

# Employee Handbook

## Adjunct Instructional Staff

Department of Human Resources



LaGuardia Community College  
CITY UNIVERSITY OF NEW YORK

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## INTRODUCTION

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The Policies & Procedures Handbook for Adjunct Instructional staff has been prepared to provide you with a guide to Human Resources policies, procedures and practices including but not limited to hiring, pay rates, movement in schedule, promotion, fringe benefits, and termination. It is expected that every Adjunct Instructional staff member (teaching and non-teaching) will make themselves thoroughly familiar with the contents of this document. For additional information, please contact the Human Resources Department.

This handbook is intended to provide guidance to employees in the title of Adjunct. Moreover, it does not create any rights or privileges on the part of any other or substitute any provisions contained in the Agreement between The City University of New York and the Professional Staff Congress/CUNY applicable to the title Adjunct.



GENERAL EMPLOYMENT  
APPLICATION INFORMATION

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

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

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

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

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

**Warning:**

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

The City University of New York

## **Mission Statement**

LaGuardia Community College of the City University of New York is named for Fiorello H. LaGuardia, New York City's New Deal mayor, who inspired a city of immigrants. Located at a transit hub that links Queens, the city's most ethnically diverse borough, with the world center of finance, commerce and the arts, the College provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

### **Mission**

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

These are the foundational elements that sustain our commitment:

### **Our Students**

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

### **Our Faculty & Staff**

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

### **Our Programs**

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

### **Our Community**

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

## **Overview of the College**

Fiorello H. LaGuardia is one of 23 colleges of the City University of New York. Since admitting its first group of students in 1975, the College has continually supported the principles of open access and equal opportunity for all. Today the College has grown to over 17,000 full time students, and 38,000 continuing education students. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the College provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

The College, through an array of academic disciplines, serves students in both associate degree and certificate programs. The College's 56 degree programs, 4 certificate programs, and nationally renowned Internship Program meet the needs of all students, whether they plan to continue study toward the baccalaureate degree at a four-year college or are seeking to immediately embark on a career.

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

Adjunct Instructional staff is encouraged to get a copy of the academic calendar from their department office. This will provide information on semester start and end dates, intersession, holidays and other important information.

The College is spread over four buildings on Thomson Avenue: 'M' or Main Building (Shenker Hall); 'E' Building; 'B' Building and 'C' Building.

A map of the campus is available on the webpage under admissions and directions to the campus.

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## **BYLAWS OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK (CUNY)**

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As per the CUNY Bylaws, Section 11.11, *Person employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.*

Members of the part-time instructional staff may be appointed to the following titles: Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor. In addition, part-time instructional staff may be appointed as Adjunct College Laboratory Technician (CLT), Adjunct Senior College Laboratory Technician and Non-Teaching Adjuncts (I – V) where they are responsible for performing laboratory and teaching related part-time duties.

In order to be appointed as Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor a person must have those qualifications or professional achievement and training comparable to those of full-time faculty members in the corresponding ranks of Lecturer, Assistant Professor, Associate Professor, and Professor. The following minimum academic credentials are required: for appointment as an Adjunct Lecturer, a baccalaureate degree; for appointment as an Adjunct Assistant Professor, a doctorate. Non-Teaching Adjuncts require minimum qualifications identical to the corresponding teaching adjunct. For appointment as an Adjunct CLT, a person must be a high school graduate with a minimum of four (4) years of work or experience in the field.

The Bylaws may be reviewed in the Library or the Human Resources (E-407).



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## **HIRING PROCEDURE**

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### **Hiring Procedures**

The hiring department must notify the Human Resources Department via email about a prospective adjunct (include title and pay rate), or an adjunct returning after a break in service, prior to sending the applicant to the Human Resources Department.

**Processing will be done in the Human Resources Department (Room E-407) :  
Please call for hours (718) 482-5075.**

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## APPOINTMENT

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The appropriate Dean or Chairperson assigns teaching and work schedules. Adjunct appointments at LaGuardia are made on a session by session basis, subject to satisfactory evaluation, the needs of the department, sufficiency of registration, changes in curriculum and financial ability. In accordance with the CUNY/PSC Agreement Article 10.1(3) – *“Persons in adjunct titles hired on a semester basis shall receive such notice on or before December 1 in the Fall semester or May 1 in the Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.”*

