

Employee Handbook

College Assistant/Sign Language Interpreter

Department of Human Resources



LaGuardia Community College
CITY UNIVERSITY OF NEW YORK

January 2012

TABLE OF CONTENTS

INTRODUCTION	1
GENERAL EMPLOYMENT APPLICATION INFORMATION	2
MISSION STATEMENT	3
TERMS & CONDITIONS OF EMPLOYMENT	4, 5, 6, 7
Appointment Start Date	4
Reappointments.....	4
Hourly Employee Work Limits	4
Fingerprint Filing Fee	4
NYS Labor Law Compliance.....	5
Time Sheets for Payment.....	5
Late Time Sheets for Payment.....	5
Shift Differential	5
Direct Deposit.....	5
Benefits Eligibility	5
Use of Annual & Sick Leave	6, 7
Jury Duty Service.....	6
Separation from Service.....	6
Right to Review	6, 7
HIRING PROCEDURES.....	8, 9
Processing	8
Hiring Packets.....	8, 9
FEES	10
SALARY RATES.....	11
Rates for College Assistants	11
Rates for Sign Language Interpreter	11

BENEFITS INFORMATION	12, 13, 14, 15
Health Plan Benefits	12
Annual Leave	12, 13
Sick Leave.....	13
Pension.....	14
Welfare Fund Benefits	14
(Dental, Optical, Prescription Drugs, etc.)	
Local 2054 Dues and Partial Rebate Policy.....	14
Workers’ Compensation	15
Unemployment Insurance Rules Applicable to	15
College Assistant/Sign Language Interpreter	
Policies of LaGuardia Community College available on the HR Website.....	15
 JOB DESCRIPTIONS.....	 16, 17, 18, 19, 20, 21, 22, 23
College Assistant	16, 17
Sign Language Interpreter.....	18, 19, 20, 21
Disability Accommodation Specialist.....	22, 23
 GENERAL PROCEDURES	 24, 25, 26
Campus Public Safety	24
Helpful Hints, Fire Drills	25
Emergency Closings	26
 FREQUENTLY USED NUMBERS	 27
 HUMAN RESOURCES CONTACTS	 28

INTRODUCTION

This handbook was compiled for informational purposes to give hourly employees and their supervisors an overview of our personnel policies and guidelines. These guidelines are based on Federal and State Labor Laws, CUNY Personnel Rules and Regulations, and LaGuardia Community College personnel policies, procedures and guidelines and applicable provisions of the White Collar Agreement pertaining to College Assistant/Tutor, and Sign Language Interpreter. The information contained in this handbook includes processing procedures, appointment information, benefits, conditions of employment, job descriptions and salary information.

We hope the information within this handbook will be helpful in answering any questions you may have regarding your new position at LaGuardia Community College. If you have any questions or you would like additional information, please feel free to:

- contact the Human Resources Department on extension 5075
- visit the Human Resources Department in Rooms E407/E408
- visit the Human Resources Website www.laguardia.edu/humanresources

We hope you read this handbook carefully and find it useful as a reference tool in the future.

This handbook is intended to provide guidance to employees in the title of College Assistant and Sign Language Interpreter. Moreover, it does not create any rights or privileges on the part of any other or substitute any provisions contained in the White Collar Agreement applicable to the title College Assistant/Sign Language Interpreter.

The logo consists of a series of overlapping blue and white diamond shapes. The text "GENERAL EMPLOYMENT APPLICATION INFORMATION" is centered within these shapes in a bold, sans-serif font.

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

Our Mission

Description

LaGuardia Community College of the City University of New York is named for Fiorello H. LaGuardia, New York City's New Deal mayor, who inspired a city of immigrants. Located at a transit hub that links Queens, the city's 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.

Mission

LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.

These are the foundational elements that sustain our commitment:

Our Students

Our students are the energizing force behind the college. They seek knowledge, skills, and credentials to transform their own lives as well as impact their families and communities. Their dedication to the journey of lifelong learning and the richness they bring to the classroom and campus life are what define LaGuardia. Our alumni take an active role in the college community by sharing their stories and resources with current students and developing lasting relationships with the college.

Our Faculty & Staff

Our faculty and staff are passionate professionals constantly reflecting upon their training, experience, practice, and goals to create challenging and engaging learning environments. They cherish their connections with students and enjoy learning with them and from them. Our faculty and staff are engaged in scholarly and artistic activities which evidence their intellectual excitement and rigor, their commitment to disciplinary knowledge and discovery, and their deep respect for all the communities of our city.

Our Programs

We offer a broad range of rigorous academic programs that promote inquiry, openness, and a willingness to take on challenges. Areas include urban studies, liberal arts, business, the sciences, health, technology, developmental education, college and transfer preparation, experiential education, continuing education classes, workforce training and Honors programs. Our leadership in technology-based learning has achieved national and international recognition.

