



STEM LEAF

LEADERSHIP, EQUITY AND ADVANCEMENT OF FACULTY

Family Care Resources

This document contains general information on relevant policies, procedures, and resources at Clarkson University (note that community resources are focused around the Potsdam campus) and in St. Lawrence County. It is important to note that this resource is:

- a guide to information and resources to help faculty and staff better understand Clarkson policies that impact their work/family/life circumstances; it may not fit your specific case and
- not meant to replace speaking with the faculty or staff member's direct supervisor and/or human resources.

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This document was created by Clarkson University's Family Care Working Group, as part of the [NSF STEM LEAF/ADVANCE grant](#). The grant's primary goal is to reduce bias in STEM; more information can be found at [clarkson.edu/advance](#). The working group members are Dana Olzenak McGuire, Jeremy Riedl, Krista Larock, Laura Ettinger, Sarah Treptow, Shantel Ingersoll, and Tom Langen. If you have any questions, suggestions, or corrections please contact advance@clarkson.edu.

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Breastfeeding Resources

- [Lactation rooms on Clarkson's campuses](#)
- ["New York State Expands Lactation Accommodations Requirements"](#) (Dec. 14, 2022)
 - New requirements take effect on June 7, 2023.
- [Your rights as a nursing mother in the workplace](#), from the NYS Department of Labor
- [Birthplace at the Canton-Potsdam Hospital, including certified lactation specialists](#)
- [North Country Prenatal/Perinatal Council](#)
 - "Our Mission: The North Country Prenatal/Perinatal Council, Inc. is dedicated to strengthening maternal and family health by identifying service needs and improving access to care through community collaboration, education and referral for the well-being of every woman, every child, every family."
- [St. Lawrence County Public Health Department's Maternal and Child Health Program](#)

Care of Adult Children Resources

- “The Patient Protection and Affordable Care Act (ACA) mandates that all health insurance carriers in every state that offer coverage to both adults and their dependents must allow dependents to remain on their parents or guardians’ ‘family’ plans until the dependents are 26 years old.” [Dependent Health Coverage and Age for Healthcare Benefits](#)
- [Clarkson Employee Assistance Program](#)
- [Office for People with Developmental Disabilities](#) (OPWDD) Family Care Website
- [OPWDD Access Supports page](#) Go here to start the process of receiving supports.

Child Care Resources

- [St. Lawrence Child Care Council](#)
 - Your local resource for finding child care providers in St. Lawrence County.
 - Will answer your questions by phone, assist you through the process of finding providers, and help you to determine whether or not you qualify for financial assistance.
- [New York State Office of Child and Family Services](#)
 - State agency providing you with an overview of child care resources.
 - Will give you an understanding of what to look for when selecting child care and allow you to search online for regulated child care providers in NY State.
 - Our group, SUNY Potsdam, and SUNY Canton's Early Childhood Program created a PowerPoint on the two resources above (see Appendix II). We have placed this on our website.
- [Child Care Assistance Program](#), administered by the St. Lawrence County Department of Social Services. "The St. Lawrence Child Care Council works closely with the local Department of Social Services to assist families who need help paying for their child care costs. Although we do not make the final decision on who receives assistance, we can help you determine your potential eligibility."
 - Our group has a flier and a brochure on this program (see Appendix III).
- [McGoogle's Mind Molder Academy in Potsdam](#); discount provided for Clarkson employees and "[supplemental refunds based on an employee's annual salary range.](#)"
- After School Programs in St. Lawrence County:
 - [Latch Key Program at Lawrence Ave. Elementary School in Potsdam.](#)
 - Kennedy Elementary School After School Program in Ogdensburg; contact Stacey Powers, spowers@ogdensburgk12.org.
 - [Lisbon Central School District After School Program.](#)
 - [LatchKey Program in the Massena Central School District.](#)
 - [Cornell Cooperative Extension](#)
- For care for children with developmental disabilities: [Office for People with Developmental Disabilities Access Supports page.](#)