In accordance with the CUNY/PSC Memorandum of Agreement (Non-Economic) 2000-2002, An adjunct who has served in the same department of the college for not fewer than six (6) consecutive semesters (exclusive Fall II and Spring II [Summer]) during the three (3) year period immediately preceding the appointment, to whom the College intends to offer another appointment, shall be notified on or about May 15 of appointment for both the following Fall I and Spring I semester. Such notification of appointment will be subject to the sufficiency of registration and changes in curriculum in each semester, which shall be communicated to the employee as soon as they are known to the College authorities. Such notification shall also be subject to all other conditions of employment including, but not limited to, the workload provisions of Article 15.2

***Adjunct Professional Hours:*** In accordance with the CUNY/PSC Memorandum of Agreement 2000-2002, Adjunct instructional staff who are teaching six or more contact hours at the same college are eligible to receive an additional hour per week in order to engage in professional assignments related to their academic responsibilities such as office hours, professional development, participation in campus activities, and training. This professional hour will not be counted toward the maximum adjunct teaching hours, as per the workload requirements of the contract.

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## SEPARATION

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Adjuncts who **will not** be appointed for the next semester will receive a notification letter by May 1 for the Fall semester and December 1 for the Spring semester.

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## WORKLOAD

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All adjuncts, teaching and non-teaching are required to complete the Adjunct Instructional Staff Workload Reporting Form. The Workload Reporting Form is available in the department and must be completed for each semester worked at LaGuardia.

In accordance with the CUNY/PSC Agreement Article 15.2 – “*A person appointed to an Adjunct title is not a full-time employee of CUNY. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct Lecturers or Adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of CUNY. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of CUNY.*”

1 contact hour = 15 clock hours  
6 contact hours = 90 clock hours  
9 contact hours = 135 clock hours

During the Spring II (summer) session, adjunct instructional staff is limited to 105 hours of instruction, except in departments with four credit courses, for which a 120-hour assignment is permitted.

7 contact hours = 105 hours  
8 contact hours = 120 hours

**Non-Teaching** adjunct instructional staff, including those in College Laboratory Series titles is limited to 225 hours per semester and 175 hours during the summer session.

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## EVALUATIONS

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The University's Bylaws and the CUNY/PSC Agreement both require that all members of the instructional staff be evaluated in order to maintain academic and professional standards of excellence. Evaluations serve to encourage and provide direction for the improvement of performance and as a resource in decisions regarding reappointment and promotion.

### **Annual Evaluations**

Adjunct teaching and non-teaching instructional staff will be subject to performance evaluations for the first four semesters of their employment (excluding Fall II and Spring II). In accordance with the CUNY/PSC Agreement Article 18.3(c), *"After four (4) semesters of service annual evaluation for adjunct personnel shall be held at the request of the chairperson or the adjunct, provided, however, that if such evaluations are conducted at the request of the adjunct, such evaluations may not be conducted more than once every four semesters."*

### **Teaching Observations**

The observation process begins with notification from your department chairperson of the date, time and name of the person who will be observing you in the classroom. A classroom observation report form is completed by the observer following a discussion regarding course content and teaching methodology. A post observation conference is also completed in order to summarize the discussion between the two parties, to generally assess the level of the faculty's ability, and to include specific suggestions for improvement of instruction. Observations are required in each of the first ten (10) semesters of service.

In accordance with Article 18.2(e) of the CUNY/PSC Agreement, *"after ten (10) semesters of service teaching observations for adjunct personnel shall be held at the request of the chairperson or the adjunct."* After 10 semesters of evaluations, adjunct teaching faculty members are evaluated once a year. (Chairperson or adjunct may request additional evaluations if deemed necessary)

### **Student Evaluations (SIRS)**

The student evaluation form approved for use in departments within the academic division is called the "Student Instructional Report," also known as the SIR form. Adjunct teaching faculty are evaluated by students in every class taught. After ten (10) semesters evaluations will only be conducted once a year or at the request of the chairperson or the adjunct.

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## COMPENSATION

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### **Pay Rates**

Adjunct & Non-teaching adjuncts are paid in accordance with the terms of CUNY/PSC collective bargaining agreement. Salary schedule is available at [www.psc-cuny.org](http://www.psc-cuny.org). All new adjuncts (teaching and non-teaching) begin at the first step of their title. A higher rate may be given based on submission of work history and higher rate at another CUNY school.