Our Community

We cultivate partnerships with businesses, civic and community groups, government, and public schools to enhance the economic, cultural, and educational development of Queens and New York City and State. We aspire to set an example as advocates of sustainable practices that contribute to a healthy urban environment.

TERMS AND CONDITIONS OF EMPLOYMENT

College Assistants and Sign Language Interpreters are classified as hourly employees of the CUNY Civil Service and subject to the terms and conditions of employment under the Collective Bargaining Agreement (White Collar) between CUNY and District Council 37, represented by Local 2054. In addition, as a public employer, LaGuardia Community College must comply with Federal, State and Local Laws and Regulations with respect to our employment practices. The Department of Human Resources has overall responsibility for the employment of the College Assistant/Tutor, Sign Language Interpreter titles under the CUNY Personnel Rules and Regulations.

College Assistant, Sign Language Interpreter and other hourly titles of District Council 37, Local 2054 are considered Agency Shop and, as such, pay union dues equal to \$13.53 bi-weekly. Therefore, they should familiarize themselves with the information below:

Appointment Start Date

A College Assistant/Sign Language Interpreter may not begin to work until their appointment has been authorized by the Department of Human Resources. A Recommendation for Appointment (RFA) must be completed and approved and all required documents and fees must be submitted to the Human Resources Department. Any College Assistant, Sign Language Interpreter assigned to work without authorization will not be paid. Time sheets may not be submitted to the Payroll Office until all paperwork has been completed and approved by the Human Resources Department.

Reappointments

There is no presumption that reappointment to title is guaranteed. All reappointments for College Assistants/Sign Language Interpreters must follow the fiscal year timelines. The appointment/reappointment period begins July 1st and ends June 30th of each year. A College Assistant, Sign Language Interpreter may be appointed/reappointed for the entire period, July 1st to June 30th or any part thereof, subject to the maximum annual work hours.

Hourly Employee Work Limits

A College Assistant may be assigned a maximum of 1040 hours worked between July 1st and June 30th of the fiscal year, exclusive of annual leave, in accordance with Article XXI, Section 7 of the White Collar Agreement. It is recommended that supervisors and department heads consult with the Human Resources Department to ensure that a College Assistant's weekly work assignment during the fiscal year does not exceed the 1040 contractual work hour limitation. All appointments will be terminated upon the expiration date of the assignment or June 30th, whichever comes first. Multiple appointments within CUNY may not exceed 1040 hours worked when combined.

Fingerprint Filing Fee

As an employee in the classified service, College Assistants and Sign Language Interpreters are fingerprinted the first time they are placed on a CUNY payroll, except for student aides and full-time students as per CUNY Personnel Rules & Regulation No.: 3.1.3 (f) (g) and 5.3.1.

New York State Labor Law Compliance

As for all employees, New York State Labor Law prevails; an employee may not work more than five (5) hours without taking a meal period. The meal period, which must be a minimum of thirty (30) minutes, is unpaid.

Time Sheets for Payment

Every College Assistant and Sign Language Interpreter must complete a time sheet which consists of signing in and signing out; indicating the hours worked each day. You must be sure that your signature is on it. You may not work in units of less than one-quarter hour. Your supervisor is responsible for signing your time sheet at the end of each work period and submitting it to the Payroll Office, Room E402.

Late Time Sheet Submissions

Late submission of a time sheet to the Payroll Office will result in a delay of payment to the College Assistant/Sign Language Interpreter. Time sheets submitted two (2) pay periods late jeopardize the College Assistant's/Sign Language Interpreter's health and welfare benefits. No salary advances will be authorized due to late submission of time sheets to the payroll office. There is a two-week lag between pay periods and pay dates. The following is an example:

<u>Time Sheet Due Date</u>	<u>Pay Period</u>	<u>Pay Date</u>
November 29, 2010	November 14-November 27	December 10, 2010

Time sheets are due to Payroll (E402) by 12:00 NOON the Monday after the last pay date.

Shift Differential

A College Assistant/Sign Language Interpreter shall be entitled to a shift differential of 10% (your hourly rate plus 10% of your hourly rate) for all scheduled hours worked between 6 p.m. and 8 a.m., with more than one hour of work between 6 p.m. and 8 a.m.

Direct Deposit

College Assistants and Sign Language Interpreters are eligible for direct deposit of paychecks after receipt of their first paycheck. Forms are available in the Payroll Office, Room E402. After completion, they should be returned to the Payroll Office for processing.

Benefits Eligibility

Health Insurance – You must work a minimum of 20 hours per week in order to be eligible & your appointment is expected to last for more than 6 months during which time you cannot be off payroll for more than 2 pay cycles.