Elder Care Resources

- [Elder care services from the St. Lawrence County Office of the Aging](#)
- [NYS Office of the Aging](#)
 - “Our goal is to improve access to, and availability of services that enable Older New Yorkers to live, work and age in their community of choice.”
- [Medicare](#)
 - Clarkson benefit broker offers assistance and guidance on Medicare and other insurances for age 60+
 - Eric Lintala (Ralph Benefit Advisors), elintala@ralphbenefitadvisors.com, (800) 836-0026, x7320
- [NY Connects](#)
 - “NY Connects is your trusted place to go for free, unbiased information about long term services and supports in New York State for people of all ages or with any type of disability. Long term services and supports include medical and non-medical services a person needs to improve or maintain health and independence. They may be provided in a nursing home, the individual’s home or other community-based settings. You can use this directory to search for programs, providers, and services in your area and to contact your local NY Connects office for further assistance.”
 - “NY Connects staff can help link you to long term services and supports, such as home care, transportation and meals. Our goal is to help you live as independently as you wish to while meeting your medical, social and functional needs that arise from aging or disability. We can help individuals, families, caregivers, and professionals.”
- Family Medical Leave Act (OM Section [8.1.13](#))
- NYS Paid Family Leave (OM Section [8.1.18](#))
 - Applies to staff

Employee Assistance Program

- Call (877) 622-4327 (365 days a year, 24/7)
- [Clarkson EAP](#)
 - [Employee Assistance Program](#)
 - Offers support, guidance and resources that can help you resolve personal issues and meet life's challenges.
 - Examples: mental health & crisis care, workplace and coworker problems, problems with drugs, alcohol, or gambling, grief and loss, consultation for managers, and work/life resources
 - Other services offered: Phone-Based Consultations, Face-to-Face Counseling, Crisis Intervention, Work/Life Balance, etc.
 - Available to you **and your household members** for free
- [Survivor support specialist program](#) information

Health Care Resources

- [Howard Lechler '48 Endowed Medical Assistance Fund](#), “established in April 2000 through a gift from Mary Lou and Howard E. Lechler '48 to make financial assistance to Clarkson Faculty and Staff (and their immediate family) with extraordinary medical expenses not covered by insurance.” Mentioned on [Clarkson's Human Resources site](#).
- [Clarkson's HR site](#) contact information for employee benefit providers
- [Health insurance](#)
 - “Employees would be able to either enroll within 2 weeks of hire, during the annual open enrollment or in case of a life-changing event. Employees have 30 days to submit a life-changing event (example: marriage, divorce, birth/adoption of baby); once the 30 days have passed, employees need to wait for annual open enrollment.”
- [Dental insurance](#)
- [Vision/Hearing Plan](#)
- [Flexible spending programs](#)
 - Flexible Spending Account
 - Dependent Childcare Reimbursement
- Emergency Rooms (For medical emergencies, life threatening conditions, 24 hour care)
 - Canton-Potsdam Hospital Emergency Room
 - 50 Leroy St., Potsdam, NY
 - (315) 265-3300
 - Gouverneur Emergency Department
 - 77 West Barney Street, Gouverneur
 - (315) 287-1000
 - Massena Hospital
 - 1 Hospital Drive, Massena, NY
 - (315) 769-4200
- Urgent Care (If you need diagnostics or treatment for acute, non-life-threatening injuries or illnesses)
 - [EJ Noble Professional Building](#)
 - 80 East Main St., East Wing, Canton, NY 13617
 - (315) 386-3300
 - Open 9am-7pm every day including weekends
 - [Canton Health Center](#)
 - 39 West Main Street, Canton
 - (315) 379-4700
 - Monday - Friday, 7 a.m. to 5:30 p.m.
 - [Helen Snell Cheel Medical Campus](#)
 - 49 Lawrence Ave, Potsdam, NY
 - (315) 261-5525
 - Open 8am-8pm everyday including weekends

- [Mountain Medical Services Urgent Care](#)
 - 2 Hospital Drive, Massena, NY
 - (315) 705-0700
 - Open M-F 9am-5pm and Saturday & Sunday 10am-3pm
- [WellNow Urgent Care](#)
 - 190 Harte Haven Plaza, Massena, NY
 - (315) 957-3641
 - Open M-F 8am-8pm, closed Saturday and Sunday
- [WellNow Urgent Care](#)
 - 725 Canton Street, Ogdensburg, NY
 - [\(315\) 605-3079](#)
 - Open M-F 8 am-8 pm, closed Saturday and Sunday
- [The North Country Prenatal/Perinatal Council](#)
 - “Our Mission: The North Country Prenatal/Perinatal Council, Inc. is dedicated to strengthening maternal and family health by identifying service needs and improving access to care through community collaboration, education and referral for the well-being of every woman, every child, every family.”
- [Community Health Center of the North Country](#)
 - (315) 379-8100

