

LaGuardia  
Community College  
Classified Civil Service  
Employee Handbook

*is hereby granted to the:*

*Civil Service Staff*



*Human Resources Department*

# INTRODUCTION

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This Employee Handbook is for informational purposes for members of the LaGuardia staff holding Civil Services 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 Civil Service Rules and Regulations. It describes conditions of employment, services of the Human Resources Department, benefits, training opportunities, and campus facilities and services.

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 practice and policies of LaGuardia Community College, what you can expect from LaGuardia and what LaGuardia 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 Human Resources Department at (718) 482-5075.

We hope you will read this Handbook carefully and retain it at your work station for future reference. Periodically, you will receive updated material for the Handbook. Please place them in your Handbook to keep them current.

Your first responsibility 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 fellow employees and those whom LaGuardia Community College serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by LaGuardia Community 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.

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 LaGuardia a place of employment where you can approach your supervisor, or any member of administration, to discuss any problem or question. We encourage you to voice your opinions and contribute your suggestions to improve the quality of work life at LaGuardia.

This handbook is intended to provide guidance to employees in the title of Classified Staff. Moreover, it does not create any rights or privileges on the part of any other or substitute any provisions contained in the White and Blue Collar Agreement applicable to the title Classified Staff.



GENERAL EMPLOYMENT  
APPLICATION INFORMATION

The City University of New York adheres to the provisions of the Immigration and Reform Control Act. Applicants selected for employment must provide proof of identity and the right to employment in the United States.

To apply for a position, applicants must contact the designated college representative in the manner indicated on the job posting before the closing date. The closing date is the date by which all completed applications must be received.

Applicants selected for employment who are receiving a public service pension from New York State or any of its political subdivisions including New York City will need a waiver of state law. CUNY will attempt to obtain the waiver, if appropriate. Such applicants are required by CUNY policy to indicate that they are receiving a New York public service pension.

The City University of New York complies with the provisions of the Americans with Disabilities Act. Reasonable accommodation is available, upon request.

The City University of New York is an Equal Opportunity/Affirmative Action Employer.

**Warning:**

In accordance with New York Civil Service Law, Article 4, Section 50, applicants found to have intentionally made a false statement of any material fact will be disqualified; if already appointed, such appointment will be revoked.

The City University of New York

Last Updated: 3/31/03

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## HISTORY OF LAGUARDIA COMMUNITY COLLEGE

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Fiorello H. LaGuardia is one of 17 undergraduate colleges of the City University of New York. Since admitting its first group of students in 1975, the College has continually supported the principles of open access and equal opportunity for all. Today the College has grown to over 13,000 full time students, and 38,000 continuing education students. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the College provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

The College, through an array of academic disciplines, serves students in both associate degree and certificate programs. The College's 31 degree programs, 3 certificate programs, and nationally renowned Internship Program meet the needs of all students, whether they plan to continue study toward the baccalaureate degree at a four-year college or are seeking to immediately embark on a career.

LaGuardia Community College is unique in the sense that the College operates on a different schedule from almost all other CUNY schools. The College has an enhanced semester calendar that contains a 12 week session followed by a mini 6 week session. Complete courses are offered in each session. The 12 week sessions are the Fall I and the Spring I session and the 6 week sessions are the Fall II and Spring II session. Classes run for 60 minute periods over the 12 week session and double to 120 minutes in the 6 week session.

The College is spread over four buildings on Thomson Avenue and Van Dam Street: 'M' or Main Building; 'E' Building; 'C' Building and 'L' Building. The 'L' Building is located on Van Dam Street and the rest of the buildings are on Thomson Avenue.

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## COLLEGE ORGANIZATION

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At the College, the chief administrative and academic officer is the President, who is appointed by the Board of Trustees. Reporting directly to the President are the Vice President of Academic Affairs, the Vice President of Administration, the Vice President of Adult & Continuing Education, the Vice President of Information Technology and the Vice President of Enrollment Management & Student Development.

- **Gail O. Mellow, the President of the College**, is responsible for maintaining and improving the educational standards and general academic excellence of the College. The President's responsibilities include, but are not limited to, recommending to the University the appointment, promotion and the granting of tenure to those persons who are deemed reasonable certain to contribute to the improvement of academic excellence in the College community. These recommendations are consistent with LaGuardia's immediate and long-range objectives. Areas of responsibility include Public Affairs, College and Community Relations, Grants Development, Communications and the Theater. The Affirmative Action Office and Legal Affairs/Labor Designee reside in the Office of the President.
- **Peter Katopes, the Vice President of Academic Affairs**, is the Chief of Academic Officer of the College. Areas of responsibility of this office include instruction and administration, freshman skills, transfer opportunities, new program development. Extended Day and English-as-a-Second Language credit programs, the Liberty Partnership and Enterprise programs, the LaGuardia Archives, as well as the High Schools and special projects.
- **Richard R. Elliott, the Vice President of Administration**, is responsible for providing and maintaining general management services for the College. Departments in this division include Administrative and Support Services; Building Operations; Business Office; Campus Security; Campus Facilities; Planning; Design and Construction; OSHA; Human Resources and Records Management.
- **Jane Shulman, the Acting Vice President of Adult & Continuing Education**, is responsible for providing non-traditional students with a variety of educational programs designed to meet the needs for credit and non-credit courses both on campus and at community centers. The division consists of the Adult Learning Center, the English Language Center, the Veterans Education Center, the Family Institute, Programs for Deaf Adults and the Homeless, Alternative Education, and Small Business Management.

- **Peter G. Jordan, the Vice President of Enrollment Management & Student Development**, is responsible for the administration of programs designed to help students achieve the goals that are essential to their personal, academic and career development. The division consists of the following areas: Counseling, Financial Aid, College Discovery, Student Activities, Admissions, Registration and Records, Recreation, The Early Childhood Learning Centers and Health Services. The division is also responsible for the areas of freshman orientation, student discipline, counseling and student advisement.
- **Henry Saltiel, the Vice President of Information Technology**, is responsible for Distance Learning, End User Support Network Administration, Information Systems, Institutional Research and Institutional Services.