Welfare Benefits – You must work a minimum of 17½ hours per week in order to be eligible (see Benefits Information, pages 13, 14).

Hours worked by a College Assistant and Sign Language Interpreter in more than one Department of a college or more than one college of the City University, shall be combined for the purpose of eligibility for Health Insurance and Welfare Fund coverage.

Use of Annual and Sick Leave

Upon eligibility (see pages 12, 13), a College Assistant and Sign Language Interpreter accrues annual and sick leave. Annual Leave requires prior approval of your supervisor and can be taken in units of one hour or multiples thereof. Your supervisor may request documentation from you

for use of sick leave. All annual leave or sick leave used must be entered into the appropriate section of the time sheet.

Jury Duty Service

College Assistants and Sign Language Interpreters serving on juries in New York State in New York State Courts are eligible to be paid the juror fee for the first three days by their college, if they are scheduled to work and to earn more than the fee. If they are not scheduled to work, they are not to be paid. The current juror's fee is \$40.00 per day. If a College Assistant, Sign Language Interpreter would earn less than \$40.00 per day; he or she is to be paid their expected salary.

Example:

- A. An hourly employee who earns \$10.50 per hour and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours each day would receive \$40.00 for each day since the regular day's pay of \$42.00 would exceed the allowable amount. This employee would be paid a total of \$120.00 (3 days x \$40.00).

- B. An hourly employee who earns \$9.00 per hour, and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours each day, would receive \$36.00 each day, since the regular day's pay of \$36.00 is less than \$40.00. This employee would be paid a total of \$108.00 (3 days x \$36.00).

A College Assistant/Sign Language Interpreter who receives a notice to serve on Jury Duty should present a copy of the notice to both their Department Head and the Department of Human Resources. Determination of paid jury duty service will be made by the Director of Human Resources. A copy of the receipt for serving as a juror must be submitted to the Department of Human Resources upon return from Jury Duty service in order to be processed for payment.

A College Assistant/Sign Language Interpreter who is unable to work when scheduled, because of jury service, shall be offered the opportunity to make up work hours lost consistent with the staffing needs of the college.

Separation from Service

When a College Assistant/Sign Language Interpreter separates from service, the supervisor must notify the Department of Human Resources by submitting a completed RFA (Recommendation for Appointment). Failure to do so may result in loss of continued health insurance and unemployment benefits.

Right to Review

Any College Assistant/Sign Language Interpreter whose employment is terminated for a stated reason relating to his or her misconduct shall have the right to a review of the decision to terminate, provided he or she makes such a request, in writing, within ten (10) days of his or her becoming aware of such decision. The review shall be conducted by the College Human Resources Director unless another person, other than the employee's supervisor, has been designated by the President as the review officer.

A College Assistant/Sign Language Interpreter whose appointment or reappointment is terminated for a reason other than lack of work or lack of funds and who has worked 500 hours

or more in each of the preceding nine (9) contract years, shall have the right to a review by the College Human Resources Director of the decision to terminate.

The College Assistant and Sign Language Interpreter shall be entitled to representation by a respective Union representative. The College Assistant and Sign Language Interpreter, or the respective Union, shall have the right to bring witnesses.

There shall be no appeal from the decision of the review officer.

Unless the employee has been advised in writing of a reason for termination related to misconduct, any College response to a request for reference or unemployment information shall contain no negative information.

HIRING PROCEDURES

By following the proper procedure, outlined below, appointments for College Assistants and Sign Language Interpreters will be processed in the most expeditious manner.

Processing

Processing of newly appointed College Assistants and Sign Language Interpreters is conducted in the Human Resources Office, Room E-407 on the following days:

<u>DAY</u>	<u>TIME</u>
TUESDAYS, WEDNESDAYS, AND THURSDAYS	9:30 AM TO 4:00 PM

Note: If there are circumstances that prevent the newly appointed College Assistant or Sign Language Interpreter from coming to be processed on the days and/or times listed above, special arrangements may be made by contacting the Human Resources Department on 5075. The Human Resources Department will try to accommodate the College Assistant.

