

**BARUCH COLLEGE- THE CITY UNIVERSITY OF NEW YORK**  
**SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES**  
**COLLEGE ASSISTANTS AND TUTORS**

***Human Resources Department***

***135 East 22nd Street***

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***Many of the forms that will be referred to will be available on our website or in Human Resources***  
***<http://www.baruch.cuny.edu/hr>***

The information below has been prepared to answer some of the questions you may have about your employment and fringe benefits as a College Assistant or Tutor.

**ANNUAL LEAVE (VACATION)**

You are entitled to receive annual leave if you work 500 or more hours in a fiscal year (July 1 through June 30). You will be credited with one hour of annual leave for every 15 hours worked during the first three years of employment and one hour for every 11 hours worked thereafter. Annual leave is earned as you accrue it, based upon the rates above, after you work at least 500 hours. Your supervisor's approval is required in advance of taking time off. Any unused annual leave is paid to you in a lump sum at the end of the fiscal year.

**SICK LEAVE**

You are entitled to receive sick leave if you work 500 or more hours in a fiscal year. You will be credited with one hour of sick leave for every 20 hours worked. **Sick leave may be used only for your own personal illness.** Human Resources will review an excessive pattern of use of sick leave. Unused sick leave may be carried over from year to year without limitation. A physician's certificate is required for illness extending for three or more consecutive working days and for each month in the case of prolonged illness. The College, however, reserves the right to request a physician's note for any absence due to illness.

**HEALTH PLAN COVERAGE**

**[Information](#)**

**[Rate Sheet](#)**

**[Enrollment Application](#)**

You are entitled to join one of 13 City Health Insurance plans if ***you are scheduled to work 20 or more hours per week and your appointment is expected to last more than six months.*** If you are a new appointee, you must be employed for 90 days and work 20 hours per week during that time period to be eligible to join a City Health Plan. As long as the forms are completed and handed in within 90 days, the effective date will be the first payroll after 90 days and after they are submitted. Several plans provide basic benefits without any cost to you. Other plans charge for basic benefits and additional benefits are available through optional riders. Health benefits

applications; rate sheets and Summary Program Description booklets are available in Human Resources. City paid health plan coverage continues only for the period that you meet the criteria mentioned above. If for any reason you no longer meet the eligibility requirements for City-paid coverage, you may elect to continue your health plan coverage through COBRA at full cost plus administrative fees, please notify Human Resources if you fall under this category and require a COBRA package.

#### HEALTH BENEFITS BUY OUT WAIVER PROGRAM

[Enrollment Information](#)

[Enrollment Application](#)

If you opt not to join a health insurance program but meet health insurance eligibility requirements as described above, you may be eligible for this program. Under certain circumstances you may be entitled to a cash incentive payment when you waive health benefits. If you have City coverage through another agency the incentive does not apply. For single coverage the incentive is \$500 per year and \$1000 per year for family coverage, paid in two installments. Proof of health care coverage plus family status, if applicable, is required.

#### LONG TERM CARE PLAN

The City of New York offers a long-term care plan to all CUNY employees eligible for city health insurance. For information call 866-414-7076

[www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

#### PRE-TAX BENEFITS

A number of city benefit programs are designed to save employees money by offering pre-tax savings through payroll deductions, as follows: If an employee meets eligibility requirements for health insurance, they are eligible for these programs.

#### FLEXIBLE SPENDING ACCOUNTS

[Information](#)

[Enrollment Application](#)

The Health Care Flexible Spending Account Program (HCFSAs)

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

#### The Dependent Care Assistance Program (DeCAP)

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

Re-enrollment each year is required during the fall open enrollment period.

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

#### Transit Benefit Transportation Spending Account (TSA) Program

The transit benefit program allows employees to save on transportation expenses through pre-tax payroll deductions. For information and enrollment go to [www.cuny.edu/transitbenefit](http://www.cuny.edu/transitbenefit).

## PENSION PLAN

### [EMPLOYEES' RETIREMENT SYSTEM \(ERS\)](#)

[Information](#)

[Application](#)

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

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

### Tax Deferred Annuities (TDA)/ Supplemental Retirement Annuities (SRA)

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

Metlife offers a Tax Deferred Annuity Program. Contact Ms. Rosa Morales at 917-217-8533

## [UNION WELFARE FUND BENEFITS](#)

If you work 17 1/2 hours or more a week for and have completed and sent in a DC 37 Health & Security enrollment card, you will be eligible to receive union welfare benefits. Local 2054 of District Council 37, the Union that represents College Assistants, offers a fringe benefits package and a tuition reimbursement program. Certain longtime College Assistants who retire may also be eligible to receive health and security benefits after leaving Baruch. Contact the Union at 125 Barclay Street, New York, NY, 10007 (212) 815-1234, for further details.

## AGENCY SHOP FEE

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 who are represented in collective bargaining and who are not union members are subject to a deduction from their salary in an amount equal to the dues payable by a union member. This deduction is called an agency shop fee and it is listed on your paycheck as District Co 37 Loc 2054 A/S. College Assistants who regularly work less than 17 1/2 hours a week, however, may apply for a quarterly refund of the agency shop fee by submitting a completed worksheet with copies of pay stubs to the DC-37 Accounting Office at the above address. Worksheets are available in Human Resources.

## US SAVINGS BONDS

Bonds are available for purchase through payroll deductions. The phone number is 1-800-4US BOND, the school code is 70052. Human Resources has flyers for the program in the reception area.

## JURY DUTY

Employees serving on juries in New York State in New York State Courts are eligible to be paid the current juror fee for the *first three* days if they are scheduled to work and earn more than the fee. If employees are not scheduled to work, they will not be paid. If payment is received from the government to the employee for the above this should be forwarded to Human Resources.

## WORKERS' COMPENSATION

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

## PAYCHECKS

Paychecks are mailed every two weeks from the Controller's Office at 135 East 22nd Street Room 509. You can make arrangements for mail or direct deposit banking by picking up a form in Human Resources.

## ID CARDS

All staff members are required to have current Baruch identification cards. ID card authorization forms are available in Human Resources.

## COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Both citizens and non-citizens must submit documents to verify their identity and employability. All offers of employment are contingent on presentation of the proper documents. College Assistants must complete an I-9 form and provide qualifying documentation before they can be placed on payroll. Whenever possible, verification should be completed prior to your start date. However, no later than your third day of employment, you must furnish the following to Human Resources 135 East 22<sup>nd</sup> Street Room 200:

An I-9 form (available in the Human Resources Office) with Section 1 completed  
Original document(s) proving your:

- (a) Identity
- (b) Eligibility to work in the United States

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

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

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

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