



Eugenio María de Hostos Community College
Of The City University of New York
500 Grand Concourse, Bronx, New York 10451
Phone (718) 518-4444



**SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES
CLASSIFIED EMPLOYEES**

Welcome to Hostos College!

As an employee in a Classified title you are entitled to benefits as described below. Permanent employees are eligible on their first day of employment. Provisional and temporary employees are eligible on the first payroll date after 90 days of employment. Completed paperwork must be received in a timely manner in order for benefits to begin on the above dates. The information below has been prepared to answer some of the questions you may have about your employment and fringe benefits.

HEALTH INSURANCE COVERAGE

In your new hire package you received a summary description booklet outlining the hospital and medical plans listed below.

Aetna US Healthcare HMO
Aetna US Healthcare QPOS
Empire Healthchoice HMO and EPO
CIGNA HMO
HIP Prime HMO
HIP Prime POS
Health Net (formerly Physicians Health Services)
VYTRA (Queens and Long Island)
GHI HMO Select
GHI-CBP/EBCBS
MedTeam/Choice (through GHI)-for DC 37 Covered Employees

Typical HMO plans and Preferred Provider Organization (PPO) and Point of Service (POS) plans are offered.

The City of New York pays 100% of the basic plan for GHI-CBP/EBCBS, HIP Prime HMO and MedTeam/Choice. The remaining plans require payroll deductions for the basic plan. Optional coverage may be purchased for some health plans through additional payroll deductions.

Each plan varies as to benefits offered. GHI is the only plan that does NOT offer annual physicals if you are under 45 years of age.

You have the option of joining one of the above health plans. For permanent employees coverage for you and your eligible dependents will begin on the effective date of your appointment if your enrollment application is completed within 30 days of that date. Provisional employees are eligible on the first payroll after completion of 90 days provided all appropriate documentation is provided in a timely manner. The definition of eligible dependents has been expanded to include a registered domestic partner. Coverage is not automatic. The required enrollment forms are available in the Human Resources Office. Proof of marriage and birth certificates for dependent children are required.

Whenever a *Qualifying Event* occurs such as a birth, marriage or divorce, you have 30 days from the date of the event to add or drop an individual. Forms are available in Human Resources. Proof of the event is required.

Once you select a plan it cannot be changed until the official transfer period held in the fall semester. The change in plan becomes effective the first full payroll the following January.

HEALTH BENEFITS BUY OUT WAIVER PROGRAM

If you opt not to join a health insurance program, you must complete a waiver form. Under certain circumstances you may be entitled to a cash incentive payment when you waive health benefits. If you have City coverage through another agency the incentive does not apply. For single coverage the incentive is \$500 per year and \$1000 per year for family coverage, paid in two installments. Proof of health care coverage plus family status, if applicable, is required. Some welfare fund benefit may still be in effect, contact your welfare fund directly. Eligibility is the same as for health insurance for this benefit.

WELFARE FUND BENEFITS

Your union welfare fund may provide benefits such as prescription drug coverage, dental and optical coverage. DC 37 covered employees fill out the white enrollment card in your new hire package and send it directly in the envelope provided to DC 37. For questions regarding DC 37 benefits call (212) 815-1234. All others employees contact your welfare fund directly for eligibility information, phone numbers are provided in your new hire packet.

LONG TERM CARE PLAN

The City of New York offers a long-term care plan to all CUNY employees eligible for health insurance. New employees are guaranteed acceptance if they enroll within 30 days of employment. Thereafter, employees may enroll at any time but will be required to provide medical evidence of good health. This plan may be paid for through payroll deductions. Premiums are based on each individual's age upon enrollment and the benefit option chosen. This plan is available to spouses, parents, parents-in-law, grandparents and grandparents-in-law. For information call 866-414-7076 www.metlife.com/mybenefits
Information on this voluntary contributory plan is available in Human Resources.

PRE-TAX BENEFITS

A number of city benefit programs are designed to save employees money by offering pre-tax savings through payroll deductions, as follows:

The Medical Spending Conversion Program (MSC)

MSC allows employees who contribute to their health insurance plan to pay for this coverage on a pre-tax basis. Employees are automatically enrolled in the MSC benefit unless they elect otherwise by completing a form declining the benefit.

FLEXIBLE SPENDING ACCOUNTS

The Health Care Flexible Spending Account Program (HCFSA)

HCFSA allows employees, through pre-tax payroll deductions, to set aside money to pay for eligible health care expenses that are not reimbursable under their health and welfare insurance coverage.

