To:       Part-time Classified Staff  
From:    Serafina Dolan       
         Director of Human Resources  
Date:     February 2008  
Subject: Appointment Procedures and Benefits Eligibility  

I would like to welcome you to Hunter College. The purpose of this memorandum is to assist you in the appointment process and to highlight some of the great benefits Hunter has to offer to its part-time Classified Service employees (i.e., College Assistants, Sign Language Interpreters, Disability Accommodations Specialists, Theater Technicians, Information Systems, Campus Security Assistant, CUNY Custodial Assistant). As always, the Office of Human Resources is available to answer any questions you may have and assist in guiding you through this process.

Terms of Employment

Appointments are subject to financial ability and departmental needs. The other terms and conditions of employment are those in the collective bargaining agreement existing in the University and the rules, regulations and policies promulgated by the College and University. Termination will be automatic at the end of the appointment period or when allotted work hours are exhausted. Under no circumstance may a part-time classified employee work beyond their allotted hours.

Appointment procedures for new hires

The Office of Human Resources must receive from your department a Part-time Classified Service Appointment Form and from you a completed employment package and other employment items. These items must be received on or before your first day of employment. A complete Part-time Classified Employee package is accessible from our website at http://hr.hunter.cuny.edu under the section Forms.

There is a mandatory processing fee for appointments of 240 hours or more. This fee must be paid by U.S. Postal money order and made payable to The City University of New York. The processing fee for College Assistants is $10.00. The fee for Sign Language Interpreters is $15.00. If you are being appointed in a different title, call Human Resources at (212) 772-4451.

There is also a fingerprinting fee of $75 that must be paid by U.S. Postal money order and made payable to NYS Division of Criminal Justice Services. Full-time CUNY students who are appointed
as College Assistants are exempt from the fingerprinting fee. In order to obtain the exemption, you must provide an official Bursar’s receipt as proof of full-time student status.

**Employment Eligibility Verification Form (I-9)**

In accordance with Federal law, all employees are required to provide proof of employment eligibility within the first three days of employment. Refer to the back of the I-9 Form for a list of acceptable documents.

Those employed under an F-1 or J-1 visa must provide up-to-date work authorizations from their International Students Office, I-20, I-94 and a copy of their visa to the Office of Human Resources. F-1 employees must also provide work authorization from the International Student Office every semester to maintain employment.

**Work Hours**

**College Assistant** work hours may not exceed 1040 hours per fiscal year (July 1- June 30).

**Campus Security Assistants, CUNY Custodial Assistants, Disability Accommodations Specialist and Information Systems** work hours may not exceed 40 hours per payroll period, unless authorized by the Director of Human Resources to work above 20 hours per week.

**Sign Language Interpreters** have no restrictions on number of work hours.

**Theater Technician** work hours may not exceed 65 hours per pay period.

**Payroll**

Employees paid on the New York State payroll are paid every other Thursday. Employees on the New York City payroll are paid every other Friday. Part-time classified service employees are paid on a four-week lag. Because of the lag payroll and the advanced processing deadlines set by the State and the City, it takes approximately six (6) weeks for a new employee on the State payroll to receive their first paycheck and four (4) weeks for new employees on the City payroll. Appointment forms received after the employee's first day of employment or late submission of new hire paperwork may result in further delays in paying the employee.

The Department must report hours worked to the Payroll Office by the payroll deadline dates to ensure employees are paid on time. Late submission of time reports may result in employees not being paid on time.

The University has implemented a computerized system called GLACIER to evaluate potentially non-resident alien employees’ tax exemption eligibility. Employees must complete the New Employee Tax Compliance Notification Sheet, which is included in the hire packet. New employees hired under F-1, J-1, H-1 or other employment visas must contact Jean Willis in the Payroll Office to obtain an ID and password for the Glacier system. Employees who fail to contact Payroll and provide the information necessary to make a determination will be taxed at the highest tax rate.
Union Representation

All part-time classified titles at the College have Union representation. District Council 37 (DC 37) represents the following titles:

CUNY Custodial Assistant (Local 1597)
College Assistant (Local 2054)
Sign Language Interpreter (Local 2054)
Disability Accommodation Specialist (Local 2054)
Information Systems (Local 2627)

IATSE (Local 306) represents Theater Technician Titles and IBT (Local 237) represents Campus Security Assistant title.

