

Borough of Manhattan Community College

College Assistant, IT Support Assistant (Hourly), Sign Language Interpreter, and Tutor Employee Handbook



Last updated: April 6, 2022

LM/MD

Welcome,

to the Borough of Manhattan Community College (BMCC)! As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further BMCC's goals.

This Handbook was designed to provide an overview to College Assistants, Sign Language Interpreters, Tutors, IT Support Assistant (hourly), and their Supervisors regarding BMCC's history, policies, procedures, practices, and guidelines. *This Handbook is for informational purposes only and the information is subject to change.* You should direct any questions regarding this Handbook to the Office of Human Resources.

Mission Statement

Borough of Manhattan Community College is a diverse teaching and learning community committed to advancing equity and the intellectual and personal growth of students. Working to strengthen a culture of care inside and outside the classroom, we share a passion for learning with students from around the world. We strive to increase degree completion, successful transfer, career achievement, and service and leadership within our community, New York City, and beyond. BMCC's [Vision Statement and Values](#) are available for review on the BMCC website.

Strategic Priorities

1. Improve retention to double degree completion rates, and increase successful transfer and baccalaureate attainment;
2. Improve learning through culturally responsive and sustaining pedagogy and support;
3. Expand career development leading to meaningful work with family-sustaining wages;
4. Achieve equity in these outcomes in a college community in which all members can thrive; and
5. Strengthen BMCC's role in creating an equitably thriving NYC

Founded in 1963, BMCC was initially located on two floors of a commercial building in Midtown Manhattan. It opened its doors on September 24, 1964, as a small, primarily business-oriented Community College. In January 1983, a building was constructed in lower Manhattan to serve as its main campus.

Anthony E. Munroe became President of BMCC on September 1, 2020.

The **BMCC Main Campus**, located at 199 Chambers Street, is home to the facility and most of the administrative offices.

Fiterman Hall, located at 245 Greenwich Street, was donated to the College in September 1993. Severely damaged in the aftermath of the World Trade Center tragedy, it was re-opened on August 27, 2012. The Public Affairs Office, Accounting, Business and CIS departments are located in Fiterman Hall.

CUNY in the Heights: Was reopened Summer of 2020. Designed to address the needs of Inwood, Washington Heights and Upper Bronx communities, it serves as an educational, career, and personal development opportunity center, offering credit-bearing courses for an expanded range of associate degree programs, and professional development and advanced career certification through BMCC's Continuing Education and Workforce Development division and the SUNY Manhattan Educational Opportunity Center.

BMCC Learning Academy, ASAP, COPE (College Opportunity to Prepare for Employment), Instructional Technology, and the G.S.I Program are located at **70 Murray Street**.

25 Broadway is the location of The Center for Continuing Education & Workforce Development.

255 Greenwich Street is now home to BMCC Express. This one-stop center provides greater access to a broad range of student services in a centrally located area.

The **Manhattan Educational Opportunity Center (MEOC)**, located at 163 West 125th Street, was funded by the State University of New York University Center for Academic and Workforce Development (UCAWD) and administered by the BMCC during its entire history.

Today, BMCC is alive with ideas and innovations, offering more than 40 academic programs. It awards three degrees: Associate in Arts (A.A.), Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.). BMCC is now the largest Community College in the City of New York.

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Who's Who in BMCC

Anthony E. Munroe, *President*

Erwin J. Wong, *Provost and Senior Vice President for Academic Affairs*

Marva Craig, *Vice President, Student Affairs*

Michael Reyes, *Executive Legal Counsel and Labor Designee*

Karen Wilson-Stevenson, *Vice President, College Advancement*

Joseph Spadaro, *Vice President, Technology*

Sanjay Ramdath, *Vice President of Enrollment Management*

Ingrid Renderos, *Director of BMCC/CUNY in the eights (CITH)*

Elena Samuels, *Assistant Vice President for Finance*

Gulen Zubizarreta, *Executive Director of Human Resources*

Michael Hutmaker, *Dean of Student Affairs*

Christopher Shults, *Dean of Institutional Effectiveness and Strategic Planning*

Vacant, *Dean of Academic Affairs*

Janice Zummo, *Associate Dean for Academic Support Services*

Anthony Watson, *Development and Executive Director of Manhattan Educational Opportunity Center (MEOC) & Acting Dean of the Center for Continuing Education and Workforce*

Odelia Levy, *Chief Diversity Officer & Special Advisor to the President*

Orientation

For additional information regarding policies and procedures, please out to The Office of Human Resources. This Handbook a **reference tool only** as the information is subject to change. If you have unanswered questions, you may call the Office of Human Resources at 212-220-8300 or e-mail [Office of Human Resources](#).

Employment Classification

****All hourly appointments are subject to financial ability and approval****

College Assistants & Tutors

College Assistants & Tutors can work a maximum of 20 hours per week and a total of 1040 hours per fiscal year (July 1-June 30) within BMCC and/or, CUNY as per the [CUNY White Collar Unit Agreement](#). Once the maximum number of hours (1040) is reached within a fiscal year, College Assistants are no longer able to work in any part of the College or CUNY System. Employment may resume at the start of the following fiscal year. There are no promotions or transfers to other departments in this title.

College Assistants who continuously work 20 hours per week are eligible for City Health Benefits. College Assistants who work at least 17 ½ hours weekly are eligible for Union Benefits.

For additional information regarding benefits, contact the Benefits Manager in the HR Office or visit the [HR Benefits web page](#).

Tutors MUST provide an official transcript showing their highest degree earned. Until the official transcript is received there may be a delay in the processing of the appropriate pay rate. No retroactive payments will be made.

Sign Language Interpreter

Sign Language Interpreters can work a maximum of 32 hours per week.

Sign Language Interpreters who continuously work 20 hours per week are eligible for City Health Benefits. Interpreters who work at least 17 ½ hours weekly qualify for Union Benefits.

For additional information regarding benefits, contact the Benefits Manager in the HR Office or visit [HR Benefits web page](#).

IT Support Assistants (hourly)

IT Support Assistants (hourly) can work a maximum of 32 hours per week. As this is a competitive classification, IT Support Assistants (hourly) are appointed in six (6) month intervals

IT Support Assistants (hourly) who maintain continuous employment status and are consistently scheduled to work between 20 and 32 hours per week are eligible for Union and City Health Benefits. For additional information regarding benefits, contact the Benefits Manager in the HR Office or visit the [HR Benefits web page](#).

Job Description

College Assistant and Tutor

General Duties and Responsibilities

Under supervision, a College Assistant performs miscellaneous clerical, administrative, research, or other work related to the operation of BMCC departments in a part-time or limited capacity. **There is one Assignment Level for this position and no lines of promotion. This position is classified in a non-comp class. *The maximum number of hours for an employee in this position is 20 hours per week and a maximum of 1040 hours per fiscal year (July 1-June 30).*** The following description outlines some of the typical responsibilities and related duties that may be assigned.

Qualification Requirements

The College Assistant must demonstrate sufficient skills to perform the assigned duties.

General Work Tasks

A College Assistant performs routine clerical work, answers telephone calls, maintains records, operates office machines (such as copier), sorts and distributes mail, acts as a messenger, and performs related tasks as required. College Assistants may also be required to:

- Type letters, memoranda, charts, and similar materials.
- Act as a cashier.
- Perform clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assist in instructional programs, including tutoring and aiding students in areas such as reading and mathematics.
- May assist in speech and hearing therapy, provide musical accompaniment, and distribute and collect physical education equipment.
- Enter and maintain departmental records such as inventory control records, rosters, directories, and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

Sign Language Interpreter

General Duties and Responsibilities

Employees in this title provide various interpretation services for students who are deaf or hard of hearing. These employees facilitate communication between spoken and signed languages for and between deaf or hard of hearing students and faculty, staff, and other students. Employees in this title interpret a broad range of content areas covered in the liberal arts, technical, and other curricula offered by the various CUNY colleges. Employees may perform other related duties, and on occasion, may provide similar services to college employees. There are four (4) levels to this title and are conducted in spoken English and/or American Sign Language.