The Dependent Care Assistance Program (DeCAP)

The DeCAP program allows employees, through pre-tax payroll deductions, to set aside money to pay for qualified day care, child care or in-home care for a disabled spouse or parent enabling the employee to work.

Enrollment must be made within 30 days of employment, or on the first payroll after 90 days for provisional employees and each year you must re-enroll during the fall open enrollment period.

More information on these benefits and the necessary forms for enrollment are available in Human Resources.

Eligibility is the same as for health insurance for this benefit.

TransitBenefit Transportation Spending Account (TSA) Program

The transit benefit program allows employees to save on transportation expenses through pre-tax payroll deductions. For information and enrollment go to the CUNY website.

PENSION PLAN

EMPLOYEES' RETIREMENT SYSTEM

ERS is a defined benefit plan in that benefits are based on age, average salary and years of employment. The vesting period is 5 years and you contribute 4.85% of your salary. Certain physically taxing positions and Public Safety positions may contribute an additional amount. After 10 years of full time service in the pension system, you no longer have to contribute to the system. The City contributes a lump sum annually to the pension funds.

Within 30 days of appointment date, permanent employees must join the New York City Employees' Retirement System (NYCERS). Provisional employees may elect to join, but are not required to do so. If you are retired and receive a pension from New York State or any of its political subdivisions, you will need to obtain approval to work without affecting your pension, but you cannot participate in the pension program.

Additional information about ERS, and applications for membership, are available in Human Resources.

TAX DEFERRED ANNUITIES (TDA)

Members of the classified staff may participate in a tax deferred annuity program known as a 403(b) plan. This plan allows participants to defer a percentage of salary before taxes through a salary reduction agreement.

MetLife offers a Tax Deferred Annuity Program. Employees may contact MetLife for additional information at (212) 840-8610.

NEW YORK STATE DEFERRED COMPENSATION PROGRAM - 457 PLAN

Employees may participate in the tax deferred 457 program in addition to participating in a regular tax deferred annuity. For enrollment information please contact:

Bina Kumar
Account Executive
1-800-422-8463 ext. 44329
<http://www.nysdcp.com>

WORKERS' COMPENSATION

You are covered by Workers' Compensation for an accident or illness that arose out of employment. Accidents must be reported immediately to Human Resources.

ANNUAL LEAVE

Refer to specific contract governing your title. Details will be given at orientation.

HOLIDAYS

See calendar in the new hire package given at benefits orientation which also refers to unscheduled holidays.

TEMPORARY DISABILITY LEAVE (SICK LEAVE)

Refer to particular contract governing title. Details will be given at orientation. A Physician's note is required for one illness extending for more than three consecutive working days and two Physician's notes are required in each month in the case of prolonged illness.

FAMILY MEDICAL LEAVE ACT (FMLA) OF 1993

Covered employees are eligible for Family Medical Leave if they worked for the college for a total of 12 months AND for at least 1,250 hours during the year preceding the effective date of the leave. The leave year for determining usage of the 12-week entitlement shall be the Academic Year: September 1 through August 31. Permissible Reason For Taking FMLA Leave:

1. For birth of a son or daughter, and to care for the newborn child.
2. For placement with the employee of a son or daughter for adoption or foster care
3. To care for the employee's spouse, domestic partner, son, daughter, or parent with a serious health condition, and
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her job.

Any approved leave for illness granted under the University's temporary disability leave provisions which extends beyond five days will be counted as part of the employee's FMLA entitlement, if it qualifies. Authorized absences for medical reasons, paid or unpaid, anticipated and unanticipated, which extend for more than FIVE days will be counted as FMLA leave from the beginning of the absence. A notification of such absences must be made to the College Human Resources Director.

However, such notification whether written or oral does not amend or change the continuance of any and all internal college, Board of Trustees, CUNY Rules and Regulations, or contractual notification requirements currently in effect.

For anticipated absences a written request to cover such absences must be submitted to the College Human Resources Director at least thirty days before leave is to begin. However, such written application does not amend or change the continuance of any and all internal college, Board of Trustees, CUNY Rules and Regulations, or contractual notification requirements currently in effect. For unanticipated absences the College Human Resources Director must be notified when the absences is expected to continue, or has extended beyond three calendar days.

CHILD CARE LEAVES

A member of the classified staff may be granted a leave to care for a child provided he/she has legal responsibility for the care and/or support of the child. A childcare leave of absence without pay for a period not to exceed 48 months shall be granted to an employee who becomes a parent of a child up to four years of age, either by birth or adoption. The use of the 48-month maximum allowance can be authorized only one time for an employee. Any other childcare leaves of the employee shall be limited to a maximum of thirty six (36) months.