### **Increments**

At LaGuardia Community College, to qualify for a movement within schedule, an adjunct must have served at least 6 semesters over the preceding three-year period, excluding the Fall II semester. In accordance with Article 24.2 of the CUNY/PSC Agreement, *“an adjunct who on July 1, shall have served six semesters over a period of the preceding three years and who has not received a movement within schedule during that period shall receive a movement within schedule to the next higher dollar amount.”* These increments are determined by the Human Resources Department each calendar year and forwarded to the Office of Academic Affairs or the Division of Adult and Continuing Education. Increments are effective on July 1.

If an adjunct feels s/he is eligible for an increment should contact the office of Human Resources.

### **Change in Title Procedure (from Adjunct Instructor to Adjunct Assistant Professor)**

Candidates for a title change to Adjunct Assistant Professor shall have an earned doctorate (or equivalent in those departments which have CUNY approved equivalencies). An original transcript of the doctorate degree or equivalent, along with an updated CV, must be submitted to the Human Resources Department within 30 days of the start of the semester in order to have the title change go into effect that semester. (Note: there is no departmental or collegewide P&B vote required).

### **Promotion Procedures (to Adjunct Associate Professor or Adjunct Professor)**

Consistent with University and College policy, all faculty seeking promotion are expected to have demonstrated a willingness and ability to perform effectively in the higher rank. There must be documented evidence of excellence in the primary function, which is usually teaching; sustained commitment to the college, and the ability to work constructively and harmoniously with faculty, staff and students.

***The following are the minimum requirements for promotion to Adjunct Associate Professor:***

- (1) Teaching or other appropriate adjunct appointment at LaGuardia for at least ten semesters (not necessarily consecutive) and no less than five years in the rank of Adjunct Assistant Professor.
- (2) Documented excellent performance in classroom instruction or primary function.

- (3) Continued professional growth and development, and/or research and writing, and/or an outstanding contribution to one's field, and/or a significant departmental or college contribution.

**For promotion to Adjunct Professor:**

In addition to fulfilling the criteria for promotion to Adjunct Associate Professor, the candidate must have completed no less than five years in the rank of Adjunct Associate Professor.

All candidates will be considered by the division/department P&B committee as well as by the Collegewide P&B Committee.

Faculty interested in being considered for promotion **and who meet the above criteria** should make their interest known **in writing** to their department chairperson by February 7 to be eligible for promotion the following September 1. After consultation with the chairperson, the candidate should complete the online application template. The departmental/ divisional P&B must approve a promotion and forward information /minutes to the Human Resources Department along with the candidate's completed application template. Upon recommendation by the Collegewide P&B Committee, and approval by the President, the promotion will become effective the following Fall semester. There shall be no appeals of this decision.

As criteria for adjunct promotion differ from those for full-time faculty promotion, an adjunct faculty member subsequently appointed to the full-time faculty will not necessarily be appointed at the same rank that he or she held as an adjunct. As the criteria for adjunct appointment and promotion are specific to LaGuardia Community College, adjuncts teaching at the College who are also serving as adjuncts at other colleges, including colleges within The City University of New York, will not necessarily be appointed to the same rank at LaGuardia as they hold at the other college or colleges where they teach.

[Promotion Request Form - Adjunct Associate Professor and Adjunct Professor](#)

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## PAYROLL

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Adjunct faculty are paid several times during the semester on specific pay dates. At the end of each payroll period, faculty are required to complete a time sheet **for each section taught**, have it signed by your department chairperson or designated supervisor, and present it to the Payroll Department. Time sheets are available in your department. Faculty will be asked by Payroll Office staff to show a valid ID card prior to releasing their paycheck.

In addition, for the first paycheck, each individual has to state that this is their first time and show a valid LaGuardia Community College school ID, in order to receive their reference number. Please also be advised that the Office of Payroll Administration replaced Social Security Numbers with Reference Numbers on your paychecks and pay stubs. The Reference Number is located in the same box as your Social Security Number was. Please commit this number to memory or paper, as it will be required for identification purposes in obtaining your paycheck or pay stub.

Paychecks are distributed from the Payroll Office (E-402) as follows: Monday thru Friday 9:00 a.m. to 4:45 p.m. In addition, there are late distribution hours until 7:00 p.m. on pay week Thursday. There are no late distribution hours on Spring break and intersession.

### **Direct Deposit**

An adjunct is eligible for direct deposit of paychecks after receipt of their first paycheck. Forms are available in the Payroll Office, Room E-402. After completion, they should be returned to the Payroll Office for processing.

