

# Civil Service Full-Time Employee Handbook

Introduction .....	2
Employment Classifications .....	4
Employment Policies .....	7
Progressive Discipline Policy .....	11
Grievance Procedure .....	17
Work Hours, Attendance, and Timekeeping .....	18
Time & Leave .....	20
Types of Leaves .....	25
Fringe Benefits .....	31
Payroll/Paycheck Deductions .....	34
Career Training and Development .....	40
Fire and Fire Drills .....	42
Emergency Closings .....	43
Blue Collar Titles .....	44
White Collar Titles .....	45
Skilled Trades/220 Titles .....	46

## **INTRODUCTION**

---

This Employee Handbook is for informational purposes for members of the Lehman College staff holding Classified or 220 Civil Service titles. The handbook is intended to give employees an overview of the personnel policies, procedures and guidelines by which we work. They are based upon collective bargaining agreements, CUNY Board of Trustees Bylaws, and the CUNY Personnel Rules and Regulations. It describes conditions of employment, services of the Department of Human Resources, benefits and training opportunities. Most of the information in this handbook is summarized for general guidance and may not cover every item which may be of interest to you. It is designed to answer many of your questions about the practices and policies of Lehman College, what you can expect from Lehman, and what Lehman College expects from you. Your immediate supervisor will be happy to help you in those areas in which you may have questions. If you still have questions, please call the Department of Human Resources at (718) 960-8181.

Your first responsibility as a Lehman College employee is to know your own duties and how to execute them effectively, efficiently and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with students, fellow employees and others whom the College serves, and how you accept direction can affect your success and the success of your department. In turn, the performance of one department can impact the entire service offered by Lehman College. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the College overall and personal satisfaction for you.

You are encouraged to take advantage of opportunities for personal development that are offered to you. This Handbook offers insight on how you can positively perform duties to the best of your ability to meet and exceed Lehman College's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to administration, and we are dedicated to making Lehman College a place of employment where you can communicate with your supervisor, or any member of administration, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of work life at Lehman College.

Employment with Lehman College is entered into voluntarily and an employee is free to resign at any time.

We hope you will use this handbook as a reference and refer to it often. It is for informational purposes and does not constitute a contract with Lehman College.

## **EMPLOYMENT CLASSIFICATIONS**

---

CUNY Civil Service Employees are classified in one of the following CUNY title categories: White Collar, Blue Collar, or 220/Skilled Trades (see “List of Unions” for a listing of titles used at Lehman College). All CUNY Classified Civil Service titles are represented by unions and subject to agency shop fee deductions. CUNY’s Civil Service System is a separate system from the New York City Civil Service system, therefore seniority and accrued personal time is not transferable. Pension contributions to the NYC Employee’s Retirement System (NYCERS) are transferable. CUNY is not a Mayoral Agency.

No appointment will be made until the Department of Human Resources has completed all pre-appointment paperwork and approval to hire is granted. This includes completion of all paperwork, receipt of work authorization documents and the payment of all hiring fees. At the time you are hired, you are classified as either a full-time employee with an annual salary or part-time as an hourly employee. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. If you are unsure as to which job classification your position fits into, please ask your supervisor or check with the Department of Human Resources.

### **Full-Time Employees**

Thirty-five (35) hours a week is considered the minimum full-time work week. For some titles, the full-time work week equals forty (40) hours. The appointment of a full time employee requires prior approval and a starting date from the Department of Human Resources before the Payroll Office accepts any materials to put the “appointee” on payroll. Such approval will be granted only when we have received all necessary paperwork and required fees. See “What Does it Take to Get on Payroll” for information on placing an appointee on payroll.

### **Part-Time Employees**

An employee who works less than thirty-five (35) hours a week is considered a part-time employee. In some situations, employees may work thirty-five (35) hours a week but are considered "hourly" employees i.e., employees working in the title of College Assistant/Tutor. An “hourly” appointment may not exceed 1040 working hours during the appointment year. If the College Assistant/Tutor has multiple appointments, the combined hours worked cannot exceed 1040 hours during the appointment year, which is July 1st through June 30th.

An initial appointment of a College Assistant/Tutor requires prior approval from the Department of Human Resources before the Payroll Office accepts any materials to put the "appointee" on

payroll. Such approval will be granted only when all necessary paperwork and required fees are received. For a review of the paperwork required, see “What Does it Take to Get on Payroll”.

### **Temporary Employees**

From time to time, Lehman College may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis and may be full or part-time. Normally, a temporary position will not exceed three (3) months in duration, unless specifically extended by a written agreement. If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

### **CUNY Civil Service Appointment**

A CUNY Civil Service appointment occurs when an employee passes a qualifying CUNY civil service examination is selected from a civil service list and satisfactorily completes a probationary period. The employee must serve a one year probationary period and is evaluated quarterly by his/her supervisor(s) during that time. During this period of initial employment, each employee is to receive supervision, instruction, review of work, and any other guidance that is supportive of the employee's opportunity for success on the job. If, during this period, your work habits, attitude, attendance or performance are not satisfactory, you will fail your probation and your appointment may be terminated. Following successful completion of the probationary period, formal written evaluations are to be completed at least once a year to evaluate performance, attendance and work habits.

### **Permanent Status**

Following satisfactory completion of the probationary period, the employee is granted permanent status. When an employee obtains permanent status he/she will be eligible for the following considerations:

- Seniority
- Promotion
- Transfers (within CUNY)
- Leaves of Absence

**Provisional Status**

A provisional appointment is made if there is no civil service list available for a specific title. Employees may serve as a provisional until an examination in their title is scheduled and a list is established. Provisional employees are subject to replacement by a qualified candidate from any CUNY Civil Service list, i.e., open competitive, promotional, transfer or preferred. Provisional employees earn disciplinary rights after two (2) years of continuous service.

**Transfers**

Transfers fall within two categories: within the college and from one CUNY college to another. If you wish to transfer from one department to another you may contact the Department of Human Resources to find out if there are any openings. Gittlesons should fill out the "Intra-College Transfer Request" form available in the Department of Human Resources. Requests for transfer are subject to availability and needs of the college and are granted at the discretion of the Director of Human Resources.

If you wish to transfer to another CUNY college, there are certain procedures that must be met. First, you must have permanent status with two or more years of continuous service in your title. Secondly, you must notify the Department of Human Resources that you wish to be placed on a transfer roster to another school. At that time, you will be given a "Request for Placement on Transfer Roster" form to complete which you must then submit to the CUNY Personnel Office, your union, and the Department of Human Resources. Your name will then be placed on the CUNY-wide transfer list for your title.

## **EMPLOYMENT POLICIES**

---

### **Your Human Resources File**

Keeping your human resources file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify your supervisor and Department of Human Resources as soon as possible to complete a “Change of Information” form:

Legal name	Home address
Home telephone number	Person to call in case of emergency
Number of dependents	Marital status
Change of beneficiary	Military or draft status
Degree	License (Driver’s/Technical)

Coverage or benefits that you and your family may receive under Lehman College's benefits package could be seriously affected if the information in your personnel file is not updated.

Since we refer to your human resources file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it is to your benefit to make sure that your Human Resources file includes information about completion of educational or training courses, outside civic activities, skills, and areas of interest that may not be part of your current position here.