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## **EMPLOYMENT CLASSIFICATIONS**

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Employees are classified in one of the following CUNY title categories: White Collar or Blue Collar. All CUNY Classified Civil Service titles are represented by unions and subject to agency shop fee deductions. At the time you are hired, you are classified as full-time, part-time or hourly. Unless otherwise specified, the benefits described in this Handbook 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 Human Resources Department.

### **FULL-TIME EMPLOYEES**

An employee who works at least thirty-five (35) hours a week, and is paid on an annual basis, is considered full-time.

### **TEMPORARY EMPLOYEES**

From time to time, LaGuardia may hire employees for specific periods of time or for the completion of specific projects. 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 Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws.

Once hired you will be scheduled to report in person, to the Human Resources Department, E-Building, Room E-407, to complete the following (See Appendix A, Hiring Packet):

1. Application for Employment
2. Certificate of Prior NYS or NYC Public Service Form
3. Report of CUNY Civil Service External Employment
4. An I-9 Form: "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.
5. Verify Social Security Card
6. Affirmative Action Statistical Data Form
7. A W-4 Form: "Employee's Withholding Allowance Certificate," for Federal income tax purposes.
8. An NYSIT-2104: "New York State – City of New York – City of Yonkers Employee's Withholding Allowance Certificate." For State and City income tax purposes.
9. Residency Status for Tax Purpose Data Request Form
10. Beneficiary Designation Form
11. Amended Constitutional Oath Form
12. Personal Information Release Form
13. Emergency Contact Information
14. Mailroom Memo
15. Issuance of ID Card Memo

## **FINGERPRINTS & FEES**

All Civil Service employees are required to pay processing and fingerprinting fees, as per CUNY Personnel Rules and Regulations, 3.1.3.g. The fingerprinting fee is currently \$75.00, 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** 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 already have fingerprints on file with no break in service of one fiscal year or more, you will not have to pay an additional fee for fingerprints.

- **Fingerprinting fees** of \$75.00 are required from all appointed full-time employees.
- **Processing fees** are required for all full-time employees who are appointed to work thirty five (35) hours a week, and is paid on an annual basis, as follows:

| <b><u>Employees earning</u></b> | <b><u>Filing Fee</u></b> |
|---------------------------------|--------------------------|
| Under \$30,000                  | \$30                     |
| \$30,000 - \$34,999             | \$35                     |
| \$35,000 - \$39,999             | \$40                     |
| \$40,000 - \$44,999             | \$45                     |
| \$45,000 - \$49,999             | \$50                     |
| \$50,000 & Over                 | \$60                     |

(NOTE: Postal Money Order for Processing fee should be made payable to “**The City University of New York**”).

If you have any questions, please call the Human Resources Department at (718) 482-5075.

## **PROBABLE PERMANENT/ PERMANENT APPOINTMENT**

A Civil Service appointment occurs when an employee passes a qualifying 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 by his/her supervisor(s). 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. Formal written performance evaluations are to be completed at least once a year to evaluate performance, attendance and work habits.

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:

- Promotion
- Transfers (within CUNY)
- Leave of Absence
- Seniority
- Disciplinary Process

## **PROVISIONAL APPOINTMENT**

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 a Civil Service list. Provisional employees earn disciplinary rights after two (2) years of continuous service.

## **TRANSFERS**

Transfers fall within two categories: within the college or from one CUNY to another. If you wish to transfer from one department to another you may contact the Human Resources Department to find out if there are any openings. If you wish to transfer to another CUNY college, there are certain procedures that must be met. Refer to the Human Resource Department to complete form (see Appendix B, CUNY Request for Placement on Transfer Roster).

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## **EMPLOYMENT POLICIES**

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### **YOUR PERSONNEL FILE**

Keeping your Personnel 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 Human Resources Department as soon as possible:

- Legal Name
- Home Address
- Home Telephone Number
- Emergency Contact
- Number of Dependents
- Marital Status
- Change of Beneficiary
- Military or Draft Status
- Exemptions on your W-4 Tax Form

Coverage or benefits that you and your family may receive under LaGuardia's benefits package could be negatively affected if the information in your Personnel file is incorrect.

Since we refer to your Personnel file when we need to make decisions in connection with promotion, transfer, layoff and recall, it is to your benefit to make sure that your Personnel file includes information about completion of education or training courses, outside civic activities, skills and areas of interest that may not be part of your current position at the college.

Information which is kept in your own Personnel file is available upon request and should be reviewed annually. No one is permitted to remove or make copies of any of LaGuardia's records, reports or documents. You must contact the Human Resources Department to schedule an appointment.

### **ANNUAL PERFORMANCE EVALUATIONS**

Annual reports of each employee's performance during the preceding fiscal year (7/1-6/30) 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 as the Rater, The department head as the Reviewer and the employee. A completed, signed, and dated copy will then be submitted to the Human Resources Department 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 evaluation, not necessarily that you agree with the statements made. If you have a rebuttal, you may submit it in writing to the Human Resources Department and have it attached to the evaluation submitted by your rating supervisor (See Appendix C, Annual Evaluation).

### **BULLETIN BOARDS**

Bulletin boards are our way of keeping the LaGuardia Community informed about new policies, health benefits, job openings, 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 are located on the bulletin boards on the 4<sup>th</sup> floor of the E-Building. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin boards.

### **HUMAN RESOURCES WEBSITE**

Our website can be located at [www.laguardia.edu/humanresources](http://www.laguardia.edu/humanresources). It contains staff information, policies, staff benefits, professional staff handbook, holidays schedule, forms, news and information, frequently asked questions, links, employment opportunities and much more.

### **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.

Employment verification can be requested to the Human Resources Department by completing an Employment Verification Request Form (See Appendix D, Employment Verification Request Form).

### **HEALTH EXAMINATIONS**

Depending on the position you apply for, your employment at LaGuardia may be contingent upon passing a physical / health examination at LaGuardia's expense. Also, at any point during your employment, you may be asked to undergo a health examination on company time and at LaGuardia's expense. This may be necessary to insure that you are physically capable of handling the tasks involved in your job position safely and without possible harm to others.