Hiring Packets

1. The following forms will be found in the Hiring Packet which should be completed in the respective department, prior to coming to the Human Resources Department. Hiring packets are available from the Department of Human Resources, Room E407.
 - Appointment Check sheet
 - Recommendation for Appointment (must be signed by an authorized person, namely the Chairperson or Department Director and approved by the Dean or Vice President).
 - Justification Form (must be signed by the Supervisor/Chairperson and Dean/Vice President), and the On-Campus Employment Form for Students should be completed with all authorized signatures. In addition, when the prospective employee is a LaGuardia student, he/she must be entered into the job bank in the Employment Services Office, C102 and the referral receipt must be submitted at the time of processing.
 - Application for Employment (attach resume if it is available)
 - Affirmative Action Statistical Data Form
 - Oath of Allegiance
 - Federal Tax Form W-4, Employee's Withholding Allowance Certificate
 - State Tax Form NYS IT-2104, New York State, City of New York, City of Yonkers
 - Residency Status for Tax Purpose Data Request Form
 - Emergency Contact Form
 - General Release Form
 - Mail Room Form
 - Benefits Memo/CUNY Personnel Regulations for Hourly Civil Service Employees/Hiring Procedures Flyer/Health Insurance Informational Sheet
 - Fingerprinting Instructions – "Procedures for Candidates Fingerprinting Using L-1 Identity Solutions".

Includes for informational purposes – Lists of Acceptable Documents for Form I-9, Employment Eligibility Verification (I-9 completed in HR)

The College Assistant/Sign Language Interpreter should bring the completed paperwork listed above, along with the following supporting documents to the Human Resources Department, where the employee will be processed:

1. Original Social Security Card must be presented for payroll purposes
2. Acceptable documents for I-9 processing include: Driver's License, Non-Driver ID issued by the Department of Motor Vehicles, Passport, ID Card issued by federal, state or local government agencies, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address, or School ID card with a photograph.
3. In addition, if you are a Foreign Student, you must bring your I-20 and work authorization from the Office of International Student Services (On Campus Employment Authorization Letter from the CUNY College).
4. All prospective employees must be FINGERPRINTED (The receipt for the fingerprinting service must be submitted.). Full time students are exempt from fingerprinting with documentation of full time status. (A Bursar Receipt must be submitted to the Human Resources Department.) A filing fee of \$10* or \$15* must be paid for appointments of 240 hours or more (\$10 filing fee is paid for \$9.72 to \$21.34 per hour for College Assistants, \$15 filing fee is paid for Sign Language Interpreters \$23.45 to \$62.66 per hour).

The following forms will be completed when the College Assistant/Sign Language Interpreter comes to the Human Resources Department for processing:

- Form I-9, Employment Eligibility Verification to comply with the Immigration Reform and Control Act of 1986. The College Assistant must present documentation to verify identity and eligibility for employment
- CUNY Conviction Notice & License Registration Form (if fingerprinted)
- Designation of Beneficiary Form (requires a witness' signature)

When processing is completed, the employee will be issued a LaGuardia Community College Identification Card if they do not already possess a valid CUNY Student ID Card.

FEES

All persons appointed for the first time as a College Assistant or Sign Language Interpreter must be fingerprinted and **must pay** the following fees:

- a) Fingerprinting Fee – Fingerprinting is completed at an off campus agency. Instructions are provided in the hiring packet “Procedures for Candidates Fingerprinting Using L-1 Identity Solutions” (Full Time Students are exempt only with documentation of student status). Note: When the employee’s status changes and he or she is no longer a Full-Time Student, he or she must be fingerprinted.
- b) Eligibility Determination fee payable to CUNY (if appointed over 240 hours). If the initial appointment was under 240 hours, and the fee was not required, an Eligibility Fee must be paid whenever a reappointment results in a total appointment of 240 hours or more.

<u>Title</u>	<u>Salary</u>	<u>Fee</u>
College Assistant	\$ 9.72 to \$21.34	\$10.00
Sign Language Interpreter	\$23.45 to \$62.66	\$15.00

The eligibility fee must be paid with a U.S. Postal Money Order.

NOTE: Former hourly employees with a break in service of more than one (1) fiscal year must pay the above stated fees and be processed as a new appointment.

If an employee was fingerprinted at another CUNY College, with continuous service, the employee may request a copy of his/her fingerprints from the prior college of employment and bring it to Human Resources when they come for processing.

At the time of processing, fingerprinting must have been completed, and all required forms must be filled out prior to the first day of work. Employment is not effective until all fees and forms have been processed. The College Assistant/Sign Language Interpreter will not be allowed to submit time sheets to payroll, and, consequently, will not be paid until the paperwork has been completed and approved.

