

Brooklyn College
Employee Handbook



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NOTE TO THE READER

The Brooklyn College Employee Handbook is for informational purposes only and does not constitute terms or conditions of employment, nor does it establish any past practice of the City University of New York or Brooklyn College. The policies, procedures, and college information have been paraphrased or otherwise presented for readability. For further details and requirements, employees are advised to ask their supervisor or contact the Office of Human Resource Services.

The City University of New York and Brooklyn College reserve the right to make modifications as necessary to policies, procedures, and college requirements, including renegotiating contractual terms of employment with employees' collective bargaining agents, without advance notice.

Employment with Brooklyn College is entered into voluntarily, and an employee is free to resign at any time.

CHAPTER 1:

ABOUT BROOKLYN COLLEGE

Overview

Brooklyn College is an integral part of the civic, urban, and artistic energy of New York and uses the entire city as a living classroom that broadens our students' understanding of the world around them.

For more than 80 years, the college has been attracting a wide variety of motivated students—many of them immigrants or the children of immigrants who wish to better their lives through a superb education. They come because of the college's renowned faculty of academics, professionals, and artists who are among the best in their field. They know they will be learning on a campus considered one of the most beautiful in the country, with well-equipped facilities, studios, smart classrooms, and production and practice rooms—all with a highly affordable tuition.

The college offers more than 150 undergraduate and graduate degree programs in business, education, the humanities and social sciences, the natural and behavioral sciences, and visual, media, and performing arts. Admissions criteria have become increasingly selective.

Our History

Founded in 1930, Brooklyn College was New York City's first public coeducational liberal arts college. The school was envisioned as a stepping-stone for the sons and daughters of immigrants and working-class people toward a better life through a superb—and at the time, free—college education.

The first campus was set in the busiest section of Downtown Brooklyn, within the shadows of Borough Hall and court buildings, and near a busy commercial thoroughfare. Within two years, the college had spread to another building, and the idea of constructing a formal campus soon took hold. Several sites throughout the borough were considered, and the first president, William A. Boylan, embraced a large tract in the Midwood neighborhood proposed by a young architect, Randolph Evans. Even before the site was chosen, Evans had drafted a design for a Georgian-style campus facing a central quadrangle and anchored by a library building with a tall tower. Conveniently, the land was owned by his employers and, at the time, was being used as a golf course, a football field, and the staging area for Barnum & Bailey Circus.

Despite being in the throes of the Great Depression, progress was made surprisingly quickly. On December 21, 1934, the city's Board of Estimate approved the purchase of the Midwood lot for \$1,625,528. In January, the Public Works Administration of the federal government allocated \$5 million for the buildings' construction. On October 2, 1935, Mayor Fiorello La Guardia, in the presence of Boylan and Borough President Raymond V. Ingersoll, took a silver-plated shovel and symbolically broke ground

for the official beginning of Brooklyn College's new campus. Workers enlisted in the Works Progress Administration completed most of the buildings and landscaping within two years.

When President Franklin D. Roosevelt came on campus and laid the cornerstone for the gymnasium, the final building in Evans' plan, he said, "I am glad to come here today and to wish Brooklyn College the fine and successful future that it deserves. May it live through the generations to come for the building up of a better American citizenship."

The college's reputation grew throughout the following decades, driven in part by a prominent faculty across the disciplines. Students were expected to be among the city's best as well, and they were required to pass a stringent entrance exam and keep up with the rigorous course work.

In 1961, Brooklyn College became a member of the City University of New York (CUNY) just as the college was entering one of its most tumultuous periods. The Vietnam War, combined with the demands of emerging ethnic and racial empowerment movements, led to almost weekly protests. Both the student body and the faculty engaged in vigorous debates on and off campus, and the college became somewhat famous in the borough for hosting controversial figures, including Abbie Hoffman and Bob Dylan.

In keeping with the spirit of the times, in 1970 CUNY instituted an open-admissions policy that granted any New York City resident, regardless of academic credentials or ability, the right to attend a CUNY school. As a result, enrollment at Brooklyn College swelled to more than 30,000 students in only a few years. This led to severe overcrowding in classrooms, depletion of services, and budget concerns that resulted in an acute fiscal emergency in 1975. The college closed its downtown campus and began "retrenchment," cutting back tenured faculty, administration, and many services.

Five years later, Brooklyn College began to regain some of its former luster, led by the creation in 1981 of a nationally recognized Core Curriculum that gave students a strong foundation in the liberal arts. In addition to strengthening the curriculum, the college began to hire new faculty again, invigorating the departments with their youth and scholarship.

The rejuvenation of the curriculum was mirrored by an increased effort to improve facilities and begin an ambitious building campaign. Major construction projects over the past 20 years include the renovation and expansion of the [library](#), the new West Quad Center, and the new Leonard & Claire Tow Center for the Performing Arts. Roosevelt Hall is slated to be converted into a science center.

A wide-reaching transformation occurred in fall 2011 with the creation of four new schools and the arrival of deans to head them. The existing [School of Education](#) was joined by the [Murray Koppelman School of Business](#), the [School of Humanities and Social Sciences](#), the [School of Natural and Behavioral Sciences](#), and the [School of Visual, Media and Performing Arts](#).

Our Campus

Brooklyn College was always meant to be beautiful, right from its beginnings in the 1930s. The original design called for classical, Georgian-style buildings to be constructed on 26 acres, along with a lily pond, gardens, and grassy quadrangles planted with elm trees. The classrooms, lecture halls, art studios, and science laboratories were built to be the best in the country.

Brooklyn College remains among the most beautiful in the metropolitan area. The lily pond, gardens, elm trees, and four original buildings are constantly being refurbished to reflect the expanding needs of our community. The campus has now expanded to 35 acres. Light-filled art studio and gallery spaces have been added to the top levels of Boylan Hall, while the lower level has a refreshed full-service cafeteria. Ingersoll Hall, the main science building, has been extended on either side for more labs and lecture halls as well as for the [Aquatic Research and Environmental Assessment Center](#), an important resource for the city's waterways. The expanded Brooklyn College Library increased space for its holdings and providing facilities for new media and online services, classroom facilities, and the college's Special Collections, including important archival holdings. The library offers students not only access to an increased collection and computer services, but to comfortable rooms and nooks in which to study and rest between classes.

Other additions to the campus included the West End Building, which houses computer labs, the Department of Film, and student club rooms right next to the tennis courts. The Library Café is a full-service Internet café that is open 24 hours a day, seven days a week; the adjacent terrace is the perfect spot for reading, snacking, and relaxing on pleasant days. The West Quad Center opened in 2009 and is home to most student services—admission, registration, bursar, financial aid—as well as recreational and fitness facilities.

The latest addition is our brand-new performing arts center, the Leonard & Claire Tow Center for the Performing Arts, which opened in 2018. Alumni Leonard '50 and Claire '52 Tow donated \$10 million to the college to create the center. The building includes rehearsal and performance space, set design and construction workshops, a double-height theater seating 200, a grand lobby and arcade, ground-floor exhibition space, classrooms, and meeting and reception rooms.

Finally, Roosevelt Hall is slated to be completely re-envisioned, transformed from a physical education facility to a dynamic science complex that will increase the college's research capabilities in the hard and natural sciences.

Accreditation

Brooklyn College is accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104; 267.284.5000; info@msche.org).

Brooklyn College's academic programs are registered by the New York State Department of Education.

The School of Education is accredited by the National Council for Accreditation of Teacher Education and is in the process of seeking accreditation from the Association for Advancing Quality in Educator Preparation. In 2019, the Murray Koppelman School of Business earned accreditation from the Association to Advance Collegiate Schools of Business.

The bachelor of science program in chemistry is accredited by the American Chemical Society. The master's program in speech-language pathology is accredited by the Council on Academic Accreditation in Audiology and Speech Language Pathology of the American Speech-Language Hearing Association. The master's program in school counseling is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics.

Organization Membership

Brooklyn College is a member of the American Association for Higher Education, the American Council on Education, the Association of American Colleges and Universities, and the Council for Opportunity in Education.

Student Enrollment and Diversity

In fall 2019, total enrollment was 17,811 students. The college had 14,970 undergraduate and 2,841 graduate students.

Brooklyn College is a microcosm of the ethnically rich borough of Brooklyn it serves as well as a mirror of the wide diversity in New York City itself. A vibrant, intellectually engaged community, our student body comprises individuals from 143 countries, speaking 92 different languages, who share in the educational home our ample campus provides. Brooklyn College attracts bright, ambitious individuals and is particularly well suited to those who are eager to explore a wide range of academic disciplines.

Faculty

The [faculty](#) of Brooklyn College teach, mentor, and advise, and very often they become students' best career counselors. In and out of the classroom, students at Brooklyn College get to know and work side by side with leading academics, scientists, writers, and performers. In 2019, the college had 544 full-time and 742 part-time faculty members.