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

Campus Public Safety Sergeant  
Campus Security Assistant  
Campus Security Officer  
Campus Security Peace Officer  
College Security Specialist  
CUNY Custodial Assistant  
Motor Vehicle Operator  
Stock Worker

### **IDENTIFICATION CARDS**

When you become a LaGuardia Community College employee, you should receive a issuance of I.D. memo as part of your hiring packet from the Human Resources Department to obtain your LaGuardia I.D. This card should be kept on at all times. Your I.D. is used for the purpose of identification and for picking up and cashing your paycheck. The hours for obtaining your LaGuardia Community College picture identification card are as follows:

**Monday through Thursday  
10 a.m. – 8 p.m.**

Please bring some other form of identification with you. If you lose your I.D. card you will be required to pay a fee for a replacement card. You must go to the Bursar's Office to pay and bring your receipt to the I.D. Office, Room MB 23.

### **JOB DESCRIPTIONS**

We maintain a copy of job descriptions for every CUNY Civil Service position at LaGuardia. If you wish to see your job description, please contact the Human Resources Department.

### **OUTSIDE EMPLOYMENT**

If you are employed by LaGuardia in a full-time position, LaGuardia 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 LaGuardia. You must check with the Human Resources Department to determine the condition and limits involved.

### **PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK**

Federal regulations require 1) before becoming employed, all applications must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

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## **PROGRESSIVE DISCIPLINE POLICY**

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The intent of this policy is to openly communicate the college standards of conduct, performance and attendance, particularly conduct considered undesirable, to all employees as a means of avoiding their occurrence. LaGuardia Community 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 at any level of the progressive discipline process.

As a matter of policy, LaGuardia seeks to resolve conduct, performance and attendance problems in the most informal and positive manner possible, through counseling, additional 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 the conditions and procedures that follow.

Generally speaking, expect each person to act in a mature and responsible way to 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 LaGuardia. 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 LaGuardia 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 the LaGuardia 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 other.
- Engaging in a conflict of interest activity. Knowingly falsifying, removing, or destroying information related to employment, payroll, or work-related records or reports.
- Discourteous treatment of the public or other employees, including harassing, coercing, threatening or intimidating others.
- Conduct that cause potential injury to persons or property or unreasonable disruption of College Operations.
- Violation or neglect of safety rules, or contributing to hazardous conditions.
- Any act or conduct that is discriminatory in nature towards a person's race, creed, color, national origin, sex (including sexual harassment), sexual orientation, age, religious beliefs or political affiliations.
- Insubordination, including refusal or failure to perform assigned work.
- Possessing or being under the influence of alcohol, narcotics, or drugs while 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.
- Leaving work area during work hours without permission from supervisor.
- Failure to wear and properly maintain the uniform provided by the College or maintain a neat and clean appearance.

- Excessive use of College telephones for personal calls.

## **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.
- Excessive absenteeism.
- Excessive lateness.
- Being absent without authorized leave or AWOL.
- Irregular attendance: repeated tardiness, unreported or unexcused absence, abuse of sick leave, overstaying a leave of absence without written authorization.
- 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:

- 1<sup>st</sup> infraction – Verbal Counseling Session
- 2<sup>nd</sup> infraction – Verbal Warning
- 3<sup>rd</sup> infraction – Written Warning

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 (30) work days. This would supercede the three (3) step process out lined above.

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 Human Resources Department.

A Step I Disciplinary Hearing will be scheduled by the Human Resources Department if formal charges are warranted. The employee will be formally, and timely, notified in writing of the charges, specifications and possible penalties, within ten (10) days indicating the 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 the 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 (7) 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 (10) 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:

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

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

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### **WORK HOURS**

Regular business hours for most employees are from 9 a.m. to 5 p.m., 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 to take a one-half (1/2) 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 Human Resources Director for the commencement of the work week. Any change in this schedule requires the prior written approval of the Director of Human Resources.

Work 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 hours work week.

Time sheets must be maintained on a bi-weekly basis (See Appendix E, Timesheet). The practice of completing time sheets at the end of the work week or having a co-worker make the entry is **prohibited**. Time sheets are official College documents and the basis for salary payments. **ANY** falsification of a time sheet is cause for disciplinary action and possible termination of employment.

### **FALSIFICATION OF LEAVE RECORDS**

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.

### **COFFEE BREAK**

One break per day of not more than 15 minutes is authorized for CUNY Office Assistant and CUNY Administrative Assistant only. “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.

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## TIME & LEAVE

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### ANNUAL LEAVE

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

A full month's credit for 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 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.

The annual Leave accrual rate for most full-time employees, effective 7/1/91 is:

| <b>Years in Service</b>                              | <b>Monthly Accrual</b> | <b>Allowance</b> |
|--|------------------------|------------------|
| <b>Maximum</b>                                       |                        |                  |
| At the beginning<br>30 work days<br>of the 1st year  | 1 day 1 hr<br>45 min   | 15 work days     |
| At the beginning<br>work days<br>of the 5th year     | 1 day 4 hrs 40 min     | 20 work days 40  |
| At the beginning<br>50 work days<br>of the 8th year  | 2 days -<br>35 min     | 25 work days     |
| At the beginning<br>54 work days<br>of the 15th year | 2 days 1 hr<br>45 min  | 27 work days     |

1. Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues. Approved Annual Leave may be used in units of one (1) hour.
2. Request for "vacation" i.e., annual leave, must be submitted in writing on a Department Request Form at least **72 hours in advance** (See Appendix F, Advance Approval of Leave Form).
3. Vacations are scheduled by the department as follows:
  - The weeks available for vacation are determined by the department based upon the needs of the College.
  - You will be approved for vacation request based on seniority.
  - Leave for one or more days must be requested at least 72 hours in advance on a Department Request Form. The form must note the dates

requested, and the reason. The Department Head or his designee has the right to deny requests for time off or to require documentation for "Emergency" requests.

- The use of Annual Leave is subject to the prior approval of the unit head that is authorized to schedule vacation for the convenience and efficient operation of the campus.

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.