RATES FOR COLLEGE ASSISTANTS/COLLEGE ASSISTANT TUTORS

The following categories must be considered in determining salary and changes in salary for College Assistants and Tutors:

<u>CATEGORY</u>	<u>RATES EFFECTIVE 10/01/08</u>
I Entry Level and/or no experience	\$ 9.72 to \$16.59 (New Hire) \$10.99 to \$16.59 (Incumbent)
II Skilled and/or some experience	\$16.60 to \$18.15
III Special Skills and/or extensive experience	\$18.16 to \$21.34

RATES FOR SIGN LANGUAGE INTERPRETERS

HOURLY PAY RANGE EFFECTIVE 5/18/10

SIGN LANGUAGE INTERPRETER	\$23.45 - \$62.66
LEVEL I	\$23.45 - \$33.76
LEVEL II	\$31.17 - \$41.49
LEVEL III	\$41.43 - \$50.98
LEVEL IV	\$55.07 - \$62.66

BENEFITS INFORMATION

As an hourly employee, you may be entitled to certain benefits provided by DC37 and CUNY. It is your responsibility to sign-up for the health and welfare fund benefits once you have met the requirements as listed below:

Health Plan Benefits (Medical and Hospitalization)

You must be appointed for six months or more and scheduled to work twenty hours a week to qualify for the health benefits. The effective date of coverage will be the first day of the pay period following the completion of 90 days (3 months) of continuous employment. You must complete a Health Benefits Application prior to that date; otherwise, the date of coverage will be effective the pay period after the filing of the Health Benefits Application.

Paid City Health Plan coverage continues for as long as you work 20 hours per week with no break in service greater than 30 days.

Annual Leave

You are entitled to earn annual leave if you work 500 hours or more in a fiscal year (July 1 – June 30). You will be credited with one hour of annual leave for every 15 hours worked during the year of employment. At the fifth year of employment, annual leave is earned at the rate of one hour for every 11 hours worked (see Table). Annual Leave can be used during your employment period with your supervisor's approval. In accordance with the White Collar Contract, annual leave hours may not be carried over into the next fiscal year (July 1 – June 30). Any annual leave accrued may be taken after completion of 500 or more hours of work. The remaining accumulated annual leave balance will be paid at the end of the fiscal year or the end of your appointment whichever comes first.

ANNUAL LEAVE ACCRUAL TABLES

Effective July 1, 1998:

Year of Service	Annual Leave Accrual Rate	Maximum Annual Leave Accrual (hours)	Maximum Work Hours
1 st – 4 th	1/15	69	1040
5 th or more	1/11	95	1040

For the period July 1, 1991 – June 30, 1998

Year of Service	Annual Leave Accrual Rate	Maximum Annual Leave Accrual (hours)	Maximum Work Hours
1 st – 4 th	1/15	65	975
5 th or more	1/11	87	953

For the period July 1, 1985-June 30, 1991

Years In Service	Accrual
Beginning of the employee's 1 st year	1 hour for 22 hours worked
Beginning of the employee's 2 nd year	1 hour for 17 hours worked
Beginning of the employee's 3 rd year	1 hour for 17 hours worked
Beginning of the employee's 4 th year	1 hour for 15 hours worked
Beginning of the employee's 5 th year	1 hour for 11 hours worked

Employees hired prior to July 1, 1985, shall accrue one (1) hour of leave for every eleven (11) hours actually worked to a maximum accrual of two hundred ten (210) hours.

Sick Leave

You will be credited with one hour of sick leave for every 20 hours worked with no maximum accrual. Any sick leave accrued may be taken after the completion of 500 or more hours of work in a fiscal year (July 1 to June 30). Sick leave must be used for personal illness. Please note that the approval of sick leave is discretionary with the college, and proof of disability must be provided by the employee, satisfactory to the college, upon request.

Use of sick leave to care for an ill family member (White Collar Agreement, Article IX, Section 5, paragraph (a) :

For purposes of the use of sick leave, an employee who has completed three (3) years of 500 assigned work hours may be permitted to take approved sick leave and/or three (3) days of sick leave to care for an ill family member, as sick leave accrues. The term "family" shall be defined as set forth in CUNY's FML policy. The College Human Resources Director, in his/her sole discretion, may request medical or other documentation to substantiate the family member's illness.

Excessive use of undocumented sick leave will be reviewed by the Department of Human Resources. Unused sick leave may be accrued from year to year without limitation. College Assistants who have worked three (3) years of 500 hours or more, may use his/her sick leave as it accrues, unless the employee had sick leave accrued in his/her time and leave bank from a prior year.

Please note: Employees in the titles College Assistant, Sign Language Interpreter and Disability Accommodation Specialist (H) are not entitled to be paid for University observed holidays. These employees may wish to charge that time to annual leave.

Pension

Participation in the pension system is optional. Please come to the Human Resources Department, Room E407, if you are interested in becoming a member of the New York City Employees' Retirement System (NYCERS). If you have any questions, you may contact Ms. Andrea Cambridge at (718) 482-5086.

The City University of New York Voluntary Savings Plans

You have an option to supplement your retirement savings by enrolling in your employer sponsored Tax Deferred Annuity (TDA) Plans. The following TDA plan is available to all Classified Civil Service Staff employees except Civil Service Managerial Titles:

- MetLife 1-800-560-5001, www.metlife.com

Other Savings Plans:

- NYS Deferred Compensation Plan (457) 1-800-422-8463, www.nysdcp.com – Available to all employees.