Grants

In 2019, the [Brooklyn College Foundation](#) provided more than \$5 million to the college. This includes \$2.8 million awarded to more than 1,600 students in the form of scholarships, awards, travel grants, internships, fellowships, and emergency grants; \$1.6 million in college support; and more than \$500,000 in the form of professorships, chairs, travel awards, lectureships, and professional development support for faculty.

Purpose, Mission, Vision, and Values

Our Purpose

We believe in the power of higher education and scholarly research to transform students' lives and improve communities.

Our Mission

Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence as well as our location in a borough known for innovation, culture, and the arts. We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems. They become leaders who transform their fields and professions and serve our increasingly global community.

Our Vision

We strive to make Brooklyn College a world-class, distinctive engine of intellectual discourse and social mobility that draws on its exceptional faculty, staff, and vibrant location to graduate students and prepare them to shape and improve the rapidly changing world around them.

Our Values

- Diversity and inclusion
- Transparency in information, processes, and decision-making
- Teamwork and collaboration
- Respect for others and engagement across differences
- Sustainability

“Nil sine magno labore”

The Brooklyn College motto (“Nothing without great effort”) is taken from the poet Horace, who writes that “Life has given nothing to mortals without great effort” (*Nil sine magno vita labore dedit mortalibus*). It serves as a reminder that nothing can be achieved without hard work and symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students, faculty, and staff.

CHAPTER 2:

EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY AND INCLUSION

Equal Opportunity

As part of the City University of New York, a public university system, Brooklyn College adheres to federal, state, and city laws and regulations regarding nondiscrimination and affirmative action.

It is the policy of Brooklyn College to recruit, employ, retain, promote, and provide benefits to employees without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. CUNY Policy on Equal Opportunity and Non-Discrimination also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Brooklyn College's equal opportunity/affirmative action policy incorporates, as applicable, the nondiscrimination and affirmative action obligations set forth in federal, state, and local law including, but not limited to: Executive Order 11246, as amended, the Equal Pay Act of 1963, as amended, Titles VI and VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Educational Amendments of 1972, as amended, the Americans with Disabilities Act (ADA) of 1990, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, New York State Human Rights Law and the New York City Civil Rights Law, as well as the policies of the City University's board of trustees.

Brooklyn College is committed to ensuring a discriminatory free environment, where all persons are treated fairly and with respect regardless of his or her protected status. The [Office of Diversity and Equity Programs](#) is dedicated to promoting an open and inclusive environment, addressing complaints as they arise, creating programs that promote diversity and awareness and ensuring that the college complies with all applicable policies and laws.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Brooklyn College will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Office of Human Resource Services.

Commitment to Diversity and Inclusion

Brooklyn College is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

Sexual Misconduct and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is [Brooklyn College's policy](#) to provide a work environment free of sexual misconduct and/or sexual assault. Pursuant to CUNY policies, sexual misconduct and sexual assault by management, supervisors, co-workers, or nonemployees in the workplace is prohibited. It is prohibited to retaliate against an individual who reports sexual misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a sexual misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute sexual misconduct.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful misconduct, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, department manager, the executive director of human resource services, or any other member of management at the college with whom you feel comfortable bringing such a complaint.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or sexual misconduct or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately. All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the college will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. Information about resources and the process for filing a complaint can be found on the CUNY website under Title IX / campus websites.

Sexual Misconduct Policy

This policy prohibits retaliation against any person who reports sexual misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a sexual misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute sexual misconduct. Federal, state, and local laws also prohibit retaliation.

If you want more information about how to deal with sexual misconduct or if you feel that you have been a victim of sexual misconduct and want to report it, contact the college Title IX coordinator. The college will take all steps necessary to prevent and eliminate unlawful sexual misconduct. The Title IX Office and all responsible parties have an obligation to maintain confidentiality.

Sexual Misconduct Training (E-SPARC)

New York State law (Section 201-G) requires all full-time and part-time employees to complete training annually for Employee Sexual and Interpersonal Violence Prevention and Response (E-SPARC Training). This training is available through CUNY Blackboard and scheduled classroom sessions throughout the year.

CHAPTER 3:

WORKPLACE SAFETY

Safety

All employees are expected to perform their duties in a safe manner. On-the-job safety is the employee's responsibility, and every effort should be made to avoid careless work habits. Any unsafe working conditions encountered by an employee should be reported to his or her supervisor. If injured while on duty, an employee should immediately report the incident to his or her supervisor.

Workplace Violence Prevention

The City University of New York seeks to create and maintain a safe environment in which all members of the university community—students, faculty, and staff—can learn and work free from the fear of sexual assault and other forms of violence.

The university's policies on workplace violence and domestic violence apply to all acts of violence that occur in the workplace or that may spill over into the workplace. Visit the [Office of Human Resource Services policies webpage](#) for campus-specific information and resources.

What Is Workplace Violence?

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee
- Any intentional display of force that would give an employee reason to fear or expect bodily harm
- Intentional and wrongful physical contact with an employee without his or her consent that entails some injury
- Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment
- Angry emotional outbursts or intimidating behavior toward one or more people
- Talk about weapons, especially if it seems obsessive

What Must Employees Do?

- Create an environment of mutual respect in the workplace.
- Maintain a safe and secure work environment.
- Participate in the annual Workplace Violence Prevention Training Program.
- Report an incident of workplace violence to appropriate parties (supervisor, Human Resources, or a campus and community safety officer) immediately.

Individuals who violate the [CUNY Workplace Violence Prevention Policy](#) may be removed from university property and are subject to disciplinary and personnel action, up to and including termination consistent with university policies, rules, and collective bargaining agreement and referral to law enforcement authorities or criminal prosecution.

How to Report an Incident of Workplace Violence

- Workplace violence incidents must be reported to your supervisor and to the Office of Campus and Community Safety Services.
- The Office of Campus and Community Safety Services forwards the incident report to the Office of Human Resource Services for investigation of the complaint and further action.

Workplace Violence Prevention Training

New York State law mandates annual training in workplace violence prevention for all CUNY employees. At the beginning of the fall semester, the university sends out announcements to all faculty and staff about the requirement to complete this training. Full-time faculty and staff are expected to complete the annual Workplace Violence Prevention Training during each academic year.

Domestic Violence and the Workplace

Domestic violence is a pattern of abusive behavior that occurs between family members and/or intimate partners to gain power and control. Domestic violence is also called domestic abuse, intimate partner violence, or dating violence. It may include sexual assault. People most often think of domestic violence as physical abuse, but that is only part of the picture. Many victims are never physically or sexually assaulted but are controlled and terrorized by their partners' use of nonphysical tactics such as verbal, emotional, or psychological abuse; coercion and threats; isolation; minimizing, denying, and blaming; using children; intimidation; and economic abuse.

The City University of New York does not condone violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence.

Employees who are victims of domestic violence can get help from the Brooklyn College Domestic Violence Liaisons, the New York City Family Justice Centers, and the New York State Office for the Prevention of Domestic Violence.

Drug and Alcohol Policy

It is Brooklyn College policy to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the college. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and the misuse of legal drugs while on any of the Brooklyn College campuses, or while performing services for the college is strictly prohibited. Compliance with this policy is a condition of employment, and this policy will be enforced at all times in accordance with applicable state and city laws.

Non-Smoking Policy

Smoking is not allowed on any of the grounds of the Brooklyn College campus at any time. “Smoking” includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Smoking is permitted only during breaks in outdoor areas off campus.

Reporting of Alleged Misconduct

The City University of New York is committed to conducting its affairs in compliance with federal, state, and local laws and university policy. CUNY encourages all persons to report conduct or suspected conduct that they in good faith believe may violate the law or CUNY policy so that CUNY may investigate and take appropriate action. CUNY will not retaliate against anyone who makes such a report.

Persons with knowledge of conduct or conditions that pose an imminent threat to the health or safety of any member of the CUNY community or the public should immediately call 911 or Public Safety.

The following persons may report conduct or suspected conduct that relates to CUNY and that they in good faith believe may violate federal, state, or local law or CUNY policy (“violations”): individuals who are paid by CUNY, including faculty and staff; consultants, vendors, and contractors doing business with CUNY; individuals who perform services for CUNY as volunteers or who otherwise assert an association with CUNY; and students.