Qualifications: (Each consecutive level MUST include the qualifications of the prior level)

- **Level I:** high school diploma, or equivalent, and must have fluency in both English and American Sign Language.
- **Level II:** Associate's degree, or equivalent credits, and have completed a Basic Interpreter Training Program at a recognized institution, or have passed the Interpreter Examination administered by the New York State Vocational and Educational Services for Individuals with Disabilities or equivalent.
- **Level III:** Have a certificate of proficiency issued by the National Registry of Interpreters for the Deaf (RID) (www.rid.org); or certification of proficiency issued by the National Association of the Deaf (NAD) (www.nad.org).
- **Level IV:** Must possess a baccalaureate degree.

General Work Tasks (Each consecutive level MUST include the qualifications of the prior level)

- **Level I:** Interpreters are expected to work effectively with a diverse and multicultural student body. They will interpret from spoken language to signed language, and the reverse in one-on-one sessions in classroom settings that deal with predictable levels of subject matter complexity; or in group sessions such as laboratory and tutorial.
- **Level II:** Interprets alone in certain situations as deemed appropriate by a supervisor in classroom or academic settings that deal with more unpredictable levels of subject matter complexity or that require more interaction between student and instructor. May interpret in classroom settings for multiple students or varying language modalities.
- **Level III:** Interprets specialized or precise language, or frequent alternation of speakers and languages. May interpret in situations requiring inordinate complexity and precision of language in activities involving public platform communications.
- **Level IV:** Mentor and model professional standards in regards to skills and behavior, and may assist in the screening of prospective interpreters. Provide training and mentoring to staff, other hourly interpreters, and student interns. Interpret in situations requiring preparation of budgets, projections, and financial reports.

IT Support Assistant (hourly)

General Duties and Responsibilities

Under direct supervision assists with routine operations and problem resolution of computing and/or communications functions. The IT Support Assistant performs work in technical support areas, applications development, operations, help desk, and similar environments, as well as in the field where equipment may be located.

Qualification Requirements

- Candidates must possess a High School Diploma, GED, or equivalent.
- Candidates must possess eighteen months of related full-time work experience, or an equivalent combination of work experience and education beyond the High School Diploma.
- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for the job tasks.
- A Motor Vehicle Driver's License, valid in the State of New York, may be required for some, but not all, positions.

General Work Tasks

Routine Operations; Operate, transport, make minor adjustments to, and help install and configure equipment such as:

- Assist with data storage operations. Transfer data from one medium/format to another. Perform routine backup and recovery tasks.
- Transport and/or transmit designated data in any format to other locations as directed.
- Maintain records, such as inventory and records of assignment and use of technical equipment.

Problem Resolution

- Communicate with technology users and other technology staff to understand the details of work assignments and the nature of the issue.
- May log or document problem report, enter data into or operate computer-based systems in performing work, including problems logs and help desk systems. Inform a supervisor or designated contact for repairs.
- Document findings and actions taken in appropriate logs. Follow-up to assure problems have been resolved.
- May perform simple repairs such as replacing a faulty computer, peripheral and communications equipment and/or components (e.g., boards, cards, monitors, cables, communications circuits).
- Provide timely and efficient service.

Upon Hire

Once a position has been offered and accepted you, the new¹ employee, must complete the new hire documents. You *should not* begin a work assignment until the employment process is completed and all documents, including the Personnel Action Form (PAF) provided by your Department head, are received in the Office of Human Resources. Your Department head should provide you with your appointment start and end date and your weekly scheduled hours.

The new hire documents are only accessible on the [BMCC HR web page](#). These documents should be printed single-sided and submitted to the Office of Human Resources *before* your start date. As outlined in the new hire packet, in addition to the packet itself, you must bring with you:

- The documents required to complete the I9 form, which must be completed within three (3) days of your start date.
 - The I9 is a federal document, mandatory under federal law, needed to verify both your identity and eligibility for employment.
- Your original social security card.
 - This document is needed for payroll purposes only.
- A copy of your schedule of classes², unofficial transcript, or bursars' receipt, for the current semester, which *shows* the credits per class as proof of full-time BMCC student status.
 - **If you are a tutor you MUST provide an official transcript showing your highest degree earned. Until official transcript is received pay rate is the lowest tutor rate. The appropriate rate will be applied effective the date your transcript is received. No retroactive payments will be made.**
- A copy of the fingerprinting receipt. (If you are a **full-time BMCC student** this **DOES NOT** apply to you).
 - Instructions on the fingerprinting procedure may be found in the onboarding packet. (Costs are subject to change).
 - If you **are not** a full-time BMCC student, or you are student at another CUNY University you **MUST** provide the fingerprinting receipt.
- The CUNY Processing Fee. This is a one-time **CUNY fee**, *not* a BMCC fee, and *only* applies to employees working over 239 hours per fiscal year (July 1-June 30).
 - For **College Assistants and Tutors** a \$15.00 *US Postal Service* money order, payable to the City University of New York, is the *only* acceptable method of payment.
 - The **Sign Language Interpreter** and **IT Support Assistant's** (hourly) fee ranges from \$15.00-\$25.00 depending your hourly rate. A *US Postal Service* money order payable to the City University of New York is the *only* acceptable method of payment.
 - Your HR Representative will advise you on the exact amount of the processing fee.

If you need a computer, copier, or room access, your supervisor must complete the *Computer Help Desk Form*, and submit it to the Help Desk, located in room S141.

If you are BMCC student and have a Student ID, you will NOT be given a Staff ID. If you are a student coming from another CUNY College you may obtain a Staff ID from the Security Office, room S141, once all paperwork is received and entered into CUNYFirst.

1. New in this instance refers to an employee who has *never* worked for BMCC, in *any* department, prior to the current appointment.
2. A copy of your schedule of classes *must* be submitted to the Office of Human Resources for every semester you are employed. Once you are no longer a full-time student, you must have the fingerprinting done, and the receipt brought to the HR Office.

Attendance

As an employee, you are expected to arrive on time and be ready to work your scheduled shift. If you are unable to arrive on time or, if you will be absent for any portion of or for an entire day, you must contact your direct supervisor as soon as possible.

Workplace Policies

****All hourly appointments are subject to financial ability and approval****

Work Week and Hours of Work

The standard workweek is Sunday 12:00 a.m. through Saturday 11:59 p.m. Office hours may vary depending on the department but are usually 9:00 a.m. to 5:00 p.m. Individual work schedules may vary based on the needs of each department.

Undocumented Leave: is measured as repeated absenteeism, tardiness, and/or early departures without notification and appropriate documentation (i.e. doctor's notes, or *Application for Leave Forms*). Repeated and/or excessive undocumented leave may result in disciplinary actions up to and including termination.

- Failure to arrive for your scheduled shift without providing a timely explanation may result in disciplinary actions up to and including a formal written warning placed in your employee file.
- Failure to notify your direct supervisor of a late arrival or early departure without providing a timely explanation may result in disciplinary actions up to and including a formal written warning placed in your employee file.

