

NEW FULL-TIME STAFF ORIENTATION

CLASSIFIED CIVIL SERVICE TITLES

Hunter College
Office of Human Resources
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TOPICS FOR DISCUSSION:

- **About Hunter**
- **Policies**
- **Union Membership**
- **Performance Evaluations**
- **Learning Opportunities**
- **Time & Leave**
- **Benefits Overview**
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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**

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.

PERFORMANCE APPRAISALS

Classified Staff who are on a probable-permanent status may be evaluated periodically during the probationary year and then once a year thereafter.

Performance appraisal process is important because it:

- Establishes and encourages continuous communication between supervisors and employees.
- Identifies and recognizes positive performance
- Identifies performance problems and facilitates development of plans for their improvement
- Establishes expected levels of performance and assesses performance in terms of these standards
- Enhances employee development and maximizes contributions and potential



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

Tuition Waiver – Available for undergraduate and graduate classes after one year of employment. Contact the Office of Human Resources for more details.

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

- **Bereavement – Up to 4 days for immediate family, which is defined as mother, father, children, siblings, mother-in-law, father-in-law, domestic partner, or any relative living in your household.**
- **Childcare Leave (Classified Staff) – Granted to employee (male or female) who becomes a parent or adopts a child of up to 4 years of age. This leave is not to exceed 48 months and may be utilized only one time. Any other child care leaves shall be limited to a maximum of 36 months.**
- **Jury Duty - Employees who are required to serve on a jury, or are required to report to Court in person in response to a jury duty summons, or are required to report for jury examination, or to qualify for jury duty, shall receive their regular salary during such absences provided that they remit to the University an amount equal to the compensation received by them, if any, for jury duty.**

TYPES OF LEAVES CONT.

- **Family Medical Leave Act (FMLA)– Up to 12 weeks to for serious illness or injury of employee or family member or for 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.**

CLASSIFICATIONS *FOR* *CLASSIFIED STAFF*

Probable Permanent Appointment

- Employee passes civil service exam, is selected from a civil service list and satisfactorily completes a one year probationary period. *The College reserves the right to extend the probationary period for an additional six (6) months.* Permanency is granted upon the completion of the probationary period.

Provisional Appointment

- Employee is appointment as a provisional when there is no civil service list available for their specific title. Employee may serve until an exam for their title is held and a list is established. These employees are subject to replacement by a qualified candidate from a Civil Service list.

Temporary Appointment

- Employee is appointed for a three (3) month duration or to complete a specific project.

CLASSIFICATIONS CONT.

- **Full Time**

An employee who works at least 35 or 40 hours a week and is paid on an annual basis.

- **Part Time**

An employee who works less than 35 hours a week. Hourly employees working in such titles as College Assistant, Campus Security Assistants and other hourly titles.

TIME AND LEAVE

Annual Leave

- The Annual leave period is September 1st through August 31st.
- Employees who have completed four months of service are eligible to take approved annual leave as it accrues.
- Vacations must be submitted 72 hours in advance and is approved on the basis of the needs of the College.
- ***Please note:*** Lateness of more than 6 minutes at starting time, or on return from meals or breaks will be deducted from annual leave

ANNUAL LEAVE ACCRUAL RATES

<u>Work Week Allowance</u>	<u>Years of Service</u>	<u>Monthly Accrual</u>
35 Hours	1	1D, 4H, 45Min
40 Hours	1	1D, 2H, 0Min

TIME AND LEAVE CONT.

FOR CLASSIFIED STAFF

Sick Leave

- **Sick leave accrual** is one (1) day per month for a total of 12 days per year and may be used in units of 1 hr. Employee must submit documentation regarding the nature of his or her condition when out for more than 3 consecutive days (the College may ask for medical documentation for any absence).
- **Please note:** Sick leave may be used to care for an ill family member as follows: employees may use three (3) days of their accrued sick leave balance per year. A family member is defined as child, spouse, domestic partner or parent. The Human Resource Director, at his/her discretion, may request medical documentation to substantiate the family member's illness.

TIME AND LEAVE CONT.

Compensatory Time

- Employees may earn up to 240 hours per year in compensatory time.
- Compensatory time must be used within 90 days of being earned, or will be added to the sick leave balance.
- There is no carry over of compensatory time from year to year.

Compensatory time must be driven by the needs of your department and approved by your Supervisor.

TIME AND LEAVE CONT.

FOR CLASSIFIED STAFF

Unscheduled Holidays

- The amount of unscheduled holidays varies from year to year.
- Unscheduled holidays are to be requested on the Department Request Form at least seven (7) days in advance and must be approved by your supervisor.
- Unscheduled holidays must be used before **August 31st** and may not be carried over to the next year.

Holiday Schedule

- Each year the College posts a holiday schedule on our website <http://hr.Hunter.cuny.edu>

BENEFITS OVERVIEW

CIVIL SERVICE CLASSIFIED TITLES

HEALTH BENEFITS

TYPES OF HEALTH PLANS AND SERVICES



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

HEALTH BENEFITS ELIGIBILITY *CLASSIFIED STAFF*

For competitive employees, coverage begins on the first day of hire provided the health benefits application is submitted within 31 days of hire.

For provisional, temporary and non-competitive 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.

HEALTH BENEFITS ELIGIBILITY

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 CIVIL SERVICE EMPLOYEES

Employees are eligible for the aforementioned benefits if:

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.

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 EMPLOYEES RETIREMENT SYSTEM (NYCERS)

**Annual Wages Earned
During the Plan Year**

**Contribution Rate as a Tier
VI Member**

Up to \$45,000

3%

\$45,001 - \$55,000

3.5%

\$55,001 - \$75,000

4.5%

\$75,000 - \$100,000

5.75%

Greater than \$100,000

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 and State 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 403 (b) plan**
- **31 high quality investment choices**
- **Access to a toll free help line staffed by licensed representatives**

OTHER BENEFITS

- **COLLEGE SAVINGS PLAN (529)**
- **TRANSITBENEFIT**
- **TUITION WAIVERS**
- **MUNICIPAL CREDIT UNION**
- **CUNY Work/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 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)