

NEW PART-TIME STAFF ORIENTATION

Hunter College

Office of Human Resources

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TOPICS FOR DISCUSSION:

- **About Hunter**
- **Policies**
- **Union Membership**
- **Learning Opportunities**
- **Time & Leave**
- **Benefits Overview**
- **Other Benefits**
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ABOUT HUNTER COLLEGE

Hunter College is a comprehensive teaching, research, and service institution, long committed to excellence and access in the education of undergraduate and graduate students in liberal arts and sciences, as well as in the professional fields of education, health science, nursing, and social work.

Founded in 1870, by Thomas Hunter who was influenced by the free higher education open to young men and wished to offer the same for women.

Hunter is the second-oldest college in The City University of New York and is dedicated from its earliest days to serving a student body which reflects the diversity of New York City.

POLICIES

- **Affirmative Action**
- **Americans w/ Disabilities Act**
- **Computer User Policy**
- **CUNY Dedicated Sick Leave**
- **CUNY Domestic Violence and Workplace Policy and Procedures**
- **CUNY Tobacco Free Policy**
- **CUNY Workplace Violence Policy Statement**

POLICIES CONT.

- **Family Medical Leave Act**
- **Gifts to Faculty**
- **Non-/Discrimination**
- **Right to Know**
- **Snow and Other Emergency Closings**
- **State Ethics Law**
- **Statement of Policy on Multiple Positions**



UNION MEMBERSHIP

As a result of the US Supreme Court (Janus vs AFSCME), employees who elect not to join the Union will not be represented by the Union and will no longer pay agency shop fees/dues.

Employees who wish to join their respective Union must proactively complete their union membership card and return it directly to their Union.

If an employee is unsure who to contact in their Union, please reach out to the Hunter College Benefits' Department as soon as possible.

To become a member contact DC-37 Membership department at (212) 815-1234.

LEARNING OPPORTUNITIES FOR EMPLOYEES



Computer Training - Instructional Computing & Information Technology (ICIT) holds workshops in the Technology Resource Center (TRC) located in room C104 of the North Building. For assistance with registration, please contact (212) 650-3062 or visit www.hunter.cuny.edu/icit

DC 37 Tuition Refund Program

DC 37 offers a Tuition Refund Program that provides reimbursement of the tuition and registration fees of up to \$800 maximum per calendar year for eligible employees. For more information, please contact DC 37 212 815-1663 or 212 815-1664.

The Office of Human Resources Management Professional Development and Learning Management offers courses to CUNY employees that are designed to enhance knowledge, skills and capabilities of its employees. For more information, contact the Office of Human Resource Department at 212 772-4451.

Continuing Education Classes at Hunter – 25% discount on tuition. For more details contact (212) 650-3850.

TYPES OF LEAVES CONT.

- **Family Medical Leave Act (FMLA)**– After working 1,250 hours, eligible employees can take up to 12 weeks off for a serious illness or injury of themselves or a family member or for the childbirth, adoption or foster care placement.
- **Military Leave** – Leave to serve in a Reserve Component of the Armed Services, National Guard, Reserve Units or other Uniformed Services as provided for by the Uniformed Services Employment and Reemployment Rights Act.

TIME AND LEAVE

ANNUAL LEAVE ACCRUAL RATE:

- After working 500 hours, employees receive one (1) hour of annual leave for every 15 hours worked,
- At the beginning of the employee's 5th year, for every 11 hours worked, one hour of annual leave is earned (11 hrs worked = 1hr. A/L

SICK LEAVE ACCRUAL RATE:

- For every 20 hours worked, one hour of sick leave is earned (20 hrs. worked=1 hr. S/L)

TIME AND LEAVE CONT.

Using Annual/Sick Leave

After meeting the 500-hour requirement, all annual leave must be used prior to the end of the fiscal year (6/30). The Supervisor and the Hourly Employee should work out a vacation schedule to exhaust all annual leave prior to this deadline. Annual leave does not carry over to the new fiscal year (7/1).

After meeting the 500-hour requirement, all unused sick leave will be carried over to the new fiscal year (7/1).

After working 500 hours in 3 consecutive years it is not necessary to meet the 500-hour requirement. Annual and sick leave can be used as soon as it is earned

BENEFITS OVERVIEW

CIVIL SERVICE CLASSIFIED TITLES

HEALTH BENEFITS



City of New York employees and their eligible dependents hired on or after July 1, 2019 will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day.

An employee who needs to request an exemption from the required enrollment can do so by filing the New Employee HIP HMO Opt-Out request form if they meet the following criteria:

If the new employee resides outside of the HIP HMO Preferred Plan area and cannot access a primary care physician that participates in the HIP HMO Preferred Plan, please visit <https://www.emblemhealth.com/Members/City-of-New-York-Employees> for a list of counties in the HIP HMO Preferred Plan service area. Please provide your name and address on the back of the form.

HEALTH BENEFITS

CONTINUED

If the new employee or eligible family member is being treated by a non-network provider for a life-threatening or disabling disease or condition and is receiving ongoing treatment for a catastrophic or terminal illness or has a condition that requires complex case management (such as ventilator dependence or trauma. Please provide the treating physician's name, address and phone number on the back of the form.

Please email the HIP HMO Preferred Plan opt-Out Request form to: cityagencies@emblemhealth.com for fax to 212 510-5445. You may also mail the form to: EmblemHealth, Attn: Opt-Out form Processing Center, 55 Water Street, NY. NY. 10041

HEALTH BENEFITS ELIGIBILITY

For part time employees coverage begins on the first day of the pay period following the completion of 90 days of continuous employment provided the health benefits application is submitted within that period.