Information which is kept in your own Human Resources file may be reviewed upon request, and you may request and receive copies of all documents you have signed. You must, however, contact the Department of Human Resources to schedule an appointment to do so. You may review your file annually.

### **Annual Performance Evaluations**

Annual reports of each employee's performance during the preceding year are to be completed by his/her supervisor and discussed with the department head prior to presentation to the employee. The rating supervisor will provide the employee with a copy of the evaluation report at the time of discussion with the employee. The evaluation should be signed by both the supervisor and employee. A completed, signed, and dated copy will then be submitted to the Department of Human Resources for placement in the employee's Human Resources file. Please keep in mind that your signature indicates that you have reviewed and received a copy of your evaluations. It does not mean that you agree with the statements made. If you have a rebuttal, you may submit it

in writing to the Department of Human Resources, with a copy to your supervisor, and have it attached to the evaluation submitted by your rating supervisor.

### **Bulletin Boards**

Official bulletin boards are our way of keeping the Lehman College Community informed about new policies, health benefits, job openings, and special events and discounts. Information of general interest is posted regularly on the bulletin boards. Please form the habit of reading the bulletin boards on a regular basis. They are located throughout the college. Information regarding job openings and health benefits is located in the Department of Human Resources, Shuster Hall, Room 230 or distributed through the college mail. Job postings are also available for review in the Affirmative Action Office, Shuster Hall, Room 352. Only authorized personnel are permitted to post, remove, or alter any notice on the official bulletin boards.

### **Confidential Information**

Employee data is confidential. If you are questioned by someone and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor or Department of Human Resources.

No one is permitted to remove or make copies of any of Lehman College's records, reports or documents without prior management approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

### **Employment Verifications**

All offers of employment are contingent upon verification of your experience and education. Any falsified statement on your application for employment or any paperwork submitted, is considered sufficient cause for dismissal.

### **Fingerprints & Fees**

All Civil Service employees are required to pay processing and fingerprinting fees. The fingerprinting fee is made payable to "New York State Division of Criminal Justice Services". Processing fees vary, depending on your title and salary. All fees are to be paid by a postal money order, Travelers Express money order or American Express money order only.

If you apply for more than one civil service position you will be required to pay a processing fee for each position. If you have fingerprints on file, you will not have to pay an additional fee for fingerprints provided there is no break in service of more than thirty (30) days.

### **Health Examinations**

Depending on the position you apply for, your employment at Lehman College may be contingent upon passing medical and/or drug tests at The City University's expense. Medical and/or drug tests will be required for the following reasons:

- When driving is essential to the job.
- When the job involves duties which would potentially endanger the lives of the college community and the public.
- When duties involve physical strain of an inordinate nature.

The titles that require physical exams for appointment to title are:

- Assistant College Security Director
- Campus Peace Officer
- Campus Security Officer
- City Laborer
- College Security Director
- College Security Specialist
- Deputy University Security Director
- Motor Vehicle Operator
- University Security Director

### **Identification Cards**

When you become a Lehman College employee, you should report to the Department of Human Resources, Shuster Hall, Room 230 to obtain a verification form for your photo identification card. The identification cards are made at the ID Desk in the basement of the Old Gym Building. This card should be kept on your person at all times. It is used for purposes of identification and for picking up and cashing your check. Call the Public Safety Office at (718) 960-8593 for their hours of operation. In addition to the verification form from Human Resources, you should have

two (2) pieces of identification, one of which should include your photograph and social security number.

If you lose your ID card you will be required to pay the Bursar \$5.00 for a replacement card.

### **Job Descriptions**

We maintain a copy of the job description for every CUNY civil service position at Lehman College. If you wish to see your job description, please contact the Department of Human Resources.

### **Outside Employment**

If you are employed by Lehman College in a full-time position, Lehman College will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Lehman College. There are also conditions and limits to be adhered to if you are appointed to multiple positions at Lehman College. You must check with the Department of Human Resources to determine the condition and limits involved.

### **Proof of U.S. Citizenship and/Or Right To Work**

Federal regulations require that before becoming employed:

- All applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form.
- All applicants who are hired must present documentation of identity and eligibility to work in the United States.

## **PROGRESSIVE DISCIPLINE POLICY**

---

The intent of this policy is to openly communicate The College's standards of conduct, performance, and attendance, particularly conduct considered undesirable, to all employees as a means of avoiding their occurrence. Lehman College believes that such policies and procedures are necessary for the orderly operation of our business, and for the protection and fair treatment of all employees. Employees are therefore urged to use reasonable judgment at all times, and to seek supervisory advice in any doubtful situation.

To insure the equitable processing of disciplinary actions, the Director of Human Resources will be responsible for the proper handling of such matters, including the assurance that employee rights are protected, and that appropriate action is taken when circumstances warrant. Supervisory personnel should therefore consult with the Director of Human Resources prior to the implementation of discipline. The employee has the right to have Union representation (Shop Steward) at any level of the progressive discipline process.

As a matter of policy, Lehman College seeks to resolve conduct, performance, and attendance problems in the most informal and positive manner possible, through counseling, training, evaluation and supervision. However, under those circumstances when disciplinary action, up to and including termination, becomes a necessary means of modifying undesirable situations, the College has established conditions, steps and procedures it follows.

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Lehman College. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, as well as violations of any Lehman College Policies and Procedures, CUNY Personnel Rules and Regulations, CUNY Bylaws, and Collective Bargaining Agreements, may be subject to disciplinary action. This list is not all-inclusive and may be revised by management.

## **Unacceptable Activities:**

### **A. Conduct**

- Willful or negligent violation of Lehman College Policies and Procedures, Personnel Rules and Regulations and CUNY Bylaws.
- Failure to carry out a direct order from a supervisor, except where the employee's safety may reasonably be jeopardized by the order.
- Knowingly falsifying, removing, or destroying information related to employment, payroll, or work-related records or reports.
- Engaging in a conflict of interest activity.
- Violation or neglect of safety rules, or contributing to hazardous conditions.
- Unauthorized removal or use of any college property.
- Discourteous treatment of the public or other employees, including harassing, coercing, threatening, or intimidating others.
- Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, sex (including sexual harassment), sexual orientation, age, religious beliefs or political affiliations.
- Conduct that causes potential injury to persons or property or unreasonable disruption of college operations.
- Insubordination, including refusal or failure to perform assigned work.
- Possessing or being under the influence of alcohol, narcotics, or drugs on college property.
- Gambling on college property.
- Sleeping while on duty.
- Fighting on college property.
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of the college or its employees.
- Possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or on college property.
- Failure to wear and properly maintain the uniform provided by the college or maintain a neat and clean appearance.

- Leaving the work area during work hours without permission from the supervisor.
- Loitering on campus before or after working hours.

## **B. Performance**

- Inefficiency, incompetence, or negligence in the performance of duties.
- Refusal or inability to improve job performance in accordance with written or verbal direction.
- Refusal to accept reasonable and proper assignments from an authorized supervisor.
- Intoxication or incapacity on duty due to the use of alcohol or drugs.
- Careless, negligent, or improper use of college property, equipment or funds.
- Insubordination, including refusal or failure to perform assigned work.

