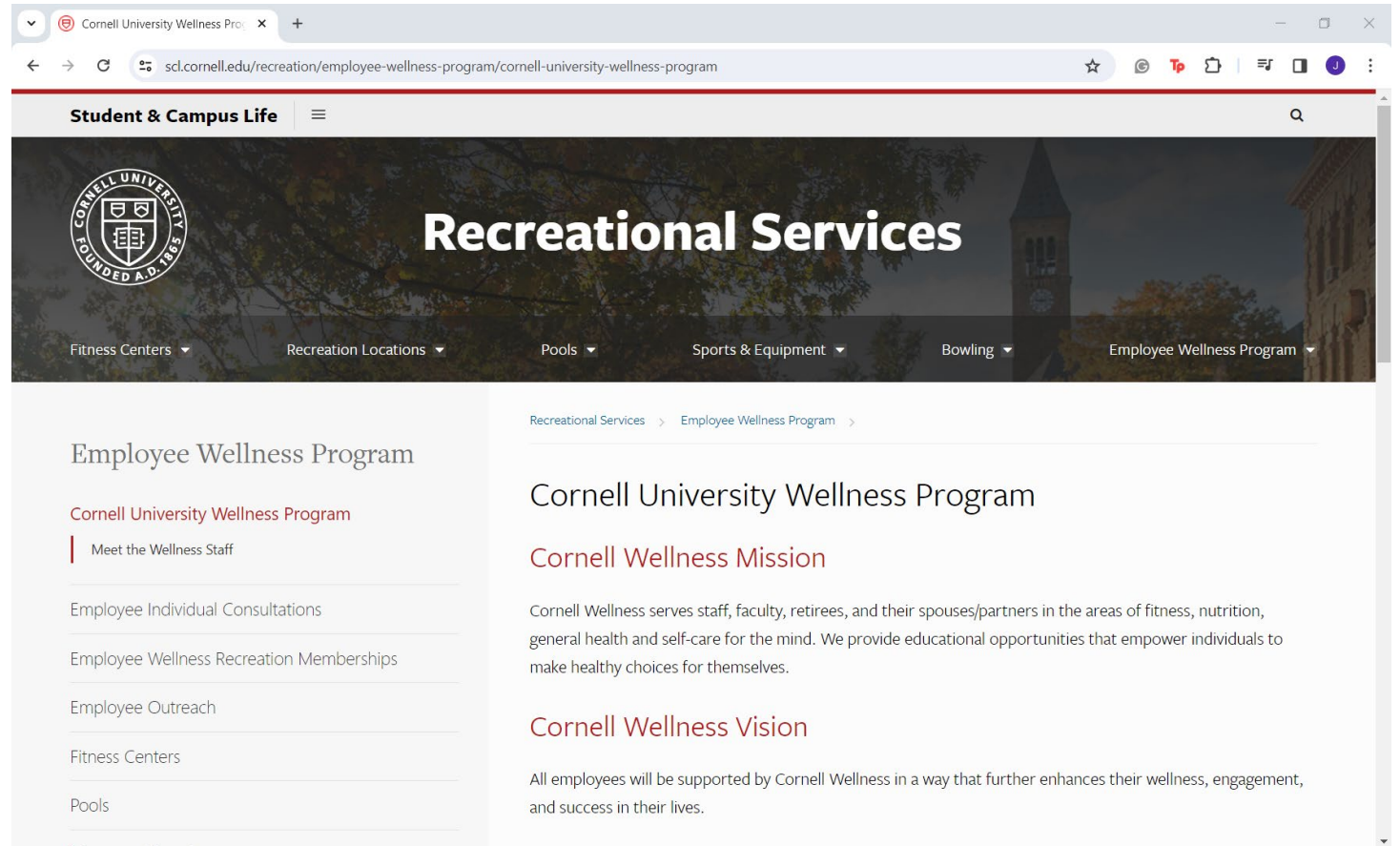
Sustainability at Cornell

Cornell startup cultivates animal protein from plants

Cornell has earned a platinum sustainability rating—the top status—from the Association for the Advancement of Sustainability in Higher Education (AASHE), the international group that tracks environmental stewardship for more than 1,000 college campuses.

Perks & Discounts

In addition to excellent health care, retirement, and education benefits, Cornell employees can take advantage of these conveniences and discounts.

