

Supervisors of Hourly Employees

- Q. Are we able to *extend* a College Assistant's PAF beyond the end of this semester?
- A. If there is a justifiable need, your Departmental budget allows for it, and your CA has not reached the 1040 allowance, a College Assistant's appointment may be extended.
- Q. What is the reappointment process for College Assistants?
- A. At present, the reappointment of College Assistants may be recommended on a semester-to-semester basis (for six (6) months at a time).
- A. What if we are going to need a College Assistant?
- A. You will need approval from both your Department Head or Dean and the HR Office to hire College Assistants. For additional guidance, contact Gloria Chao.
- Q. Will college assistant hours exhaust before PAF date, or will we honor pay until the end of PAF?
- A. If a college assistant has reached the maximum allotment (1040 hours for the fiscal year), they will be off payroll. If they have not, payment of hours continues until the end date of the PAF.
- Q. How do supervisors handle leave requests (annual leave, sick leave, etc.) from CAs while we are working remotely?
- A. The process has not changed. Your CA should send you the leave request form. Once approved, you should submit it to officeofhumanresources@bmcc.cuny.edu. It will then be forwarded to their timekeeper for processing.
- Q. What happens if the staff member decides that they do not want to use the annual leave but instead wants to work?
- A. Accrued annual leave reports have been sent to division heads to communicate with supervisors. Due to budgetary constraints, we strongly recommend encouraging your employees to take time off now to their appointment end date. If they decide to continue working, all unused annual leave will be paid out on the second payroll in July.
- Q. Would the Department receive notice of who was laid off?
- A. Departments need to provide a listing of reappointment and non-reappointment to the HR Office. HR must receive the documents by the last week in May. HR will send notification to College Assistant in the second week of June.
- Q. Do I need to perform yearly evaluations for my part-time works, which are usually due in May?
- A. Yes, annual evaluations must be conducted and submitted to HR for all PT employees by May 29th. The [Probationary and Service Report](#) is on the HR Website.

- Q. What is the best way to present the annual evaluation? Is Zoom OK? Should I email the staff member a copy before the meeting? How should we handle the signature? Should the staff member sign and email it back?
- A. The annual review may be conducted in any way that is agreeable to both parties. If you are both comfortable using Zoom, go ahead. You should email a copy of the review to the CA. They can either electronically sign it, or print and sign it, and then scan it back to you. If they are not able to digitally sign, or sign and scan the evaluation, communication via email and their acceptance via email is acceptable. All correspondences will be put together and placed in their file.
- Q. How do we mark the "Recommendation of Employment" section in the evaluation if it is for non-reappointment due to budget?
- A. You will either:
- physically write Appointment Ended; or
 - Only select *Employment Discontinued* if the employee is being discharged due to cause.
- Q. Can we be sued for non-reappointment of a Part-time/College Assistant?
- A. As hourly employees, they have no guarantee of reappointment. They are hired on an as-needed basis, based on financial availability, and departmental needs. They can, however, bring a grievance to their union.
- Q. Are we still filling out a PAF?
- A. Yes
- "Rehire" PAF's should be sent for all approved rehires.
 - "Appointment Ended" PAF's should be sent for Part-time/College Assistant who will not be reappointed after June 30th due to budgetary constraints
 - "Termination" PAF's should be provided if the employee is not being rehired due to cause.
- Q. Can a Part-time/College Assistant file for unemployment?
- A. Yes, they can file for unemployment; however, full-time CUNY students are not eligible for unemployment insurance.
- Q. Is there any update on being able to work in the building?
- A. The College is still planning for limited access. All employees who will be on campus must upload their CDC Vaccination card to CF, for approval. Additionally, they will need to sign up for the *Cleared For CUNY Access Pass*, provided by Cleared4. If the employee is not vaccinated, they must go to a *CUNY* testing site, **weekly**, and provide a negative result. If a special accommodation is needed, consult with your supervisor, division head and the HR Office.
- Q. Should the Job description for College Assistants be updated?
- A. The job description for College Assistants has not changed. While there are standard responsibilities, the job description is always tailored to the need of the department. If you have specific instances where something needs to be changed, reach out to Maria Deckinger (mdeckinger@bmcc.cuny.edu).