## **C. Attendance**

- Improper or unauthorized use or abuse of paid leave.
- Being absent without authorized leave (AWOL).
- Unauthorized punching or signing of another employee's time card or recording the time of another employee. Falsifying time records.
- Irregular attendance: repeated tardiness, unreported or unexcused absence, abuse of sick leave, overstaying a leave of absence without written authorization, excessive absenteeism and/or excessive lateness.
- Abuse of break times and lunch periods.

## **Disciplinary Actions**

Unacceptable behavior, i.e., misconduct and/or incompetence, will be dealt with in the following manner:

- 1st infraction - Verbal Counseling Session
- 2nd infraction - Verbal Warning
- 3rd infraction - Written Warning

If behavior has not improved or continues to be unacceptable, the immediate supervisor will meet with the Department Head to recommend formal charges be preferred against the employee after investigation and consultation with the Department of Human Resources. A written recommendation for formal charges will be made by the Department to the Director of Human Resources.

A Step I Disciplinary Hearing will be scheduled by the Department of Human Resources if formal charges are warranted. The employee will be formally notified in writing of the charges, specifications and possible penalties, at least ten days prior to the scheduled date, time and place for the first step hearing at the college. An informational copy will be sent to the respective Union. The employee has the right to Union and/or legal representation at the hearing.

After a Step I Hearing, the Hearing Officer will issue a written decision with regard to the charges and shall state the disciplinary penalty, if any, within seven working days of the hearing. The College may implement a penalty other than termination immediately. The decision may be accepted by the employee or appealed for a Step II Hearing within ten days of the receipt of the Step I Decision.

If found guilty of formal charges, the form of discipline shall include, but not be limited to:

- written reprimand
- fine not to exceed \$200
- demotion in title
- suspension without pay for up to sixty (60) work days
- termination of services

In exceptional situations requiring immediate action, such as, but not necessarily limited to, those involving potential injury to persons or property or unreasonable disruption of College operations, an employee may be immediately suspended without pay by the Director of Human Resources for a period up to thirty work days.

## LEHMAN COLLEGE DEPARTMENT OF HUMAN RESOURCES

---

<b>PROGRESSIVE DISCIPLINE MODEL</b>		
<b>LEVEL OF DISCIPLINE</b>	<b>WHERE AND WHO</b>	<b>DOCUMENTATION</b>
Counseling Session	At work site in private setting, or Supervisor's office with employee only.	Note in Supervisor's file: Date, Time, Place, describing incident/corrective action.
Verbal Warning	In Supervisor's office with the employee only.	Summarize discussion in writing, cc: Department Head, place in Dept. file.
Written Warning	In Supervisor's office with Employee & Shop Steward, and/or witness.	Written warning to employee signed by employee and witness. cc: Department Head and Personnel File.
Formal Charges	Supervisor & Department Head meet with Human Resources Officer.	Written request to Human Resources Director for Step I Hearing, with all documentation: verbal & written warnings, etc.
Step I Hearing (College)	Employee and Union Representative, Supervisor, Department Head and witnesses.	Formal written charges. Testimony & evidence presented. Written decision given by Hearing Officer in 7 days.
Step II Hearing (CUNY)	Personnel and/or Legal Counsel, Union/Legal Rep. for Employee, all witnesses.	Step I Decision, all written documentation, Personnel Record. Testimony and evidence presented.
Step III Hearing (C.C.C.) (A.A.A.)	Personnel and Legal Representation for both parties. Any and all witnesses may be called.	Step II Decision, Step I Decision, Written Charges, all prior documentation, Personnel Record. Testimony and evidence presented.

This Progressive Discipline Model is applicable for all Civil Service Titles; Blue Collar, White Collar and 220 Skilled Trades. All penalties imposed upon the employee by the Hearing Officer after a Step I Hearing may be appealed by the Union representing the employee.

**NOTE:**

C.C.C. = CUNY Civil Service Commission

A.A.A. = American Arbitration Association

## **GRIEVANCE PROCEDURE**

---

Grievances may be filed against The College for: disputes concerning the application or interpretation of the terms of the collective bargaining agreement; a violation, misinterpretation or misapplication of the rules and regulations of the University; performing duties that are essentially different from those specified in the job title or for the improper holding of an open competitive rather than a promotional examination.

### **Filing**

Grievances may be filed by an employee or by the employee's union within 120 calendar days of the date that the grievance arose. Grievances should be presented in writing, on a grievance form used by the Union, to the Director of Human Resources. They should cite the section of the contract, rule or regulation violated and they may state the remedy requested.

### **Grievance Steps**

Employees may informally discuss a matter which has the potential to become a grievance with their supervisor at any time. If this is not done, or if the results are unsatisfactory, the employee may present the grievance to the Director of Human Resources. A Step I Grievance Hearing will be scheduled by the Department of Human Resources with a decision in writing to the grievant and the union within seven days of the hearing.

If the Step I decision is unsatisfactory, the grievant or the union may appeal in writing within seven working days of the receipt of the Step I decision to the Chancellor's designee at CUNY for a Step II hearing. A decision will be issued in writing, within ten days after the Step II hearing, to the party filing the appeal.

An appeal from an unsatisfactory Step II decision can only be brought by the union for impartial arbitration to the American Arbitration Association within fifteen days of the receipt of the Step II decision, with a copy to the Chancellor's Designee sent by certified mail, return receipt requested.

## **WORK HOURS, ATTENDANCE, AND TIMEKEEPING**

---

### **Work Hours**

- Regular business hours for most employees are from 9 am to 5 pm, Monday through Friday. Your particular hours of work and the scheduling of your meal break, will be determined and assigned by your supervisor or department head, based on your title and the needs of the college. You are required by New York State Law to take a one-half (½) hour unpaid meal break after five consecutive hours of work. Please understand that you may not “work through your meal break” in order to arrive late, leave early, or to work extra time.
- Starting time is the time scheduled by the supervisor with the approval of the Director of Human Resources for the commencement of the work week. Any change in this schedule requires the prior written approval of the Director of Human Resources.
- Days and shifts are assigned to meet College needs and may be reassigned by The College. The normal work week for full-time White Collar titles is 35 hours. Blue collar titles are assigned a 40 hour work week. Skilled Trades/220 titles vary between 35-40 hours per week. You will be assigned to a shift by your supervisor.

Each employee is required to sign or swipe in at the beginning of the work day, and sign or swipe out at the end of the work day. Time records must be maintained on a daily basis. The practice of completing time records at the end of the work week or having a co-worker make the entry is prohibited. Time records are official College documents and the basis for salary payments. Any employee who knowingly falsifies time and leave records shall be subject to disciplinary action, including dismissal for cause. Any supervisor who knowingly approves a falsified time and leave record shall be subject to disciplinary action, including dismissal for cause. Blue Collar titles and Skilled Trades titles in Physical Plant Services must use the time clock procedure as follows:

1. You must personally clock/swipe in by the start of your shift and personally clock/swipe out when you finish your shift each day.
2. You must only clock/swipe your own time or ID card. You must not clock/swipe another employee's time card in or out, or otherwise falsify a time record. It is a serious offense which can result in termination.
3. You must be prepared to begin work at the start of your shift.

4. You should not clock/swipe in more than 15 minutes early without permission from the Administrative Superintendent of Campus Buildings and Grounds, or his Designee. You may not loiter on Campus before or after working hours.
5. If you fail to clock/swipe your time or ID card in or out, you must notify your immediate supervisor. Only the Administrative Superintendent or those he authorizes may make adjustments on your time record.