Link to the payroll website: [www.lagcc.cuny.edu/payroll](http://www.lagcc.cuny.edu/payroll)

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## **BENEFITS**

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### **Agency Shop Fee**

Adjuncts are subject to Agency Shop Fee. In accordance with CUNY/PSC Agreement Article 4.2, *“The University and the PSC agree that employees covered by this Collective Bargaining Agreement shall be subject to an agency shop fee deduction to the extent permitted by Article Fourteen of the Civil Service Law in accordance with procedures agreed on by the parties.”*

### **Fees**

PSC Bi-weekly dues equals to 1% of total gross earnings.

### **Union Membership**

To obtain membership, contact your PSC Union Office for further details at (212) 354-1252.

### **Health Insurance**

You are eligible for health benefits as a Teaching or Non-Teaching Adjunct, if you meet the following eligibility requirements:

- Teaching Adjunct: Completed two (2) consecutive semesters of at least one or two courses per week of Adjunct instruction for the full semester at CUNY immediately prior to the current semester teaching at least six (6) hours per week for the full semester, which must be maintained; or
- Non-Teaching Adjunct: Completed two (2) consecutive semesters of at least 15 hours per week for the full semester at CUNY immediately prior to the current semester working at least 15 hours per week for the full semester;.

Note: The summer or winter "session" is not considered towards meeting the eligibility requirement.

If you are currently not covered by or eligible to be covered by any other health insurance plan by virtue of employment of self or spouse or through government entitlement, then you may be eligible to be enrolled in health benefits through the New York City Health Benefits Program administered through the CUNY University Benefits Office. The enrollment forms can be obtained from the site below and your Benefit Officer will need to verify that the eligibility requirements have been met. If eligibility is due to your employment at two campuses, you will be required to obtain verification from each campus. Some employee plans are available free of charge, and dependent health insurance coverage is available through premium payment. For detailed information, visit <http://www.cuny.edu/benefits>, under Benefits at a Glance, Adjuncts Teaching and Non-Teaching.

If you have any questions regarding eligibility, please contact the Benefits Office in the Human Resources Department at (718) 482-5086.



### **Welfare Fund Benefits**

The PSC Welfare Fund provides the following benefits to adjuncts who meet the eligibility requirements for enrollment in a NYC Health Plan:

Dental, Drug, Vision, Extended Medical (*only for participants enrolled in the GHI-CBP health plan*), Hearing Aid, Wellness (*Weight Watchers*).

For more detailed information on these benefits, please visit the welfare fund website at <http://psccunywf.org/adjuncts/eligibility.aspx> and/or call (212) 354-5230.

### **Retirement Benefit under Tier VI (membership after 3/31/2012)**

You are eligible to enroll in the Teachers' Retirement System of the City of New York (TRS) Qualified Pension Plan (QPP); however, enrollment/membership is optional. TRS is a defined benefit plan for which you would contribute between 3% to 6% depending on your gross salary for the duration of your employment and requires ten (10) years of full-time credited service credit in order to be vested. For enrollment forms and further information, please visit the TRS website at [www.trsnyc.org](http://www.trsnyc.org).

#### **Tier VI QPP Contribution Rates**

<b>Salary</b>	<b>Contribution Rate</b>
\$45,000 or less	3.00%
More than \$45,000 to \$55,000	3.50%
More than \$55,000 to \$75,000	4.50%
More than \$75,000 to \$100,000	5.75%
More than \$100,000 to \$179,000	6.00%

### **How TRS calculates your service**

A year of credited service is equated as 360 teaching hours or 600 non-teaching hours. A three-hour course over a fifteen-week semester will earn you 45 hours; a six-hour course is 90 hours.

### **Vesting**

After accumulating ten years of credited service you will be vested. This means you will be eligible when you reach the age of 63 to receive a pension based on your years of service, whether or not you earn further credit in TRS. If you want to buy back prior service, you may do so two calendar years after your initial enrollment, at 6% of your earnings during that service, plus 5% interest compounded annually.

### **Retirement Allowance**

The retirement allowance for those who have less than 20 credited years of service is 1.67% if your Final Average Salary times your years of service.

The retirement allowance for those who have 20 or more years of Total Service Credit: 35% of FAS for first 20 years of Total Service Credit, plus 2% of FAS for each year of Total Service Credit in excess of 20.

## **Taxes**

For NY State residents, these pension payments are exempt from state and city taxes.

## **Disability Benefit**

Disability benefits are available to a member of TRS who has 10 or more years of service credit (3600 hours.) Benefit schedules and formulas are spelled out in the laws relating to Tier VI.