### **LATENESS**

1. Starting time is the time scheduled by your supervisor for you to begin the workday. Any change in this schedule requires the prior written approval of the Personnel Officer.
2. A grace period of 1/10 of an hour (6 minutes) 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. A lateness of more than 6 minutes shall be deducted from annual leave as follows:

| <u>For lateness of:</u>       | <u>The penalty is:</u>                                |
|-------------------------------|---|
| <b>7-10 minutes</b>           | <b>15 minutes</b>                                     |
| <b>11-20 minutes</b>          | <b>30 minutes</b>                                     |
| <b>21-35 minutes</b>          | <b>45 minutes</b>                                     |
| <b>36-50 minutes</b>          | <b>1 hour</b>   |
| <b>51-1 hour, 6 minutes</b>   | <b>1 hour, 15 minutes</b>                             |
| <b>Thereafter<br/>minutes</b> | <b>like multiples added to 1 hour, 15<br/>minutes</b> |

Lateness penalties are deducted from annual leave. If you have no accrued annual leave, a payroll deduction will be made.

- An employee who punches or signs after his scheduled starting time five or more times a month may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns or 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. Verified lateness caused by less severe transportation difficulties may be excused at the sole discretion of the Human Resources Officer.

- 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 Human Resources Officer. Such approval will be indicated by the Human Resources Officer's making and initiating the appropriate time entries.

## **SICK LEAVE**

The Sick Leave allowance for all Blue and White Collar employees shall accrue as one (1) day per month for a total of **twelve (12) days** per year. The number of Sick Leave days permitted to accumulate shall be unlimited. 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 in units of one (1) hour. Approved Sick Leave may be used as it accrues.
2. Sick leave shall be used **only** for the personal illness of the employee. Use of sick leave must be approved by the Department and the Human Resources Department. 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, shall 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.
4. If you used undocumented 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 documentation to your supervisor. You will receive a salary deduction if that documentation is not received within **5 working days** of your return to duty.
6. If you are absent due to illness for 5 days or more, 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 should apply for a leave of absence and submit the "**Application For Leave of Absence Because of Illness For More Than Ten Days**" and "**Certification Of Fitness to Return to Work**" Forms completed by your physician to the Department of Human Resources. Failure to do so will forfeit use of paid leave and continuation of benefits.

## **UNSCHEDULED HOLIDAYS**

The amount of unscheduled holidays is subject to change from year to year. 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, if possible. They must be used before **August 31st**. Unscheduled holidays may not be carried over to the next year.

## **HOLIDAY SCHEDULE**

The amount of regular holidays is subject to change from year to year. Please refer to the Employee Holiday Schedule issued by the University Personnel Officer for your title. The employee Holiday Schedule can be found on the Human Resources website at [www.laguardia.edu/humanresources](http://www.laguardia.edu/humanresources).

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

A “Holiday Leave Bank” is established for each employee and credited with seven or eight hours (7H/8H depending on title) of holiday leave time as each holiday occurs. The total accumulation of holiday leave cannot exceed 119 hours for White Collar Titles and 128 hours for Blue Collar Titles. The Holiday Schedule for the current leave year starting July 1 and ending June 30 is distributed by the Mailroom. All holiday leave must be taken within the Holiday Leave Year.

1. 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.
2. 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.
3. Any employee required to work on a Holiday which is the employee’s regularly scheduled day off may choose:
  - a) Compensation of fifty percent (50% cash premium and compensatory time for actual hours worked, or;
  - b) Overtime pursuant to Article VII of the Collective Bargaining Agreement.

An employee cannot receive both 1) overtime pay and 2) the 50% cash premium plus compensatory time for the same hours worked.

## **COMPENSATORY TIME**

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

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## **TYPES OF LEAVES**

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### **AUTHORIZED ABSENCES**

#### **Unpaid Leaves to Serve in another Position**

Unpaid leaves of absence from a classified position for the purpose of taking a different position in a different title at the same college or at a different college in the classified service as a result of selection from a civil service list or in the instructional staff shall be granted when the employee has permanent status in the previous position, subject to the following:

- a) When a permanent classified employee accepts a position within the instructional staff at a different college, the employee shall be placed on a leave of absence from his/her prior permanent position by the sending college for a minimum of three months but not more than 1 year. At the end of the designated leave period, the employee's leave status shall be transferred with all rights to the receiving college.
- b) When a permanent classified employee accepts a provisional promotion at a different college, the sending college shall transfer the employee with all rights to the receiving college where the employee shall be placed on a leave of absence from his/her permanent title.
- c) When a permanent classified employee is selected from a civil service list for a different title by a different college, the employee shall be given a one year leave of absence from the sending college. All rights shall be transferred along with the employee at the end of one year.

The awarding of tenure or the granting of an appointment that is not subject to annual or multiple-year reappointments in an instructional staff position shall result in the cancellation of leave status in the civil service position. An employee whose leave will be cancelled will be so advised prior to the cancellation. The awarding of permanent status in a civil service position shall cancel the leave status from a different civil service position. No notification is required.

### **LEAVE FOR TRAINING AND PROFESSIONAL ACTIVITIES**

Attendance at job-related training courses, professional functions, or conference in an official, college approved or college sponsored capacity when conducted during scheduled working hours is part of normal work duties. No leave is required. Training courses sponsored by a bargaining agent and approved on a case-by-case basis by the college are covered by this section.

## **OTHER UNPAID LEAVES OF ABSENCE**

Except as provided in Section 6.2.1 or in policy issuance by the Vice Chancellor, full or part-time unpaid leaves of absence for permanent 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. Additional leave requires approval by the Vice Chancellor, upon submission by the College of satisfactory evidence that such an extension of leave status would be in the interest of the University. Time spent in an unpaid leave status shall not count toward eligibility for additional leave credits. Eligibility for unpaid leaves of absence may be reestablished by continuous full-time service of not less than six months. Leaves for probationary and provisional employees are limited to maternity/child care leaves, military leaves and other legally mandated leaves, under guidelines to be issued by the Vice Chancellor.

## **FALSIFICATION OF LEAVE RECORDS**

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.

## **UNPAID LEAVE OF ABSENCE**

The College Appointing Officer may grant unpaid leave of absence for “permanent” full or part-time employees for an aggregate of no more than one year. The President of the College may grant an aggregate of an additional year. The Vice Chancellor may approve a third and final year 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 leaves to accept a position in a different university title.

## **AUTHORIZED LEAVE**

Authorized leaves of absence without pay will be permitted under special circumstances in order to facilitate the recovery and/or return to duty, if a position is available and offered, or provisional employees affected by personal illness or disability.