The suspected misconduct that should be reported includes, but is not limited to, that which involves or relates to the following:

- Fraud, theft, embezzlement, or misuse of CUNY resources
- Conflict of interest or ethics
- Computer fraud or data security
- Child abuse or misconduct involving minors
- Sexual assault, assault, and hazing
- Environmental, health, and safety violations
- Discrimination and harassment, including age, disability, sex, and race
- Research or academic misconduct by faculty or staff
- Retaliation for reporting misconduct under this policy

Employees are encouraged to use the reporting procedures set forth in CUNY policies dealing with specific issues. Where there is no such procedure, employees may resolve their concerns at the most local level, by reporting suspected violations through standard management channels, beginning with their immediate supervisor. If an employee does not wish to report a suspected violation to an immediate supervisor, he or she may go to a higher level of management within the college or file a Report of Alleged Misconduct with the Office of the General Counsel. The form and instructions to report alleged misconduct may be found on the [CUNY website](#).

Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities.

Reports will typically be directed to responsible persons for investigation and resolution, consistent with applicable CUNY policies and procedures. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment, following applicable procedures under university bylaws, policies or collective bargaining agreements, or severance of the relationship with CUNY. In some circumstances, civil and criminal charges and penalties may apply.

CUNY employees shall not engage in any retaliatory behavior, including intimidation, harassment, discrimination, or, in the case of an employee, the imposition of an adverse employment consequence, against anyone who files a report under this policy.

Any individual who engages in retaliatory behavior against another individual who has reported a suspected violation or cooperated in the investigation of a violation will be subject to discipline, up to and including termination of employment, following applicable procedures under university bylaws, policies or collective bargaining agreements, or severance of the relationship with CUNY.

Any employee who believes that he or she or another individual who reported a suspected violation is being retaliated against should contact the executive director of human resource services or the chief legal and labor relations officer.

Making a false report or providing false information during the course of an investigation may be grounds for discipline in the absence of a good faith belief that the report or information is true.

All employees are expected to cooperate fully in the investigation of any suspected violation.

Fire and Fire Drills

If you think there is a fire, leave the building immediately. Go to the nearest telephone and call 911 (New York City emergency number) to report the location of the fire. Call 718.951.5511 (Campus and Community Safety Services) to report the fire and your emergency call.

Fire drills are conducted each semester. It is mandatory that employees treat all drills as real emergencies. It is also important that staff members familiarize themselves with the nearest exits in the buildings in which they work.

Emergency Closings

Employees can sign up for the CUNY Alert System by going to the [Brooklyn College WebCentral Portal homepage](#) to be notified about emergency closings. Announcements regarding emergency closings can also be found on the Brooklyn College website.

Facilities and Campus and Community Safety Services staff members who are designated “essential personnel” by their office are required to report to work in emergency situations. Designated employees who do not report for work will be subject to disciplinary action.

CHAPTER 4:

EMPLOYMENT RELATIONSHIP

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Brooklyn College classifies its employees as shown below. Brooklyn College may review or change employee classifications at any time. If you are unsure of which job classification your position fits into, ask your supervisor or check with the Office of Human Resource Services.

Full-Time Employees

Employees who work a minimum of 35 hours per week are classified as full-time employees. For some titles, the full-time work week equals 40 hours. The appointment of a full-time employee requires prior approval and a starting date from the Office of Human Resource Services before the Payroll Office accepts any materials to put the “appointee” on payroll. Such approval will be granted only after Human Resource Services receives all the necessary paperwork and required fees, if applicable.

Part-Time Employees

Employees who work fewer than 35 hours per week are considered part-time employees. In some situations, employees may work more than 35 hours a week contractually but are considered “hourly” employees.

Temporary Employees

Temporary employees can be hired under two conditions. First, the employee may be hired for specific periods of time or for the completion of a specific project on a temporary basis. Second, there is a need to fill a position, a qualifying civil service test has been given, and a list forthcoming but has not been established yet.

Temporary employees are not eligible for benefits, except as required by state and federal laws.

Access to Personnel Files

The Office of Human Resource Services is responsible for maintaining your personnel record. Keeping your file up-to-date can be important to you with regard to pay, deductions, benefits, emergency contact information, and other matters. If an employee needs to change any of the following items, he or she must notify the Office of Human Resource Services as soon as possible:

Legal Name	Preferred Name
Home Address	Current Emergency Contact
Preferred Telephone Number	Marital Status
Change of Beneficiary	Military or Draft Status
Education Degree	License (Driver's/Technical)

Payroll information and benefit coverage for employees and their family members could be seriously affected if personnel records are not up-to-date.

The Office of Human Resource Services refers to the personnel file when it needs to make decisions about reclassifications, compensation changes, and transfers. It is to the employee's benefit to make sure that the file includes information about completion of education degrees, training, and outside civic activities.

The personnel file may be reviewed annually upon request. Employees must contact the Office of Human Resource Services to schedule an appointment to review their file.

Change of Address or Name

Change of Address

The [change of address form](#) must be completed and submitted to the Office of Human Resource Services. The office will update the payroll and transit benefit systems, if applicable. If the employee makes changes to his or her name or address through the CUNYfirst Self-Service system, the change will be reflected only at Brooklyn College and not outside of the college. Employees are responsible for notifying the appropriate unions and pension funds of these changes.

Note: If an employee's address is not current in CUNYfirst, he or she will not receive accurate and timely information and documents (e.g., W-2).

Change of Name

The employee must present both an original Social Security card and applicable legal documents (such as a court order, marriage license, or divorce decree) to the Office of Human Resource Services for a [change](#) to be made to his or her record. The applicable legal documents will be required from transgender employees as well if a name change is requested.

Employees who wish to select a preferred name for internal CUNY purposes (in situations in which their legal name is not required) or to change their gender in CUNYfirst should contact the Office of Human Resource Services. Employees may request use of a preferred name in college directories, course catalogs, and other internal documents. Currently, the employee cannot make preferred name changes in CUNYfirst through Employee Self-Service.

Payroll Support

Payroll / Paychecks

Brooklyn College payroll checks are processed by the New York State Comptroller's Office in Albany, New York. To adhere to the strict cut-off dates and deadlines set by the Comptroller's Office, the college must submit payroll data two weeks prior to the pay date.

Paycheck Schedule

Employees are paid on a biweekly (every other week) basis. Paychecks are issued at the end of each [pay period](#) worked. Paychecks/Paystubs contain details of the particular pay period that it covers, including gross pay, net pay, and applicable deductions (e.g., pensions, savings, flexi-spending, insurance, and taxes).

Distribution of Checks

Employees are paid biweekly on Thursday. The employee must present a valid Brooklyn College ID card to collect his or her paycheck/paystub, which is distributed by the Bursar's Office in the West Quad Center.

Employees are encouraged to participate in the [Direct Deposit Program](#), which electronically deposits their paycheck into their bank or credit union checking or savings account. Enrollment forms are available at the Office of Human Resource Services and on the Brooklyn College website. The college may exclude individuals from participation in the program for reasonable cause.

ID Card Replacement Instructions

Employees are required to keep a valid Brooklyn College [photo ID card](#) on their person at all times. The card is used for purposes of identification when entering the college. For employees without direct deposit, the card is also necessary for picking up and cashing checks.

Photo ID cards may be obtained in the West Quad Center. Employees who have been issued a physical ID card can also access a digital version through the BC Navigator app. Employees who lose their ID card must pay a replacement fee to the Bursar's Office for the new card.

Issuance of Keys

If it is determined that the employee needs keys in his or her particular job, the supervisor will authorize the issuance of the keys. The employee pays a deposit to the Bursar's Office and submits the request to the locksmith. Lost keys should be reported immediately to the Office of Public Safety. Replacement keys must be paid for by the employee.

Employment Eligibility and Work Authorization

Brooklyn College is committed to employing individuals who are authorized to work within the United States and who comply with the applicable immigration and employment laws. As a condition of employment, every individual must provide evidence of his or her identity and legal authority to work to the Office of Human Resource Services.

The college participates in the Electronic Verification System (E-Verify) to electronically verify the work authorization of newly hired employees. E-Verify is an Internet-based program that compares information from an employee's I-9 Form to data contained in the federal records of the Social Security Administration and Department of Homeland Security to confirm employment eligibility.

Employees who have temporary employment eligibility are responsible to ensure that their records are up-to-date. Failure to maintain the work authorization will result in the immediate termination of employment.

Employment Verification

[Employment Verifications](#) will be processed in accordance with CUNY's policies and procedures, and all applicable federal, state, and local laws. Employment Verification is the most commonly requested type of verification that verifies the employee's basic job information: employer name, address, location, job title, employment status, most recent hire date, and length of time with the employer.

Time Records / Overtime

Time Records

All employees are required to track and report their time through time sheets, cards, or exception reports. These records are legal documents that are used to calculate regular, sick, and overtime pay if applicable.

Overtime

Depending on the needs of their office, eligible employees may be asked to work beyond their regular work schedule. This would be considered overtime. All overtime

hours must be approved in advance by a supervisor. For all approved overtime hours worked, employees will be compensated in accordance with the provisions in their respective union contracts. Paid leave time (such as annual, sick, and jury duty) does not apply toward overtime worked.