Car Purchases
- Maguire Automotive

Car Rentals
- Avis Car Rental
- Budget Rent A Car
- Enterprise Rent-A-Car
- Hertz Corporation
- National Car Rental

Cellular Phones and Service
- Verizon Wireless
- T-Mobile
- AT&T Mobility

Computers
- Apple Computers
- Dell Computers
- The Computing Center
- The Cornell Store

Computer Software
- Microsoft Office Software
- Antivirus Software

Printing Services
- FedEx Office and Print Services

Retailers
- Agway True Value Ithaca
- Corporate Shopping Company
- Michaels Stores
- Sedgwick Business Interiors
- W.B. Mason

Moving Services
- Moving Services

Cornell Dining

[Cornell Dining](#) offers a large selection of dining facilities. Cornell MealChoice is designed for faculty and staff and allows you to use your staff ID card as a debit card. There are several dining locations that offer $7.50 All-You-Care-to-Eat lunches.

Meal Plans & Rates

Applications & Changing Plans

City Bucks

Deadlines & Terms

Graduate Meal Plans

Manage Your Account

Meal Plan FAQs

Staff & Faculty Meal Plans

Summer Meal Plans

Undergraduate Meal Plans

Winter Break Dining

Contactless payment

Staff & Faculty Meal Plans

MealChoice is the meal plan designed exclusively for Cornell faculty and staff. Like any debit plan, MealChoice gives you convenient, cash-free access to Cornell Dining eateries, campus vending machines with card readers, and Ithaca-area restaurants participating in City Bucks. All full-time faculty and staff are automatically enrolled in this program. Simply add money to your account to begin saving!

In addition to adding funds to your MealChoice account through the account management system, Awardco points received through the Appreciation Portal can now also be redeemed for MealChoice credit.

Add money or check on the status of your account through our account management system.

Staff and faculty may also add dollars to MealChoice accounts with a check in person at the RPCC Service Center, Hasbrouck Service Center, or WCHS house offices on West Campus.

What does MealChoice give you?

- **$7.50 Lunch** – You pay only $7.50 for Lunch (Monday-Friday) at any of our dining rooms on campus

Two-Factor Authentication

Keep your personal information safe by enrolling in two-factor authentication.

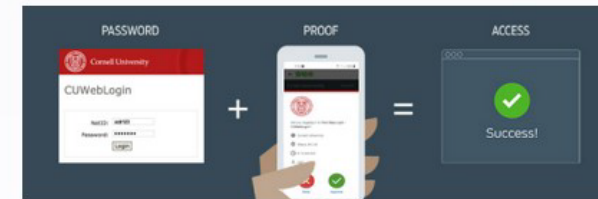It's required for access to many university services.

Cornell University Library

IT @ Cornell

Most of our employees will go to our CUL-IT Desktop Services team for support.

However, Cornell also offers broad IT support from its Cornell Information Technologies department.

(IT @ Cornell).

Keep Your Contact Information Current

Update your contact information in Workday

- Login to Workday at http://workday.cornell.edu/
- Select "Personal Information," and "change contact information"
- Select "edit" and make the change(s)
- Be sure to submit the change.

Update your contact information in Cornell's main electronic directory

- Alert HR so they can update your directory entry.

Some changes may not appear immediately. Check the Cornell on-line directory the next day to verify updates.

Recording Time Away from Work

Vacation and health and personal leave begin accruing on the first day of work, but may not be taken before it is accrued. Vacation time must have supervisory approval. The annual reset, for those who have exceeded the maximum accruable amount of vacation, is December 31st each year.

All benefits-eligible staff and RTE Faculty Employees must record their leave time in *Workday*. Time worked should be recorded on a daily basis. Time off requests should be submitted in advance when possible, or as soon as possible after returning to work (in cases such as illness). All time entries will be reviewed and approved by the supervisor.

University Policy 6.9, Time Off and Leaves, provides details for benefits-eligible non-academic employees.
University Policy 6.2.1 provides details for RTE Faculty librarians and archivists

Contact Library HR if there are questions.

Direct Deposit

- Cornell employees are encouraged to have paychecks automatically deposited into their bank accounts. Direct-deposit has several advantages over paper paychecks:
    - Checks will not be lost in the mail or misplaced
    - Pay will be received on payday, even while on vacation, sick, or out of town

- You are responsible for regularly reviewing your paystub to ensure accuracies with earnings, withholdings, etc.

- Employees may enroll or make changes to direct deposit in Workday by following these instructions.

Note: Your change is effective immediately, but due to payroll deadlines, it may take the next pay cycle before funds are direct deposited into your new account.

View Your Paycheck or Tax Documents

- As an active university employee, you may view or print your paychecks electronically. Login to Workday and click the "pay" icon. View selected payslip(s).

- Understanding your Cornell paystub.

- Active employees may update federal and state withholding allowances in Workday.

- Active employees may also opt in for an electronic W-2.

**Due to timing, changes may not be reflected on the next paycheck. Please review your paycheck to ensure withholding allowance changes are accurately reflected.