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:**

- a) **The documentation is satisfactory to the Director of Human Resources that the personal illness or disability of the employee warrants a leave of absence, and**
- b) **The employee has rendered at least two years of continuous CUNY service in a full-time title, and**
- c) **The employee has received a performance rating of at least satisfactory resulting from an evaluation conducted within the previous twelve months, and**
- d) **The employee has exhausted all other available leave accruals (sick, annual, compensatory time, etc.).**

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; foster or step sister; natural, foster, step child or grand 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, 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 childbirth 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 childcare leave can be granted. Provisional employees may also apply for childcare leaves. The necessary forms can be obtained from the Human Resources Department. You must notify the Human Resources Department before you begin your leave and indicate when you plan to return.

## **FAMILY MEDICAL LEAVE (FML)**

You are covered under the Family Medical Leave (FML). Approved leaves granted employees in accordance with the University regulations which are also permissible under FML shall be concurrently counted toward use of the 12 week FML leave entitlement during the University designated FML leave year (September 1 – August 31). Employees are eligible for FML leave if the employee worked at a CUNY college for at least twelve (12) months, and for at least 1,250 hours during the year preceding the leave. For more information on this leave check with the Human Resources Department, Room E407.

## **MILITARY LEAVE**

### **Requesting Military Leave**

Employees requesting paid military leave must submit a copy of their military orders to the Human Resources Department. These 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:

1. ***With Full Pay:***

All employees are entitled to an allotment of thirty (30) calendar days, 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.

2. ***Without Pay:***

All employees who exhaust, or who have already exhausted, the full pay calendar year allotment are entitled to Military Leave Without Pay for a period of time not to exceed, in general, four (4) years.

3. ***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.

4. ***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.

## **Important Reminder**

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

## **RETURNING FROM A LEAVE**

When returning from a leave, you should contact your department and the Human Resources Department at least two weeks before hand, and submit the necessary forms that can be obtained from the Human Resources Department.

## **JURY DUTY**

Members of the bargaining unit who are required to serve on a jury are entitled to be paid their regular salary during such absences provided that they give to the College any compensation they receive for jury duty and provide written documentation from the Court to support their absence.

If you have questions, please contact the Human Resources Department.

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## **FRINGE BENEFITS**

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The Human Resources Department 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 employees, hourly employees working a minimum of 20 hours per week (union benefits 17 ½ hours per week) are eligible for some of the benefits.

**NOTE:**      **The information that follows refers to full-time employees, unless otherwise indicated.**

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

### **HEALTH INSURANCE**

- **Provisional, Temporary and Non-Competitive Employees** for whom there is no experience or education requirement for employment, coverage begins on the first day of the pay period following the completion of 90 days of continuous employment, provided that an application has been submitted within that period.
- **Probable Permanent, Exempt and Non-Competitive Employees** for whom there is an experience or education requirement. Coverage begins on your appointment date, provided your Application Form has been received by the Human Resources Department.

There are a number of different health plans from which to choose; several Health Maintenance Organizations (HMO), several Point of Service Plans and GHI-CBP which allows the individual to select a doctor who is not part of the plan's network of doctors, and apply for reimbursement.

HMO plans require participants to use doctors that are participating members of that specific HMO, or a designated HMO medical center. Although there is no cost to the employee for some plans, a small premium is required for other plans, in addition to a minimum co-payment for each visit. Depending upon the choice of plan, any premium due will be deducted from the employee's paycheck on a pre-tax basis, unless otherwise elected.

### **SUPPLEMENTARY UNION BENEFITS**

In addition to the basic health insurance described above, supplementary benefits are offered through the various unions to all employees regardless of their membership in the unions. These benefits vary with each union; details are supplied through the appropriate unions. See listing of unions.

## **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 benefit and provides the necessary medical care.

- In the case of death resulting from such injury or disease, the payment of weekly cash benefits would go to the employee's beneficiary. In the case of injury on the job, or disease contracted through the job, the employee's supervisor and/ or the Human Resources Department should be notified immediately.
- As soon as possible thereafter, the employee and the employee's supervisor must forward appropriate forms 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.

**NOTE: There is a 30 day time limit for filing notice of accident. Forms are available in the Human Resources Department.**

## **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 NYCERS, 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. Employees hired after July 1, 1993 must contribute an Additional Membership Contribution (AMC) of 1.85% (security titles are excluded). For these employees, contributions of 3% are deducted from their paycheck. Employees are entitled to borrow from their pension accumulations; contact NYCERS or the Fringe Benefits Office for details.

- **Employment of CUNY or City Agency Retirees:** All retirees, either from CUNY or any City Agency, who are re-employed by LaGuardia, must have a Form 211 or 212 completed and filed with the CUNY Board of Trustees. This form is then reported to the appropriate retirement systems in order not to jeopardize the retired employee's retirement benefits.

## **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 money saved.

- Each employee may choose a percentage of his/her salary to deposit to his/her TDA account, the dollar amount not to exceed the amount determined by Federal Regulations.
- The amount elected for a tax-deferred annuity is calculated on a bi-weekly pay period. Each pay period, this amount is subtracted from your gross salary

**BEFORE** Federal, State and City withholding taxes are calculated. (Social Security is not subject to this tax deferral).

Citistreet offers a Tax Sheltered Annuity (TSA) plan for all members of the classified staff (Part-time College Assistants and Sign Language Interpreters are also eligible). One does not have to be a member of the New York City Employees' Retirement System (NYCERS) in order to participate in this plan. To enroll or to get further information, contact Citistreet at (888) 267-3526, ext. 5168.

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## PAYCHECKS AND PAYCHECK DEDUCTIONS

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### PAYROLL

The Office of Payroll Administration, located at One Centre Street, New York, NY, forwards to each city agency their employee payroll checks/stubs on a bi-weekly basis. The checks are processed via the Payroll Management System (PMS) a computerized date driven system requiring specific documentation to generate a payroll check. This documentation must be sent to the Human Resources Department for review and approval before forwarding to the Payroll Office for processing. **The Payroll Office will only process information received directly from Human Resources.** A delay in forwarding documentation to Human Resources will result in the delay of an employee payroll check.