RETIREMENT ("TERMINAL") LEAVES

Retirement leaves can be granted only to individuals who meet the retirement eligibility requirements for the appropriate tier of their Public Retirement System. The application form is available in Human Resources.

JURY DUTY

Employees who are required to serve on jury, or are required to report to Court in person in response to a jury duty summons, or they are required to report for jury examinations or to qualify for jury duty, shall receive their regular salary during such absences provided that the remit to the University an amount equal to the compensation received by them, if any, for jury duty.

WORK WEEK

The work week may be 35 or 40 hours depending on title, refer to specific contract governing your title.

SUMMER WORK WEEK (Four-Day Week)

For the past several years the College has closed on Fridays for a period during the summer. It is expected that this practice will continue. During this period most staff members in affected titles work more hours per day and complete their weekly work hours in four days. Others elect to continue their 9-5 or other schedule and charge Fridays to annual leave. A memorandum about the College's plans

for the summer is usually distributed in April. (Essential employees in Public Safety and skilled trades titles and custodial staff usually are not covered by the summer four-day workweek schedule.)

OVERTIME/COMPENSATORY TIME

This must be approved ahead of time by the supervisor in your department; in some departments overtime may be mandatory.

TUITION WAIVERS

As a full time classified employee you may be eligible for tuition waivers, for undergraduate and graduate courses at any College of the City University of New York. Eligibility for courses depends on your title; please refer to the back of the tuition waiver form for eligibility information. Tuition waiver forms are available in Human Resources.

NEW YORK STATE COLLEGE CHOICE TUITION SAVINGS PROGRAM

The New York State College Tuition Choice Program provides individuals with the opportunity to save for a child's college expenses while gaining tax advantages. Participants may deduct up to \$5000 of their contributions from their New York State taxable income. Contributions to the program may be made through payroll deductions or direct payment to the plan.

If you want more information about the program, call the College Savings Program at 1-800-NYSAVES. Human Resources has informational brochures.

US SAVINGS BONDS

Bonds are available for purchase through payroll deductions. The phone number is 1-800-426-9314. Human Resources and Payroll has handouts for the program in the reception area.

PAYCHECKS

Paychecks are distributed every two weeks on Thursdays from the Bursar's Office. You can make arrangements for direct deposit banking by picking up a form in Human Resources or the paycheck can be sent to your home address by signing a form in the Bursar's Office.

UNION DUES/ AGENCY SHOP FEE

Each title has a fee that is deducted automatically from your paycheck for agency shop fees. If you would like to join the union and pay the same amount in dues, you must get in touch directly with your union.

ID CARDS

All staff members are required to have current Hostos identification cards. An ID card authorization form will be given to you upon completion of your new hire paperwork in Human Resources.

CUNY WORK/LIFE PROGRAM

To help employees and their families balance their personal and professional responsibilities, the University is offering free, confidential assistance through the new CUNY Work/Life Program administered by Corporate Counseling Associates (CCA), Inc. This very important benefit is available to all University employees and their dependents. The CUNY Work/Life program provides a wide range of information and support. It offers traditional personal counseling for stress, family problems or substance abuse. Experienced and professional counselors are available at (800) 833-8707, 24 hours a day, 7 days a week.

<http://www.cuny.edu/worklife>

CUNY E-MALL

www.cuny.edu

This valuable resource lists various discounts offered to Hostos Community College employees such as wireless phone service, technology discounts, Broadway shows and retailer discounts. You will need to log in and go to the CUNY e-mall.

COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Both citizens and non-citizens must submit documents to verify their identity and employability. All offers of employment are contingent on presentation of the proper documents. Whenever possible, verification should be completed prior to your start date. However, no later than your first day of employment, you must furnish the following to Human Resources Room B-215:

1. An I-9 form (available in the Human Resources Office) with Section 1 completed
2. Original document(s) proving your:
 - (a) identity
 - (b) eligibility to work in the United States

A complete list of the documents which may be used to fulfill the requirements of the Immigration Reform and Control Act is located on the reverse side of the I-9 form.

PLEASE NOTE: The preceding pages summarize selected contract provisions and policies. Complete information is contained in the official booklets and policies of the applicable insurance companies, in the Bylaws of the Board of Trustees of the City University of New York in the Union Contracts and in policy and procedures memoranda. These and other official sources take precedence over statements made above.

We hope the information is helpful. If you have any questions or wish additional information, please contact Human Resources.

**AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION/
AMERICAN DISABILITY ACT EMPLOYER**