### **Coffee Breaks**

One break per day of not more than 15 minutes is authorized by the White and Blue Collar contracts. "Coffee breaks" may NOT be accumulated, added to your lunch hour, or taken at the end of the day for the purpose of leaving early. Breaks are scheduled by the Supervisor.

### **Meal Break**

An unpaid meal break is to be observed. No extended meal break is allowed unless it is approved by the Supervisor and appropriately noted on the time records. Staff members should NOT be permitted to eat at their work location and then take a "meal break." Moreover, staff members may NOT forego a meal break to leave early. Meal breaks are to be taken during the time period authorized by the department head, who will schedule your assigned meal break.

## TIME & LEAVE

---

### ANNUAL LEAVE

The annual leave period is from September 1st through August 31st

A full month's credit for sick and annual leave earnings shall be given to an employee who has been in full pay status for at least 15 calendar days during that month. Annual leave may be accrued to two times (2x) the maximum annual leave allowance up to fifty-four (54) days. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year. Employees are given an annual statement of their leave balances by June 1st.

Effective 7/1/91, the annual leave accrual rates for full-time White Collar and Blue Collar employees are:

<b>Years in Service</b>	<b>Monthly Accrual</b>	<b>Allowance</b>	<b>Maximum</b>
At the beginning of the 1st year	1.25 days	15 work days	30 work days
At the beginning of the 5th year	1.6667 days	20 work days	40 work days
At the beginning of the 8th year	2.0833 days	25 work days	50 work days
At the beginning of the 15th year	2.25 days	27 work days	54 work days

1. Approved Annual Leave may be used for a minimum of one (1) hour. Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues.
2. Request for "vacation" i.e., annual leave, must be submitted in writing on a Department Request Form at least 7 business days in advance
3. Vacations are scheduled by the department as follows:
  - The use of Annual Leave is subject to the prior approval of the unit head that is authorized to schedule vacations based upon the needs of The College.
  - Leave for one or more days must be requested at least 7 days in advance on a Department Request Form. The form must note the dates and type of leave requested. The Department Head or his Designee has the right to deny requests for time off or to require documentation for "Emergency" requests. The form signed by the Department Head or Designee should be returned to the employee.

- Employees who take time off without prior notification and approval are considered to be Away Without Leave (AWOL) and subject to disciplinary procedures.
- 4. Please note that you are paid for approved time off only if you have enough accrued annual leave to cover your absence. If not, you may request a leave without pay, subject to approval by your Department Head and the Department of Human Resources.

**NOTE:** SKILLED TRADES/220 Titled employees vary in the amount of annual, sick, holiday leave and compensatory time they may accrue. Employees in these titles should check with the Department of Human Resources to determine what they are entitled to.

## **SICK LEAVE**

The Sick Leave allowance for all Blue and White Collar employees accrues at the rate of one (1) day per month for a total of **twelve (12) days** per year. The number of Sick Leave days permitted to accumulate is unlimited for Blue and White Collar employees. 220 employees may accumulate a maximum of 200 sick days. New employees accumulate 1 day of sick leave a month after working for one (1) full month for a total of 12 days per year.

1. Approved Sick Leave may be used for a minimum of one (1) hour. Approved Sick Leave may be used as it accrues.
2. Sick leave shall be used only for personal illness of the employee. Use of sick leave must be approved by the Department and the Department of Human Resources. Proof of disability may be required regardless of the length of an absence.
3. Any employee who anticipates a series of three (3) or more medical appointments, which will require a repeated use of sick leave in units of one day or less, must submit medical documentation indicating the nature of the condition and the anticipated schedule of treatment. Proof of disability must be submitted if you request sick leave for more than three (3) consecutive work days or you may be subject to disciplinary action.
4. If you are in jeopardy, which is undocumented use of sick leave more than five times (or more than four times on days before or after a weekend or holiday) in any specified six-month period, you must submit medical documentation for every occasion you are out sick during the next six-month period. The six-month periods are from January 1 to June 30 and from July 1 to December 31 of each year.
5. If you are required to document your illness, you must submit the original documentation to the Department of Human Resources. You will receive a salary deduction if that documentation is not received within 5 working days of your return to duty. This

requirement for documentation will continue until you have worked a complete six month "sick leave period" without being on sick leave more than two (2) times. Failure to comply may result in disciplinary action.

6. If you are absent due to illness for more than 3 days, or the College has reason to believe there is a serious medical condition, proof of ability to return to duty must be provided before you will be permitted to work. You can apply for Family Medical Leave (see pg. 25) by submitting the "Application For Leave" and "Medical Certification Form." which are available from the Department of Human Resources. In order to return to work, a "Certification of Fitness to Return to Work" form must be completed by your physician and submitted to the Department of Human Resources.

**NOTE: SKILLED TRADES/220** Titled employees vary in the amount of annual, sick, holiday leave and compensatory time they may accrue. Employees in these titles should check with the Department of Human Resources to determine what they are entitled to.

### **COMPENSATORY TIME**

Employees may earn up to 240 hours per year in compensatory time. Work performed which earns compensatory time is scheduled by the supervisor. The compensatory time must be used within 90 days of being earned, or it will be added to the sick leave balance. There is no carry-over of compensatory time from year to year.

### **LATENESS**

- Starting time is the time scheduled by your supervisor for you to begin the work day.
- Lateness of more than 6 minutes at starting time, or on return from meals or break, will be deducted from annual leave as shown in the section on lateness penalties.
- Lateness penalties are deducted from annual leave. If you have no accrued annual leave, a payroll deduction will be made.
- If you are less than 7 minutes late, the time is not deducted from your annual leave, but you are still considered late. You may be subject to further disciplinary action.

A grace period of 1/10 of an hour (6 minutes of unpenalized lateness) per day will be allowed from starting time to allow for transit delays, elevator delays, extreme weather conditions, etc.

Note this does not change the starting time. Lateness of more than 6 minutes shall be deducted from annual leave as follows:

For lateness of:	The penalty is:
7-10 minutes	15 minutes
11-20 minutes	30 minutes
21-35 minutes	45 minutes
36-50 minutes	1 hour
51-1 hour 6 minutes thereafter	1 hour 15 minutes like multiples added to 1 hr. 15 min.

- An employee who swipes or signs in after the scheduled starting time five or more times a month, or who leaves the job before the scheduled end of the shift, may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns of lateness prevail.
- Lateness caused by a verified major failure of public transportation, such as a widespread or total power failure of significant duration or other catastrophe of similar severity, shall be excused at the discretion of the University. Verified lateness caused by less severe transportation difficulties may be excused at the sole discretion of the Director of Human Resources.
- In accordance with the procedure of each college or unit, employees are required to record their time upon arrival and departure from work. Employees may be required to record their time upon leaving for lunch and returning from lunch. Failure to record time as required may be excused only by the Director of Human Resources. Such approval will be indicated by the Director of Human Resources' making and initialing the appropriate time entries.

## **HOLIDAY SCHEDULE**

The number of regular holidays and unscheduled days, which are contractually agreed upon in lieu of scheduled holidays, are subject to change from year to year. Please refer to the Employee Holiday Schedule issued yearly by the University Personnel Officer for your title.