Separation of Employment

Resignation

In all cases of voluntary resignation, employees are asked to provide written notice (resignation letter) to their supervisor and to the Office of Human Resource Services at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off will not count toward the 10-day notice. Employees should not take annual time during this notice period. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If the employee provides the requisite amount of notice, the individual will be deemed to have resigned in good standing and potentially eligible for rehire. If an employee provides less notice than requested, the college may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Retirement

Employees who wish to retire are required to notify their department chair or office manager and the Office of Human Resource Services in writing about their intention to retire. It is recommended that the employee provide at least one month's notice to the Office of Human Resource Services when planning his or her retirement date.

Job Abandonment

The supervisor should notify the Office of Human Resource Services if an employee fails to report to work or contact his or her department or office for three consecutive workdays. If the employee continues to be absent beyond three workdays with no supervisor contact, he or she may be considered to have abandoned the job without notice. Check union contract for details about how this rule applies to your job title.

Off-Boarding

Employees vacating positions with the college should make an appointment with the Office of Human Resource Services for off-boarding. The main purpose of off-boarding will be to ensure that all college property has been returned, and to help the employee determine the status of his or her group health insurance and retirement benefits, if applicable.

CHAPTER 5:

WORKPLACE GUIDELINES

Attendance

The standard workweek is Monday through Friday from 9 a.m. to 5 p.m. Office hours may vary depending on the office and business needs.

Work hours and the schedule for meal breaks (if applicable) will be determined and assigned by the supervisor or office head. New York State law requires employees to take a meal break after five consecutive hours of work. Employees cannot work through the meal break in order to arrive late, leave early, or work extra time.

The supervisor sets the start time based upon the needs of the office. Any change in the work schedule requires the supervisor to submit written documentation to Human Resource Services.

Employees are expected to arrive on time and be ready to work the scheduled shift. Employees who cannot arrive on time, or who will be absent for any portion of the day, must notify their supervisor as soon as possible.

Job Performance

Performance Evaluations

Communication between the employee and supervisor about work expectations is crucial. The supervisor should schedule regular meetings with the employee throughout the year to check in and provide informal feedback. Employees should initiate conversations with their supervisor if they feel additional feedback is needed. Performance evaluations are conducted annually. If needed, a performance evaluation may be done before the annual review period. Performance evaluations include a written performance appraisal and discussion between employees and their supervisor about job performance and expectations throughout the year.

Performance evaluations are essential for the employee to maintain professional standards of excellence. The purposes of the evaluation process are to: 1) acknowledge an employee's contribution over the year; 2) review opportunities for professional development; and 3) highlight areas for improvement, if needed.

The supervisor should provide the employee with a copy of his or her evaluation during the time of the conference/meeting. The evaluation should be signed by both the supervisor and the employee. A completed, signed, and dated copy of the evaluation will be submitted to the Office of Human Resource Services for placement in the employee's file. The employee should note that his or her signature on the performance evaluation form indicates his or her acknowledgment of receipt of the evaluation, not agreement about content. During the performance conference, the supervisor and employee can agree to make changes to the performance evaluation. If,

however, the parties cannot agree, the employee can submit a written rebuttal to the evaluation that is added to his or her personnel file.

Progressive Discipline Policy

Brooklyn College expects employees to comply with its standards of behavior and performance and to correct any noncompliance with these standards.

The intent of this policy is to openly communicate to all employees about the college's standards of conduct, performance, and attendance and conduct considered as undesirable. Brooklyn 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.

The executive director of human resource services is responsible for ensuring the proper handling of disciplinary actions, including the protection of employee rights and that appropriate action is taken when circumstances warrant. Supervisory personnel should consult with the executive director prior to the implementation of discipline. If the employee is represented by a union, he or she has the right to union representation at any level of the progressive discipline process.

As a matter of policy, Brooklyn College seeks to resolve conduct, performance, and attendance problems in the most informal and positive manner possible, through counseling, training, evaluation, and supervision. However, under those circumstances when disciplinary action, up to and including termination, becomes a necessary means of correcting inappropriate conduct, the college has established conditions, steps, and procedures that it follows.

Generally speaking, the college expects each person to act in a mature and responsible way at 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 Brooklyn College. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, ask your supervisor for an explanation.

Occurrences of any of the following violations, including violations of Brooklyn College 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 Brooklyn College 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 order.
- Knowingly falsifying, removing, or destroying information related to employment, payroll, or work-related records or reports.
- Engaging in a conflict-of-interest activity.
- Violating or neglecting safety rules, or contributing to hazardous conditions.
- Unauthorized removal or use of any college property.
- Discourteous treatment of the public or other employees, including harassing, coercing, bullying, threatening, or intimidating others.
- Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, sex (including sexual harassment), sexual orientation, age, religious beliefs, or political affiliations.
- Conduct that causes potential injury to persons or property or unreasonable disruption of college operations.
- Insubordination, including refusal or failure to perform assigned work.
- Possessing or being under the influence of alcohol, narcotics, or drugs 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.
- Failure to wear and properly maintain the uniform provided by the college or maintain a neat and clean appearance.
- Leaving the work area during work hours without permission from the supervisor.
- Loitering on campus before or after working hours.

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.
- Being absent without authorized leave.
- Unauthorized punching or signing of another employee's time card or recording the time of another employee. Falsifying the time records.
- Irregular attendance: repeated tardiness, unreported or unexcused absence, abuse of sick leave, overstaying a leave of absence without written authorization, excessive absenteeism, and/or excessive lateness.
- Abuse of break times and lunch periods.

Disciplinary Actions

Unacceptable behavior (e.g., misconduct or incompetence) is usually dealt with in the following manner:

- Step 1—Verbal Counseling Session
- Step 2—Verbal Warning
- Step 3—Written Warning

Each step may be repeated instead of moving forward to the next step at the discretion of Human Resource Services or a manager. For example, a supervisor may choose to have more than one verbal warning with the employee (Step 2) before they issue a written warning (Step 3). Managers can make the decision to repeat a step if they:

- feel that the step was not properly executed the first time,
- see signs of improvement in their employee and want to help further, or
- believe conditions or parameters change enough to make repeating the step necessary.

If behavior has not improved or continues to be unacceptable, the immediate supervisor will meet with the office head to recommend disciplinary action against the employee. With the approval of the office head, the supervisor will consult with a member of the Office of Human Resource Services who will review the office's documentation, conduct an investigation if needed, and determine if formal disciplinary charges should be made.

Brooklyn College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the institution.

If formal charges are warranted, a Step I Disciplinary Hearing at the college will be scheduled by the Office of Human Resource Services. The employee will be formally notified in writing of the charges, specifications, and possible penalties at least 10 days prior to the scheduled date, time, and location of the hearing. The respective union will receive a copy of the hearing notification. The employee has the right to union or legal representation at the hearing.

After a 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 working days of the hearing. The college may implement a penalty other than immediate termination. The decision may be accepted by the employee or appealed for a Step II Hearing within 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:

- Written reprimand
- Fine not to exceed \$200
- Demotion in title
- Suspension without pay for up to 60 workdays
- Termination of services

In exceptional situations that require 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 executive director of human resource services for a period of up to 30 workdays.

PROGRESSIVE DISCIPLINE MODEL			
LEVEL OF DISCIPLINE	WHO	WHERE	DOCUMENTATION
Counseling Session	Employee and supervisor	The work site in a private setting (supervisor's office)	Note in supervisor's file: date, time, place, description of incident and corrective action.
Verbal Warning	Employee and supervisor	The work site in a private setting (supervisor's office)	Summarize discussion in writing; copy the manager, place document in department file.
Written Warning	Employee and supervisor, and shop steward if requested	The work site in a private setting (supervisor's office)	Issue written warning to employee; signed by employee and supervisor; copy manager; place document in department file.
Formal Charges	Supervisor, manager, human resource services officer, legal counsel	Office of Human Resource Services	Written request to executive director of human resource services for Step I Hearing, with all related written documentation.
Step I Hearing (College)	Employee, union representative, supervisor or manager, college advocate, hearing officer, and witnesses	Office of Human Resource Services	Formal written charges. Testimony and evidence presented to hearing officer. Written decision to employee within seven days.
Step II Hearing (CUNY)	Human resource services officer or legal counsel, union or legal representative for employee	CUNY Central Office	Step I Decision, all written documentation, personnel records, testimony, and evidence presented.

Step III Hearing (CUNY Civil Service Commission; American Arbitration Association)	Human resource services and legal counsel for both parties. Witnesses may be called.	CUNY Central Office	Step II Decision, Step I Decision, written charges, prior documentation, personnel records, testimony, and evidence presented.
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Grievance Procedure

Grievances may be filed against the college for:

- Disputes concerning the application or interpretation of the terms of the collective bargaining agreement.
- A violation, misinterpretation, or misapplication of the rules and regulations of the university.
- Performing duties that are essentially different from those specified in the job title or for the improper holding of an open competitive rather than a promotional examination.