### DISTRIBUTION OF PAYCHECKS

New York City employees are paid bi-weekly on Fridays. On Thursdays, the day before the pay date, paychecks are distributed after 3 p.m. in the Main Building Basement of LaGuardia Community College directly across from the Bursar Office.

- **PAYROLL** is located on the 4<sup>th</sup> Floor of the E-Building, Room 402. The Office is opened for check distribution and other business from 9 a.m. to 5 p.m. Monday through Friday.
- You can compute your biweekly gross check by dividing your annual salary by 365 (regular year) or 366 (leap year) times 14.

**Example: 14 days**  
**365 days per year =           \$24,939 / 365 x 14**  
**=           \$956.56 (Bi-weekly Gross)**

**366 days (leap year) =       \$24,939 / 366 x 14**  
**=           \$953.95 (Bi-weekly Gross)**

- To pick up your paycheck, you must present a validated LaGuardia Community College Faculty/Staff Photo identification card and your seven (7) digit reference number (see pay stub).
- Direct Deposit is available to you for deposit of your bi-weekly paycheck into your checking or savings account. To obtain Direct Deposit information you may contact the Payroll Office at (718) 482-5518 or pick up a form in Room E-402 during business hours.

## **PAYCHECK DEDUCTIONS**

The deductions from the gross salary are for withholding taxes (Federal, State and City), social security/medicare, pension, health insurance, union dues and other miscellaneous items. The amount of the deductions will vary according to the number of allowances claimed, pension plan and health insurance plan selected. The following are typical payroll deductions:

### **Income Taxes**

A W-4, "Employee's Withholding Allowance Certificate" (Federal), and IT-2104, "Employee's Withholding Allowance Certificate" (State and City) on which to list dependents are included in the orientation materials you receive from the Human Resources Department. Income tax withholdings, including Federal, State and City are based upon the number of dependents you claim and your marital status.

Revised W-4 and IT-2104 forms may be filed with the Payroll Office if you wish to change the number of dependents.

### **Social Security/Medical Deductions**

For all employees subject to Social Security/Medicare, deductions are made in accordance with the percentage authorized by law until the maximum social security tax for the year has been reached, (there is no maximum for the Medicare portion). Currently, the social security tax rate is 6.2% and the Medicare portion of FICA is 1.45%.

### **Health Insurance**

Deductions are based on the choice of 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 block marked "Descriptions" on the City 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 Human Resources Department immediately in order to ensure continued coverage.

### **New York City Employees' Retirement System (NYCERS)**

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), there is an employee contribution of 3% of gross salary (on pre-tax dollar basis); this will appear on the City payroll. Employees in Tier I and II, who joined the systems prior to 7/7/76, will find that the deductions vary according to age and choice of plan; contributions will be listed on their pay stub.

### **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 agency shop agreements are subject to the deduction of agency shop fees (dues) from their paychecks. Codes on checks vary according to the respective union and the employee's affiliation.

**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 specified will be deducted from your paycheck. Arrangements should be made with the Payroll Office.

**Municipal Credit Union (MCU)**

Staff members are eligible to join the Municipal Credit Union, and when applicable may see deductions for savings and checking account, Vacation club and Christmas club, etc. You may contact the Municipal Credit Union to receive the appropriate forms to join the credit union at (212) 693-4900.

**DC 37 Voluntary Insurance Program**

Staff members who enrolled in the DC 37 life insurance and/or disability plans will see their premium payment listed on the City Payroll.

**Tax-Deferred Annuity**

Staff members enrolled in the Citistreet tax deferred annuity will have their pre-tax dollar contribution deducted based on percentage rate elected. Goal amounts vary depending on age and years of service.

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## TRAINING OPPORTUNITIES

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### TUITION WAIVER

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

- **Classified White and Blue Collars:** must be employed full-time and have worked at least one (1) year prior to the first day of class. These employees can only take undergraduate courses and may also take classes in the summer.
- **Gittleson Titles:** must be employed full-time and have worked at least six (6) months prior to the first day of classes. These employees can take unlimited undergraduate courses and up to six (6) credits of graduate courses.

**NOTE:** Classes may not be taken during working hours and/or lunch hour unless an advance written approval from your supervisor is submitted to the Human Resources Department. Tuition Waiver forms can be obtained in the Human Resources Department (See Appendix G, Tuition Fee Waiver Request and Tuition Fee Waiver).

### STAFF DEVELOPMENT AND TRAINING

There are regular workshops presented by the Human Resources Department providing for skills and knowledge about your job, College policy and procedure and topics to improve or expand your personal growth.

You should visit the Human Resources website at [www.laguardia.edu/humanresources](http://www.laguardia.edu/humanresources) to view the current staff development and training calendar.

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## **CAMPUS FACILITIES AND SERVICES**

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### **BOOKSTORE**

The College Bookstore is located in the Basement (MB 05) of the Main building and stocks all required texts, supplies. Used books, repurchased by the bookstore, are often available at discounts.

The bookstore accepts all major credit cards, debit cards, personal checks and book vouchers.

### **CAFETERIA**

There are food facilities which are open to all employees. They are located in the following places:

E-Building – 1<sup>st</sup> Floor (Cafeteria & Vending Machines)

E-Building – 5<sup>th</sup> Floor (Faculty Dining Room)

M-Building – 1<sup>st</sup> Floor (Cafeteria & Vending Machines)

C-Building – 2<sup>nd</sup> Floor (Cafeteria & Vending Machines)

### **LIBRARY**

The Library facilities are available to all employees. It is located in the E-Building and the entrance is on the 1<sup>st</sup> floor. Upon entering the library you must present your LaGuardia photo I.D. card to the guard at the entrance. Also, your I.D. card will enable you to borrow books.

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## **CAMPUS PUBLIC SAFETY**

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The Administrative Office of Campus Public Safety is located in the E-Building, Room 100, and the telephone number is 718-482-5558. Campus Public Safety, Fire Safety Office is located in the C-Building, Room 100 and is open 24 hours a day, 7 days a week.