There are no coordination limits between the 457 (b) and the 403 (b) plans. Therefore, you can contribute the maximum to each plan.

- City of New York's 401 (k) Retirement Plan www.nyc.gov/olr - Available only to Community College employees.

Welfare Fund Benefits (Dental, Optical, Prescription Drugs, etc)

DC-37 Health & Security Plan benefits are currently available to College Assistants and Sign Language Interpreters and their covered dependents. You become eligible for the benefits as of your first day of employment, if you meet the required credited service hours of 17½ hours per week and have completed a DC 37 Health and Security Plan enrollment card. **Please be advised that if you do not work the minimum required hours, DC 37 will discontinue your benefits.** Enrollment cards are available by contacting the DC 37 Health & Security Plan at (212) 815-1234. A flyer containing a summary of the DC-37 Health & Security Plan benefits is available in the Human Resources Department, Room E407.

Local 2054 Dues and Partial Rebate Policy

Under an act passed by the New York State Legislature, and by agreement between City and municipal employee unions, employees in the title of College Assistant or Sign Language Interpreter who are represented in collective bargaining, and are not union members are subject to a deduction from their salary in an amount equal to the dues payable by a union member. The only part-time Local 2054 members or agency fee payers who qualify for a partial rebate are those working 12 hours or fewer per week.

If you have any questions regarding the union's dues rebate policy, you are advised to contact the union directly or log onto the union's website: <http://www.local2054.org/> and click onto 2054 Dues for further information. The union's rebate policy can be found on the website along with the necessary documents to submit a rebate request to DC 37, Local 2054.

Worker's Compensation

College Assistants and Sign Language Interpreters are covered by Worker's Compensation. If you are injured in the performance of your college duties, you must report to the Department of Human Resources, Room E407, in order to complete the required forms. The Worker's Compensation Division of the Law Department of the City of New York will notify you if your injury is covered. Additional Worker's Compensation information may be obtained from the Department of Human Resources.

Unemployment Insurance Rules Applicable to a College Assistant/Tutor/Sign Language Interpreter

In order to comply with Federal guidelines, and under an amendment to the New York State Labor Law, a College Assistant/Sign Language Interpreter is not eligible to collect Unemployment Insurance Benefits during the summer if there is reasonable assurance of employment in a similar capacity in the next fiscal year or term.

It is not guaranteed that a College Assistant/Sign Language will be reappointed for the next fiscal year. Reappointment is based on whether there is still a need for that position, the job performance of the College Assistant, Sign Language Interpreter and if the department budget will allow them to reappoint. In June of each year, College Assistants and Sign Language Interpreters will receive a letter from the Director of Human Resources notifying them of the college's decision to reappoint or non-reappoint them in the next fiscal year.

If you are covered under one of the College Health Insurance Plans and will be off the payroll, you are entitled to self-paid health benefits. The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that the City offer employees, retirees and their families the opportunity to continue group health and/or welfare fund coverage in certain instances where the coverage would otherwise terminate. The monthly premium will be 102% of the group rate. All group health benefits, including optional riders, are available. The maximum period of coverage is 18, 29, or 36 months, depending on the reason for continuation.

If you are rehired within six months of your separation date, you can re-enroll in the benefits program immediately, once all the necessary paperwork has been submitted to the Human Resources Department.

Policies of LaGuardia Community College available on the HR website, www.laguardia.edu/humanresources/policies.htm include:

- CUNY Policy Against Sexual Harassment
- CUNY Workplace Violence Policy and Procedures
- Domestic Violence and the Workplace Policy
- Affirmative Action Policy
- LaGuardia Community College E-Mail Policy
- CUNY Non-Discrimination Policy
- Statement of Policy on Multiple Positions
- Procedures for Implementing Reasonable Accommodations at CUNY
- Fair Labor Standards Act (FLSA) Policy
- Employee Environmental Health and Safety Guide

Visit the Human Resources Website www.laguardia.cuny.edu/humanresources for current information on Policies and Procedures, Benefits, Professional Development Forms, and Important Links.

JOB DESCRIPTIONS

COLLEGE ASSISTANT

The City University Classified Civil Service Position Description

Job Description

Job Title:

College Assistant - 500050

Location:

Regular/Temporary:

Regular

GENERAL DUTIES

- Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.
- There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.
- Maximum tenure for any employee in this hourly position is 1040 hours per year.
- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.

- Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.

- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.