LGBTQ+ Resources

- [Clarkson Diversity & Inclusion Office](#)
- [North Country Prism](#)
- [Potsdam Pride](#)
- [GLADD](#)
- [SpeakOut Employee Handbook, includes how to be an Ally](#)
- [Transgender Care Resources](#)
- [Planned Parenthood of the North Country New York](#)

Mental Health Care and Support Resources

- [St. Lawrence County Mental Health Services overview](#)
- [SLC Mental Health Service Providers](#)
- [St. Lawrence County Partners for Overdose Prevention Mental Health & Substance Use Resource Guide](#)
- [Tele-doc](#) Telemedicine and Behavioral Health Program
 - Also on the HR site for [Health Benefits](#)
 - Phone #: (800) 835-2362
- [St. Lawrence County List of Licensed Therapists](#)
- [St. Lawrence County Community Services](#)
- [North Country Addictions Resource Center](#)
- [Alcoholics Anonymous](#)
- [Reachout](#) (24 hour crisis service) St. Lawrence County
 - Phone #: (315) 265-2422
- [Renewal House of St. Lawrence County](#) for Victims of Family Violence
 - Office hours Monday-Friday from 8am-4pm
 - No appointment necessary
 - Collect calls accepted
 - Services offered: crisis counseling/intervention, emotional support, women's support group, advocacy, information and referrals, children/youth program, transportation, safe housing, sexual assault nurse examiners, and community outreach/education
 - 3 Chapel Street, Canton, NY 13617
 - (315) 379-9845
 - renewalhouse@verizon.net
- Crises 24-Hour Hotlines
 - Suicide Hotline:
 - 1-800-SUICIDE (1-800-784-2433)
 - 1-800-273-TALK (1-800-273-8255)
 - 988 Suicide and Crisis Hotline - Dial 988
 - Reachout:
 - (315) 265-2422
 - The Trevor Project:
 - 1-866-488-7386
 - Tribal Support:
 - 1-800-622-HELP (4357)
 - Ulifeline:
 - www.ulifeline.org
 - Crisis Text Line:
 - Text Got5 or HOME to 741741

Pet Resources

- [Town and Country Vet Clinic](#)
 - Ogdensburg, Potsdam, & Massena
- [Canton Animal Clinic](#) Includes large animal
 - Canton
- Brasher Falls Veterinary Services
 - (315) 389-5330
- [Bridge Port Veterinary Clinic](#)
 - Ogdensburg
- Java Veterinary Center
 - Massena
 - (315) 764-8887
- 24 hour no appt necessary emergency care (Recommend calling ahead so they can expect you): [VCA Animal Hospital in Syracuse](#)
- Clarkson offers a discount on pet insurance, just check with Human Resources if you're interested. Also see Appendix III.

Policies

- [Work from home policy for staff](#)
 - OM 3.1.19 last updated 12.2016
- [Family leave policy for staff](#)
 - OM 8.1.18
 - No policy for temporary staff
- [Parental leave policy for faculty with a continuing appointment](#)
 - OM 8.1.15
- [Parental leave policy for faculty with non-continuing appointment](#)
 - OM 8.1.14
- Tenure clock stop for faculty
 - [OM 5.5.A.6.b.iii Tenure Clock Relief](#)
 - “Requests for all extensions must be made in writing to the department chair and forwarded to the appropriate dean for final approval by the provost. Requests for extensions must be made within three (3) months of the onset of the life event or as soon as practicable once the situation has been identified.”
- [Short Term Disability](#)
 - OM 8.3.6, applicable to staff
 - [New York State's website on Paid Family Leave and Other Benefits](#)
 - “After giving birth, a worker may be eligible for both short-term disability benefits and Paid Family Leave. While the two benefits cannot be taken at the same time, eligible employees can choose how they can use both benefits to support the needs of their families.”
- Bereavement Leave
 - Allowed 3 days time off with pay when death occurs in immediate family
 - [OM 8.3.3.2\(3\)](#)
- Jury Duty
 - Granted time off with pay to serve on jury
 - [OM 8.3.3.2\(2\)](#)
- Additional information about paid time off and leave policies can be found [here on Clarkson's HR site](#). Questions can be sent to clarksonhr@clarkson.edu or asked by phone at (315)268-6497/ x6497.