Under an act passed by the New York State Legislature and by agreement between City and Municipal employee unions, employees who are represented in collective bargaining and who are not union members are subject to a deduction from their salary in an amount equal to the dues payable by a union member. This deduction is called an agency shop fee.

Employees represented by DC 37 who regularly work less than 17.5 hours per week may apply for a quarterly refund of the agency shop fee by submitting a completed worksheet and copies of pay stubs to the DC 37 Accounting Office on Barclay Street. Worksheets are available in the Human Resources Office. Other employees should contact their Union to see if a similar refund policy exists.

Time-off Benefits

Except for Theater Technicians, employees accrue both annual and sick leave. In the first four years of employment, employees accrue one hour of annual leave for every 15 hours worked and one hour of sick leave for every 20 hours worked. At the beginning of the fifth year of employment, the employee accrues one hour of annual leave for every 11 hours worked.

Employees in the titles of College Assistant, Sign Language Interpreter, and Disability Accommodations Specialist are credited with accrued annual and sick leave after they have worked 500 hours in the fiscal year. If an employee in one of those titles works at least 500 hours in at least three fiscal years, the employee is credited with their annual and sick leave as they earn it. Employees in the titles of Campus Security Assistant, CUNY Custodial Assistant and Information Systems must complete 500 hours of work in the fiscal year before using approved annual and sick leave. Once the 500 hours threshold has been met, employees with continuous service may use annual and sick leave as it accrues in subsequent years.

Annual leave must be used during the fiscal year (July 1 - June 30). You must schedule vacation periods with your supervisor to ensure that you use your annual leave before the end of the fiscal year. If you have any remaining annual leave at the end of the fiscal year, it will be paid to you. You may not carry over annual leave to the next fiscal year.

Sick leave may only be used if you are sick. The College reserves the right to request medical documentation for any absence. If you are absent due to illness for three consecutive days or more,
you must provide medical documentation in order to charge those days to sick leave and be paid for the absence. Unused sick leave is carried over to the next fiscal year.

**Health Insurance**

Part-time Classified Staff with the exception of the employees in the title Theater Technician are entitled to join one of the New York City Health Insurance plans if you are scheduled to work 20 or more hours per week and your appointment is expected to last more than six months. New employees must be employed for at least 90 days before they are eligible to join a City Health Plan. Health benefits applications and Summary Program Description booklets are available in the Benefits Office, room E1504, and on the Human Resources website.

For more information on the health benefits program call the Office of Human Resources at extension 4512.

**Union Welfare Benefits**

Employees in the titles of College Assistant, Sign Language Interpreter, Disability Accommodations Specialist and Information Systems who work 17 ½ hours or more a week and have completed a DC 37 Health & Security enrollment card are eligible to receive union welfare benefits. Employees in the above titles must call DC 37 Health and Security Plan at (212)815-1234 for enrollment information.

Employees in the titles of Campus Security Assistant and Theater Technician should contact their Union Welfare Fund directly at (212) 924-2000 and (212) 956-1306, respectively.

**Pension Option and Tax-Deferred Annuity Program**

You are eligible to join the New York City Employees’ Retirement System (NYCERS). NYCERS membership applications are available in the Office of Human Resources.

A tax-deferred annuity plan is available with MetLife. This plan allows you to set aside pre-tax dollars subject to a maximum exclusion allowance. To join the program, you should call Mr. Peter Sillan of MetLife at (914) 345-8233. Brochures are available in the Office of Human Resources.

**Workers’ Compensation**

The Workers’ Compensation plan provides for health benefits and disability pay if you are injured while performing the duties of your job. You must report work-related injuries to the Office of Human Resources and complete the required Workers’ Compensation forms. The Workers’ Compensation Division of the Law Department of the City New York will notify you if your injury is covered.

**Jury Duty**

Part-Time Classified Staff will be paid either $40 daily for each of the first three days of jury service or their regular pay if less, if such employees perform jury service during their regularly scheduled hours of work. In order to receive this benefit you must notify your immediate supervisor and submit proof of jury duty attendance to the Office of Human Resources.
Additional Fringe Benefits

There are additional benefits available to part-time classified Service employees of the College. They include:

- Transit Spending Account
- Flexible Spending Accounts
- United States Savings Bond Program
- Continuing Education Discounts
- Counseling Services (through Hunter’s Employee Assistance Program)
- Employee Discounts

For additional information contact the Office of Human Resources at extension 4451 or visit our website at http://hr.hunter.cuny.edu.