Workplace Conflicts and Dispute Resolution

In the day-to-day operation of any office or department, problems and misunderstandings sometimes occur. If left unresolved, serious personnel problems might result. While consideration, cooperation, and common sense can resolve most of these situations, a few require special attention. It is the policy of the college to resolve disputes fairly, and at the lowest possible level.

When conflicts or disagreements occur, employees should first attempt to resolve them through discussion with their supervisor. However, an employee must follow their supervisor's orders, even if they disagree with them, unless the orders are clearly illegal or unsafe, in which case the matters should be brought immediately to the next higher authority. When discussion with their supervisor fails to resolve a dispute, employees have several other options. They may take the issue up with the next higher authority or may consult the Office of Human Resource Services.

Conflicts of Interest and Confidentiality

Conflicts of Interest

Brooklyn College expects all employees to conduct themselves in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Brooklyn College recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the college.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Brooklyn College.
2. Carrying on business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the college makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which the college buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the college.
7. Participating in civic or professional organization activities in a manner that divulges confidential information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the college or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of business.

Confidentiality

Employee data is confidential. If you are questioned by someone and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Outside requests to obtain your personal information should be directed to your supervisor or to the Office of Human Resource Services.

No one is permitted to remove or make copies of any of Brooklyn College's records, reports, or documents without prior management approval.

Employment of Relatives and Domestic Partners

Managers and supervisors should not take part in any decision to hire, contract, promote, discipline, or discharge a family member. If such a hiring or employment matter arises, the employee must advise his or her supervisor and the executive director of human resource services of the relationship in writing, and must be recused from any and all discussion or decision relating to the matter.

Additionally, employees should not have supervisory responsibilities over a family member, except in the rare and special circumstances set forth in the CUNY Conflict of Interest Policy.

According to CUNY policy, the term "family member" covers not only spouses and domestic partners, parents, children, and siblings, but also extends as far as great grandparents and great grandchildren and many other relatives as well as individuals living in an employee's household. If an employee has any questions about his or her specific situation, it is incumbent upon the employee to consult the Brooklyn College chief legal officer or the university's Office of the General Counsel.

Outside Employment

If you are employed by Brooklyn College in a **full-time position**, Brooklyn College will expect that your position here is your primary employment. Any outside employment activity must not interfere with your ability to properly perform your job duties at Brooklyn College. There are also conditions and limits to be adhered to if you are appointed to multiple positions at Brooklyn College. You must check with Human Resource Services to determine the condition and limits involved.

If you are employed by Brooklyn College in a **part-time position**, you are permitted to work a second job as long as it does not interfere with your job performance at Brooklyn College. You are expected to work your assigned schedule(s), and secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different hours. If outside work activities cause or contribute to job-related problems, they must be discontinued or you may be subject to disciplinary action, up to and including termination.

Financial Disclosure Filing

The New York State Joint Commission on Public Ethics (JCOPE) requires certain faculty and staff to file a Financial Disclosure Statement annually. Decision about whether or not an employee must file is based on salary and level of job responsibilities. Questions about financial disclosure filing should be directed to the Office of Legal Affairs and Labor Relations, or refer to the JCOPE website.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time,” which is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. Working areas do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on school property at any time.

Workplace Resources

Use of College Property

Employees of Brooklyn College have a responsibility to help minimize the costs of daily operations. College property should be given the same care as one’s personal property. Employees are not permitted to use any college property or equipment for private or personal reasons. The conduct of any activity on college property shall be in such a manner as not to obstruct, or unreasonably interfere with, legitimate business or the free flow of traffic by persons rightfully using the grounds or facilities. Employees are responsible for the conduct of any visitors they bring to the office as guests. Violations of these guidelines by a visitor can subject the employee to disciplinary action.

Safeguarding College Equipment

Employees who handle college equipment are responsible for the care and security of that equipment while it is under their control. Employees are not permitted to use college equipment for personal reasons. Unauthorized use or removal of college

equipment or property may be cause for immediate discharge. If an employee is found guilty of carelessness or mischievous, malicious, or willful destruction of college equipment or loss of property, he or she may be required to pay for the repair, recovery, or replacement of such equipment or property. In addition, this may be cause for immediate discharge.

Lost and Found

Employees should turn in any articles found on the premises to their supervisor or office head. Usually such items are turned over to the Office of Public Safety.

Bulletin Boards

Official [bulletin boards](#) are the college's way of keeping the campus community informed about new policies, health benefits, job openings, training, and special events. 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 outside the Office of Human Resource Services on the first floor of Boylan Hall. Information regarding select job openings and health benefits is located outside of 1223 Boylan Hall or posted on the college website. Only authorized personnel are permitted to post, remove, or alter any notice on the official bulletin boards.

Computer, Internet, E-mail, and Other Resources

Brooklyn College provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other college-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of college-provided computer, phone, or other communication tools. All communications made using college-provided equipment or services including e-mail and Internet activity are subject to inspection by Brooklyn College. Employees should keep in mind that even if they delete an e-mail, voice mail, or other communication, a copy may be archived on the college's systems.

Employee use of college-provided communication systems, including personal e-mail and personal Internet use, have the potential to drain, rather than enhance, productivity and system performance. Employees should be aware that information transmitted through e-mail and the Internet is not completely secure. Transmissions may contain viruses or malware, and could damage Brooklyn College's systems as well as the reputation or competitiveness of the college. To protect against

possible problems, delete any e-mail messages that are received from unknown senders and advertisers prior to opening. It also is against Brooklyn College policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on our computers. Violations of this policy may result in termination for a first offense.

Brooklyn College encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding official college business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the college.

All use of Brooklyn College communications systems, including e-mail and Internet use, should conform to our guidelines and policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest policies. Employees should not engage in harassing, bullying, or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as employee or student records or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voice mail, and Internet communication equipment are provided for official purposes and are critical to the college's success, your communications may be accessed without notice by Information Technology Office administrators and management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive or confidential information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While Brooklyn College recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the college's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Brooklyn College reserves the right to monitor customer calls to ensure employees abide by quality guidelines and provide appropriate levels of customer service. Employees working in customer service will be subject to telephone and e-mail monitoring. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Social Media Use

As used in the policy, social media refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Instagram, among others.

Brooklyn College encourages you to share information with co-workers and with those outside the college to gather information, generate new ideas, and learn from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public. Therefore, Brooklyn College requests:

Off-Duty Use of Social Media

You may maintain personal websites or weblogs on your own time using your facilities. You must ensure that social media activity does not interfere with your work or the work of other employees.

On-Duty Use of Social Media

You may engage in social media activity during work time provided it is directly related to your work and approved by your manager. Your activity may be monitored, and inappropriate use may result in disciplinary action.

Respect

Demonstrate respect for the dignity of Brooklyn College, and its students, faculty, and staff. Avoid inappropriate comments (ethnic slurs, personal insults, obscenity, or use of language that may be considered inflammatory).

Confidentiality

Do not identify or reference Brooklyn College's students, faculty, or staff without express permission. You may write about your job in general but may not disclose any confidential or proprietary information.

Legal

You are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission guidelines and copyright, trademark, and harassment laws.

Internal Investigations

Internal investigations may be of a routine nature (e.g., cash audits, inventory confirmations, etc.) or may be initiated in response to a specific problem (e.g., theft of materials, cash shortages, etc.). Employees in the area are expected to assist in such investigations, and failure to do so shall be an act of insubordination, which may lead to disciplinary action.

Investigations may be conducted by a number of college offices, including, but not limited to, the following:

- The Office of Public Safety
- The Office of Diversity and Equity Programs
- The Office of Human Resource Services

CHAPTER 6:

LEAVES AND HOLIDAYS

Holidays

The number of regular holidays and unscheduled days, which are contractually agreed upon in lieu of scheduled holidays, are subject to change from year to year. Refer to the [Employee Holiday Schedule](#) issued yearly by the university personnel officer for your title.

Typically, Brooklyn College observes the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day

If any of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, CUNY determines whether the preceding Friday or the following Monday is the substitute holiday.

Religious Observances

Brooklyn College will seek to reasonably accommodate individuals' religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the college should speak with their supervisor. Employees may be able to switch a scheduled day with a co-worker or take vacation time (if time has been accrued) to accommodate their needs.

Unscheduled holidays are to be requested on the Department Request Form at least seven days in advance and must be approved by your supervisor. Unscheduled holidays may not be carried over. They must be used before August 31 of the current year or they are forfeited.