Employees are eligible if:

You work at least 20 hours per week, *and*

Your appointment is expected to last for more than six months and you are paid from tax-levy funds.

HEALTH BENEFITS

WHO CAN BE COVERED?

- **A legally married husband or wife, but never an ex-spouse**
- **Domestic Partner**
- **Children under age 26 (whether married or unmarried)**
- **Unmarried children age 26 and older who cannot support themselves due to disability that occurred before the age at which the dependent coverage would otherwise terminate**

HEALTH BENEFITS

How do I Enroll?

Complete the Health Benefits Application (Form ERB)

To enroll any eligible dependents you must submit acceptable documentation to support their eligibility status and

Return the health benefits application to the Human Resources/Benefits Department within 31 days of your appointment date.

MEDICAL SPENDING CONVERSION
(MSC) - HEALTH BENEFITS BUY-
OUT WAIVER PROGRAM

Eligible employees who have non-city group health benefits may waive city health benefits in return for an annual cash incentive (\$500 for individual and \$1,000 for family coverage) post-tax payment.

Must provide proof of coverage under another group health plan.

No person can be covered by two City health contracts at the same time

PICA PROGRAM

PICA is a prescription drug program made available through the joint effort of the City of New York Office of Labor Relations and the Municipal Labor Committee and covers all employees, non-Medicare retirees and their dependents enrolled in a health plan offered by the City Health Benefits Program

There is an annual deductible of \$100 per person for Injectable and Chemotherapy medications. This deductible is independent of any other deductible.

DC 37 HEALTH & SECURITY PLAN BENEFITS *FOR CLASSIFIED STAFF*

Prescription drug

Dental

Optical

Disability

Death Benefit

Podiatry Benefit

Audiology/ Hearing Aid

DC 37 HEALTH & SECURITY PLAN BENEFITS FOR HOURLY CIVIL SERVICE EMPLOYEES

Employees are eligible for the aforementioned benefits if:

**You are a members of a collective bargaining unit represented by DC-37
and**

**You meet the required credited service hours of 17 1/2 hours per week
for part-time white collar employees and 20 hours per week for part-time
blue collar employees.**

**To enroll you must contact the welfare fund and request a
benefit enrollment kit. The enrollment card must be returned to
DC 37 Health & Security Plan.**

There is a 90 day waiting period for these benefits.

NEW YORK CITY EMPLOYEES RETIREMENT SYSTEM (NYCERS)

PENSION OPTION-For Classified Service Staff Full-Time and Part-Time Employees

To enroll, obtain an application from the Office of Human Resources/Benefits for:

- Tier VI Enrollment Application and Beneficiary Form**
 - . must be notarized**
 - . Necessary proof of birth documentation must be submitted**

Membership begins on the day NYCERS receives Tier VI Enrollment Application or 30 days after CUNY appointment, whichever comes first.



NEW YORK CITY RETIREMENT SYSTEM (NYCERS)

All participants will be required to make employee contributions at the current rate of 3% until April 1, 2013. Thereafter, employee contribution rates in a given calendar year will be based upon their earnings in the second calendar year preceding the current calendar year as follows:

Wages of \$45,000 or less	3%
Wages between \$45,000 and \$55,000	3.5%
Wages between \$55,000 and \$75,000	4.5%
Wages between \$75,000 and \$100,00	5.75%
Wages between \$100,000 but less than \$179,000	6%

HOW DO I ADD TO MY PERSONAL INVESTMENTS FOR RETIREMENT?

- **New York State Deferred Compensation Program -NYS 457 Plan --A State sponsored voluntary retirement savings plan**
- **Federal income taxes are deferred on contributions to the plan**
- **Pursuant to current law, salary deferrals to the 457 Plan may be made in addition to any salary deferral made to a TIAA 403 (b) plan**
- **Access to a toll free help line staffed by licensed representatives**

OTHER BENEFITS

- **TIAA TDA**
- **New York State Deferred Compensation Plan (457)**
- **COLLEGE SAVINGS PLAN (529)**
- **TRANSITBENEFIT**
- **MUNICIPAL CREDIT UNION**

/Life Program



OTHER BENEFITS CONTINUED

- **Direct Deposit- Forms can be retrieved from the Payroll Dept. located in room 1501 Hunter East.**
- **Athletic Facilities – You are eligible to use all recreational/athletic facilities, but you must first get a medical activity card. Forms are available in room 307N. Activities include; aerobics, weight room, pool, and martial arts.**
- **Faculty and Staff Cafeteria – Located on the 3rd and 8th floor of the West Building.**
- **Mini-Starbucks – Located in West Lobby**

OTHER BENEFITS CONTINUED

Vending Machines – Located on 2nd Floor West & various locations.

Library – Access to books, videos, tapes and databases online.

CUNY e-Mail – www.cuny.edu (Requires login and password).

BENEFIT OVERVIEW

CONCLUSION

It is important for you to play an active role in understanding your benefits and how they work. The College will not make health benefits or pension elections on your behalf.

We encourage you to weigh all factors before making a decision.

CONTACT INFORMATION



DC37

(212) 815-1234

Office Of Human Resources (212) 772-4511

Payroll

(212) 772-4395

Campus Public Safety

(212) 772-4444 (emergency)