Special telephone numbers reserved for emergencies, non-emergencies and the medical unit is:

|  |                 |
|--|-----------------|
| <b>Public Safety Emergency</b>   | <b>482-5555</b> |
| <b>Building Operations<br/>(Maintenance and repair issues, Heating,<br/>Ventilation, Air Conditioning)</b> | <b>482-5580</b> |
| <b>House Keeping<br/>(Spoils, Cleaning issues, Pest control,<br/>Recycling services)</b>                   | <b>482-5557</b> |
| <b>College Operator Assistance</b>   | <b>“0”</b>      |
| <b>Telephone Repairs</b>   | <b>482-8555</b> |
| <b>Voice Mail Problems</b>   | <b>482-5505</b> |
| <b>Medical Aid/ Help Office</b>  | <b>482-5280</b> |

Each floor in the E, M, L and C Buildings is equipped with one or more emergency phones.

Periodically, the Security Office conducts seminars on Crime Prevention, Bias Crime and Fire Safety workshops. At these seminars and workshops helpful information is provided to you on how to protect yourself and your property, on and off campus. The Campus Public Safety Office also provides you with helpful pamphlets:

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>On the Campus<br/>Office Areas</b> | <b>Personal Safety</b>      |
| <b>In your Car – Auto Theft</b>       | <b>Rape Alert</b>           |
|                                       | <b>Property Theft Alert</b> |

You can find these pamphlets throughout the college (main entrance of all LaGuardia Buildings and Bulletin Boards). If you wish to obtain more information you may contact the Campus Public Safety Office.

## **HELPFUL HINTS**

- Keep all offices and laboratories locked when not in use.
- Label keys with codes, not their rooms or location numbers.
- Keep your pocketbooks locked up.
- Do not hang up your jackets or coats with valuables in the pockets.
- Check all offices and laboratory areas to ensure that no one is hiding when you are leaving for the day.
- Report all suspicious persons and unsecured areas to Security immediately.
- Do not take shortcuts through dark streets or neighborhood parks, playgrounds, etc.
- When walking to your car, have your keys ready in your hand.
- If you feel a car is following you while walking, run in the opposite direction. The car will have to turn around in order to continue following you.
- **MOST IMPORTANT – Stay alert!!! Make mental notes of your surroundings and don't take foolish chances!!!**

## **FIRE DRILLS**

**It is extremely important that you treat all drills as a real emergency.** It is also important that you familiarize yourself with the location of the nearest exit from your room. Fire drills are conducted periodically.

Each floor is assigned a Fire Warden, who instructs you on the proper procedures to follow during a real fire or emergency situation. Campus Safety and Security needs the assistance of faculty and staff to volunteer as fire wardens and searchers.

## **EMERGENCY CLOSING**

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.) arise that causes the school to be closed, you may contact the LaGuardia main number for an updated recording for day to day information, notifications are also broadcast on the following radio stations:

| <b><u>STATIONS</u></b> | <b><u>AM</u></b> | <b><u>FM</u></b> |
|------------------------|------------------|------------------|
| <b>WADO</b>            | <b>1280</b>      |                  |
| <b>WBLS</b>            |                  | <b>107.5</b>     |
| <b>WCBS</b>            | <b>880</b>       | <b>101.1</b>     |
| <b>WFAS</b>            | <b>1230</b>      | <b>104</b>       |
| <b>WINS</b>            | <b>1010</b>      |                  |
| <b>WLIB</b>            | <b>1190</b>      |                  |

Buildings & Grounds and Security Staff members are required to report to work since they are considered emergency employees. Their attendance is essential during emergency situations. Those employees who do not report to work will have deductions made from either their salary or leave balance.

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 as to where to report if such an incident occurs.

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## **LIST OF UNIONS**

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### **BLUE COLLAR**

| <b><u>TITLE</u></b>                      | <b><u>RESPECTIVE UNIONS</u></b> |
|--|---------------------------------|
| ASSISTANT PRINCIPAL CUSTODIAL SUPERVISOR | DC 37, LOCAL 1797               |
| CAMPUS PEACE OFFICER                     | IBT, LOCAL 237                  |
| CAMPUS PUBLIC SAFETY SERGEANT            | IBT, LOCAL 237                  |
| CAMPUS SECURITY ASSISTANT                | IBT, LOCAL 237                  |
| CAMPUS SECURITY OFFICER                  | BT, LOCAL 237                   |
| CITY CUSTODIAL ASSISTANT                 | C 37, LOCAL 1597                |
| COLLEGE SECURITY SPECIALIST              | IBT, LOCAL 237                  |
| CUNY CUSTODIAL ASSISTANT                 | DC 37, LOCAL 1597               |
| CUSTODIAL ASSISTANT                      | DC 37, LOCAL 1597               |
| CUSTODIAL SUPERVISOR                     | DC 37, LOCAL 1797               |
| ELEVATOR OPERATOR                        | DC 37, LOCAL 1597               |
| ELEVATOR STARTER                         | SEIU, LOCAL 300                 |
| GARDENER                                 | DC 37, LOCAL 1597               |
| MOTOR VEHICLE OPERATOR                   | DC 37, LOCAL 983                |
| PRINCIPAL CUSTODIAL SUPERVISOR           | DC 37, LOCAL 1797               |
| SENIOR CUSTODIAL SUPERVISOR              | DC 37, LOCAL 1797               |
| SUPERVISOR OF STOCK WORKERS              | IBT, LOCAL 237                  |
| EXTERMINATOR                             | DC 37, LOCAL 1597               |
| SUPERVISOR                               | DC 37, LOCAL 1797               |
| STOCK WORKER                             | IBT, LOCAL 237                  |