SIGN LANGUAGE INTERPRETER
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title

Sign Language Interpreter

Title Codes: 500179 Sign Language Interpreter I
500180 Sign Language Interpreter II
500235 Sign Language Interpreter III
500236 Sign Language Interpreter IV
Legacy System Code: 04840

Classifications: Job Family: Student Affairs
Non-Competitive
Non-Managerial

Attributes: All Levels are Part-Time
No restriction on number of positions
FLSA Status is Exempt

Date Issued May 18, 2010

General Duties and Responsibilities

Employees in this title provide various interpretation services for students who are deaf or hard of hearing. These employees facilitate communication between spoken and signed languages for and between deaf or hard of hearing students and faculty, staff and other students. Employees in this title interpret a broad range of content areas covered in the liberal arts, technical, and other curricula offered by the various CUNY colleges. Employees may perform other related duties, and on occasion may provide similar services to college employees. The following are typical assignments in the four levels of this title, and are conducted in spoken English and/or American Sign Language.

General Work Tasks

Level I

- Interprets from spoken language to signed or visual language; also interprets in the reverse direction.
- Interprets for one student in one communication modality; or more than one student and/or more than one modality if teaming with an interpreter at Level II.

- Interprets in one-to-one sessions such as instructor/student conferences, academic advisement, registration and admission activities, financial aid applications, and similar.
- Interprets in classroom settings that deal with predictable levels of subject matter complexity, e.g., orientation meetings, remedial courses, and a variety of basic or core courses.
- Interprets in group sessions such as laboratory and tutorial.
- Works effectively with a diverse and multicultural student body.
- Maintains confidentiality, ethical decision making, judicious billing practices, and other tenets of the RID Code of Professional Conduct.

Level II

In addition to Level I qualifications, persons in Level II will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interprets alone in certain situations as deemed appropriate by supervisor.
- Interprets in classroom or academic settings that deal with more unpredictable levels of subject matter complexity or that require more interaction between student and instructor.
- Interprets in classroom settings for multiple students or varying language modalities.

Level III

In addition to Level II qualifications, persons in Level III will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interpret in classroom settings that deal with unpredictable levels of subject complexity, specialized or precise language, or frequent alternation of speakers and languages.
- Interprets in situations requiring inordinate complexity and precision of language such as senior levels of mathematics, upper branches of physical science, poetry or foreign languages etc.
- Works effectively as a member of collaborative teams with staff and administrators.

- Interprets in activities involving public platform communications such as college-wide assemblies, student presentations, guest speakers and performers, academic conferences, campus events of a cultural, business, and political nature, and the like.

Level IV

In addition to Level III qualifications, persons in Level IV will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Mentor and model professional standards in regards to skill and behavior; may assist in the screening of prospective interpreters.
- Provide training and mentoring to staff, other hourly interpreters and student interns.
- Interprets in situations requiring preparation of budgets, projections and financial reports.

Qualification Requirements

Level I

All persons must possess a high school diploma, or equivalent, and must have fluency in both English and American Sign Language.

Level II

All persons must meet the Qualification Requirements for Level I (above). In addition, all persons must possess an Associate's degree, or equivalent credits, and have successfully completed a Basic Interpreter Training Program at a recognized institution, or have passed the Interpreter Examination administered by the New York State Vocational and Educational Services for Individuals with Disabilities or equivalent.

Level III

All persons must meet the requirements for Level II. In addition, all persons must be in possession of a certificate of proficiency issued by the National Registry of Interpreters for the Deaf (RID) (www.rid.org); or a certification of proficiency issued by the National Association of the Deaf (NAD) (www.nad.org).

Level IV

All persons must meet the requirements for Level III. In addition, all persons must possess a baccalaureate degree.

Persons at all levels will be placed in various work assignments depending upon the needs of services and their level of demonstrated competence. Persons who have attained the baccalaureate degree may be placed in work assignments of a more complex nature. CUNY

reserves the right to screen all interpreters and place according to skill level. All employees are expected to be members of the National Registry Interpreters for the Deaf (RID); or the National Association of the Deaf (NAD) and to adhere to its Code of Professional Conduct. All persons must have successful completion of a criminal records and fingerprint background check through the New York State.

Direct Lines of Promotion

FROM: None

TO: None

DISABILITY ACCOMMODATIONS SPECIALIST

General Statement of Duties and Responsibilities

This class of positions provides various services to disabled students. There are two assignment levels within this class. The following are typical tasks within this class of positions. Employees may perform other related duties for the purpose of providing support services to disabled students. Depending upon the needs of service, the duties of this position may require the use of one's own automobile in the performance of official duties; moreover, these duties may be performed on campus or at the student's home. Positions report to the College Director of Disabled Student Services, or equivalent. Upon application to the University Personnel Director, a college may utilize this title for persons who are to provide similar services to disabled employees.