Lateness and Early Departure

BMCC complies with the City of New York Department of Personnel lateness policy. This policy states that you, the employee, be penalized (receive a salary deduction) for lateness above 6 minutes. A Reported lateness of fewer than six minutes *may not* result in a salary deduction but *is* still subject to disciplinary review.

Following are the lateness penalties in effect for employees in all previously noted titles:

Lateness	Penalty
7-10 min.	15 min.
11-20 min.	30 min.
21-35 min.	45 min.
36-50 min.	1 hr.
51-1 hr. 6min.	1.15 min.

Thereafter, like multiples are added in 15-minute intervals.

You are expected to work your entire shift. The six (6) minute grace period *does not* apply to the end of your shift. If you clock out before your shift ends you may be subject to disciplinary action.

Overtime

When required, due to the needs of your department, you may be asked to work beyond your scheduled hours. You will be compensated in accordance with the provisions of your respective union contract for *all approved* overtime hours *after working* 40 hours in a work week. Paid leave time, such as annual, sick, and jury duty does not apply toward time worked. All time worked beyond the scheduled hours must be approved in advance by a supervisor or manager.

***It is important to note that all overtime hours are included in the total allotment of 1040 hours per fiscal year (July 1-June 30) for employees in the College Assistant and Tutor titles.**

Meal Breaks

The breakdown is as follows:

- If you work less than 5 hours per day, you *do not* qualify for a meal break.
- If you work between 5 to 6 hours per day you are entitled, and required, to take a ½ hour break. The break must be scheduled during the work day to break up the total number of hours worked. This break will be deducted from your time worked.
- If you work over 6 hours per day, you qualify for, and are required to take, a one (1) hour break. The break must be scheduled during the work day to break up the total number of hours worked. This break will be deducted from your time worked.

Time Records

You are required to complete accurate weekly time reports showing actual time worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week you, and your department's designee for time keeping, must sign your time sheet attesting to its correctness before providing it to the Office of Human Resources for processing.

If you are using the finger touch timekeeping system (Kronos), you are expected to clock in and/or out at your regular assigned work location, unless you are working or attending a meeting at the beginning or end of the day at an alternative campus location.

If you are not using the finger touch timekeeping system (Kronos), a manual timesheet **must** be submitted. The [manual time sheets](#) may be obtained in the HR Office, or from the HR website under Employee/Payroll/Time and Leave.

Note: Credit for time worked will not be given to you if you neglect or forget to record time on your time sheet(s). In the event you have a problem or realize that a start or end time was not logged with the time keeping system (Kronos), the start or end time must be written in on the timesheet. Additionally, an explanation of what happened must be noted on the bottom of the time sheet and initialed by you and your direct supervisor.

Paychecks

You are on a biweekly pay schedule and are paid on Fridays. Under the procedures of the City and The City University of New York, College Assistants, Sign Language Interpreters, Tutors, and IT Support Assistants (hourly) have a two-week payroll lag. A schedule of pay dates is available on the HR Website in the [Payroll section](#). Once your appointment ends, the two-weeks pay will be included in the final paycheck.

Additionally, there *may* be a delay of up to one month in issuance of your first paycheck. The reason(s) for this *may* be: missing or incomplete timesheets, incomplete employee paperwork, missing documents/processing fee, and/or your Personnel Action Form (PAF) was not received or needs correction. Once all missing documents are received, you will be paid on the next available payroll for **all** owed time.

If payday falls on a federal holiday, you will receive your paycheck on the preceding workday.

If you *do not* have Direct Deposit, checks are available at the Bursars Office; room S330 after 3:30 PM, Thursday's before the pay date.

You may elect Direct Deposit of your paychecks. The application for direct deposit, with either a voided check or a letter from the bank providing checking or savings account information, must be submitted to the HR Office. It may take up to two (2) paychecks for the direct deposit to be activated. Employee's final paycheck is not subject to Direct Deposit and must be picked-up in person.

If you have direct deposit your pay stubs are accessed through NYCAPS. To set up your NYCAPS account you will need to contact the Office of Human Resources to obtain your payroll identification number. For information on how to set up your NYCAPS account follow the directions outlined on the [Payroll page on the HR Website](#).

Change of Address

If you move a completed change of address form must be submitted to the HR Office to update the payroll and transit benefit systems. Amending the information in CUNYFirst through self-service **will not** update the change in the systems outside of BMCC. You are responsible for notifying the Union (DC37), TIAA and NYCERS of the change of address directly.

*Note: Not updating your address may negatively impact your ability to receive important information and documents (i.e. W2, re-appointment letter).

Separation from Employment

In all cases of voluntary resignation (one initiated by you the employee), you are asked to provide written notice to your supervisor(s) at least ten (10) working days in advance of the last day of work. The ten (10) days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requisite amount of notice will be considered to have resigned in good standing and potentially eligible for rehire.

In addition to notifying your supervisor(s), you are required to complete the [Exit Interview Employee Clearance Checklist](#). Available in the HR Office as well the HR website (under Forms/Miscellaneous), it needs to be submitted to the HR Office on the last day of employment along with a copy of the resignation letter.

Any questions regarding the disbursement of unused vacation time and final pay should be directed to your timekeeper when bringing the signed and completed *Exit Interview Employee Clearance Checklist* to the HR Office on or before their last day of employment. If you have questions about the continuation of benefits, you will need to speak with the Benefits Manager, before the last day of employment.

All hourly appointments are subject to financial ability and approval.

Time Off and Leaves of Absence

Vacation

College Assistants, Sign Language Interpreters, and Tutors

For the above titles annual leave is accrued at the following rates:

- For years 1-4, after 500 hours have been accumulated, annual leave will be earned at the rate of 1 hour for every 15 hours worked.
- After your 5th Year, annual leave is earned at the rate of 1 hour for every 11 hours worked; and the 500 hour accumulation is waived. Annual leave hours may be used as accrued.

You are urged to use any earned annual leave. To request annual leave, you must fill out the [Application for Leave Form](#) available in the HR Office or on the HR website.

You are not able to carry over annual leave. If after using your earned time there is time left, you will be paid for hours not used in a given fiscal year (July 1-June 30). Payment for unused earned time will be at the beginning of the new fiscal year. Payment is included in the last paycheck in July. If your employment terminates, and you have not used all of your accrued vacation time during the fiscal year of the termination, you will receive payment for all unused vacation time *after* all separation paperwork has been received.

IT Assistants (hourly)

The minimum number of hours per week required to receive leave is 17.5 hrs. per week. Annual leave will be earned at the rate of 1 hour for every 15 hours worked. After your 5th Year, annual leave is earned at the rate of 1 hour for every 11 hours worked.

IT Assistants (hourly) are required to complete 500 assigned work hours during each fiscal year (July 1-June 30) before being allowed to use approved annual leave as it accrues. In the event of a break in service of more than one (1) year, employees are required to complete 500 assigned work hours before being allowed to use any approved annual leave as it accrues.

You are urged to use any earned annual leave. To request annual leave, you must fill out the [Application for Leave Form](#) available in the HR Office or on the HR website.

You are not able to carry over annual leave. If after using your earned time there is time left, you will be paid for hours not used in a given fiscal year (July 1-June 30). Payment for unused earned time will be at the beginning of the new fiscal year. Payment is included in the last paycheck in July. If your employment terminates, and you have not used all of your accrued vacation time during the fiscal year of the termination, you will receive payment for all unused vacation time *after* all separation paperwork has been received.

Sick Leave

College Assistants, Sign Language Interpreters, and Tutors

Important Note: The above titles must accrue 500 hours of time worked (per fiscal year) before they are eligible to use any accrued Sick Leave.