## WHITE COLLAR

| <u>TITLE</u>                                | <u>RESPECTIVE UNION</u> |
|---|-------------------------|
| ASSISTANT CHIEF ARCHITECT                   | DC 37, LOCAL 375        |
| ASSISTANT CHIEF ENGINEER                    | DC 37, LOCAL 375        |
| ASSISTANT MEDIA SERVICE TECHNICIAN          | IATSE, LOCAL 306        |
| 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 COMPUTER/PHOTO TYPEWRITER           | DC 37, LOCAL 384        |
| COLLEGE GRAPHICS DESIGNER                   | DC 37, LOCAL 375        |
| COLLEGE INTERIOR DESIGNER                   | DC 37, LOCAL 375        |
| COLLEGE PRINT SHOP ASSISTANT                | DC 37, LOCAL 384        |
| COLLEGE PRINT SHOP ASSOCIATE                | DC 37, LOCAL 384        |
| COLLEGE PRINT SHOP COORDINATOR              | DC 37, LOCAL 384        |
| COMPUTER AIDE (CUNY)                        | DC 37, LOCAL 2627       |
| COMPUTER ASSOCIATE/OPERATIONS (CUNY)        | DC 37, LOCAL 2627       |
| COMPUTER ASSOCIATE/SOFTWARE (CUNY)          | DC 37, LOCAL 2627       |
| COMPUTER ASSOCIATE/TECHNICAL SUPPORT (CUNY) | DC 37, LOCAL 348        |
| COMPUTER PROGRAM ANALYST (CUNY)             | DC 37, LOCAL 2627       |
| COMPUTER PROGRAMMER ANALYST TRAINEE (CUNY)  | DC 37, LOCAL 2627       |
| COMPUTER SPECIALIST/SOFTWARE (CUNY)         | DC 37, LOCAL 2627       |
| CONSTRUCTION MANAGER                        | DC 37, LOCAL 375        |
| 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 AIDE (CUNY)       | DC 37, LOCAL 2627 |
| INFORMATION SYSTEMS ASSISTANT (CUNY)  | DC 37, LOCAL 2627 |
| INFORMATION SYSTEMS ASSOCIATE (CUNY)  | DC 37, LOCAL 2627 |
| INFORMATION SYSTEMS SPECIALIST (CUNY) | DC 37, LOCAL 2627 |
| LABORATORY HELPER                     | SEIU, LOCAL 300   |
| MAIL/MESSAGE SERVICES WORKER          | DC 37, LOCAL 384  |
| MEDIA SERVICE TECHNICIAN              | IATSE, LOCAL 306  |
| MULTI-COLOR PRESS/CAMERA OPERATOR     | DC 37, LOCAL 384  |
| OFFICE ASSOCIATE                      | DC 37, LOCAL 384  |
| PROJECT MANAGER                       | DC 37, LOCAL 375  |
| PURCHASING AGENT                      | SEIU, LOCAL 300   |
| RADIO AND TV OPERATOR                 | DC 37, LOCAL 375  |
| SIGN LANGUAGE INTERPRETER             | DC 37, LOCAL 2054 |
| SUPERINTENDENT OF CONSTRUCTION        | DC 37, LOCAL 375  |
| TECHNICAL SUPPORT AIDE (CUNY)         | DC 37, LOCAL 384  |
| TELECOMMUNICATIONS ASSOCIATE          | DC 37, LOCAL 2627 |
| TELECOMMUNICATIONS SPECIALIST         | DC 37, LOCAL 2627 |
| UNIVERSITY ENGINEER                   | DC 37, LOCAL 375  |
| UNIVERSITY ARCHITECT                  | DC 37, LOCAL 375  |
| UNIVERSITY ARCHITECTURAL INTERN       | DC 37, LOCAL 375  |
| UNIVERSITY ASSISTANT ARCHITECT        | DC 37, LOCAL 375  |

|  |                  |
|--|------------------|
| UNIVERSITY ASSISTANT ENGINEER            | DC 37, LOCAL 375 |
| UNIVERSITY ENGINEERING INTERN            | DC 37, LOCAL 375 |
| UNIVERSITY ENGINEERING TECHNICAL TRAINEE | DC 37, LOCAL 375 |
| UNIVERSITY ENGINEERINT TECHNICIAN        | DC 37, LOCAL 375 |
| OFFICE AIDE                              | DC 37, LOCAL 384 |
| STAFF NURSE                              | NYSNA            |

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## FREQUENTLY USED NUMBERS

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*LaGuardia Community College Main Telephone Number: 482-7200*

| <b>DEPARTMENT</b>             | <b>TELEPHONE NUMBER</b> |
|-------------------------------|-------------------------|
| ADMISSIONS                    | 482-7206                |
| BUILDING & GROUNDS            | 482-5580                |
| BUSINESS OFFICE               | 482-5509                |
| BURSAR                        | 482-7226                |
| ENVIRONMENTAL HEALTH & SAFETY | 482-5507                |
| HEALTH CENTER OFFICE          | 482-5280                |
| IT HELP DESK                  | 482-6134                |
| MAIL ROOM                     | 482-5564                |
| PAYROLL                       | 482-5518                |
| PRINT SHOP                    | 482-5561                |
| PRESIDENT'S OFFICE            | 482-5050                |
| REGISTRAR                     | 482-7232                |
| SECURITY                      | 482-5558                |
| STUDENT FINANCIAL SERVICES    | 482-7218                |
| SUPPORT SERVICES              | 482-5550                |
| TRAVEL DIRECTIONS MENU        | 482-8550                |
| <b>EMERGENCIES</b>            | <b>482-5555</b>         |

For all other Departments, check your telephone directory.

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## HUMAN RESOURCES DEPARTMENT

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Website: [www.laguardia.edu/humanresources](http://www.laguardia.edu/humanresources)

Fax #: 718-609-2039

| <b>NAME</b>  | <b>EXTENSION</b> |
|--|------------------|
| Raymond J. Carozza<br>Director of Human Resources                      | 5080             |
| Nila Sen<br>Training Development                                       | 5082             |
| Elizabeth M. Johnston<br>Associate Director for Benefits & Recruitment | 5078             |
| Peggy Williams<br>Administration Coordinator                           | 5081             |
| Daniel Aguirre<br>Human Resources Manager                              | 5079             |
| Andrea Cambridge<br>CUNY Administrative Assistant (Benefits Assistant) | 5086             |
| Pat Taras<br>Information Systems Aide (Classified, Time and Leave)     | 5086             |
| Evelyn Perez<br>Information Systems Aide (HEO's)                       | 5086             |
| Robin Espinoza<br>CUNY Office Assistant (College Assistants)           | 5075             |
| Maricel Espanola<br>CUNY Office Assistant (College Assistants)         | 5075             |
| Tessa Lee<br>CUNY Office Assistant (Full Time Faculty)                 | 5075             |
| Ana Rodriguez, College Assistant (Adjuncts)                            | 5075             |
| Purysabel Medrano, College Assistant (Benefits)                        | 5075             |
| Jemma Robain LaCaille<br>Labor and Legal Affairs Designee              | 5077             |