### **Holiday Leave - Blue and White Collar Titles**

- A “Holiday Leave Bank” is established for each employee and credited with holiday leave time as each holiday occurs. The total accumulation of holiday leave cannot exceed 128 hours/16 days per year. The Holiday Schedule for the leave year starting July 1 and ending June 30 is distributed yearly. All holiday leave must be taken within the Holiday Leave Year.
- If a Holiday falls on a day that is not your regularly scheduled work day, you will be given another day off with the approval of your supervisor.
- If any Holiday falls on a Saturday or Sunday, it may be observed on the Friday immediately preceding, the Monday immediately following, or used as an unscheduled holiday with the approval of your supervisor.
- Any employee required to work on a Holiday which is the employee's regularly scheduled day off may choose:
  - Compensation of fifty percent (50% cash premium) and compensatory time for actual hours worked, or;
  - Overtime pursuant to Article VII of the Collective Bargaining Agreement.
- An employee cannot receive both 1) 50% cash premium plus compensatory time and 2) overtime pay for the same hours worked.
- 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 may not be carried over. They must be used before August 31 of the current year or they are forfeited. There is no carry over permissible for unused unscheduled holidays.

**NOTE:** SKILLED TRADES/220 Titled employees vary in the amount of annual, sick, holiday leave and compensatory time they may accrue. Employees in these titles should check with the Department of Human Resources to determine what they are entitled to.

## **TYPES OF LEAVES**

---

### **UNPAID LEAVE OF ABSENCE**

- Unpaid leave of absences for “permanent” full or part-time employees may be granted for an aggregate of no more than one year by the College Appointing Officer. An aggregate of an additional year may be granted by the President of the College. A third and final year may be approved by the Vice Chancellor for Faculty and Staff Relations upon submission by the College of satisfactory evidence that such an extension of leave would be in the interest of the University. Time spent in an unpaid leave status will not count toward eligibility for additional vacation credits.
- An employee who requests a leave of absence without pay, must sign a statement, each year, to the effect that he/she understands the impact this leave will have on his/her benefits.
- These provisions do not apply to unpaid leaves of absence when taken for child care or in order to accept a position in a different University title.

### **AUTHORIZED LEAVE**

- Authorized leaves of absence without pay may be permitted under special circumstances, in order to facilitate the recovery and/or return to duty of provisional employees affected by personal illness or disability, if a position is available and offered.
- A provisional employee who meets the following requirements shall be permitted a leave of absence without pay (not to exceed 4 months within any 12-month period) resulting in the continuation of health insurance benefits coverage during a period of personal illness or disability of the employee.

#### **Requirements:**

- Documentation satisfactory to the Director of Human Resources that the personal illness or disability of the employee warrants a leave of absence, and
- at least two years of continuous CUNY service in a full-time title, and
- a performance rating of at least satisfactory resulting from an evaluation conducted within the previous twelve months, and

- all other available leave accruals (sick, annual, compensatory time, etc.) have been exhausted.
  - In extraordinary circumstances, leaves of absence without pay for other purposes may be permitted, subject to the prior approval of the Vice Chancellor for Faculty and Staff Relations.
  - Upon determination by the Director of Human Resources that all of the requirements are met, the employee shall be permitted a leave of absence without pay. Such leave of absence shall initially be for a period not to exceed two (2) months; if necessary; the leave of absence may be renewed thereafter for an additional period not to exceed two (2) additional months.

## **BEREAVEMENT LEAVE**

- When a death in an employee's immediate family occurs, such time is excused as bereavement leave. The immediate family is defined as spouse, domestic partner, natural, foster or step parent; mother-in-law, father-in-law, natural, foster or step brother; natural, foster or step sister; natural, foster or step child or any other relative residing in the same household. Bereavement leave may not exceed four (4) days.
- When you return to work, you must bring documentation within 5 working days of your return, which indicates your relationship to the deceased and the date of death, in order to be paid for your time off as bereavement leave.

## **CHILD CARE LEAVE**

This leave is granted without pay to any employee who becomes the parent (either through natural child birth or by adoption of an infant child up to four years of age). This leave may be extended to a maximum of four years. Pregnant employees must exhaust sick and annual leave balances before child care leave can be granted. Provisional employees may also apply for child care leaves. The necessary forms can be obtained from the Department of Human Resources. You must notify the Department of Human Resources before you begin your leave and indicate when you plan to return.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act (FMLA) requires Lehman College to provide up to 12 weeks of job-protected leave to eligible employees for certain family and medical reasons. You are

eligible for Family Medical Leave if you have worked at a CUNY college for at least twelve (12) months, and for at least 1,250 hours during the year preceding the leave.

### **Reasons for Taking Leave**

Family Medical Leave is granted for any of the following reasons:

- To care for the employee's child after birth
- Placement with the employee of a child for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification and leave requests may be denied if requirements are not met.

- The employee must provide 30 days advance notice when the leave is “foreseeable”.
- Lehman College may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report in order to return to work.

### **Job Benefits and Protection**

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any “group health plan”.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Upon approval of leave by Lehman College Department of Human Resources, paid leave accruals must be used prior to granting of unpaid leave. Both paid and unpaid FMLA leave are

counted collectively as part of the maximum twelve (12) week entitlement within the September 1 - August 31 FMLA leave year. For FMLA forms and more information on this act, see the Benefits Officer in the Department of Human Resources.

## **JURY DUTY**

CUNY employees who serve on State or local juries in New York State will receive only a carfare reimbursement check. Employees shall be released, as necessary, from their regular duties in order to serve on jury duty. Full-time employees shall suffer no loss of pay nor reduction of leave credits for serving on jury duty. Part-time and hourly employees may be permitted, at the discretion of The College and consistent with the needs and resources of the college, to make up on another day those lost work hours spent serving on jury duty.

### **Procedures for New York State and Local Jury Duty Service**

- Employees summoned to jury duty must notify their immediate supervisor and the Department of Human Resources, as soon as possible, that they have been summoned. A photocopy of the jury duty summons should be presented by the employee at this time.
- Employees should get a Jury Duty form (OFSR 521 (2/90), or a college developed variation, from the Department of Human Resources before departing for jury duty. This completed form should be given to the appropriate court clerk on the first day of service in order to facilitate adherence to the law.
- As an employee of Lehman College, you are considered a “State or local employee”. CUNY employees are to respond in the affirmative when asked this question by the appropriate court personnel.
- When returning from jury duty, you must submit a photocopy of the completed jury duty certificate to your immediate supervisor and the Department of Human Resources. A completed jury duty certificate will include the employee's name, dates of jury duty service, and the signature or stamp of the appropriate court clerk.
- When you receive the actual reimbursement check for carfare from the State, give a photocopy of the check, or a signed statement indicating that you have received only carfare reimbursement, to the Department of Human Resources.
- If the State inadvertently issues a check for the per diem jury duty service, you must reimburse the college for the full amount.