- Sick leave hours are accrued at the rate of 1 hour for every 20 hours worked after 500 hours have been accumulated.
 - A doctor's note should be brought in at all times, especially when using the sick time before or after a holiday.
- Sick leave not used from one fiscal year to the next *will* be carried over into the next fiscal year if employment is continued.

Sick days are not intended to be used as a substitute for vacation days. Up to three (3) days of sick leave may be used if an employee needs to provide care for a family member who is ill. They may also be used if an employee needs time off for scheduled medical procedures.

Sick days taken before or after a holiday will not be paid unless a doctor's note is provided.

If an employee misses 3 or more consecutive days because of illness, BMCC requires the employee to provide a physician's written permission to return to work. Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason; sick leave accruals will *not* be paid out.

IT Support Assistant (hourly)

The minimum number of hours per week required to receive leave are 17.5 hrs. per week. Sick leave hours are accrued at the rate of 1 hour for every 20 hours worked. IT Assistants (hourly) are required to complete 500 assigned work hours during each fiscal year (July 1-June 30) before being allowed to use approved sick leave and/or up to three (3) days of sick leave to care for an ill family member, as sick leave accrues.

Holidays (all titles)

Important Note: You are not eligible for Holiday pay. Annual Leave is only earned for time worked, and 500 hours must be accrued (per fiscal year) before you are eligible to use any earned annual leave. Hours are not unlimited but based on the hours accumulated. If you have earned annual leave, it may be used as holiday pay. Your timekeeper, located in the HR Office room S717, will be able to provide you with your leave balances.

BMCC observes the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Workday directly before or after Christmas (depending on day of the week for Christmas)
- New Year's Eve
- New Year's Day
- Workday directly before or after New Year's (depending on day of the week for New Year)
- Martin Luther King Jr. Holiday
- Presidents' Day
- Memorial Day
- Independence Day

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, CUNY determines whether the preceding Friday or the following Monday is the substitute holiday.

Semester Breaks

The following information provides timeframes only. For exact dates refer to your academic calendar.

Winter (Approx. December 23rd-January 30th); Spring (Easter/Passover), Summer (approx. May 30th –Aug 15th).

Religious Observances

BMCC will seek to reasonably accommodate individuals' religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the College should speak with their supervisor. Employees may be able to switch a scheduled day with a co-worker or take vacation time (if time has been accrued) to accommodate their needs.

Family and Medical Leave (FMLA)

BMCC complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. BMCC abides by any state-regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under the FMLA regulation. Contact HR Office to discuss any questions. You may also find this information on [HR Website/Leaves](#).

Paid Family Leave

Paid Family Leave is employee-funded insurance that provides job-protected, partial paid time off to:

- Bond with a newly born, adopted or fostered child;
- Care for a family member with a serious health condition; or
- Assist loved ones when a spouse, domestic partner, child or parent is called to active military service abroad.

Eligibility:

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

Additional information on Paid Family Leave can be found [here](#).

Military Leave

BMCC supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. If you need time off for uniformed service, you should immediately notify the HR Office and your supervisor, who will provide details regarding the leave. If you are unable to provide notice before leaving for uniformed service, a family member should notify your supervisor as soon as possible.

Upon return from military leave, you will be granted the same seniority, pay, and benefits as if you had worked continuously. Failure to report to work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave

If you have more than three (3) months' service, you may take up to three (3) days of paid bereavement leave upon the death of a member in your immediate family. "Immediate family members" are defined as a spouse, domestic partner, parents, stepparents, mother-in-law, father-in-law, siblings, children, stepchildren, grandparents, or grandchildren. BMCC requires verification of the need for the leave. Your supervisor and Human Resources will consider this time off on a case-by-case basis.

Jury Duty/Court Appearance

BMCC supports you in your civic duty to serve on a jury. You must present any summons to Jury Duty to your supervisor and the HR Office as soon as possible after receiving the notice. If you are summoned to Jury Duty in New York State/New York City Courts you are eligible to be **paid the current juror fee for the first three days** if you are scheduled to work and earn more than the fee. If you are not scheduled to work, you will not be paid. The current jury fee is \$40 per day for all New York State, Town and Village Courts. If you are released from jury duty after 4 hours or less of service, you must report to work for the remainder of that work day.

Time for an appearance in court for personal business will be your responsibility. Accrued annual leave time will be used for this purpose.

Time Off for Voting

BMCC recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this will not be the case, contact your supervisor to discuss scheduling accommodations.

Workplace Guidelines

Job Performance

Communication between you and your supervisors or managers is crucial. Discussions regarding job performance are ongoing and often informal. You should initiate conversations with your supervisors if you feel additional feedback is needed. Performance reviews are conducted annually in May. These reviews include a written performance appraisal and discussion between you and your supervisor about job performance and expectations for the coming year.

Outside Employment

You are permitted to work a second job as long as it does not interfere with your job performance at BMCC. You are expected to work your assigned BMCC schedule(s) and secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, early departures, or refusal to work overtime or amended hours. If outside work activity causes or contributes to job-related problems it must be discontinued or you may be subject to disciplinary action, up to and including termination.

Access to Personnel Files

Your employee files are maintained by the Office of Human Resources and are considered confidential. Personnel records are currently viewed via a secured PDF link and access by current, and former employees will be permitted on request. To access your file email [Office of Human Resources](#) with the subject line Personnel File. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Dress and Grooming

BMCC realizes you are usually going to, or coming from, class. However, your position does represent BMCC, and it is important to project a professional image of our faculty, staff, student's, visitors, and coworkers. You are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or concerns regarding the appropriateness of attire should be directed to the Office of Human Resources.

Computers, Internet, Email, and Other Resources

BMCC provides a wide variety of communication tools and resources to you for use in running day-to-day business activities. All college-provided technology use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

You should not have any expectation of privacy in your use of your BMCC work computer, phone, or other communication tools. All communications made using college-provided equipment or services including email and internet activity, are subject to inspection by BMCC. There are computers in the communal areas of the College which allow you to check personal e-mails or surf the web, and you are encouraged to use them.

Social Media Acceptable Use

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

BMCC encourages you to share information with co-workers and with those outside the college to gather information, generate new ideas, and learn from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. *However, information posted on a website is available to the public. Therefore BMCC requests:*

Off-duty use of social media. You may maintain personal websites or weblogs on your own time using your facilities. You must ensure that social media activity does not interfere with your work.

On-duty use of social media. You may engage in social media activity during work time provided it is directly related to your work and approved by your manager. Your activity may be monitored and inappropriate use may result in disciplinary action.

Respect. Demonstrate respect for the dignity of BMCC, its students, faculty, and its staff. Avoid inappropriate comments (ethnic slurs, personal insults, obscenity, or use of language that may be considered inflammatory).

Confidentiality. Do not identify or reference BMCC's students, faculty or staff without express permission. You may write about your job in general but may not disclose any confidential or proprietary information.

Legal. You are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in disciplinary action.

Note: Nothing in this policy is meant to, nor should it be interpreted to in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

As part of The City University of New York, a public University System, BMCC adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action.

It is the policy of BMCC to recruit, employ, retain, promote, and provide benefits to employees without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/ sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

BMCC's equal opportunity/affirmative action policy incorporates, as applicable, the nondiscrimination and affirmative action obligations set forth in federal, state, and local law including, but not limited to: Executive Order 11246, as amended, the Equal Pay Act of 1963, as amended, Titles, VI and VII of the Civil Rights of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Educational Amendments of 1972, as amended, the Americans with Disabilities Act (ADA) of 1990, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, New York State Human Rights Law and the New York City Civil Rights Law, as well as the policies of the City University's Board of Trustees.