Vacation / Annual Leave

Brooklyn College recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. Part-time employees who are regularly scheduled to work 20 or more hours per week with an appointment of 500 or more hours will be eligible for paid [vacation](#) on a pro rata schedule.

Full-time employees will accrue paid [vacation](#) according to the schedule for their particular contract.

Employees may not take paid vacation until they actually have earned or accrued the vacation time. Newly hired classified employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least four months of employment.

Generally, employees should submit vacation plans to their supervisor at least four weeks in advance of the requested vacation date. Vacation may be scheduled in increments of one full work day up to a maximum of two weeks in a row. Additional time may be taken with the approval of the supervisor. The supervisor may deny vacation requests during peak busy periods.

If an employee is terminated from the college, he or she will be paid for unused vacation time that he or she has accrued, not to exceed the annual leave cap.

Unauthorized Leave

Employees who take time off without prior notification and approval are considered to be absent without leave and are subject to disciplinary procedures.

Sick Leave

[Sick leave](#) shall be used only for personal illness of the employee. Proof of disability may be required regardless of the length of an absence. Excessive use of sick leave will be reviewed by Human Resource Services.

Any employee who anticipates a series of three or more medical appointments, which will require a repeated use of sick leave in units of one day or less, must submit medical documentation to the Office of Human Resource Services that indicates the nature of the condition and the anticipated schedule of treatment.

If you are required to document your illness, you must submit the original documentation to Human Resource Services. If documentation is not provided, a payroll deduction may be applied for the sick day(s) taken. This requirement for documentation will continue until you have worked a complete six-month “sick leave period” without being on sick leave more than two times. Failure to comply may result in disciplinary action.

If you are absent due to illness for more than three days, or the college has reason to believe there is a serious medical condition, proof of ability to return to duty must be provided to Human Resource Services before you will be permitted to return. In order to return to work, a Certification of Fitness to Return to Work Form must be completed by your physician and submitted to Human Resource Services. Approved sick leave may be used for a minimum of one hour. If Human Resource Services is notified about your medical-related absence after you return to work, you will be asked to provide documentation to support your absence. Failure to provide this documentation will result in your absence being recorded as “leave without authorization.”

Family and Medical Leave Act (FMLA)

CUNY recognizes the concerns of its faculty and staff to balance the demands of the workplace with the needs of their family. To address these interests, the [CUNY FMLA policy](#) adopts the provisions of the Family and Medical Leave Act of 1993 (FMLA), as amended, and extends those provisions to cover domestic partner relationships.

The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year (i.e., September 1 through August 31). In order to be eligible, an employee must have been employed by the university for at least 12 months cumulatively, and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave. The employee’s FMLA 12-week leave period entitlement will commence anew from the subsequent period of September 1 through August 31, provided that the eligibility requirements are fulfilled.

Any employee with a 35-hour basic workweek, as well as full-time faculty, will have met the 1,250-hour threshold by being continuously on the payroll without an unpaid break in service, for 36 weeks of the 52 weeks preceding the requested leave. For employees with a 40-hour basic workweek, that minimum is 31.5 weeks.

The FMLA also provides for 26 weeks leave during a single 12-month period for a spouse, son, daughter, parent, or next of kin to care for a member of the Armed Forces (including the National Guard and Reserves) or veteran who has a serious injury or illness.

Qualifying reasons for FMLA leave include the following:

- Childbirth and/or care for a newborn (within the first 12 months of birth)¹
- Childcare needs resulting from an adoption or foster care placement (within the first 12 months of the adoption or placement)

¹ Spouses or domestic partners who are employed at the same CUNY college are limited to a combined total of 12 weeks within the FMLA leave year, when taking leave for these reasons.

- Care for employee's spouse, domestic partner, child, or parent with a serious health condition
- Employee's own serious health condition
- Circumstances relating to the fact that an employee's spouse, son, daughter, or parent is on, or has been called to, active duty in a regular component of the Armed Forces deployed to a foreign country or to active duty in the National Guard or Reserve branches of the Armed Forces deployed to a foreign country under a federal call or order in support of a contingency operation
- Employee who is caring for a spouse, son, daughter, parent, or next of kin who is a seriously injured or ill service member, or a veteran service member if the veteran had been an active member of the Armed Forces (including the National Guard or Reserves) at any time during a five-year period prior to medical treatment, recuperation, or therapy²

Leave taken for a newborn, adopted, or foster child as described herein must be taken all at once. If the employee takes leave to care for a family member or for his or her own illness, he or she may take the time on an intermittent basis, but only if the medical condition necessitates this type of schedule.

For the purpose of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves incapacity or treatment connected with:

- inpatient care in a hospital, hospice, or residential medical facility;
- pregnancy or prenatal care; or
- continuing treatment by a health care provider.

Under the CUNY FMLA policy, an employee's leave of absence may be either paid or unpaid. However, before unpaid FMLA leave may be authorized, the employee will be required to exhaust any appropriate accrued paid leave.

Leave for illness granted under the university's temporary disability leave policy that extends beyond five workdays is presumed to be leave for a serious health condition, unless the employee proves otherwise, and will be counted as part of the annual FMLA entitlement, starting from the first day of leave. In addition, the first 12 weeks of any authorized leave taken pursuant to university policies or collective bargaining agreements that qualify as FMLA leave will be counted against the FMLA entitlement for that leave year.

² "Serious injury or illness" includes injury or illness of a member of the Armed Forces or veteran existing prior to the service member's or veteran's active duty and was aggravated by service.

For the serious health condition of an employee, which may include a pregnancy-related condition, paid sick leave accruals must be used first, followed by all other available time and leave accruals.

For the birth and care of a newborn, placement with the employee of a child for adoption or foster care, or care necessitated by the serious health condition of a family member, all available paid time and leave accruals other than sick leave accruals (including paid parental leave) must be charged before unpaid leave may be granted.

While on paid/unpaid leave, CUNY will maintain group health benefits in the same manner as prior to the leave. Pension contributions will continue, however, only during the paid portion of the leave.

Upon return from FMLA leave, the employee will be restored to the position held prior to the leave or to an equivalent position with equivalent benefits. If the employee fails to return to work upon expiration of the FMLA leave and has not received authorization for his or her continued absence, he or she may be subject to disciplinary action in accordance with university policies and applicable collective bargaining agreements.

It is the employee's responsibility to notify Human Resource Services on the first day he or she returns to work so that payroll and benefits can be reinstated. A doctor's note clearing the employee to return to work may also be required before the employee's return date is finalized.

Bereavement Leave

If you have more than three months' service, you may take up to four days of paid [bereavement leave](#) upon the death of a member in your immediate family. The immediate family is defined as spouse; domestic partner; natural, foster, or stepparent; mother-in-law; father-in-law; natural, foster, or stepbrother; natural, foster, or stepsister; natural, foster, or stepchild; or any other relative, including grandparents, who resides in the same household. Bereavement leave may not exceed four days.

When you return to work, you must bring documentation within five working days of your return, which indicates your relationship to the deceased and the date of death, in order to be paid for your time off as bereavement leave.

Information about qualifying verification documents can be found on the Human Resource Services page of the Brooklyn College website.

Military Leave

Brooklyn College supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws.

If you need time off for uniformed service, you should immediately notify Human Resource Services and your supervisor, who will provide details regarding the leave. If you are unable to provide notice before leaving for uniformed service, a family member should notify your supervisor as soon as possible.

Upon return from military leave, you will be granted the same seniority, pay, and benefits as if you had worked continuously. Failure to report to work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Requesting Military Leave

Employees requesting paid military leave must submit a copy of their military orders to Human Resource Services. The 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:

- **With Full Pay:** All employees are entitled to an allotment of 30 calendar days, or 22 workdays with full pay, whichever is greater, per calendar year (January–December). Full-pay employees continue to accrue annual and sick leave.
- **Without Pay:** All employees who exhaust, or who have already exhausted, the full-pay calendar-year allotments are entitled to military leave without pay for a period of time not to exceed, in general, four years.
- **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 balance pending their return to employment. Note: Sick leave may be used only in instances of documented illness, injury, or hospitalization.

Benefits Coverage During Military Leave

- Employees on military leave with full pay will 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 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.

Returning From Military Leave

Employees who return from military duty should submit a copy of the certificate of attendance/payroll voucher to Human Resource Services. This document will verify the dates of attendance at drills, maneuvers, etc.

A running tally is maintained, on a calendar year basis, for such paid absences for those employees concerned. After the 30 calendar days or 22 workdays per calendar year allotment has been exhausted, additional time off must be as unpaid military leave.

Jury Duty

Brooklyn College supports you in your civic duty to serve on a jury. You must present any summons to [jury duty](#) to your supervisor and Human Resource Services as soon as possible after receiving the notice.

If you are summoned to jury duty in New York State or New York City courts and you are a full-time employee, you must advise the court that you will be paid your salary by the college. If you are a part-time employee, you are eligible to be paid the current juror fee for the first three days if you are scheduled to work and earn more than the fee. If you are not scheduled to work, you will not be paid. If you are released from jury duty after four hours or less of service, you must report to work for the remainder of that work day.

Full-time employees shall suffer no loss of pay or reduction of leave credits for serving on jury duty. Part-time and hourly employees may be permitted, at the discretion of the college and consistent with the needs and resources of the college, to make up on another day those lost work hours spent serving on jury duty.

At the completion of jury duty service, employees must present the original completed jury duty certificate to the Office of Human Resource Services. For those employees who submit a timesheet, the original may be attached to the current timesheet. The certificate must include the employee's name, dates of jury duty service, and the signature or stamp of the appropriate court clerk.

Full-time employees who serve on jury duty while on a regularly scheduled day off for which they are not receiving salary or wages are entitled to receive the jury duty per diem allowance for jury duty service on such days. However, full-time employees who serve on jury duty while on paid vacation time (annual leave) or while on a paid leave of absence are not entitled to receive the jury duty per diem allowance for jury duty service on such days.

If the state inadvertently issues a check for per diem jury duty service, the employee must reimburse the college; contact the Payroll Support Office if you have received

a check in error. An employee who serves on federal or out-of-state jury duty will continue to receive a per diem allowance and must reimburse the college upon receipt of payment.

Personal Court Appearances

Time for an appearance in court for personal business will be your responsibility. Vacation days (annual leave) will be used for this purpose.

Time Off for Voting

Brooklyn College recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote.

A registered voter may, without loss of pay for up to three hours, take off so much working time as will enable him or her to vote at any election. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the supervisor may designate, unless otherwise mutually agreed.

If the employee requires working time off to vote, the employee shall notify his or her supervisor no fewer than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions in this section.

CHAPTER 7:

EMPLOYEE BENEFITS

Overview

Brooklyn College offers a comprehensive [benefits](#) package to meet the needs of its employees and their families, including health, welfare, retirement, and other programs. Your benefits program is based on your category of staff. As your needs evolve over time, you will be able to make certain changes to your coverage during the Annual Transfer Period, or within 30 days of a qualifying event.

New employees are provided benefit packages at the time that they are eligible. The material should be reviewed carefully and all forms within the packet should be completed and returned to the benefits officer within 30 days of the initial eligibility date.

The benefits officer provides information and assistance on employee benefits, namely pension and retirement, tax-deferred annuities, group life and group disability insurance, health insurance, and dental, optical, prescription drug, and hearing aid plans. In general, the college provides benefits to full-time employees only. However, part-time employees are eligible in some instances. If you still have questions about your eligibility after reading this handbook, contact the University Benefits Office or the Office of Human Resource Services.

Health Insurance

Full-time employees are eligible for health insurance. Employees must submit a Health Benefits Application to the Office of Human Resource Services. If employees do not file the form within 30 days of their appointment date, the start of their coverage will be delayed and they may be subject to a loss of benefits. For temporary employees, the form must be filed prior to the first day of the pay period following the completion of 90 days.

Employees must provide acceptable documentation to support the eligibility status of everyone to be covered by the New York City Health Benefits Program. Documentation may include a birth certificate, marriage certificate, divorce papers, and/or domestic partner registration forms.

To keep coverage in force, every insured employee must work the minimum hours.

Annual Transfer Period

Health benefits transfer periods are usually scheduled once a year, generally in the fall. During this period, you may transfer to another plan, add/drop an optional rider, add/drop dependents, elect to waive coverage, and/or change your health premium tax status. All changes will be effective on the first full payroll period in January following the transfer period.

Health Plan Models

Through collective bargaining agreements, the City of New York and the municipal unions have cooperated in choosing health plans and designing the benefits for the city's health benefits program. The health plan options for Brooklyn College employees depend on category of employment. For information about the available packages, refer to the Human Resources Management page of the CUNY website, or contact your campus benefits officer.

Group Life Insurance

Employees may be eligible for group life insurance provided by their union representatives. The amount of coverage is determined by age, and can be increased under some plans through additional pay. Interested employees may be required to complete and submit an enrollment application form. To obtain this form, as well as more information regarding eligibility, contact the Office of Human Resource Services.

Retirement Plan

Brooklyn College recognizes the importance of saving for [retirement](#) and offers eligible employees retirement savings plans. Eligibility, vesting, and all other matters relating to these plans are contingent upon employment classification and can be found on the Human Resources Management page of the CUNY website.

Tax-Deferred Annuity Program

Employees may elect to participate in the CUNY-sponsored 403(b) Tax-Deferred Annuity (TDA) Program, which offers the option to build additional retirement income. TDA contributions are based on salary and deducted from the member's biweekly paycheck. Employees who enroll in the program can contribute either on a pre-tax basis (traditional), allowing them to reduce their current federal and New York State income taxes, or through a post-tax contribution (Roth).

Employees may elect to enroll in the program at any time and change their deferral percentages four times per year by completing a new salary reduction agreement form. Employees may not contribute to more than one 403(b) TDA plan at a time.

An employee's combined traditional (pre-tax) and Roth (post-tax) contributions may not exceed the overall contribution limits set by federal law. If an employee contributes to another 403(b) or a 401(k) plan from another employer during the year, the combined contributions to all of his or her plans that year are subject to the same overall limit. It is the employee's responsibility to track and report the amounts of their contributions to all of their employers.

Workers' Compensation

Workers' Compensation provides benefits and assistance to all employees who are injured or develop a job-related illness. The New York City Law Department/Workers' Compensation Division serves as the insurance carrier for CUNY.

All employees are eligible for Workers' Compensation. Coverage begins the first minute an employee is on the job and continues when an employee is officially off the job. The only requirement is that the individual is officially working as an employee providing a service to the college at the time of injury. Employees should report the incident to their supervisor, Campus Security and Public Safety, and the Workers' Compensation administrator in the Office of Human Resource Services.

Dedicated Sick Leave Program

The [Dedicated Sick Leave Program](#) enables individuals to donate sick and/or annual leave for use as sick leave by a seriously ill or injured eligible employee who has been designated by the donor. There is no enrollment period. Donations are made on an as-needed basis.

Each day of leave donated will be debited from the donor's leave balance as one full day; however, each day of sick leave donated will be credited to the recipient as one-half a day. Each day of annual leave donated will be credited to the recipient as one full day. Recipients may receive up to 120 days of paid sick leave.

Recipient Eligibility

Recipients must be full-time employees on annual salaries with at least two years of continuous full-time service with the university (with some exceptions to skilled trade titles). The recipient's injury or illness cannot be job related, and it must persist for at least 30 continuous working days. Before receiving leave from a donor, the recipient's own leave balances and sick leave advancements must be exhausted.

Donor Eligibility

Donors must be full-time employees on annual salaries. In order to donate sick leave, employees must have five or more years of full-time continuous CUNY service and maintain a sick leave balance of at least 24 days. Donors who meet both of these requirements may donate up to 10 sick leave days per program year. Annual leave, on the other hand, may be donated without limitation, and by any full-time employee on an annual salary (regardless of service length).

All dedicated leave is irrevocable. The minimum donation is one day of leave per program year.

Catastrophic Sick Leave Bank

Unlike the Dedicated Sick Leave Program, under which donors specify who should receive their relinquished leave, the [Catastrophic Sick Leave Bank](#) (CSLB) is a pool of sick leave and annual leave donated by colleagues for use as sick leave by any eligible full-time employee who is also a donor to the bank. Donating time to the CSLB allows an eligible employee to receive up to 90 days in any program year. The CSLB is administered centrally by the university's Office of Human Resource Management. The enrollment period is each October of the program year (September 1 through August 31).

Recipient Eligibility

Recipients must be full-time employees on annual salaries with at least two years of continuous full-time service with the university (with some exceptions to skilled trade titles). Recipients must have donated at least one day of sick or annual leave to the CSLB for the program year in which leave is needed. The recipient's injury or illness cannot be job related, and it must persist for at least 30 continuous working days. Before receiving leave from a donor, the recipient's own leave balances and sick leave advancements must be exhausted.

Donor Eligibility

Donors must be full-time employees on annual salaries. In order to donate sick leave, donors must have five or more years of full-time continuous CUNY service and maintain a sick leave balance of at least 24 days. Donors who meet both of these requirements may donate up to 10 sick leave days per program year. Annual leave, on the other hand, may be donated without limitation, and by any full-time employee on an annual salary (regardless of service length).

All donated leave is irrevocable. Donations must be made in increments of one day, with a minimum donation of one day of leave per program year.

Commuter Benefits Program

Under the provisions of Internal Revenue Code Section 132, CUNY offers eligible employees the opportunity to use pre-tax earnings to cover certain public transportation costs through the Commuter Benefits Program.

The program is funded through the portion of an employee's monthly paycheck that he or she may designate for transportation. Employees can elect to have any deduction amount up to the current federal pre-tax limit. Deductions exceeding the limit are allowed but will be deducted post-tax.

The Commuter Benefits Program offers the following plans to eligible employees:

1. Commuter Card Unrestricted Plan—The Commuter Card is a stored-value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the New York tri-state area. The Commuter Card works at many more transit providers than supported under the previous program. To see a list of where the Commuter Card will work, visit the [WageWorks website](#). This stored-value card works just like a credit card at transit-provider ticket-vending machines, ticket windows, and online/Web stores. It can also be used to apply for MTA programs such as the Reduced-Fare MetroCard and Easy Pay Xpress. The card is funded with employee deductions each pay date.

Employees can elect to have any deduction amount up to federal pre-tax transit limits, which is currently set at \$130 pre-tax per month. Deductions exceeding the monthly pre-tax limit are allowed but the amount over the pre-tax limit will be deducted post-tax. Employees will receive a Commuter Card that can be used to purchase qualified transportation media from local and regional carriers' vending machines, ticket booths, or websites such as the Long Island Rail Road, Metro-North Railroad, and New Jersey Transit.

2. Transit Pass Plan—This plan allows employees to arrange for home delivery of their transit provider passes and tickets through the city's provider, WageWorks. Employees can select from their extensive catalog of transit providers and transit passes covering the New York tri-state area. In this plan, the employee funds an account with WageWorks with their pre-tax and post-tax payroll deductions. Using the funds in this account, the employee can select a pass on the WageWorks system. WageWorks will deliver a pass or ticket to the employee's designated mailing address by the first day of each calendar month. WageWorks also allows employees to use their personal credit cards to securely supplement purchases on the website. Employees can purchase multiple items such as a train ticket and a MetroCard.

3. Access-A-Ride/Paratransit Plan—This plan allows employees to participate in Access-A-Ride if they receive paratransit service from MTA New York City Transit. In this plan, employees fund an account with WageWorks with their pre-tax and post-tax payroll deductions. Employees can select Access-A-Ride coupons or other paratransit options on the WageWorks system using the funds in their account. WageWorks will deliver an employee's Access-A-Ride coupons or tickets to his or her designated mailing address by the first day of each calendar month.

4. Park-n-Ride Plan—This plan allows employees to use their payroll deductions to pay for parking at or near a public transportation stop or station that they use to

commute to work. Only transit-related parking is eligible. Employees must be jointly enrolled in one of the above transit options in order to enroll in this option.

Enrollment

To enroll in any of these transit plans, download an enrollment form from the CUNY website or contact the college's benefits coordinator.

How Is the W-2 Affected?

Taxable wages in Box 1, Social Security and Medicare wages in boxes 3 and 5, and state and local wages in boxes 17 and 20 will be reduced by the value of the pre-tax transportation deductions from an employee's pay.

What Happens When Leaving the College?

Upon leaving, any remaining funds in an employee's account will not be refunded per the Internal Revenue Code. Employees will have access to the funds for a limited time as follows:

- Commuter Card Plan – Unrestricted—Employees have 90 days after their separation date to spend the remaining funds on their Commuter Card.
- Transit Pass Plan—Employees have 90 days after their separation date to spend the remaining funds in their transit account.
- Access-A-Ride/Paratransit Plan—Employees have 90 days after their separation date to spend the remaining funds in their transit account.
- Park-n-Ride—Employees can only access funds allocated to expenditures prior to his or her separation date.

CUNY Work/Life Program

To help employees make time for what matters most, professional [work/life](#) counselors are available to provide support, guidance, and referrals for any work, personal, or everyday issue that may arise. Counselors are available to assist with nearly endless resources such as finding pet sitters, child and elder care facilities, tutors, home repair, veterinarians, and moving services.

All employees, their dependents/household members, and affiliates are eligible to access the Employee Assistance Program (EAP). At CUNY, the EAP is Deer Oaks. Available anytime, 24/7, Deer Oaks offers free, confidential access to professional counselors and online resources that can assist you with a variety of personal and work-related issues. Employees can also download the iConnectYou app and instantly connect with professionals, find resources, and make appointments. To access the program, simply call the toll-free Deer Oaks Helpline, send an e-mail, or visit their [website](#).

Tuition Fee Waiver

Full-time CUNY employees may be granted a waiver of tuition for undergraduate or graduate credit-bearing courses. This benefit enables employers to assist workers to further their education at a cost of up to \$5,250 per year tax free, whether or not the course is job-related.

Eligible CUNY employees are advised that the courses in which they enroll may be reportable as wages and subject to withholdings if:

- educational assistance benefits exceed the \$5,250 threshold
- the course is determined to be non-job related
- the course does not meet the requirements of the “working condition fringe benefits” exclusion within the Internal Revenue Code and University Accounting Office Guidelines

To enroll, employees must obtain a CUNY Employee Tuition Waiver Form (Form OFSR 305) from the Office of Human Resource Services, where a staff member can provide further instruction.

APPENDICES

Union Contact List

HEO SERIES STAFF

TITLE	RESPECTIVE UNION	TELEPHONE
Faculty and Non-Teaching Instructional Staff	Professional Staff Congress	212.354.1254

CLASSIFIED, BLUE COLLAR TITLES

TITLE	RESPECTIVE UNION	TELEPHONE
Assistant Principal Custodial Supervisor	DC 37, Local 1797	718. 518.4390
Campus Peace Officer	IBT, Local 237	212.924.2000
Campus Public Safety Sergeant	IBT, Local 237	212.924.2000
College Security Specialist	DC 37, Local 237	212.924.2000
CUNY Custodial Assistant	DC 37, Local 1597	212.815.1597
Custodial Assistant	DC 37, Local 1597	212.815.1597
Custodial Supervisor	DC 37, Local 1797	212.815.1597
Principal Custodial Supervisor	DC 37, Local 1797	212.815.1597
Stock Worker	IBT, Local 237	212.924.2000
Supervisor of Stock Workers	IBT, Local 237	212.924.2000

CLASSIFIED, WHITE COLLAR TITLES

TITLE	RESPECTIVE UNION	TELEPHONE
Assistant Purchasing Agent	SEIU, Local 300	212.233.0616
Business Data Analyst	DC 37, Local 2627	212.815.1932
College Accountant	DC 37, Local 1407	212.815.1407
College Accounting Assistant	DC 37, Local 1407	212.815.1407
College Assistant	DC 37, Local 2054	212.815.1967
College Print Shop Assistant	DC 37, Local 384	212.815.1938
College Print Shop Associate	DC 37, Local 384	212.815.1938
Computer Systems Manager	DC 37, Local 2627	212.815.1932
CUNY Administrative Assistant	DC 37, Local 384	212.815.1938
CUNY Office Assistant	DC 37, Local 384	212.815.1938
CUNY Secretarial Assistant	DC 37, Local 384	212.815.1938

TITLE	RESPECTIVE UNION	TELEPHONE
Disability Accommodations Specialist	DC 37, Local 2054	212.815.1976
Information Systems Assistant	DC 37, Local 2627	212.815.1932
Information Systems Associate	DC 37, Local 2627	212.815.1932
Information Systems Specialist	DC 37, Local 2627	212.815.1932
Mail/Message Services Worker	DC 37, Local 384	212.815.1938
Purchasing Agent	SEIU, Local 300	718.383.8945
University Architect	DC 37, Local 375	212.815.1875
University Engineer	DC 37, Local 375	212.815.1875

CLASSIFIED, SKILLED TRADES/220 TITLES

TITLE	RESPECTIVE UNION	TELEPHONE
Auto Mechanic	SEIU, Local 246	212.233.0616
Carpenter	NYC Council of Carpenters, DC 9	718.937.7440
City Laborer	DC 37, Local 924	212.815.1000
Electrician	IBEW, Local 3	718.591.4000
High Pressure Plant Tender	DC 37, Local 983	212.815.1025
Laborer	DC 37, Local 924	212.815.1000
Locksmith	DC 37, Local 1078	212.815.1000
Maintenance Worker	IBT, Local 237	212.924.2000
Painter	DC 9	718.937.7440
Plumber	Local 1	718.738.7500
Plumbers' Helper	Local 1	718.738.7500
Senior Stationary Engineer	IUOE, Local 30	718.847.8484
Stationary Engineer Supervisor	IUOE, Local 30	718.847.8484
Thermostat Repairer	Local 1	718.738.7500

Employee Handbook Acknowledgment of Receipt

I hereby acknowledge receipt of the Brooklyn College Employee Handbook. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The Employee Handbook, Brooklyn College practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE