

FAQs

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Health Benefits

[When does my health insurance become effective?](#)

For full-time instructional staff and those appointed from civil service lists, coverage begins for you and your eligible dependents on the effective date of your appointment provided your enrollment application is received within 31 days of that date. For provisional and part time employees coverage begins on the first day of the pay period following completion of ninety (90) days of continuous employment provided your application has been submitted.

[I am covered under my spouse's health plan; do I have to join CUNY's?](#)

You may opt not to join the health insurance program, however you must complete a waiver form. Under certain circumstances you may be entitled to a cash incentive payment when you waive health benefits.

[Can I add my parents to my health plan?](#)

No.

[Do I have dental insurance?](#)

Yes, Dental coverage (also eye glasses and prescription drugs) is provided by your union's welfare fund, not through your health plan. PSC –CUNY members are covered under the PSC Welfare Fund. DC-37 employees are covered under the DC-37 Welfare Fund. 220 titles are covered under their respective unions.

Leaves

[How are sick and annual days accrued?](#)

Sick leave and annual leave is accrued based on your title, years of service and date of appointment.

[What is an annual leave cap?](#)

You are entitled to maintain an annual leave balance of 2 times your annual leave rate. For example, if you earn 15 days annual leave per year, your annual leave cap is 30 days. Any leave balance over that rate by August 31st is lost, unless your supervisor writes a justification and a schedule for using it.

[Must I get permission to take annual leave?](#)

Yes, you must complete an authorized request for annual leave form that can be obtained from your department or the Department of Human Resources. It should be requested 7 days in advance. Your supervisor approves annual leave based upon the needs of the department.

[How many unscheduled holidays do I have?](#)

The number of unscheduled holidays you have depends upon your contract and the calendar year. For the 2000-2001 calendar, Instructional staff and White Collar Contract employees have 5, Blue Collar Contract employees have 1 and 220 titles have none.

[How many days am I entitled to for a death in the family?](#)

An employee may be excused without charge for a period of up to four (4) days when a death occurs among members of the employee's immediate family. When the death occurs while the employee is on annual leave or sick leave, such time as is excusable for death in the family shall not be charged as annual leave or sick leave. The employee must submit documentation which indicates the relationship to the deceased and the date of death to Human Resources.

Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister; natural, foster, or step child; any relative residing in the same household; and the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner living in the same household.

Do I get paid if I am required to go for Jury Duty?

Yes, if you are called for jury duty, you will receive your regular salary while serving, provided that you remit to the College an amount equal to what you are paid for jury duty.

Do I get paid for my lunch hour?

No, meal breaks are not paid for.

May I skip or take a shorter lunch and leave work early?

No.

May I take a leave of absence to try out a new job?

No.

Tuition Waivers

Who is eligible and what is the eligibility period for a tuition waiver?

Classified White & Blue Collar & Skilled Trades: must be employed full-time and have worked at least one (1) year prior to the first day of class.

Gittleson Titles: must be employed full-time and have worked at least six (6) months prior to the first day of class.

Full-time Instructional Titles: no service eligibility for graduate courses, one (1) year of employment for undergraduate courses.

Adjunct Teaching Titles: must work 10 consecutive semesters.

Is the tuition waiver only for Hostos Community College?

No, you can use it at any CUNY college.

May I take Continuing Education courses with the tuition waiver?

No, you can use it only for courses listed in the Schedule of Classes, however DC-37 members may be eligible for an educational reimbursement.

Will CUNY pay my tuition to attend a non-CUNY college?

No, however DC-37 members should check with their union regarding an educational reimbursement.

Are my children or spouse eligible for the tuition waiver?

No, only CUNY employees are eligible for the tuition waiver.

When are time sheets due for College Assistants?

They are due in the Payroll Office on the Monday following the last day of the time period.

How much annual leave do I earn in a year as a College Assistant?

Leave is accrued based on years of service. For 1-4 years of service, the accrual rate is 1 hour for every 15 hours of work; for 5 or more years of service, the accrual rate is 1 hour for every 11 hours worked.

Are College Assistants entitled to welfare benefits?

Yes, if you are scheduled to work 17 1/2 or more hours per week and your appointment is expected to last more than six months, you are entitled to union welfare benefits. If you are a new appointee, benefits begin on the first day of the month after completing 90 days of employment. Contact DC-37 at (212) 815-1000 for details.

Workers' Compensation

What happens if I get hurt on the job?

In the event that you are injured in the course of employment, the Public Safety Office should be notified immediately at ext. 6888. You, or a family member, should call Human Resources at ext. 6550 as soon as possible for forms and information. You must complete and incident report.

What am I entitled to from 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. Worker's Compensation pays weekly cash benefits and provides the necessary medical care.

Unions

What union do I belong to?

The union you belong to depends on the title into which you were hired.

Do I have to join the union?