Examples of Typical Tasks

Assignment Level 1

1. Serve as a test accommodations proctor at various examinations to insure administrative coordination with the appropriate faculty member.
2. Assist with the recording, note taking, and videotaping of classes, lectures, and other academic presentations, assisting faculty and staff as appropriate.
3. Serve as reader, note taker, or transcriber for disabled students; also, serve as lab assistant as required.
4. Visit student's home to ferry instructional materials between home and campus; insure hook-ups of special equipment at student's home.
5. Provide technical support to participating faculty members so as to facilitate the delivery of services to disabled students.
6. Maintain liaison with departments or other administrators overseeing tutors, and coordinate available college tutoring services so that the needs of the student may be fulfilled.
7. Maintain financial need criteria on project participants, making appropriate referrals to the applicable state-sponsoring agencies.
8. Coordinate services available to students that deal with test anxiety, dysfunctional organizational patterns and the like.

Assignment Level 2

1. Coordinate individual academic and programmatic needs, assessments and evaluations for disabled students.
2. Develop individualized specialized educational plans to enable students to attain their full academic potential.

3. Identify student disabilities, and then determine and provide those compensatory learning techniques that are appropriate to the student's needs.
4. Serve as assistive technology specialist; provide the appropriate individualized assistive accommodations for disabled students.
5. Coordinate the provision of remedial activities appropriate to the needs and capacities of the student.
6. Provide assistance in course review and selection, so as to encourage students to satisfy academic requirements of their program of study.
7. Provide career development service and support with an acknowledgement of student disabilities, so as to assist students in achieving career goals; provide disability-related advisement and accommodation planning for students; maintain liaison with medical professionals regarding the nature of student disabilities and appropriate accommodations.

Qualification Requirements

Assignment Level 1

An Associate Degree from an accredited institution of higher education, and two years of related work experience, **OR**

Education and/or work experience that is equivalent to the above.

Assignment Level 2

A Baccalaureate Degree from an accredited institution of higher education, and four years of related work experience, **OR**

Education and/or work experience that is equivalent to the above.

Lines of Promotion

To: None

From : None

GENERAL PROCEDURES

Campus Public Safety

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 are:

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

Each floor in the E, M, B 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:

On the Campus Office Areas In your Car – Auto Theft	Personal Safety Rape Alert Property Theft Alert
--	--

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 INFORMATION

Emergency Closing Information

The decision to cancel operations or classes is made in consultation with CUNY taking into account whether a State of Emergency has been declared by the Mayor and whether the Department of Education has closed the City's public schools.

When this decision has been made:

- An announcement will be placed on the College website
- A telephone message will be on the main phone line
- Signs will be on the College entrances
- Employees will receive voicemail messages
- Students and employees will be sent an email and a CUNY Alert message.

Sign up to CUNY Alert to receive notice of emergencies and weather-related closing on your office, cell or home phones and email.

You can also tune in to the following radio and television stations and their websites or call the **College's main telephone line: (718) 482-7200.**

WCBS - 880AM - www.newyork.cbslocal.com

WINS - 1010AM - www.1010wins.com

NY 1 - www.NY1.com

WNBC-TV - Channel 4 - www.nbcnewyork.com

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/chairperson will inform you beforehand as to where to report if such an incident occurs.

FREQUENTLY USED NUMBERS

LaGuardia Community College Main Telephone Number: (718) 482-7200

DEPARTMENT	TELEPHONE NUMBER
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
EMERGENCIES	482-5555

**For all other Departments, check the LaGuardia Directory Website
<http://web.laguardia.edu/directory>**

HUMAN RESOURCES DEPARTMENT

Website: www.laguardia.edu/humanresources Fax: (718) 609-2039/2067

<u>NAME</u>	<u>EXTENSION</u>
Diane E. Darcy Executive Director of Human Resources	5080
Robin Espinoza CUNY Administrative Assistant (Assistant to the Director & Deputy Director)	5075
Nila Bhaumik Deputy Director of Human Resources	5082
Linda Harris Associate Director for Faculty Relations	5087
Claudette Gray Associate Director of Human Resources	5062
Cheryl Still Human Resources Specialist	5079
Peggy Williams Administrative & HR Web Coordinator	5081
Evelyn Almanzar IT Assistant (HEOs)/Time & Leave Coordinator	5064
Andrea Cambridge CUNY Administrative Assistant (Benefits Assistant)	5086
Rose May Chaperon CUNY Office Assistant (Civil Service)	5075
Karamvir Kaur Adjunct Coordinator	5075
Sonia King CUNY Office Assistant (SIRS)	5075
Dolores Sweeney CUNY Office Assistant (Receptionist, College Assistants)	5075
Nicole Paige CUNY Office Assistant (Benefits)	5075

Visit the HR Website for current information on Benefits, Professional Development Forms and Links.