BMCC is committed to ensuring a discriminatory free environment, where all persons are treated fairly and with respect regardless of his/her protected status. The [Office of Compliance & Diversity](#) is dedicated to promoting an open and inclusive environment, addressing complaints as they arise, creating programs which promote diversity and awareness and ensuring that the college complies with all applicable policies and laws.

For additional information access the complete [Affirmative Action Plan](#)

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, The Borough of Manhattan Community College will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Office of Human Resources.

Commitment to Diversity

The Borough of Manhattan Community College is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is BMCC's policy to provide a work environment free of harassment. Harassment of BMCC's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited. Any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR Director, or any other member of management with whom you feel comfortable bringing such a complaint.

No reprisal, retaliation or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately. All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality. If the investigation confirms conduct contrary to this policy has occurred, BMCC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. Information on resources and the process for filing a complaint is available on <http://www1.cuny.edu/sites/title-ix/campus/university/>

Sexual Harassment Policy

It is both CUNY and BMCC's policy to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the College's non-discrimination policy. Sexual Harassment is illegal under Federal, State, and City laws and will not be tolerated.

If you want more information about how to deal with sexual harassment, or you feel that you have been a victim of Sexual Harassment and want to report it, contact a Sexual Harassment Awareness and Intake Committee Member or any of the following offices: Public Safety, Director Michael Korn; Office of Diversity, Chief Diversity Officer Odelia Levy; Human Resources Department, Deputy Director Gloria Chao; the Woman's Resource Center or BMCC Counseling Center. BMCC will take all steps necessary to prevent and eliminate unlawful harassment. They also have an obligation to maintain confidentiality to the fullest extent possible.

Odelia Levy, Esq. is the college's Chief Diversity Officer and also serves as the Coordinator for the Title 504 and Title IX programs and the Sexual Harassment Awareness and Intake Committee. You may reach Ms. Levy at olevy@bmcc.cuny.edu or (212) 220-1236. For additional information visit [The Office of Compliance & Diversity](#) website.

Workplace Safety

Workplace Violence Prevention

The City University of New York (the “University” or “CUNY”) and the Borough of Manhattan Community College (“BMCC” or the “College”) are committed to the prevention of workplace violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- i. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- ii. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- iii. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
- iv. Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to the College and its employees. The College will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program.

Individuals who violate Violence Prevention Policy may be removed from College property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

BMCC prohibits the possession of weapons on its property at all times.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific [Workplace Violence Prevention Program](#).

Employees and other members of BMCC community are also encouraged to report any behavior they believe may lead to potential workplace violence. Reports can be filed with a supervisor, Department of Public Safety and/or Human Resources. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

The phone number for BMCC Department of Public Safety is 212.220.8080

Mandatory Compliance Trainings

When it comes to compliance, CUNY is responsible for assessing prevention needs and potential hazards, as well as providing employees with campus-specific information and training. The following training programs must be provided to all employees of The City University of New York on an annual basis:

- Workplace Violence Prevention Training
- Employee Sexual Misconduct Prevention and Response Course (ESPAR-C).

Annual Workplace Violence Prevention Training

In compliance with New York State law and CUNY Policy, CUNY employees are required to complete training in workplace violence awareness and prevention at least once each academic year.

This training is available to employees via [CUNY Blackboard](#). Once in Blackboard, the link to complete the training can be found in the *My Organization* section. Employees may access Blackboard at any point during the duration of the academic year to begin the course. To reduce any technical difficulties, employees should plan on completing the training in one sitting – this means not pausing and exiting the course. Doing so may result in your completion not being recorded in Blackboard. All part time employees are responsible for completing the training by the end of the current semester to ensure their completion is logged by the University.

Annual Employee Sexual Misconduct Prevention and Response Course (ESPAR-C)

In compliance with New York State law and CUNY Policy, CUNY employees are required to complete the Employee Sexual Misconduct Prevention and Response Course (E-SPARC), which covers sexual harassment, gender-based harassment and sexual violence, at least once every academic year.

This training is available to employees via [CUNY Blackboard](#). Once in Blackboard, the link to complete the training can be found in the *My Organization* section. Employees may access Blackboard at any point during the duration of the academic year to begin the course. To reduce any technical difficulties, employees should plan on completing the training in one sitting – this means not pausing and exiting the course. Doing so may result in your completion not being recorded in Blackboard. All part time employees are responsible for completing the training by the end of the current semester to ensure their completion is logged by the University.

The Risks and Consequences of Drug and Alcohol Use

It is the policy of BMCC to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with BMCC. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and the misuse of legal drugs while on any of the BMCC Campuses, or while performing services for the BMCC is strictly prohibited. Compliance with this policy is a condition of employment, and this policy will be enforced at all times in accordance with applicable State and City laws. Complete policy information is available on the [HR website](#)

Smoke-Free Workplace

Smoking is not allowed on any of the BMCC Campuses at any time. “Smoking” includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Smoking is only permitted during breaks in outdoor areas off campus.

Emergency Closings

BMCC is always open unless a specific announcement is made to the contrary. To be notified of emergency closings the employee can sign up for the CUNY Alert System. Also, the employee may contact BMCC at 212-220-8000 or check on the BMCC [website](#) for announcements regarding emergency closings.

BMCC

Employee Benefits

BMCC recognizes the value of benefits to you and your families. If you are consistently working 20 hours or more per week you are eligible for City Health benefits.

Medical - City Health Plan

You are eligible for benefits with the **City Health Plan** once you have completed 90 days of employment and have continuously worked 20 or more hours per week during that period. As long as the forms are completed and handed in within 90 days, **the effective date of coverage is on the 91st day of employment**. Otherwise, it will be effective the next payroll cycle after the forms have been submitted.

There is no cost for basic coverage for some of the health plans offered through the City Health Benefits Program. Others require a payroll deduction. Health Benefit applications and rate sheets are available at <http://www.nyc.gov/olr>, or the Benefits Office, room S717.

Paid City Health Plan coverage continues only for the period that you meet the criteria mentioned above. If for any reason you no longer meet the eligibility requirements for City paid coverage, you may elect to continue your health plan coverage through COBRA at full cost-plus administrative fees. Please notify the HR Office if you fall under this category.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages for employees who sustain an injury on the job. Workers compensation forms must be submitted to the HR Office within seven (7) working days from the date of the accident. BMCC abides by all applicable state workers' compensation laws and regulations.

If you sustain a job-related injury or illness it is important to notify your supervisor and Human Resources immediately. With input from you, your supervisor will complete an injury report and return the form to the HR Office. In cases of real medical emergencies, report to the nearest emergency room. Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

Transit Benefit

The transit benefit program allows you to save on transportation expenses through pre-tax payroll deductions. Additional information is available in the Benefits section on the HR website or on [CUNY Transit Benefits](#).

Employee Assistance Program

BMCC wants you to be able to maintain a healthy balance of work and family, allowing you to enjoy life. The EAP is a confidential counseling and referral service that can help you successfully deal with life's challenges. This program is voluntary, free, and a confidential benefit for you *and your family members*. If you choose to use these services you are assured the information disclosed is confidential and not available to BMCC; nor is the college given any information on who chooses to use the services. Services are available 24 hours a day, seven (7) days a week. For additional information, visit [CCA@YourService](#). Company Code: CUNY.