University Policies:

Cornell has established policies to connect the university's mission to the everyday actions of its community. These policies clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations. A few polices are listed here:

- Library Academic Policies & Procedures
- Disability Accommodation
- Employee Discipline
- Flexibility in the Workplace
- Inclement Weather Procedure
- Prohibited Discrimination
- Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence
- Religious Accommodation
- Staff Complaint and Grievance
- Standards of Ethical Conduct
- Time Away from Work

Performance Management

The [performance management](#) process provides an opportunity for an ongoing exchange of views between a supervisor and the support staff regarding job results and performance planning. The performance dialogue process is designed to promote communication between supervisors and staff, improve job understanding, promote more effective job performance and on-the-job staff member development, and provide a basis for salary improvement decisions.

- Nonexempt employees will receive a [90-day evaluation](#) at the end of their probationary period.

- Most academic employees will receive their first evaluation around six months after their hire (see [academic procedure #28](#)).
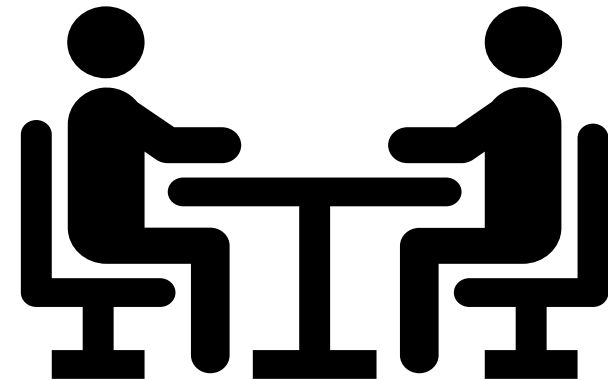
Cornell Skills for Success

Success is neither fleeting nor accidental. Individually, we make a difference; collectively, we change our communities, Cornell and the world. The following skills are deemed essential for individual and organizational success.

Cornell University employees strive to:

- Interact with integrity

- Contribute positively to an inclusive environment

- Support the organization's shared vision and mission

- Communicate clearly and consistently

- Act and take initiative

- Display sound judgment in problem solving

- Proactively seek self-development and coaching opportunities

Leadership Skills for Success

In addition, Cornell measures our leadership skills for success as:

- Interact with integrity
- Create an open & inclusive environment
- Inspire and articulate a shared vision and mission
- Communicate clearly and consistently
- Empower staff to act and take initiative
- Display sound judgment in problem solving
- Be a great coach

https://hr.cornell.edu/professional-development/performance/leadership-skills-success
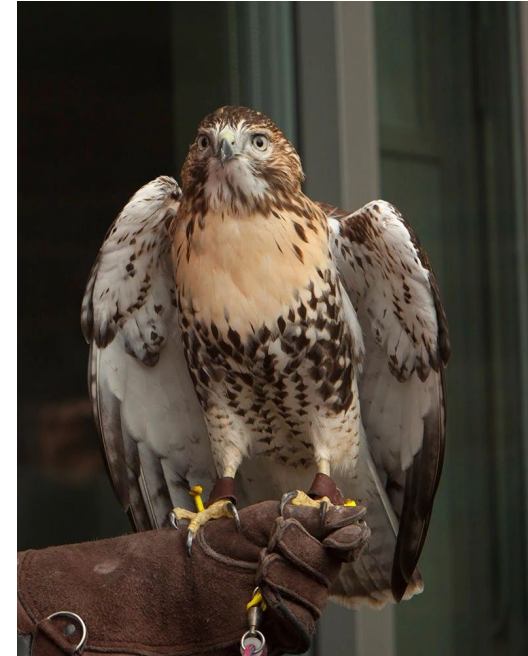
Staying Healthy at Work


Ideal Typing Position
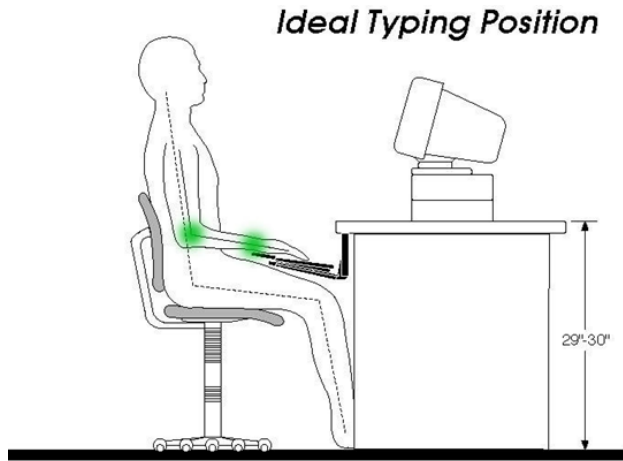
Cornell University is dedicated to providing a safe and healthy environment for all Cornell students, faculty, staff, guests, and contractors.

- Cornell provides an ergonomic assessment to employees. Please consult with your supervisor for more details.