Membership in the union is voluntary. It entitles you to voting rights and the opportunity to work within the union to effect your working conditions.

What is the agency shop fee?

Although membership in the union is not mandatory, the unions provide welfare benefits for all employees working in titles covered by the union. The agency shop fee is your contribution to that coverage.

How do I join the union?

Contact your shop steward or call the union directly. If you joined but have not received your membership card, contact the member services department of your union.

Payroll

What Is the PPL \$ in my paycheck (DC37) employees?

This is the pre-paid legal expense that is added into paychecks and taxed in most zip codes.

How do I sign up for direct deposit and how long does it take to go into effect?

You may pick up and return the forms in the Human Resources Department, Room B 215. It generally takes two payroll periods for it to go into effect.

When is payday and where do I go to pick up my paycheck?

We get paid bi-weekly. Payday is every other Thursday, however checks are available after 3:00 PM in the Bursar's Office.

When are W-2 forms given out each year?

W-2 forms are received from the state before January 31st of each year and are distributed or mailed to employees thereafter.

What do I do if I did not receive my W-2 form?

Contact the payroll office if you have not received your W-2 form.

Fellowship Awards

Who may apply for Fellowship Awards?

Permanent instructional staff and Lecturers with a Certificate of Continuous Employment.

When may I apply for a Fellowship Award?

After six years of continuous full-time employment.

Do Fellowship Award leaves count as service towards tenure?

No.

What types of Fellowship Awards are there?

Three types: A full year leave at half-pay

A half year leave at one quarter-pay

A half year leave at full-pay

Although very few full-pay awards are approved by the University

For what purpose are Fellowship Awards granted?

For research (including study and related travel)

For improvement of teaching

For creative work in literature of the arts.

What is my obligation if granted a Fellowship Award?

To serve the University for at least one year after the expiration of the leave and upon return to submit a written report outlining the work accomplished during the period of the leave to the Department Chair, Provost and President.

Where may I pick up a form?

Forms are available in the Office of Human Resources. After the Department Chair signs the completed form, it is to be returned to the Office of Human Resources along with a current curriculum vitae for further approvals.

Unemployment Insurance

Who May File?

A person who is unemployed through no fault of their own and who is ready, willing and able to work. Anyone who believes they are entitled to collect unemployment insurance benefits has the right to file a claim. The Department of Labor will issue a determination based upon the information they receive from the claimant and The University.

Are College Assistants eligible to collect Unemployment Insurance in the summer?

Educational institution employees will not be able to receive benefits between semesters if they have reasonable assurance of being employed for the following semester.

How Long May I Receive Benefits?

You may receive benefits for a maximum of 26 weeks after filing a claim. There is a one week waiting period in which benefits are not payable

How Much Will I Receive?

The weekly rate ranges from a minimum of \$40 to a maximum of \$405.

What Documents Should I Bring?

You should bring your Social Security card, second proof of identity, a recent pay stub and the name and address of all employers you worked for in the last year. Non-citizens should bring documents issued by the Immigration and Naturalization Service.

What are the Business Hours?

Hours are Mon - Fri, 8:30 am to 4:30 pm. Monday is the busiest day. If you file later in the week, you get credit for the week providing you work no more than three days and earn less than \$405 for the week.

How Do I Apply for Unemployment by Telephone?

Most New Yorkers may now apply for unemployment insurance benefits through the automated Tel-Claim system. Upstate and NYC residents may call the Tel-Claim Center (TCC) at 1-888-209-8124. Long Island residents should check with their nearest Division of Employment Services (DOES) office for information on filing benefits.

Where May I File in Person?

You may apply for these benefits at New York State Department of Labor Community Service Centers near your home or work. The offices are located at:

MANHATTAN

50 Park Place (bet. Church St. & W. Bdwy) (212) 791-1400

247 W. 54th St. (bet. Bway & 8th) (212) 265-2903

55 W. 125th St. (bet. 5th & Lenox) (212) 961-8101

BRONX

390 Morris Park Ave. (E. 180th St.) (718) 892-7500
358 E. 149th St. (3rd Ave.) (718) 993-2010
815 Burke Ave. (Barnes Ave.) (718) 882-9000

QUEENS

138-60 Barclay Ave., Flushing (718) 461-6900
168-46 91st Ave., Jamaica (718) 523-4055
25-01 Bridge Plaza NE, LIC (718) 729-6625

BROOKLYN

1717 Avenue Z (718) 648-6523
115 Lawrence St. (Willoughby St.) (718) 243-2971

STATEN ISLAND

1139 Hylan Blvd. (Clove Road) (718) 447 - 8284

NASSAU

303 Old Country Rd., Hicksville (516) 934-8520
344 Fulton Ave., Hempstead (516) 486-3442

WESTCHESTER

55 Church St. White Plains (914) 997-9588
201 S. James, Peekskill (914) 737-3490

For More Information: www.nysdol@labor.state.ny.us