Training and Development

A critical component of the College’s mission is providing educational opportunities and fostering employee growth and development for those who seek self-improvement. The Office of Human Resources is dedicated to providing both training and development resources designed to enhance the knowledge, skills, and competencies of college personnel. For additional information visit the Training and Development section on the HR website.

The Tuition Fee Waiver requirements and form may be obtained on the HR web page.

CUNY e-MALL

CUNY employees are eligible for discounts at various stores and websites. Please visit [CUNY eMall – Discounts for Faculty and Staff](#) for additional information.

Pension Plans

New York City Employees’ Retirement System (NYCERS) is a defined plan. Benefits are based on age, average salary, and years of employment. Your contribution is based on salary.

Annual Wages Earned During Plan Year	Contribution Rate
Up to \$45,000	3%
\$45,001 to \$55,000	3.5%
\$55,001 to \$75,000	4.5%
\$75,001 to \$100,000	5.75%
Greater than \$100,000	6%

The vesting period is ten (10) years of credited service. Tier 6 Basic Plan members must contribute until you separate from City service or until retirement. To collect an unreduced Service Retirement, Benefit Full you must retire at the full retirement age (63). The City contributes a lump sum annual to the pension funds.

TIAA -TAX-DEFERRED ANNUITY

This plan allows participants to defer a percentage of salary before taxes through a salary reduction from your paycheck. To join this fund, you will need to apply online. To access this annuity go to www.tiaa.cref.org/cuny and click “Enroll Now.” If you need assistance with registering online, call TIAA at (800) 842-2776.

If you decide to participate in the TIAA Deferred Annuity program, you must contact the HR Office to obtain the *Salary Reduction Agreement Form*. The completed and signed form must then be returned to the HR Office. Beginning March 20, 2017, you will need to provide a physical residential address for any new participants you enroll in your retirement plan. P.O. Boxes, including military and diplomatic P.O. Boxes (APO, FPO, DPO, etc.), will no longer be accepted.

NEW YORK STATE DEFERRED COMPENSATION PROGRAM – 457 PLAN

The employee may join this plan in addition to participating in the tax-deferred annuity. For enrollment information, please contact the Fund at (877) 334-3424.

District Council 37 (DC37) Local 2054
College Assistants, Sign Language Interpreters and Tutors

Employee Benefits

DC 37 [Local 2054](#)

District Council 37 (DC37) located at 25 Barclay Street, NY, NY 10007, is the union for the above-noted titles. As you work for a Junior College you must work a minimum of 17 ½ hours a week or more to become eligible for these benefits to be entitled to DC37 Supplemental benefits. Please remember that to enjoy these benefits you must enroll by filling out a DC 37 Health and Security enrollment form. You can request an enrollment form by calling (212) 815-1234, downloading an enrollment form from www.dc37.net or contacting Local 2054 at (212) 815-1967. After receiving your second paycheck, you should contact the DC37 Health and Security Benefits office, at (212) 815-1234, to confirm union status and make sure your union cards are received. Eligibility for all benefits stops when you do not meet the required credited service hours.

District Council 37 Benefits

For a complete list of all benefits, participating doctors, co-payments, restrictions and additional information offered to DC37 members, call the Inquiry Unit at (212) 815-1234. The current hours of operation are Monday through Friday, from 8am to 5:30pm. The lines are very busy on Mondays and Tuesdays. The best time to call is later in the week, between 8 am and 9:30 am.

Dental:

The DC 37 Health & Security Plan's Dental Benefit is designed to help members and their families maintain healthy teeth and gums by lowering or removing the money barrier. This benefit covers a full range of services needed for dental health. A maximum of \$1,700 will be paid as benefits for each covered person in a calendar year based on the fee schedule. **For a complete list of restrictions and reimbursement amounts per procedure, please reference the [DC37 College Assistant Benefits booklet](#).**

There are three ways of using the dental benefit:

- a) The member and/or dependent(s) may use any licensed dentist who provides these services. The member is reimbursed by the Plan based on its fee schedule amount for covered services.
- b) The member and/or dependent(s) may use any dentist from the Plan's list of Participating Dentists. A participating dentist accepts the Plan's fee schedule amount as full payment for covered services. You will be responsible for any cost incurred if you obtain treatment that is restricted or obtain treatment not covered on the fee schedule or the cost is above the annual dollar limit allowed.
- c) The member and/or dependent(s) may also obtain treatment at the DC 37 Dental Centers. The same Plan rules regarding restrictions, limitations and/or annual dollar limit will also apply. Individuals who obtain treatment at the Centers will be required to comply with the policies and regulations established by the Centers for its patients. See section on Dental Center Policies.

Vision

Once every two years, measured from your last date of service, eligible individuals may receive a Vision Benefit, which includes an eye examination, and if needed, eyeglass frames and eyeglass lenses.

There are two ways of using your Optical Benefit: using a Voucher or getting Direct Reimbursement.

Using a Voucher - You can call or write to the Plan office and request a voucher. You have to use the Voucher within 90 days of the date of issuance. A listing of Participating Optical Providers is available at the Plan office.

Using Direct Reimbursement - you must fill out the Optical Benefit Reimbursement Form (obtainable from the Plan office) and return the completed form to the Plan for reimbursement. The Plan will reimburse you for what you spent for each procedure or item up to the amounts listed on the following schedule.

For a complete list of restrictions and reimbursement amounts per procedure, please reference the [DC37 Part Time Benefit Booklet](#).

Audiology

The Audiology Benefit, which is operated by Hear & See Right, Inc., is provided in response to the many members who suffer hearing loss problems and don't have ready access to affordable quality care. THIS BENEFIT IS AVAILABLE ONLY TO THE MEMBER AND IS PROVIDED EXCLUSIVELY AT THE AUDIOLOGY CENTER LOCATED AT 115 CHAMBERS STREET, NEW YORK, NEW YORK 10007 (212-791-2126). The audiology benefit includes a comprehensive audiological evaluation, hearing aid evaluation and dispensing of a hearing aid if necessary. If the comprehensive evaluation confirms a hearing deficiency, the member will be given a report, which should be taken to an Ear, Nose and Throat specialist. The member must apply directly to his/her basic health insurance carrier for reimbursement of the specialist fee. THE AUDIOLOGY BENEFIT does NOT cover THIS FEE. Members who have coverage through an HMO must follow the procedures established by their carrier for seeing a specialist. **For a complete list of restrictions and reimbursement amounts per procedure, please reference the [DC37 Part Time Benefit Booklet](#).**

Prescription Drug Benefit

The Prescription Drug Benefit pays most of the cost of prescription drugs. **Generic-Based Prescription Drug Benefit** plan has a generic based Prescription Drug Program. This means that the Plan will only be responsible for paying covered prescription medication at the generic rate, except when there is no generic available, and the brand name drug is the only drug available (sole source). **If you choose to obtain a brand name drug that has a generic equivalent, then you will be responsible for paying the difference in cost between the brand-name drug and the generic drug in addition to the appropriate co-payment.** In no case will you be charged more than the cost of the medication. If a generic equivalent is not available, instruct your physician to prescribe a preferred brand name medication. The Prescription drug benefit is available to the covered member and eligible dependents. For a complete list of co-payments and covered drugs, please reference the [DC37 College Assistant Benefits booklet](#).

Disability Benefit

This benefit is available to actively working members only. You are eligible for Disability benefits if you are employed on a part-time hourly basis as a College Assistant, Sign Language Interpreter, Disability Accommodations Specialist, or Tutor; and work at least 17 ½ hours per week.

