



College Assistant Handbook



Borough of Manhattan Community College Office of Human Resources

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Borough of Manhattan Community College
The City University of New York

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Welcome



Welcome to BMCC, Borough of Manhattan Community College of The City University of New York. The College opened in 1964 and moved to its present location in 1983. The campus features a 1,000-seat auditorium, a 299-seat theater, a 99-seat drama workshop, an intercollegiate size swimming pool, and a gymnasium. There is a Media Center, College bookstore, two dining facilities, snack bar, and production facilities for television programs and videotapes. The present enrollment of full and part-time students exceeds 20,000.

In September of 1993, Miles and Shirley Fiterman generously donated 30 West Broadway to Borough of Manhattan Community College of The City University of New York, the largest private gift to a public higher education institution in the history of New York. Unfortunately, the attack on World Trade Center damaged the building. Plans are underway to rebuild Fiterman Hall.

The College also holds classes at Theresa Tower and Inwood Place, referred to as our Uptown Campus, and at 75 Park Place.

This handbook is for informational purposes only and is designed to give College Assistants/Tutors and their supervisors an overview of the school's personnel policies, procedures, and guidelines.

Orientations for part-time classified employees are given each semester. The Office of Human Resources will inform you of the specific date, time, and place. Please retain this handbook as a reference tool. If you have unanswered questions, you may call the Office of Human Resources at 212-220-8300 or visit us in Room S-710.

Upon accepting the College Assistant/Tutor appointment, you became not only an employee but also a representative of the College. The way in which you perform your duties reflects on you as an employee and as a representative of the College. It is absolutely essential for each of us to be courteous and informed about the department/office where you are assigned when speaking to the public, whether the communication is done face-to-face, by telephone, or in writing.

Under supervision, the College Assistant performs various clerical, administrative, research duties or other work related to the operation of a municipal college or other unit of The City University of New York where work is required on a part-time basis or for a limited duration.

The College Assistant provides assistance according to the department or office needs such as serving as a receptionist or a cashier; maintaining records; operating a copier and other business machines; sorting and distributing; issuing keys; acting as messenger; and performing general clerical services.

Other responsibilities may include taking dictation and transcribing it; typing letters, memoranda, and charts; assisting in statistical or research activities; collecting and compiling data; code data for electronic data processing, operating keypunch, sorter and collator; writing computer programs; making statistical analyses; and preparing reports.

Additional examples are performing library work, such as sorting and shelving books or binding books and periodicals.

Admission Requirements

Applicants must have a high school diploma or GED. They also must have sufficient skills to perform the duties of their assigned responsibilities.

Employment Eligibility – I-9

Under federal law, employees must be verified for both identity and employability within three days of employment according to the Immigration Reform and Control Act (IRCA). This verification process is conducted face-to-face in the Human Resources Office, Room S-710. *Only original documents are accepted such as social security card, birth certificate, passport, etc.*

Fingerprinting

Candidates for all Non-Instructional Staff positions are required to be fingerprinted. The processing fee is \$75.00 payable by *Postal Money Order Only* to the New York State Division of Criminal Justice Services (NYSD-CJS). Copies of fingerprints from non-CUNY agencies are not accepted.

Full-time CUNY students, upon presentation of student status (bursar receipt), are exempt from fingerprinting. Proof of student status is required each semester. Failure to submit required documents will delay being processed for payroll.

Processing Fees

If the proposed minimum hours of employment exceed 239, an application fee must be paid. The fee schedule currently in effect is as follows: \$10 for hourly rates from \$9.85 to \$19.13 and \$15 for hourly rates of \$19.44 and above. The fee is payable by *Postal Money Order Only* to The City University of New York. There are no exceptions to this CUNY procedure.

Because of state legislation and agreements, College Assistants/Tutors are subject to regulations of an *Agency Shop*. Employees may join District Council 37, Local 2054, the Union that represents College Assistants/Tutors. Those who choose not to join the Union will pay an Agency Shop Fee. The Union fee* or the Agency Shop fee is \$12.10. This fee is automatically deducted from your paycheck.

