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I. Requirements

The term "part-time employee" or "hourly employee" shall mean a person who is regularly employed for fewer hours per week than the normal full time work week (40 or 35 hours)

A. White Collar Contract

- Effective July 1, 1998, the maximum number of hours a College Assistant may work in a fiscal year (July 1 - June 30) is 1040:
- College Assistants regular work schedule not to exceed 32 ½ hours per week (up to a maximum of 1040 hours).
- 1040 Maximum is the total hours worked in all assignments within CUNY.
- Employees, who are close to working the 1040 maximum hours, will be notified that they may have to stop working on their assignments.

B. Immigration Issues (Blue & White Collar Contracts)

- Employees must comply with the Immigration Reform and Control Act of 1986. All citizens and non-citizens must verify their identity and employment eligibility by providing unexpired documents. All offers of employment are contingent on presentation of the proper documents.
- Employees must complete an I-9 form and provide qualifying documentation before they can be placed on payroll. All documentation must be provided before the first day of work and no later than the third day of employment.
- A complete list of the required documentation is on page 3 of the I-9 form.

C. Processing Requirements

- All employees, except full time QCC students, regardless of the number of hours worked, must be fingerprinted prior to being placed on CUNY payroll.
- Full-time QCC students must submit a valid and current bursar bill each semester.
- If an employee has a one year break of service, he/she must be fingerprinted and pay the processing fee again.
- Hourly Classified employees must pay a processing fee on a POSTAL money order payable to "CUNY." The amount will be determined by your salary.

Note: All these requirements and all completed employment application/forms must be submitted before the first day of work.

D. Email Account

Once the paperwork has been processed, the Personnel Office will authorize the IT Department to open a QCC email account for the new employee. The new email will be your business and preferred account.

E. Union Membership/Dues

- Union membership is voluntary. You have the option to join District Council 37 (DC37). If you join the union the union dues will be deducted from your pay check.
- The membership cards are available in the Human Resources Office (A-412). For further information, please visit [DC 37](#) . These are the Locals for the following titles:

o College Assistants	DC37 Local 2054
o Disability Accommodations Specialist	DC37 Local 2054
o IT Support Assistant	DC37 Local 2627
o Hourly Custodial Assistants	DC37 Local 1597
o Staff Nurse	NYS Nurses Association

II. Benefits (Time and Leave)

A. Annual Leave (Blue & White Collar)

- Employees are eligible to accrue annual leave from the first day of work. However, employees cannot use accrued annual leave until 500 hours have been worked in the fiscal year. College Assistants and Disability Accommodations Specialists, after three years of employment accrued leave can be used from the start of the fiscal year. Annual Leave is accrued as follows:
- One hour for every 15 working hours.
- At the beginning of the employees' 5th year, the accrual rate changes to 1 hour for every 11 hours of work.
- At the end of each fiscal year (June 30), employees will be paid for all remaining annual leave balances as follows:
- If at the beginning of the next fiscal year (July 1st) the employee continues to work, a lump sum payment will be made for the remaining annual leave balance; or
- If an employee will not be working at the beginning of the next fiscal year (July 1st), payment for remaining annual leave shall be made in each regular pay period after July 1st in shares based on not less than the average number of days and hours worked by the employee per week during the fiscal year when the leave was accrued. If an employee begins working before all annual leave is paid up, a lump sum payment will be made for the remaining annual leave. Employees may request a lump sum payment instead of being paid in bi-weekly payment at the beginning of the new fiscal year.

B. Sick Leave

- Employees are entitled to receive sick leave and use it after 500 hours of work. Sick Leave is accrued as follows:
- One hour for every 20 working hours
- The accrued sick leave is carried over from year to year.
- Sick leave may be used for personal and, in some cases, family member illness. If it is used for more than three consecutive workdays, a doctor's note must be submitted to the College Personnel Office indicating the nature of illness and stating capability of returning to work.

C. Jury Duty

Hourly employees who are required to serve on a jury are eligible for compensation, \$40 per day, up to three days. Submission of Jury Duty Summons and Certification of Jury Duty Service are required along with weekly timesheet for processing.

D. Payments & Salary Rates

The payments are bi-weekly. Direct deposit is available by contacting Nancy Greiner (A-412).

Salary rates are determined by your assignment and are confirmed at the time of the appointment.