All accidents and injuries, no matter how minor, are required to be reported to university officials through the use of our injury reporting system. Cornell University Incident Report.
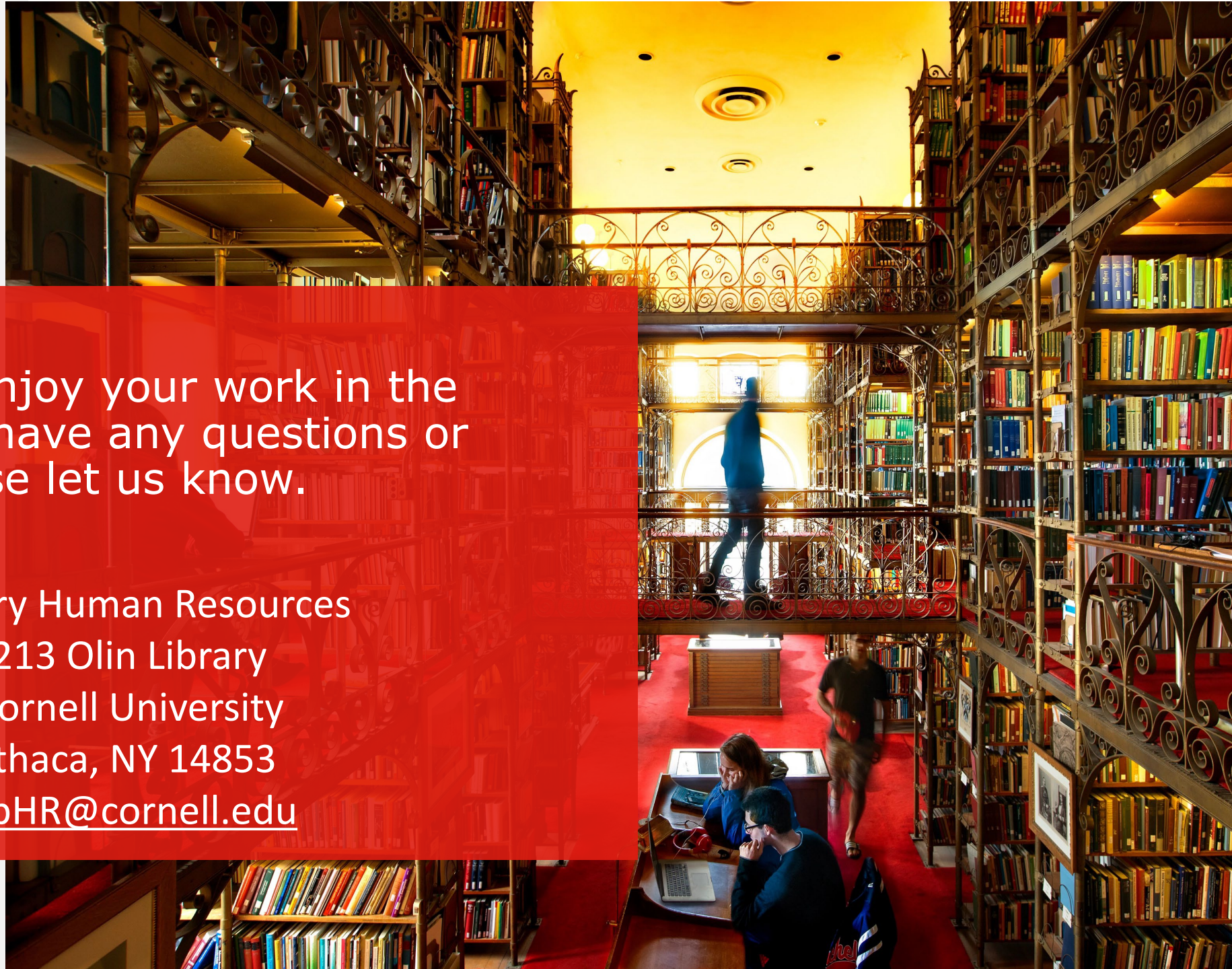
The supervisor of an injured employee, the department head, or a designated individual within the department, must complete all sections of this form within 24 hours after an injury is first reported. Please include Bonnie Bailey's email in the report.
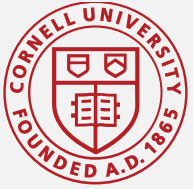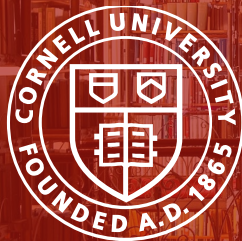
We hope you enjoy your work in the Library. If you have any questions or concerns, please let us know.

Library Human Resources

213 Olin Library

Cornell University

Ithaca, NY 14853

LibHR@cornell.edu