There are always some costs resulting from illness and disability that are not covered by Health Insurance. The Disability Benefit helps to provide a regular income when sick leave, similar coverage, Sick Leave Grants (i.e., 3.5), donated or dedicated sick time, or employer disability benefits have been exhausted. It begins when you have used up all your sick leave, but not before the end of the eighth day of disability.

The Disability Income Benefit is 66 2/3% of your weekly pay, but not more than \$200 a week (calculated on a 7-day week basis). The Disability Benefit is paid for as long as you remain totally disabled but in no event longer than 26 weeks, which is the maximum benefit. Your eligibility ends when you are no longer an active employee or do not meet the required credited service hours. If, after becoming eligible, you are laid off, do not meet the required credited service hours, no longer an active employee or otherwise terminated, and are rehired in a covered job title, your eligibility for Health & Security Plan coverage will resume as soon as you meet the required credited service hours.

You are no longer an active employee when you are no longer on the payroll or meet the required hours in a Covered Job Title. No Disability Benefits are paid while the employee is receiving or is eligible to receive: Disability Benefits provided by the Income Protection Plan, Workers' Compensation payments, if the employee has retired, resigned, was terminated or suspended. **For additional information regarding this benefit, access [DC37 College Assistant Benefits booklet](#).**

Personal Service Unit

Everyone has problems from time to time, and it is all right to seek help. To help you deal with crises or problems like drug abuse, financial hardships, physical illness, difficulties with children, the Plan has set up a special unit - the Personal Service Unit.

The unit's counselors (professionally trained New York State Licensed Social Workers) may be able to help you directly with short-term counseling; provide you with information about private or public social services to which you may be entitled, or refer you to the proper community agency to resolve the difficulties that you have been experiencing. **THIS IS A CONFIDENTIAL SERVICE.**

For additional information regarding these services, access DC37 College Assistant Benefits booklet pg. 28-29, visit the unit at 125 Barclay Street New York, New York 10007 or call the Personal Service Unit at (212) 815-1260 Monday - Friday 9:00 a.m. - 1:00 p.m.

Pension

The Unit answers questions relating to the benefits available under the various pension plans. Another service provided by the Unit is pension counseling. Counselors are available, by appointment, to explain and estimate members' pension amounts, discuss pension options including survivor benefits, and to provide an overview of how to retire and benefits upon retirement. It is advisable for you to make an appointment within six months of the planned retirement date; however, the Unit assists walk-ins when necessary. In addition, the Unit advises members about disability pensions, including eligibility requirements and the steps necessary to protect the member from

losing pension benefits. If a disability pension is denied by the City, the Unit also represents the member during the appeals process. You can visit or write the Health and Pension Services Unit at 125 Barclay Street, New York, NY, Room 314, or call the Unit at (212) 815-1200.

Retirement

Through the DC 37 Pension Unit, you are able to ask questions relating to the benefits available. Counselors are available, by appointment, to provide an overview of how to retire and benefits upon retirement. It is advisable for you to make an appointment within six months of the planned retirement date; however, the Unit assists walk-ins when necessary. You can visit or write the Health and Pension Services Unit at 125 Barclay Street, New York, NY, Room 314, or call the Unit at (212) 815-1200.

Legal Services

The Municipal Employees Legal Services Benefit is a program of personal legal services for active employees, retirees, and their dependents. The Plan utilizes the staff of lawyers and supporting staff maintained by the District Council 37 Health and Security Plan's Municipal Employees Legal Services (MELS) to serve its members. Because legal problems are often closely linked to personal and financial concerns, the staff also includes social workers to help clients with such concerns. For eligible active employees, pensionable retirees and non-pensionable resignees the Plan's legal services include advice, counseling, and representation, including court appearances when necessary, for the following kinds of legal matters, provided these matters do not arise from any business ventures you may be involved in.

To make an appointment to see a Plan lawyer call (212) 815-1111. You will need to provide the legal assistant with your social security number and may be asked for your present job title and the name of the institution you work for. You will also ask you some questions about your legal problem to be sure it is one that is covered by the Plan benefit. If you are eligible, and your problem is covered, you will be given an appointment as soon as possible. **For a list of services access [DC37 Part Time Benefit Booklet](#)**

Educational Services

Education Fund Programs and Services

Available to actively working members only. For the most up-to-date information on class schedules, new programs, and class cancellations, call (212) 815-1650. The Hotline operates 24 hours a day.

Tuition Reimbursement

The Education Fund administers a Tuition Reimbursement Program. Part-time employees and College Assistants who work a minimum of 17½ hours per week and 70 hours per month are covered. Eligible members may apply for reimbursement for a maximum of up to \$800 per calendar year and can choose to receive a single payment for tuition and/or consolidated or registration fees that are not reimbursed through other forms of assistance. Other fees and costs (i.e.: admissions, books) are not reimbursable. Reimbursement is made at the end of the term to a member who has applied to the program and has satisfied all eligibility requirements. For additional information and forms contact the DC37 benefits department, (212) 815-1663 or (212) 815-1664, or the DC37 [Website](#).

***DC37** has many additional Benefits and services not outlined in the handbook. We encourage all new members to visit the DC37 website to familiarize themselves with the benefits provided.

District Council 37 (DC 37) Local 2627

IT Support Assistants Hourly

Employee Benefits

District Council 37 (DC 37) [Local 2627](#)

[District Council 37 \(DC37\)](#) located at 25 Barclay Street, NY, NY 10007, is the IT Support Assistant (hourly's) **Union**. After receiving your second paycheck, you should contact the DC37 Health and Security Benefits office, at (212) 815-1234, to confirm union status and make sure your union cards are received. **Eligibility for all benefits stops when you do not meet the required credited service hours.**

District Council 37 Benefits

For a complete list of all benefits, participating doctors, co-payments, restrictions and additional information offered to DC37 members, follow the link provided to the [DC37 Part Time Benefit Booklet](#).

Dental:

The DC37 Health & Security Plan's Dental Benefit is designed to help you and your families maintain healthy teeth and gums by lowering or removing the money barrier. This benefit covers a full range of services needed for dental health. Details regarding the limited dental benefit available in the DC37 Part Time Benefit Booklet on the DC37 Benefits web page (see above link).

There are three ways of using the dental benefit:

- a) The member and/or dependent(s) may use any licensed dentist who provides these services. The member is reimbursed by the Plan based on 75% its fee schedule amount for covered services.
- b) The member and/or dependent(s) may use any dentist from the Plan's list of Participating Dentists. A participating dentist accepts the Plan's fee schedule amount as full payment for covered services. The cost to you should be 25% of your total bill for covered services.
- c) The member and/or dependent(s) may also obtain treatment at the DC 37 Dental Centers. If you elect to be treated there, the out-of-pocket cost to you for covered procedures will be 25% of your total treatment cost.

For a complete list of restrictions and reimbursement amounts per procedure, please reference the [DC37 Part Time Benefit Booklet](#).

Vision

Once every two years, measured from your last date of service, eligible individuals may receive a Vision Benefit, which includes an eye examination, and if needed, eyeglass frames and eyeglass lenses. There are two ways of using your Optical Benefit: using a Voucher or getting Direct Reimbursement.

Using a Voucher - You can call or write to the Plan office and request a voucher. You have to use the Voucher within 90 days of the date of issuance. A listing of Participating Optical Providers is available at the Plan office.

Using Direct Reimbursement - You must fill out the Optical Benefit Reimbursement Form (obtainable from the Plan office) and return the completed form to the Plan for reimbursement. You have to use the Voucher within 90 days of the date of issuance.