E. Health, Pension and Welfare Fund

NOTE: All questions regarding Health, Pension & Welfare Fund Benefits should be directed or sent to Ysabel Macea, HR Director & Benefit Officer at 718-281-5021 and/or email to: ymacea@qcc.cuny.edu

1. Pension Plan

- ✓ Employees are eligible to join the New York City Employees' Retirement System (NYCERS). Enrollment is optional.
- ✓ If enrolled after April 1, 2012 the employee will be enrolled in Tier 6, 63/10 Basic Plan. This plan allows participants to retire with an unreduced pension at age 63 with at least 10 years of Credited Service.
- ✓ Beginning April 1, 2013, the contribution rate for 63/10 Plan participants are dependent upon annual wages earned during a "plan year" (April 1st to March 31st) according to the schedule in the table below

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%

Note: Employees with membership prior to April 1, 2012 should consult with College Benefit Office.

2. Health Benefits

- ▶ You are entitled to select one of the health plans offered by the New York City Health Benefits Program if you work on a regular schedule, at least twenty hours per week, and your appointment is expected to last for more than six months.

- ▶ If you are a new staff member, there is a ninety-day waiting period before you will be eligible to enroll in the New York City Health Benefits Program. Coverage begins on the ninety-first day of continuous employment, provided that your Health Benefits Application has been submitted within that period.

- ▶ Several plans provide basic benefits without any cost to you. Other plans charge for basic benefits and additional benefits are available through optional riders. City paid health plan coverage continues only for the period that you meet the criteria mentioned above.

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▶ 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. Information regarding COBRA is available in the Personnel Office as well as Health benefits applications; rate sheets and Summary Program Description booklets. The information is also available on the following website: [NYC Health Benefits Program](#)

3. Welfare Fund Benefits

▶ If you work 17 1/2 hours or more per week and have completed and sent in a DC 37 Health & Security enrollment card, you will be eligible to receive union welfare benefits. District Council 37, the Union that represents most of hourly classified employees, offers the following benefits:

Prescription
Optical
Dental
Disability (after one year of employment)
Partial Tuition Reimbursement

- ▶ Some hourly employees who retire may also be eligible to receive health and security benefits after leaving Queensborough.
- ▶ To enroll in DC 37, complete the Enrollment Card provided by Human Resources, or please contact the Union at 125 Barclay Street, New York, NY, 10007 (212) 815-1234, or visit: DC 37 for further details.

4. Wage Works

- ▶ Eligible for the transit benefit program; it allows to save on transportation expenses through pre-tax payroll deductions.
- ▶ More info at: www.cuny.edu/transitbenefit

5. Tax Deferred Annuities/Deferred Compensation Plan

- ▶ Employees may participate in the following plans:

TIAA-CREF
New York City 401K
New York State 457B

6. Workers' Compensation

- ▶ Employees are covered by Workers' Compensation
- ▶ All Injuries while in the official performance of your duties must be reported to: Campus Public Safety, Health Services Department, and College Personnel Office.

If you have any questions or need additional information, please contact Personnel.

III. Policies and General Procedures

[Equal Opportunity and Non-Discrimination and Against Sexual Harassment Procedures for Reporting Discrimination, Harassment and/or Retaliation Charge of Discrimination Form.](#)

A. Equal Opportunity and Non-Discrimination

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion and an environment free from discrimination are central to the mission of the University. Discrimination is treating an individual differently or less favorably because of his or her protected characteristics -such as race, color, religion, gender, national origin, or any of the other bases prohibited by this Policy. For further information, please visit our website:

<http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/equal-opportunity-and-non-discrimination-policy/>

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B. Against Sexual Harassment

Sexual harassment, a form of sex discrimination, is illegal under federal, state, and city laws, and will not be tolerated within the University.

Members of the University community who believe they have been sexually harassed are strongly encouraged to report the allegations as promptly as possible to Title IX Coordinator at QCC. For further information, please visit our website: [QCC Title IX Website](#)

C. Workplace Violence Prevention Policy

The City University of New York is committed to the prevention of workplace violence and will respond promptly to any threats and/or acts of violence. 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. For further information, please visit our website: [CUNY Workplace Violence Policy](#)

Domestic Violence and the Workplace

The City University of New York disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. For further information, please visit our website: [CUNY Domestic Violence and the Workplace](#)

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D. Use of Computer Resources

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. Use of CUNY computer resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities and by students in connection with their college courses and activities.

CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY computer resources in favor of a user's privacy interest. For further information, please visit our website: [QCC/CUNY IT Policies](http://QCC/CUNY/IT/Policies)

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