

Governor's Office of Employee Relations/Labor-Management Committees

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<http://www.dos.ny.gov/coog/index.html>

Program Unit	Records
Executive	GOER/Executive Division/Subject Files Employee Relations Officer Memos Executive Special Projects Agency Public Information Files Public Information Subject Files Employee Travel Authorization and Expense Reports
Contract Negotiations	Contract Negotiations History Files Contract Administration Subject Files Strike Files Contract Negotiations & Administration Union Leave & Organizational Leave Performance Evaluation Program Files Performance Evaluation Appeals Board Files Routine Administrative Policies and Procedures for CNA M/C Performance Evaluation Program Files M/C Program Development & Administration Subject Files Safety & Health Subject Files Research Daybook Files Research Library Subject Files Routine Administrative Polices & Procedures Labor-Relations and Negotiations Subject Files Employee Benefits Negotiations Files Employee Benefits Joint Committee Files State Health Insurance Plan Program Files M/C Benefits Program Files Health Maintenance Organization Proposal Files Routine Administrative Policies & Procedures Employee Travel Authorization and Expense Reports
Counsel's Office/Legal	Freedom of Information Law Subject Matter Lists Freedom of Information Requests and Appeals Executive Order #33 Implementation and Enforcement Files Improper Practice Charges & Legal Suit (Litigated) Legal Suits and IPP Charges/Settled and Withdrawn Legislation Arbitration Grievance Files/Litigation Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State Legal Daybook Files Indexes to Legal Suits Indexes to Legislation Files Indexes to Arbitration Files Strike Files on Individuals Employee Ethics Records Routine Administrative Policies and Procedures Counsel's Office Subject Matter Files Employee Travel Authorization and Expense Reports

Program Unit	Records
Disciplinary Administration	CSEA Time & Attendance Abuse Program Cases Disciplinary Cases – Database CSEA Disciplinary Cases Time and Attendance NOD's Not Heard Time and Attendance Cases – Database Step 3 Grievances - Case Management Database Employee Travel Authorization and Expense Reports
Division for Administration	<u>Executive</u> Agency Copies of Fixed Assets Update Reports Space Allocation Planning Files Agency Forms History Files Records Inventory Files Records Storage Files Records Disposal Files Records Management Subject Files Executive Staff Daybook Files Special Projects Routine Administrative Policies & Procedures <u>Personnel</u> Personal History Files Employee Summary Services – Index Card/File System Biweekly Payroll Listings (Salary Registers) Classification Files Subject and Correspondence Files Eligible List Certification Files <u>Finance</u> Purchase and Contract Records Vehicle Incident Records Surplus Property Disposition Schedules Publication Job Files Publication Production Records Duplication Service Job Files Publication and Duplication Subject Files Telecommunication Use Logs and Reports Employee Benefit Fund Purchase and Contract Records Record of Payment Files Agency Budget Preparation Files Nonroutine Financial Reports and Studies Equipment, Furniture and Office Supply Inventories Employee Travel Authorization and Expense Reports
Workforce Organizational & Development Unit	Training Grants for M/C Programs Training Programs – Curricula Library (Includes Electronic Records) Statewide Learning Management System Files Statewide Employee Tuition Reimbursement Program Employee Tuition Reimbursement Program Database Training and Subject Files Employee Training & Development Policy (Union) Contractor Selection Information, Contracts & Purchase Orders Employee Travel Authorization and Expense Reports

Program Unit	Records
NYS/CSEA Partnership for Education & Training	LMC Policy Files Project Files Routine Administrative Policies & Procedures Employee Travel Authorization and Expense Reports
Work Life Services Family Benefits Program	NYS-LMCFBP Official Files (Policy File in Oracle) NYS Worksite Child Care Centers Family Benefits Program Consultant and Project Files Employee Travel Authorization and Expense Reports
Work Life Services Employee Assistance Program	Routine Administrative Policies & Procedures EAP Policy Files EAP Project and Subject Files EAP Consent for Release of Information Forms Employee Travel Authorization and Expense Reports
Security Services Unit Labor-Management Committee	SSU-LMC Policy Files SSU-LMC Program Files Employee Travel Authorization and Expense Reports
United University Professions Labor-Management Committee	UUP-LMC Policy Files UUP-LMC Project Files UUP-LMC Daybook Files