



# SUNY Erie Career Center Rules

The SUNY Erie Career Resource Centers are intended for adults seeking work and career guidance. People who come to our Centers are from many different backgrounds. It is necessary to establish reasonable standards of conduct so everyone knows what is expected of them. The rules are established to protect customers, staff, visitors, faculty, students, their belongings, and the County of Erie.

## RESOURCE ROOMS

SUNY Erie provides Resource Rooms at the North and South Campuses. Our Resource Rooms are open during posted hours to provide career and job search resources to **registered participants aged 18 and older**. It is our responsibility to make sure that **these resources are ONLY used for job-hunting and career development purposes**.

## PROHIBITED BEHAVIOR

- **Shouting, abusive/offensive language;**
- **Aggressive physical gestures such as slamming equipment or throwing items;**
- **Violence or threatening violence; unauthorized possession of firearms, explosives, or other weapons;**
- **Misuse of Career Center resources, including postage, computers, Internet, fax, printers, and copier, etc.** Career Center resources may not be used to conduct personal business, including printing flyers, journals, manuals, advertisements, photos, court documents, gaming, or engaging in personal e-commerce such as Etsy/eBay, etc. (please see staff if you have questions);
- **Misuse of Career Center computers, network, and communications systems through hacking, installing viruses, copying and illegal transfer of data and the use of computers in financial frauds;**
- **Eating or drinking near a computer workstation;**
- **Refusal to observe the Career Center's cell phone or noise policies.** Please put your phone on vibrate and speak quietly while you are onsite or take your phone call outside of the building. *The Center may enforce additional classroom management strategies, policies and or restrictions, as appropriate;*
- **Excessive printing and monopolizing Resource Room equipment.** Customers are asked to limit their printing to ten (10) pages per day;
- **Intoxication/substance abuse.** SUNY Erie is a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and/or alcohol while on campus is inconsistent with the behavior expected of jobseekers;
- **No videotaping or photographing is permitted** without the written permission of the subject;
- **Bringing suitcases, laundry bags or other large holders of personal belongings into the facility;** and
- **Any type of dishonest, abusive, or destructive behavior committed on the premises is subject to inquiry and may result in disciplinary action.**

The SUNY Erie Career Centers strive to coach individuals into appropriate work-ready behavior. Whenever possible, staff will address inappropriate behavior by explaining the Center's rules and expectations; however, if warranted, individuals may receive a 30-day suspension for second infractions and may be permanently dismissed from the SUNY Erie Career Centers for persistent, disruptive conduct and refusal to follow the rules.

**SUNY Erie has a ZERO VIOLENCE policy.** Any person who engages in violent or threatening behavior on SUNY Erie's property or who uses any electronic means to make a threat against a staff member or another customer of SUNY Erie shall be immediately removed from the premises and shall remain off the premises pending the outcome of an investigation. This response may include, but isn't limited to, suspension and/or a permanent dismissal from the SUNY Erie Career Centers and ban from College property at all campuses. Other legal action may also be pursued.

## CAREER CENTER USAGE

All individuals are required to complete a Visit Card **each day they are onsite** before they use the Resource Room. Individuals may be asked to produce photo identification upon request. At the Center's discretion, electronic equipment may be monitored for job search appropriateness. Computers are shut down one-half hour prior to closing the office. **Children are not permitted in our Resource Rooms or workshops.** Thank you for your cooperation.