## **Procedures for Federal and Out-of State Jury Duty**

- Employees summoned to jury duty must notify their immediate supervisor and the college Department of Human Resources that they have been summoned as soon as possible. A photocopy of the jury duty summons should be presented by the employee at this time.
- When returning from jury duty, the employee must submit a photocopy of the completed jury duty certificate to his/her immediate supervisor and the Department of Human Resources. A completed jury duty certificate will include the employee's name, dates of jury duty service, and the signature or stamp of the appropriate court clerk.
- Employees who receive a per-diem allowance payment from the federal or out-of-state governmental jurisdiction must reimburse the college by payment at the Bursar's office.
- A photocopy of the actual reimbursement check received from the State, or a signed statement indicating that only carfare reimbursement was received, must be presented to the Department of Human Resources.
- Employees who serve on jury duty while on a regularly scheduled day off for which they are not receiving salary or wages, are entitled to receive the jury duty per diem allowance on such days off. For example, an employee regularly scheduled to work from Wednesday to Sunday serves on jury duty from Monday through Friday. Monday and Tuesday jury duty service will entitle the employee to the per diem allowance, but Wednesday, Thursday, and Friday jury duty service will not.
- Employees who serve on jury duty while on paid annual leave or while on a paid leave of absence, are not entitled to receive the jury duty per diem allowance for jury duty service on such days.
- Employees working the night shift who also serve on jury duty during daytime hours of the same day are not entitled to receive the jury duty per diem allowance.

## **MILITARY LEAVE**

### **Requesting Military Leave**

Employees requesting paid military leave, must submit a copy of their military orders to the Department of Human Resources. The orders should specify the dates of drills, maneuvers, etc. All employees, including hourly employees, summoned to active military service should be aware of the following CUNY policy:

- **With Full Pay:** All employees are entitled to an allotment of thirty (30) calendar days, or twenty-two (22) work days with full pay, whichever is greater, per calendar year (January- December). Full pay employees continue to accrue Annual and Sick Leave.
- **Without Pay:** All employees who exhaust, or who have already exhausted, the full pay calendar-year allotments are entitled to Military Leave Without Pay for a period of time not to exceed, in general, four (4) years.
- **Use of Annual Leave, Unscheduled Holidays, and Compensatory Time:** Employees who have exhausted paid Military Leave may, at their discretion, utilize any or all Annual Leave, Unscheduled Holidays and/or Compensatory Time from their leave balances. Unused Annual Leave, Unscheduled Holidays, and/or Compensatory Time remain in the employees leave balances pending their return to employment.

**Note:** Sick Leave may be used only in instances of documented illness, injury, or hospitalization.

#### **Benefits Coverage:**

- Employees while on Military Leave with full pay continue to receive benefits coverage.
- Employees on Military Leave without pay may receive health benefits through a Special Leave of Absence Coverage (SLOAC) up to a current maximum of four months per calendar year. Employees who receive military orders are encouraged to apply for and sign applications for SLOAC as soon as possible.

#### **Returning from a Leave**

- Employees who return from military duty, should submit a copy of certificate of attendance/payroll voucher to the Department of Human Resources. This document will verify the dates of attendance at drills, maneuvers, etc.
- A running tally is maintained, on a calendar year basis, for such paid absences for those employees concerned. After the thirty calendar days or twenty-two work days per calendar year allotment has been exhausted, additional time off must be as unpaid military leave.

## **FRINGE BENEFITS**

---

The Benefits Officer, who is located in the Department of Human Resources, provides information and assistance on employee benefits, namely, pension and retirement, tax-deferred annuities, group life and group disability insurance, health insurance, dental plans, optical plans, prescription drug and hearing aid plans. Although most of the benefits provided are for full-time staff, part-timers are eligible for some of these benefits. The information below refers to full-time employees, unless otherwise indicated.

New staff members are provided benefit packages at the time they are eligible. The information material should be reviewed very carefully and all forms within the packet should be completed and returned to the Benefits Officer within 30 days of the initial eligible date.

### **HEALTH INSURANCE**

- For employees appointed from Civil Service-eligible lists, Exempt, and some Non-Competitive employees coverage begins on your appointment date, provided that your Application Form has been received by the Department of Human Resources within 31 days of that date.
- For Provisional, Temporary, and some Non-Competitive employees, coverage begins on the first day of the pay period following the completion of 90 days of continuous employment, provided that your application has been submitted within that period.

There are several different health plans from which to choose, most of which are HMOs (Health Maintenance Organizations). The only plan that is not an HMO is GHI-CBP which is the only plan that allows you to select a doctor of your choice, who is not part of the plan's network of doctors.

HMO plans require you to use doctors that are member of that specific HMO or designated medical centers. Although there is no cost to the employee for some plans, there is a premium required for other plans and a small co-payment for each routine visit. Depending upon your choice, any premiums due will be deducted from your paycheck.

The packet provided to new employees contains a Summary Program Description booklet which explains each health plan in detail.

## **SUPPLEMENTARY UNION BENEFITS**

In addition to the basic health insurance described above, supplementary benefits, such as life insurance, dental and optical plans, are offered through the various unions to all employees in the title regardless of their membership in the union. These benefits vary with each union; details are supplied through the appropriate unions. See listing of unions on pages 40–42.

## **WORKERS' COMPENSATION**

Workers' Compensation covers all full-time and part-time employees. In the event that an employee is disabled because of an accidental injury or occupational disease incurred in the course of employment, Workers' Compensation pays a weekly cash benefit and provides the necessary medical care.

- In the case of death resulting from such injury or disease, the payment of weekly cash benefits goes to the employee's dependents. In the case of injury on the job or disease contracted through your job, notify your supervisor and the Department of Human Resources immediately to see what benefits you may be entitled to.
- As soon as possible, you and your supervisor must forward the appropriate forms to the Department of Human Resources who will submit them to the Workers' Compensation Division of the City Law Department. Unless there is an official record of an injury or an accident, the claim may be contested by the City.

**THERE IS A 30 DAY TIME LIMIT FOR FILING NOTICE OF ACCIDENT. Forms are available in the Department of Human Resources.**

## **RETIREMENT**

All employees appointed from a civil service list are required to join the New York City Employee's Retirement System (NYCERS). Provisional employees have the opportunity to join, but it is not mandatory. Benefits upon retirement are based on the employee's number of years of service and final average salary. In order to qualify for regular retirement benefits, an employee who joined the system on or after 7/1/76 must be at least 62 years of age and have ten years of service. For these employees, contributions of 3% are deducted from their paycheck. For

employees who are hired after 6/28/95 with no prior City service, regular retirement benefits start at 57 years of age with ten years of service. For these employees, contributions of 5.85% are deducted from their paycheck. Employees are entitled to borrow from their pension accumulation. Contact the Benefits Officer in the Department of Human Resources for details.

## **TAX-DEFERRED ANNUITY**

A tax-deferred annuity is a way to save additional money for retirement while at the same time deferring income taxes on the monies saved.

- You may choose a percentage of your salary to be deposited to your TDA account, not to exceed an amount determined by federal regulations.
- Each pay period; this amount is subtracted from your gross salary BEFORE the Federal, State, and City with-holding taxes are calculated.

The Copeland Company offers a Tax Sheltered Annuity (TSA) plan for all members of the classified staff (part-time College Assistants are also eligible). You do not have to be a member of the Employee's Retirement System in order to participate in this plan. To enroll or to get further information about the plan, contact the Copeland Company at (212) 840-8610.