** Employees who work less than 17 hours per week can request a refund for paid Union dues. Save your paycheck stubs! Submit your request for reimbursement on a quarterly basis only to District Council 37, Accounting Department, 125 Barclay Street,, New York, New York 10277-0214. All questions regarding refunds should be directed to your Union.*

Appointment Start Date

College Assistants/Tutors *may not* begin work assignment until their employment process is completed and their appointment has been authorized by the Division Head. Authorization requires that the Personnel Action Form (PAF) has been completed and approved and all required documents and fees have been submitted to Human Resources. You will be informed of the specific dates of your appointment, both beginning and anticipated ending, by your department/office. If you wish to terminate your appointment, a two-week advance notification is expected and you must submit a letter of resignation. In addition, Exit Interview and Clearance forms must be completed and submitted to Human Resources prior to your final separation from the College and prior to receiving your final paycheck.

Change of Address

If you change your address, be sure to notify Human Resources and all the other agencies (e.g., DC37, NYC Employee Retirement System) so that information on your records is accurate.

Health Plan Coverage

To be eligible for health insurance, you must work a minimum of 20 hours per week. Coverage begins 90 days after your date of appointment. Contact the Benefits Officer at Human Resources to confirm your eligibility and to process your enrollment. If you miss a pay period, your health benefits will terminate. Contact the Benefits Officer before you leave and immediately upon your return to work.

Lines of Promotion

There are no lines of promotion. This position is classified in the non-competitive class.

Salary Checks

College Assistants are paid on a bi-weekly pay schedule. Upon receiving your completed application package and a Personnel Action Form (PAF) from your department/office, Human Resources will add your name to the Payroll. Your first paycheck will be issued approximately 3-4 weeks from the date the required completed documents are received in the Office of Human Resources.

Under procedures of the City and The City University of New York, a two-week payroll lag is in effect for College Assistants/Tutors. For example, a College Assistant/Tutor receives a paycheck for one week after having worked three weeks. When your employment ends, the two weeks are included in the final paycheck.

Time and Leave

Absences

If an emergency arises and you will find that you will be unable to work or will arrive late, notify your supervisor so that alternate coverage can be arranged.

Annual Leave and Vacation

College Assistants and Tutors accrue leave credits indicated in the leave chart if they work 17 1/2 hours a week. Usage begins after they have actually worked 500 hours in the fiscal year. Usage should be taken in units no smaller than one hour. Annual leave hours must be taken in the fiscal year (July 1—June 30) in which they are earned and prior to June 30. Annual leave requires prior approval of your supervisor. You should give your supervisor as much notice as possible and generally should give at least a week's notice. Effective July 1, 1998, annual leave accrual was increased for those part-time employees hired as of July 1, 1998 according to the schedule in Appendix A. At the beginning of the employee's first four years, the rate of 1 hour for each 15 hours work will accrue.

Authorized and Limited Hours

As a College Assistant/Tutor, you are limited to a maximum of 1040 working hours between July 1 and June 30 of the fiscal year. Your department/office will inform you of the specific dates and hours of your appointment. Any hours exceeding the maximum will not be honored until written authorization is received by Human Resources. All appointments terminate upon expiration date.

Note that credit will not be given to an employee who “neglects” to record his/her attendance by failing to record in upon arriving or out upon leaving work. In the event a time clock is broken, you are required to use any of the following time clocks available at 199 Chambers Street building: 2nd or 3rd floor South; Harrison Street; Learning Resource Center; Buildings and Grounds. There is a time clock at 75 Park Place for employees who are assigned to that location.

Furlough

As soon as you are taken off the payroll, your benefits are terminated. If you should return to work, contact the Benefits Officer so that your benefits may be reinstated.

Holiday Schedule

College Assistants/Tutors are paid based on hours worked. If annual leave is earned, a College Assistant may elect to utilize it to be paid for a holiday.

Jury Duty

College Assistants/Tutors serving on juries in New York State Courts are eligible to be paid the jury fee for the first three days by their college, if they are scheduled to work and they earn more than the fee. If they are not scheduled, they are not to be paid. The state pays \$40 per day. If an employee earns less than \$40 per day, they are paid their expected salary.

Lateness

The City of New York Department of Personnel lateness policy is in effect and will be applied for tardiness above 6 minutes. Following is the lateness penalty table in effect for employees:

Lateness	Penalty
7-10 min.	15 min.
11-20 min.	30 min.
21-35 min.	45 min.
36-50 min.	1 hr.
51-1 hr. 6 min.	1 hr. 15 min.

Thereafter, like multiples are added to 1 hour and 15 minutes. Reported lateness of less than six minutes may not result in salary deductions but are still subject to disciplinary review.

Lunch Breaks

If you work up to five hours, you are not required to take a lunch break. A one-half hour lunch break must be taken for hours worked above five and up to six hours. For six or more hours worked, a one-hour lunch must be taken. Under employment laws, employees are not paid for lunch breaks.

Overtime

Your supervisor, divisional dean or vice president must approve overtime in advance.

Sick Leave

Sick leave time earned is to be used only for personal illness. A physician's statement is required for absence due to illness of three days or more and before or after a holiday. Sick leave is based on 1 hour of sick leave for every 20 hours worked.

Time and Leave

Timekeeping Procedures/Swipe

The completion and submission by your supervisor of an Employee Time Report (ETR) for actual hours worked is mandatory. Some examples are: 8:30-4:30; 9:00-5:00; 10:00-6:00. The ETR is a weekly record of your work hours that should correspond to the hours approved for the position and attendance documentation from the time clock. You may not begin to work before your regular starting time or work beyond your regular departure time without prior written approval of your supervisor.

Workers Compensation

In case of an accident while working, immediately contact your supervisor and the Office of Human Resources. Workers Compensation forms must be obtained within 7 working days from the date of the accident.

District Council 37, Local 2054

The collective bargaining agent for College Assistants/Tutors is District Council 37, Local 2054.

College Assistants/Tutors who have worked 17 hours or more are eligible for the Welfare Fund Benefits: Dental, Optical, and Prescription. Contact DC 37 for up-to-date information on Welfare Benefits.

Retirement

A retirement plan was made available in 1992 to part-time employees and College Assistants/Tutors. You may obtain an application form from the Benefits Officer at Human Resources. Contact DC 37 for pension counseling.

College Assistants/Tutors who have worked 10 years or more, have worked a minimum of 500 hours each year, and have reached age sixty prior to separation, will continue to receive dental, optical, and prescription benefits for themselves and their eligible dependents after separation.

Supplementary Benefits

Life insurance and legal services are offered through your DC 37. You may contact them for more details. Their address is 125 Barclay Street, New York, NY 10007. Their telephone number is 212-895-1967.

Tuition Refund Program

DC 37 offers a Tuition Refund Program that provides reimbursement of tuition and registration fees of up to \$175 per term for a maximum of 3 terms per academic year for eligible employees. Please contact DC 37 directly to apply for this program.

If you are participating in the program, please remember that at the end of the term, you must send DC 37 a completed application form along with a grade report, bursar's receipt, and, if applicable, a financial aid statement. The Union must have this no later than 120 days after the last day of class. You will not be reimbursed for a course if you fail, withdraw, or receive an incomplete grade. If you take a course for credit, you must receive a grade of C or better in order to be eligible for reimbursement.

We encourage our employees to take advantage of opportunities offered to them by the College and their Union that will enhance their growth and development.

Union-Campus Representation

Who to Contact at DC 37

DC 37 Switchboard	815-1000
Blue Collar	815-1010
Clerical Administration	815-1020
College Reimbursement	815-1663
DC 37 Dental Center (M)	766-4440
DC 37 Dental Center (B)	852-1400
Education Department	815-1700
Education Hotline	815-1650
Health and Pension	815-1200
Health and Security	815-1234
Hospitals	815-1030
MELS Appointments	815-1111
MELS Information	815-1800
Membership Records	815-1570
OSHA	815-1685
Personnel Services Unit	815-1250
Political Action Department	815-1550
Professional	815-1040
Retirees Association	815-1781
Schools	815-1050
White Collar	815-1060

All numbers above have an area code of 212.

Affirmative Action Equal Employment Policy

Borough of Manhattan Community College of The City University of New York is committed to the principles of affirmative action and equal employment opportunity. The College recruits, employs, retains, and promotes employees in all job classifications on the basis of ability and without regard to race, color, religion, sex, age, national origin, handicap, marital status, veteran status, sexual orientation, or status of a victim of domestic violence. To insure equal employment opportunities and non-discrimination against minorities and women in accordance with CUNY's policy and federal, state, and local requirements, BMCC implements an affirmative action program.

The College's admission and retention policies and education and student activities programs do not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, marital status, veteran status, or sexual orientation.

Sexual Harassment Policy and Complaint Procedure

Under the policy of The City University of New York, harassment of employees or students on the basis of sex is prohibited. Investigation of allegations will be made promptly and on a confidential basis to ascertain the veracity of complaints and to take appropriate action.

It is a violation of the University and the College policy for any member of the college community to engage in sexual harassment and to take action against an individual who reports an incident of sexual harassment.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, and verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when submission or rejection to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work or academic environment.

It is the responsibility of each dean, director, department chairperson, administrator, or other person with supervisory responsibility to disseminate this policy within his/her area. CUNY policy and compliance procedures for sexual harassment are distributed college-wide and are published in the College catalog and Student Handbook.

University Policies: Who to Contact at BMCC

Affirmative Action

Affirmative Action Officer
Patricia Stein, Esq.
Telephone: 212-220-1236
Room S-750

Emergency Closing

Borough of Manhattan Community College always is open unless a specific announcement is made to the contrary. You may contact the College at 212-220-8000.

If weather conditions or other emergencies (e.g., utility or power disruption) should occur that causes the College to be closed, notifications are announced on the following radio stations:

WADO.....1280 AM
WBLS107.5 FM
WCBS880 AM (www.wcbs.880.com)
WFAS1230 AM; 103.9 and 106.3 FM
WFASwww.wfasam.com
WFASwww.wfasfm.com
WINS.....1010 AM
WLIB1190 AM
WOR.....www.wor710.com

Health Services

Staff Nurse
Penelope Jordan
Telephone: 212-220-8080
Room N303

Occupational Safety and Health Administration (OSHA)

OSHA Coordinator
Dr. Martin Levine
Science Department
Telephone: 212-220-1309
Room N-649

Security

Public Safety Director

Edwin Moss

Telephone: 212-220-8075/76

Room S-202

For emergency: 212-220-8080

Sexual Harassment

Sexual Harassment Prevention Coordinator

Patricia Stein, Esq.

Telephone: 212-220-1236

Room S-750D

Workplace Violence

Public Safety Director

Edwin Moss

Telephone: 212-220-8075/76

Room S-202

For emergency: 212-220-8080

Appendix A-1

Schedule of Leave Hours - Annual (Vacation) & Sick College Assistants hired on or after July 1, 1985 (For 1st, 2nd, 3rd, and 4th Year of Service)

July 1-June 30	Annual Leave	Sick Leave
500-502	33	25
503-509	34	25
510-517	34	26
518-529	35	26
530-532	35	27
533-547	36	27
548-549	37	27
550-562	37	28
563-569	38	28
570-577	38	29
578-589	39	29
590-592	39	30
593-607	40	30
608-609	41	30
610-622	41	31
623-629	42	31
630-637	42	32
638-649	43	32
650-652	43	33
653-667	44	33
668-669	45	33
670-682	45	34
683-689	46	34
690-697	46	35

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July 1-June 30	Annual Leave	Sick Leave
698-709	47	35
710-712	47	36
713-727	48	36
728-729	49	36
730-742	49	37
743-749	50	37
750-757	50	38
758-769	51	38
770-772	51	39
773-787	52	39
788-789	53	39
790-802	53	40
803-809	54	40
810-817	54	41
818-829	55	41
830-832	55	42
833-847	56	42
848-849	57	42
850-862	57	43
863-869	58	44
870-877	58	44
878-889	59	44
890-892	59	45
893-907	60	45

Appendix A-3

Schedule of Leave Hours - Annual (Vacation) & Sick College Assistants hired on or after July 1, 1985 (For 1st, 2nd, 3rd, and 4th Year of Service)

July 1-June 30	Annual Leave	Sick Leave
908-909	61	45
910-922	61	46
923-929	62	46
930-937	62	47
938-949	63	47
950-952	63	48
953-967	64	48
968-969	65	48
970-975	65	49
1040	69	52

Annual (Vacation) Leave is based upon 1 hour of annual leave for every 15 hours worked. Sick Leave is based upon 1 hour of sick leave for every 20 hours worked.



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New York, NY 10007