## **Death Benefit**

The TRS death benefit is one twelfth of the last year's earned salary times the number of years of credited service to a maximum of three credited years. It is payable to the beneficiary you designate.

## **Tax-Deferred Annuity Plans**

You may participate in a tax-deferred annuity (TDA) plan with the Halliday Financial Group (HRC), TIAA-CREF, or the Teachers' Retirement System of the City of New York (TRS) if you are a TRS member. The TDA plan allows you to set aside pre-tax dollars in a supplemental retirement account subject to the annual maximum IRS limit. For information regarding the TRS TDA plan, please contact TRS directly at 1 (888) 8-NYC-TRS (1-888-869-2877).

## **New York State Deferred Compensation 457(b) Plan**

The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Employees have two options:

- Tax-Deferred Contributions – not subject to current federal or New York State income taxes; contributions and any earnings grow tax deferred; withdrawals will be taxed as ordinary income when you may be in a lower tax bracket (generally at retirement).
- Roth After-Tax Contributions – contributions are made after tax so withdrawals are tax free (as long as you're at least age 59½ and do not take withdrawals from your Roth account for at least five years after your first Roth contribution is made to the plan). For more information, please visit the NYSDCP 457(b) website at <https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp>.

## **Transit Benefit**

You can enroll in the pre-tax transportation fringe benefit plan offered by WageWorks. The maximum amount you can defer on a pre-tax basis is \$130 per month for mass transit and \$250 per month for parking. The program offers a variety of options to suit your monthly transit needs and works for virtually any transit system in the Tri-State area. It can be used for MTA, NYCT, Long Island Railroad, Metro-North, NJ Transit, NJ Path and NY Waterway, to name a few. For further information, please visit the WageWorks website at <https://www.wageworks.com/nyc/>.

## **Sick Leave**

In accordance with the CUNY/PSC Agreement Article 14.8, "*Adjunct classroom teachers and teachers on multiple position assignments employed for a course may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester.*

*Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson should be informed as soon as possible. The reason provided must be satisfactory to the chairperson.”*

### **Workers’ Compensation**

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

### **Jury Duty**

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

### **Tuition Waivers**

In order to apply for a tuition waiver, an adjunct must submit the Tuition Waiver Request form and a bursar’s receipt indicating course and schedule. To be eligible for a tuition waiver, an adjunct must have taught at least 10 consecutive semesters in the same department excluding Fall II and Spring II. The Human Resources department reviews the request to determine eligibility. The Tuition Waiver Request form is available on the HR website.

Articles 29.3 of the CUNY/PSC Agreement states, *“An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space-available basis. An adjunct who has established eligibility for this tuition waiver shall lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college.”*

Tuition waivers will be granted once the Human Resources Department receives proof that the adjunct will be teaching in the semester that the waiver is being requested for.

### **CUNY Work/Life Program**

This employee assistance program is a voluntary, free and confidential benefit for employees and their family members. Services are available 24 hours a day, 7 days a week. For additional information, please call 1-800-833-8707 or visit the CUNY Work/Life Program website at <http://www.deeroaks.com/admin/index.asp>. To log in use **lagcc** as the username and password.

**CUNY e-MALL**

CUNY employees are eligible for discounts at various stores and websites. Please visit <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits.html> to register for additional information.

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## GENERAL PROCEDURES

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### **Campus Public Safety**

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

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

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

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

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

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

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

## **HELPFUL HINTS**

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

## **Fire Drills**

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

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

## **Emergency Closings**

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

When this decision has been made:

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

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

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

WCBS - 880AM - [www.newyork.cbslocal.com](http://www.newyork.cbslocal.com)  
WINS - 1010AM - [www.1010wins.com](http://www.1010wins.com)  
NY 1 - [www.NY1.com](http://www.NY1.com)  
WNBC-TV - Channel 4 - [www.nbcnewyork.com](http://www.nbcnewyork.com)

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

If only a portion of the campus is closed, all employees should report to work and they will be assigned to perform their duties in facilities and offices that are open at the college. Your department head/chairperson will inform you beforehand as to where to report if such an incident occurs.

**Policies of LaGuardia Community College available on the HR website,**  
<http://www.lagcc.cuny.edu/humanresources/Policies/> include:

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

*Visit the Human Resources Website [www.laguardia.cuny.edu/humanresources](http://www.laguardia.cuny.edu/humanresources) for current information on Policies and Procedures, Benefits, Professional Development Forms, and Important Links.*