## **PAYROLL/ PAYCHECK DEDUCTIONS**

---

### **WHAT DOES IT TAKE TO GET ON THE PAYROLL?**

#### **Full-Time Employees**

All full-time employees must submit, in person, to the Department of Human Resources, Shuster Hall, Room 230, the following:

- Resume or completed application form.
- Completed “Personal History Questionnaire.”
- Conviction Form
- Form W-4: “Employee's Withholding Allowance Certificate” for Federal income tax purposes.
- IT-2104: “New York State - City of New York - City of Yonkers Employee's Withholding Allowance Certificate” for State and City income tax purposes.
- Form I-9: “Employment Eligibility Verification.” This form is needed to comply with the Immigration Reform and Control Act of 1986. The “appointee” must present documentation to verify identity and eligibility for employment.
- Fingerprint Card.
- Qualification documents, including Social Security card, for the position.
- Employment Reference Request Forms.

#### **FEES (only U.S. Postal, Travelers Express, or American Express money orders are accepted)**

- Processing fees are required for all civil service positions. The amount of the fee is based upon the annual salary. The Department of Human Resources will advise you regarding the fee payment.
- Fingerprint Processing fees are required for all appointed full-time positions.

#### **Part-Time Employees**

College Assistants/Tutors must submit, in person, to the Human Resources Department, Shuster Hall, Room 230, the following:

- A completed “Employment Application” and a City College Personnel Action Form-D, “Part-Time Non-Instructional Personnel” The latter form must be typed, and signed by the Chairperson or Dean.
- A Form W-4: “Employee's Withholding Allowance Certificate” for Federal income tax purposes.
- An IT-2104: “New York State - City of New York - City of Yonkers Employee's Withholding Allowance Certificate” for State and City income tax purposes.
- A Form I-9: “Employment Eligibility Verification.” This form is needed to comply with the Immigration Reform and Control Act of 1986. The “appointee” must present documentation to verify identity and eligibility for employment.
- Social Security card
- A Fingerprint Card. Full-time CUNY students may be excused from the fingerprinting and have the fee waived by the Director of Human Resources provided the “appointee” presents a CUNY Student ID Card with a valid sticker and a Bursar’s receipt indicating 12 or more credits for the current semester.
- College Assistants appointed as Tutors must submit proof of degree or college credits completed to justify their pay rate.

**FEES (only U.S. Postal, Travelers Express, or American Express money orders are accepted)**

- Processing fees are required for College Assistants/Tutors who are appointed for more than 240 hours of work for the “appointment year” beginning July 1 and ending June 30 as follows:

Appointee's Hourly Rate Processing Fee

From \$8.47 to \$15.07 \$10.00

From \$15.08 and over \$15.00

- Fingerprint Processing fees are required from all appointed College Assistants/Tutors; however, full-time CUNY students may be excused from the fingerprinting and have the fee waived by the Director of Human Resources provided the “appointee” presents a CUNY Student ID Card with a valid sticker and a Bursar's receipt indicating 12 or more credits for the current semester.

Lehman College state payroll checks are processed by the New York State Comptroller's Office in Albany, New York. It is a computerized payroll process and requires that the College submit certain data to the Comptroller's Office two weeks prior to pay date on a timely schedule. It is imperative that the College adhere to the scheduled cut-off dates and deadline dates. The State Department of Audit & Control audits the data for budget availability, correctness of title and salary, appropriate appointment dates, and correctness of computation. If the information is correct, a check is then issued.

**MISSING THE CUT-OFF DATES RESULTS IN A DELAY OF FOUR WEEKS BEFORE A CHECK IS ISSUED.**

**DISTRIBUTION OF CHECKS**

Most City College employees are on the New York State payroll, and are paid bi-weekly on Thursdays. If Thursday is a holiday, paychecks are available for distribution on Wednesday after 3:00 p.m. Paychecks are usually distributed at the Bursar's Office in Shuster Hall, Room 031.

Employees with at least six weeks of service may participate in the Direct Deposit Program which electronically deposits your paycheck into your bank or credit union checking or savings account. Enrollment forms are available in the Department of Human Resources, Shuster Hall, Room 230. The College may exclude individuals from participation in the program for reasonable cause. Employees with very low leave accrual balances or who have frequent unauthorized absences may be excluded from the program. The College may also cancel an employee's participation in direct deposit if he/she develops attendance problems.

- In order to pick up your paycheck, you must present a current, validated Lehman College faculty/staff photo identification card. (See page 12 for information on obtaining ID cards).
- You can compute your biweekly salary by multiplying your annual salary by .038356 during a regular year (365 days) or by .038251 during a leap year.  
Example: 14 days  
 $365 \text{ days per year} = .038356 \times \$20,000 \text{ annual salary} = \$767.12 \text{ (BIWEEKLY Gross)}$
- To calculate one day's salary, simply take 1/10 of the gross.  
Example:  $1/10 \times 767.12 = \$76.71$

- A new employee entitled to pay for twelve (12) work days at \$20,000 annum would be paid:  
 1 biweekly (10 days) = \$767.12  
 2 days at \$76.71 = \$153.42  
 Gross Check = \$920.54

## **PAYCHECK DEDUCTIONS**

The deductions from the gross salary are for withholding taxes (federal, state, city), pension, health insurance, union dues, and other miscellaneous items. The amount of the deductions will vary according to the number of dependents claimed, pension plan and health insurance plan selected.

### **Income Taxes**

- A W-4 form and IT-2104 form for declaring dependents is included in the orientation materials you receive from the Department of Human Resources. Federal, state and city income tax withholdings are based upon the number of dependents you claim and your marital status.
- If you wish to change the number of dependents, a revised W-4 or IT-2104 form may be filed with the Payroll Office, Shuster Hall, Room 230.
- The W-2 form, required for filing your income tax return to the Internal Revenue Service, is sent to the College from the State after January 31st. They are mailed by the College to the address on the paycheck. If you changed your address in the previous year, fill out a “Change of Information” form available in the Department of Human Resources to update your mailing address.

### **Social Security**

- For all employees subject to Social Security, deductions are made in accordance with the percentage authorized by law until the maximum social security deduction for the year has been reached, at which time deductions stop until the following January 1st. Employers are required to report the amount withheld for “regular” social security (currently 6.2% of gross) and the amount that goes to fund the Medicare portion of social security (1.45% of gross).

## **Health Insurance**

- Deductions are based on the choice of health plan, options and whether you have chosen individual or family coverage. Unless you elect otherwise, deductions are taken on a pre-tax dollar basis. Health codes and, if applicable, deduction amounts, will appear in the section marked “Before Tax Deductions” on the State pay stub. Any employee who is enrolled in a health plan and finds that there is no health code on their pay stub should contact the Benefits Officer immediately in order to ensure continued coverage.

## **New York City Employees Retirement System (ERS)**

- Deductions vary according to age and choice of plan. The retirement plan is optional for provisional employees. For those employees joining the system on or after 7/1/76 (Tier III/IV) and before 6/28/95, there is an employee contribution of 3% of gross salary (on a pre-tax dollar basis). Employees in Tiers I and II, who joined the system prior to 7/1/76, will find that the deductions vary according to age and choice of plan.

## **Agency Shop Fee/ Union Dues**

- Pursuant to State legislation, and agreements entered into between the City and various labor unions, employees who are not union members, but are in titles covered by contract agreements are subject to the deduction of agency shop fees (dues) from their paychecks.