For a complete list of restrictions and reimbursement amounts per procedure, please reference the [DC37 Part Time Benefit Booklet](#)

Audiology

The Audiology Benefit, which is operated by Hear & See Right, Inc., is provided in response to the many members who suffer hearing loss problems and don't have ready access to affordable quality care. **THIS BENEFIT IS AVAILABLE ONLY TO THE MEMBER AND IS PROVIDED EXCLUSIVELY AT THE AUDIOLOGY CENTER LOCATED AT 115 CHAMBERS STREET, NEW YORK, NEW YORK 10007 (212-791-2126).** The audiology benefit includes a comprehensive audiological evaluation, hearing aid evaluation and dispensing of a hearing aid if necessary. If the comprehensive evaluation confirms a hearing deficiency, the member will be given a report, which should be taken to an Ear, Nose and Throat specialist. The member must apply directly to his/her basic health insurance carrier for reimbursement of the specialist fee. **THE AUDIOLOGY BENEFIT does NOT cover THIS FEE.** Members who have coverage through an HMO must follow the procedures established by their carrier for seeing a specialist.

Prescription Drug Benefit

The Prescription Drug Benefit pays most of the cost of covered prescription drugs. **Generic-Based Prescription Drug Benefit** plan has a generic based Prescription Drug Program. This means that the Plan will only be responsible for paying covered prescription medication at the generic rate, except when there is no generic available, and the brand name drug is the only drug available (sole source). The Prescription drug benefit is available to the covered member and eligible dependents. **For a complete list of co-payments and covered drugs, please reference the [DC37 College Assistant Benefits booklet](#).**

Disability Benefit

The Disability Benefit helps to provide a regular income when sick leave, similar coverage, Sick Leave Grants (i.e., 3.5), donated or dedicated sick time, or employer disability benefits have been exhausted. It begins when you have used up all your sick leave, but not before the end of the eighth day of disability. However, if you are in a hospital, the Disability Benefit begins as soon as you have exhausted your sick leave. The Disability Benefit is 66 2/3% of your weekly pay, but not more than \$98 a week (calculated on a 7-day week basis). The Disability Benefit is paid for as long as you remain totally disabled but in no event longer than 13 weeks, which is the maximum benefit. Your eligibility ends when you are no longer an active employee or do not meet the required credited service hours.

No Disability Benefits are paid while the employee is receiving or is eligible to receive Disability Benefits provided by the Income Protection Plan, is receiving or is eligible to receive Workers' Compensation payments, if the employee has retired, resigned, was terminated or suspended. If, after becoming eligible, you are laid off, do not meet the required credited service hours, no longer an active employee or otherwise terminated, and are rehired in a covered job title, your eligibility for Health & Security Plan coverage will resume as soon as you meet the required credited service hours. **For additional information regarding this benefit, access [DC37 Part Time Benefit Booklet](#).**

Personal Service Unit

Everyone has problems from time to time, and it's all right to seek help for them. Personal and family concerns, alcoholism and drug abuse, financial hardships, physical illness, difficulties with children are concerns that can cause a crisis that may require assistance. To help you deal with crises or problems like these, the Plan has set up a special unit - the Personal Service Unit. The unit's counselors (professionally trained New York State Licensed Social Workers) may be able to help you directly with short-term counseling; provide you with information about private or public social services to which you may be entitled, or refer you to the proper community agency to resolve the

difficulties that you have been experiencing. **THIS IS A CONFIDENTIAL SERVICE.** For additional information regarding these services, access DC37 College Assistant Benefits booklet pg. 28-29, visit the unit at 125 Barclay Street New York, New York 10007 or call the Personal Service Unit at (212) 815-1260 Monday - Friday 9:00 a.m. - 1:00 p.m.

Pension

The Unit answers questions relating to the benefits available under the various pension plans. Another service provided by the Unit is pension counseling. Counselors are available, by appointment, to explain and estimate members' pension amounts, discuss pension options including survivor benefits, and to provide an overview of how to retire and benefits upon retirement. It is advisable for you to make an appointment within six months of the planned retirement date; however, the Unit assists walk-ins when necessary. In addition, the Unit advises members about disability pensions, including eligibility requirements and the steps necessary to protect the member from losing pension benefits. If a disability pension is denied by the City, the Unit also represents the member during the appeals process. You can visit or write the Health and Pension Services Unit at 125 Barclay Street, New York, NY, Room 314, or call the Unit at (212) 815-1200.

Legal Services

The Municipal Employees Legal Services Benefit is a program of personal legal services for active employees, retirees, and their dependents. The Plan utilizes the staff of lawyers and supporting staff maintained by the District Council 37 Health and Security Plan's Municipal Employees Legal Services (MELS) to serve its members. Because legal problems are often closely linked to personal and financial concerns, the staff also includes social workers to help clients with such concerns. For eligible part-time employees, the Plan's legal services include advice, counseling, and representation, including court appearances when necessary, provided these matters do not arise from any business ventures you may be involved in.

To make an appointment to see a Plan lawyer call (212) 815-1111. You will need to provide the legal assistant with your social security number and may be asked for your present job title and the name of the institution for which you work. They will also ask you some questions about your legal problem to be sure it is one that is covered by the Plan benefit. If you are eligible, and your problem is covered, you will be given an appointment as soon as possible. **For a complete list of covered services access [DC37 Part Time Benefit Booklet](#).**

Educational Services

Education Fund Programs and Services

Available to actively working members only, the Education Fund works towards meeting the educational and career needs of DC 37 members. As a result, the programs are constantly changing. The Education Fund has a telephone HOTLINE. For the most up-to-date information on class schedules, new programs, and class cancellations, call (212) 815-1650. The Hotline operates 24 hours a day.

Tuition Reimbursement

The District Council Education Fund administers a Tuition Reimbursement Program. Members who are eligible may apply for reimbursement for a maximum of up to \$400 per calendar year and can choose to receive a single payment of \$400 per calendar year for tuition and/or consolidated or registration fees that are not reimbursed through other forms of assistance. Other fees and costs (i.e.: admissions, books) are not reimbursable. An additional tuition reimbursement *may* be provided by Local 2027 for the balance of the tuition bill up to an additional \$400.

Reimbursement is made at the end of the term to a member who has applied to the program and has satisfied all eligibility requirements. Spouses, domestic partners, dependents, and employees on leave of absence are not eligible. For additional information and forms contact the DC37 benefits department, (212) 815-1663 or (212) 815-1664, or the DC37 Website:

*DC37 has many additional Benefits and services not outlined in this Handbook. We encourage all new members to visit the DC37 website to familiarize themselves with the benefits provided.

Helpful Numbers

BMCC	Main/Emergency Closings	212-220-8000
BMCC Human Resources Department	Room S717	212-220-8300
Computer Help Center	Room S140	212-220-8379
Office of Diversity	Room S701K	212-220-1236
Public Safety	Room S232	212-220-8075

Employee Handbook Acknowledgement and Receipt

I hereby acknowledge receipt of the BMCC employee handbook. I understand and agree that it is my responsibility to read and comply with all [BMCC/CUNY policies](#) not just the policies mentioned in this handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only, and that information can change without prior notification. Neither it, BMCC practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind BMCC to employ me now or hereafter and that my employment may be terminated by BMCC or me without reason at any time. I understand that no representative of BMCC has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the preceding.

I also understand and agree that this Agreement may not be modified orally and that only the President of BMCC may make a commitment to employment. I also understand that if such an agreement is made, it must be in writing and signed by the President of BMCC.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

Signature of Witness

Date Signed by Witness

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE