



Lehman College

The City University of New York

Fall 2021

Human Resources Faculty Orientation



Human Resources

Know What You Need to Know

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WORKSHOP OVERVIEW

- Attendance and Leave
- Fellowship Leave
- Scholar Incentive Leave
- Bereavement Leave
- Training
- Employee Sexual and Interpersonal Violence Prevention and Response Course “ESPARC”
- Faculty Handbook
- Payroll
- Benefits

ATTENDANCE AND LEAVE

Attendance and Leave: absenteeism, time off, notice required

- The period of annual leave for full-time teaching members of the faculty is the day subsequent to the Spring commencement until the third day, excluding Saturday and Sunday, preceding the 30th of August that follows commencement. In other words, up to the day before classes begin.
- Temporary disability leave is earned after a full calendar month of service. Faculty accrues 20 days of sick leave per year up to a maximum of 160 days. You are responsible to notify your department chair of your absence as soon as possible so they can arrange coverage.

FELLOWSHIP LEAVE

- Fellowship leaves may be granted for conducting research (including study and related travel), improvement of teaching, and/or production of creative works in literature or the arts. In order to be eligible for a fellowship leave, you must be a tenured faculty. Lecturers with a Certificate of Continuous Employment are also eligible to apply. You must have 6 years of continuous paid full-time service.
- There are three types of fellowship leave:
 - A full year at 80% pay of your bi-weekly rate; one semester at 80% of your bi-weekly rate or one semester at full pay.
- Within 30 days of the expiration of the fellowship leave, the faculty must submit a written report to the department chair on the activities during the leave.

SCHOLAR INCENTIVE AWARD

- The purpose of Scholar Incentive Awards is to facilitate bona fide and documented scholarly research. Applications that reflect other purposes, such as meeting degree requirements, service outside the University, or other professional, career or personal reasons, shall not be considered for these Awards.
- Must be a full-time instructional staff member and have completed one full year of continuous paid full-time service. A SIA may not be held concurrently with a Fellowship Leave. The duration can be for one semester or an academic year.

Bereavement Leave

- ▶ Effective August 25, 2016, all full-time instructional staff members shall be entitled to **up to four days of paid bereavement leave for a death** in the immediate family (defined as spouse, domestic partner, parent, step-parent, father-in-law, mother-in-law, child, stepchild, sibling, grandparent or grandchild).

TRAINING

Workplace Violence Prevention Training

In compliance with New York State law and The City University of New York Campus and Workplace Violence Prevention Policy, you will be asked to complete CUNY's online training program entitled "CUNY Workplace Violence Prevention" within 60 days of your date of hire. New York State Labor Law mandates that all employees complete training in workplace violence awareness and prevention at least once every year.

Please use your new CUNY login and associated password when accessing Blackboard. (Login menu on the Lehman College Home Page, <http://www.lehman.edu/logins/>)

EMPLOYEE SEXUAL AND INTERPERSONAL VIOLENCE PREVENTION AND RESPONSE COURSE “ESPARC”

- In accordance with the mandates of New York State Labor Law Section 201-G, you will be registered for Employee Sexual and Interpersonal Violence Prevention and Resources Course provide by The City University of New York. All full-time employees will have until Friday, July 29th, 2022 to complete the trainings.

FACULTY HANDBOOK

- Please visit Lehman's site at www.lehman.edu *Information for Faculty & Staff* for additional resources which will be helpful during your time here at Lehman; this includes the faculty handbook. The handbook covers additional policies and procedures, funding opportunities, Tenure, CCE and Promotion information and so much more.

Paycheck Calculations



Lehman College is paid on the New York State payroll and our paycheck calculations follow the same guidelines as every other NYS institution. Here is an example:

Annual Salary= 97,628.00

Bi-weekly = 97,628.00 x 0.038356 = 3,744.61 (non-leap year, for leap year multiply by 0.038251)

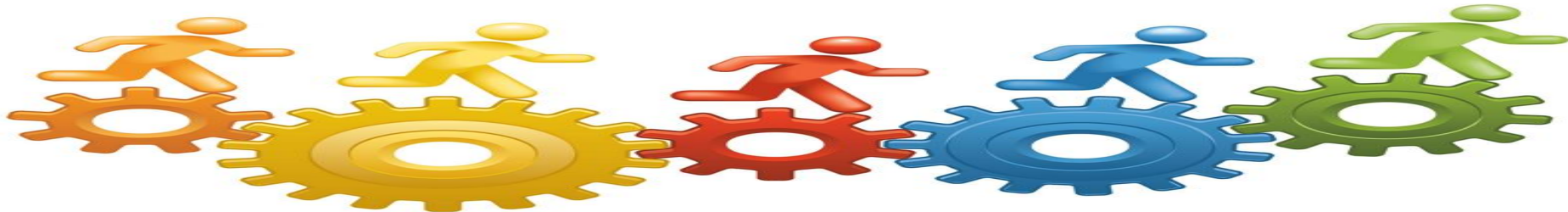
Daily= 3,744.61 x 0.10 = 374.46

Contractual Raises PSC/CUNY

- 2% November 15, 2021
- 2% November 01, 2022

Movement within Schedule 24.2 PSC/CUNY

- Members of the Instructional Staff, the movement within schedule shall take place on the January first of each succeeding year following completion of at least ten (10) full months of service.



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CUNY BENEFITS

Benefits are classified in three(3) groups:

- Mandatory
- Optional
- Voluntary



MANDATORY BENEFITS

- **Health Insurance** - administered by the City of New York
 - ** Please Note that all employees hired after July 1, 2019 are defaulted to HIP HMO as their health insurance.
- **Welfare Fund** - Dental, Prescription, Vision provided by the Union
- **Retirement** - Retirement systems *
 - Teachers' Retirement System (TRS)
 - Teachers' Insurance and Annuity Association (TIAA)

MANDATORY BENEFITS cont'd

*You must complete your benefits paperwork within thirty (30) days of your date of hire or certain benefits will be pre-decided for you.



OPTIONAL BENEFITS

- **Tax Deferred Annuity (TDA) 403(b):**

TIAA - Group Supplemental Retirement Annuity (GSRA or

TRS TDA) - (for TRS Members only)

- **NYS Deferred Compensation Plan 457**
- **Flexible Spending Accounts (FSA)**

OPTIONAL BENEFITS cont'd

Flexible Spending Accounts cont'd

-Dependent Care Assistance Program (DECAP): helps to pay for expenses to care for children or eligible dependents while reducing taxable income

-Medical Spending Conversion (MSC) Health Buy Out Waiver program: enables eligible employees who have non-city group health benefits to waive City health benefits in return for an annual cash incentive.

OPTIONAL BENEFITS cont'd

- Health Care Flexible Spending Accounts Program (HCFSA) - helps to pay for out-of-pocket medical expenses while reducing taxable income.



VOLUNTARY BENEFITS

- Tuition Waiver
- Transit Benefit Program through Edenred
- Employee Assistance Program (EAP) administered by CCA (Corporate Counseling Associates)
- NYS 529 College Savings Program
- Municipal Credit Union (MCU) for savings and other financial services
- CUNY e-mail (located on the CUNY Portal on CUNY.edu)

Discount for Gym Membership, Cell Phone and Electronics, Modell's etc.

Transfer Period/Open Enrollment

- The **Transfer Period/Open Enrollment** is when changes can be made to the health and welfare benefits without having a qualifying event.*
- **Qualifying Events** - A change in your situation -for example getting married, having a baby, or losing health coverage - that can make you eligible for a Special Enrollment Period.
- Health/PSC Benefits: November 1st-30th
- FSA: October 1st until November 19th

CUNY Work/Life

NOW PRESENTED BY **CCA@YourService**



Sometimes we know what a day brings, and sometimes we're challenged by the unexpected. But no matter what, no matter when, there's something that can help make life easier: **CUNY Work/Life**, now presented by **CCA@YourService**. A free benefit to you and your family, the program provides access to a range of support and convenience services, including free short-term counseling sessions (up to 3), and unlimited counseling by phone. All this and more is always **@YourService!**

Emotional Well-Being

CUNY Work/Life provides free, confidential counseling to employees, as well as their household and family members. Call 24/7 for support with issues such as:

- Relationship matters
- Career concerns
- Mental health
- Family concerns
- Life cycle events
- Addiction and recovery
- Grief, trauma, and loss
- Stress management

Health and Wellness

Let a professional consultant provide information, resources, and referrals related to health and wellness topics such as:

- Stress management
- Weight management
- Chronic illness
- Nutrition and fitness
- Referrals to local gyms or health clubs
- Smoking cessation
- Healthy lifestyle habits

Legal Resources and Consultation

Call to be connected to a free, 30-minute consultation with an advice attorney for most legal matters, such as:

- Wills and trusts
- Referrals to an attorney at a 25% discounted rate if representation is needed
- Tax consultation
- Online resources including access to free will preparation software
- Dispute mediation
- Divorce and custody
- Elder law

Daily Living and Convenience

Simplify your to-do list. Our work/life consultants can provide information, resources, and provider referrals to assist you with daily living and convenience matters.

- Child care and elder care
- Moving and relocation
- Adoption
- Dining and entertainment
- Pet care
- Travel
- Household and auto repairs
- Volunteer opportunities

Financial Resources and Consultation

As well as practical financial tools and resources, you and your family have access to free phone consultations with a professional qualified to advise on financial matters.

- Credit and debt
- Home buying
- Budgeting and savings
- Referrals to additional financial resources
- Identity theft recovery
- Online resources including access to free tax preparation software
- Tax planning
- Retirement

Work/Life Website

In addition to 24/7 real-time support, CUNY Work/Life provides access to a comprehensive website for self-access to a variety of useful resources:

- Searchable databases for service providers
- Webinars and videos
- Articles and tips on popular topics
- Text-message access to a work-life consultant
- Self-assessments and skill builders
- Savings Center for discounts on brand-name products and services

CALL OR LOG ON ANY TIME, ANY DAY



TOLL-FREE: **800-833-8707**
WEBSITE: **www.myccaonline.com**
Company Code: **CUNY**

CCA 
@YourService

BENEFITS OFFICERS

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Thank you!

