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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 at Inwood Place, Brooklyn College, Lehman College and at 70 Murray Street.

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 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.
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 $86.75. 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 in the amount of $10 must be paid. 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 $13.53. 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.*
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.
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:

<table>
<thead>
<tr>
<th>Lateness</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10 min.</td>
<td>15 min.</td>
</tr>
<tr>
<td>11-20 min.</td>
<td>30 min.</td>
</tr>
<tr>
<td>21-35 min.</td>
<td>45 min.</td>
</tr>
<tr>
<td>36-50 min.</td>
<td>1 hr.</td>
</tr>
<tr>
<td>51-1 hr. 6 min.</td>
<td>1 hr. 15 min.</td>
</tr>
</tbody>
</table>

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 $800 maximum per calendar 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 Opportunity 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.
Workplace Violence Policy
Borough of Manhattan Community College of The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.

Workplace Violence is defined as any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or disrupts the workplace, the academic environment, or the College’s ability to provide services to the public. Examples of workplace violence include, but are not limited to: disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists); intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack); menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property; and possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the College community shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to the College property without specific written authorization from the College President regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not be ignored by any member of the University community. Workplace violence should promptly be reported to the Office of Public Safety. Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

Workplace Violence
Public Safety Director
Edwin Moss
Telephone: 212-220-8075/76
Room S-202
For emergency: 212-220-8080
Affirmative Action and Sexual Harassment
Affirmative Action Officer/Sexual Harassment Prevention Coordinator
Iyana Titus
Telephone: 212-220-1236
Room S-750D

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 or by accessing the College website at www.bmcc.cuny.edu.

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
- WBLS .......... 107.5 FM
- WCBS .......... 880 AM (www.wcbs.880.com)
- WFAS .......... 1230 AM; 103.9 and 106.3 FM
- WFAS .......... www.wfasam.com
- WFAS .......... www.wfasfm.com
- WINS .......... 1010 AM
- WLIB .......... 1190 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
## 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)

<table>
<thead>
<tr>
<th>July 1-June 30</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-502</td>
<td>33</td>
<td>25</td>
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<tr>
<td>503-509</td>
<td>34</td>
<td>25</td>
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<td>510-517</td>
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<td>518-529</td>
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<td>34</td>
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<td>690-697</td>
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</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>July 1-June 30</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>698-709</td>
<td>47</td>
<td>35</td>
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<tr>
<td>710-712</td>
<td>47</td>
<td>36</td>
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<td>713-727</td>
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<td>893-907</td>
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</tbody>
</table>
### 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)

<table>
<thead>
<tr>
<th>July 1-June 30</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>908-909</td>
<td>61</td>
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<tr>
<td>910-922</td>
<td>61</td>
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</tr>
<tr>
<td>1040</td>
<td>69</td>
<td>52</td>
</tr>
</tbody>
</table>

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.