## **U.S. Savings Bonds**

- You may participate in a regular savings program through the purchase of U.S. Savings Bonds. Through payroll deductions, the amount you specify will be deducted from your paycheck. Arrangements should be made with the Benefits Officer in the Department of Human Resources.

## **Municipal Credit Union**

- Staff members are eligible to join the Municipal Credit Union, and when applicable may see deductions for savings account deposits, loan payments or other credit union business

such as Christmas and Vacation Clubs. You may obtain an application from the Benefits Officer, Shuster Hall, Room 230.

### **DC 37 Voluntary Insurance Programs**

- Staff members have the opportunity to enroll in the DC 37 life insurance and/or disability plans and will see their premium payment listed on their paycheck stub.

### **Tax-Deferred Annuity**

- Staff members enrolled in the Copeland tax-sheltered annuity will have their pre-tax dollar contribution itemized on the State paycheck stub.

## **CAREER TRAINING AND DEVELOPMENT**

---

### **TUITION WAIVERS**

All full-time employees are exempted from the payment of tuition (except for student fees) for authorized courses offered at Lehman College or at any other college within CUNY, when the following conditions are met:

- Classified White and Blue Collar, and Skilled Trades: must be employed full-time and have worked at least one (1) year prior to the first day of class. The tuition waiver is valid for undergraduate courses including those courses offered during the summer session.
- Gittleston Titles: must be employed full-time and have worked at least six (6) months prior to the first day of class. The tuition waiver is valid for undergraduate and graduate courses during the spring and fall. During summer session, undergraduate courses are covered by the tuition waiver.
- Classes may not be taken during the employee's normal working hours.
- Lunch-hour classes require advanced approval from your supervisor and the Department of Human Resources. The lunch hour period is between 11:45 am and 2:15 pm
- Tuition waivers may not be used for Continuing Education or other adult education courses and do not include the payment of non-instructional fees.

### **CONNECTIONS TRAINING COURSE**

CONNECTIONS is a communication skill, interpersonal relations program that the City University has targeted for delivery to all employees. It is a program built around making people feel better about their work and their lives. It is a structured approach to improving student relations through increasing support staff sensitivity and personal communication skills. Lehman College, through the Department of Human Resources, is committed to the development and training of its staff in order to improve the quality of service extended to our students and all others with whom we interact. The program is offered at least once a semester and runs for three weeks with one three-hour session per week. Contact the Department of Human Resources for more information.

### **SUPERCUNY TRAINING COURSE**

This program was developed by the City University of New York to develop the managerial skills of those serving in a supervisory role. For more information regarding this program contact the Department of Human Resources.

## **CUNY JOB POSTINGS**

Personnel Vacancy Notices for jobs in all units of the City University of New York are posted in the Department of Human Resources, Shuster Hall, Room 230, in the Affirmative Action Office, Shuster Hall, Room 352, Lehman College Web site: [www.lehman.cuny.edu](http://www.lehman.cuny.edu) and on the CUNY Web site: [www.cuny.edu](http://www.cuny.edu)

## **FIRE AND FIRE DRILLS**

---

If you think there is a fire, leave the building immediately. Go to the nearest telephone and call 911 (New York City emergency number) to report the location of the fire. Then call 960-7777 (Public Safety) to report the fire and your emergency call.

Fire drills are conducted each semester. They are always announced in advance by a memorandum that describes the details of the procedure. It is mandatory that you treat all drills as real emergencies. It is also important that you familiarize yourself with the location of the nearest exit from your room. This may save your life someday.

## EMERGENCY CLOSINGS

---

The University/College is open unless a specific announcement is made to the contrary. If weather conditions or other emergencies (e.g. major public transportation problems, utility or power disruption, campus disturbance, health emergency, or damage to facilities, etc.) arises that causes the school to be closed, notifications are broadcast on the following radio stations:

	AM	FM
WADO	1280	
WBLS		107.5
WCBS	880	101.1
WFAS	1230	104
WINS	1010	
WLIB	1190	

Physical Plant Services and Public Safety and Security staff members who are designated “essential staff,” and are notified of this designation, are required to report to work in these situations since they are considered emergency employees. Their attendance is essential during emergency situations. Those employees who do not report for work will have deductions made from either their salary or leave balances.

If only a portion of the campus is closed, all employees should report to work and they will be assigned to perform their duties in facilities and offices that are open at the college. Your department head will inform you beforehand where to report if such a situation occurs.

## **BLUE COLLAR TITLES**

---

<b>TITLE</b>	<b>RESPECTIVE UNION</b>
Assistant Principal Custodial Supervisor	DC 37, Local 1797
Campus Peace Officer	IBT, Local 237
Campus Public Safety Sergeant	IBT, Local 237
College Security Specialist	DC 37, Local 237
CUNY Custodial Assistant	DC 37, Local 1597
Custodial Assistant	DC 37, Local 1597
Custodial Supervisor	DC 37, Local 1797
Principal Custodial Supervisor	DC 37, Local 1797
Stockworker	IBT, Local 237
Supervisor of Stock Workers	IBT, Local 237

## WHITE COLLAR TITLES

---

<b>TITLE</b>	<b>RESPECTIVE UNION</b>
Assistant Purchasing Agent	SEIU, Local 300
College Accountant	DC 37, Local 1407
College Accounting Assistant	DC 37, Local 1407
College Assistant	DC 37, Local 2054
College Print Shop Assistant	DC 37, Local 384
College Print Shop Associate	DC 37, Local 384
Computer Systems Manager	DC 37, Local 2627
CUNY Administrative Assistant	DC 37, Local 384
CUNY Office Assistant	DC 37, Local 384
CUNY Secretarial Assistant	DC 37, Local 384
Disability Accommodations Specialist	DC 37, Local 2054
Information Systems Assistant	DC 37, Local 2627
Information Systems Associate	DC 37, Local 2627
Information Systems Specialist	DC 37, Local 2627
Mail/Message Services Worker	DC 37, Local 384
Purchasing Agent	SEIU, Local 300
University Architect	DC 37, Local 375
University Engineer	DC 37, Local 375

## SKILLED TRADES/220 TITLES

---

TITLE	RESPECTIVE UNION	TELEPHONE NO.
Auto Mechanic	SEIU, Local 246	(212) 349-6280
Carpenter	NYC Council of Carpenters, DC 9	(212) 366-7300
City Laborer	DC 37, Local 924	(212) 815-1010
Electrician	IBEW, Local 3	(718) 591-2000
High Pressure Plant Tender	DC 37, Local 983	(212) 815-1025
Laborer	DC 37, Local 924	(212) 815-1010
Locksmith	DC 37, Local 1078	(212) 815-1010
Maintenance Worker	IBT, Local 237	(212) 924-2000
Painter	DC 9	(212) 255-2950
Plumber	Local 1	(718) 738-7500
Plumbers' Helper	Local 1	(718) 738-7500
Senior Stationary Engineer	IUOE, Local 30	(718) 847-8484
Stationary Engineer Supervisor	IUOE, Local 30	(718) 847-8484
Thermostat Repairer	Local 1	(718) 738-7500

### Benefits Office - Telephone Numbers

- DC 37 (212) 815-1234
- SEIU (212) 962-6883
- AFSCME (212) 815-1040
- IBT (212) 924-2000