

BROOKLYN COLLEGE

Time & Leave Benefits and Other Benefits for College Assistants

Annual Leave	<p>Hourly employees accrue annual leave based on the number of hours worked bi-weekly, as set forth below:</p> <ul style="list-style-type: none">• At the beginning of the employee's 1st year to 4th year accrue 1 hour for every 15 hours worked• At the beginning of the employee's 5th year - accrue 1 hour for every 11 hours worked <p>For the first three fiscal years (July 1 – June 30), annual leave may accrue but not be used until 500 work hours is reached.</p> <p>Any annual leave balances should be used by the end of fiscal year (June 30). Unused annual leave will be paid out at the end of fiscal year up to the permissible contractual limit.</p>
Holidays & Unscheduled Holidays	<p>This title is not eligible for paid holidays or unscheduled holidays.</p>
Fringe Benefits Eligibility	<p>Fringe benefits are provided by DC 37 Health & Welfare Fund benefits including but not limited to Dental, Optical, and Prescription Drugs. College Assistants are <u>eligible</u> for these fringe benefits only when a regular work schedule is assigned that includes 17 ½ hours per week and/or 70 hours per month.</p> <p>College Assistants are <u>eligible</u> for health insurance when they are assigned an appointment of <u>500 hours and it is expected to last 6 months or more</u>. To find out if these requirements have been met, an appointment with the Human Resource Benefits Coordinator is strongly suggested</p>
Sick Leave	<p>Hourly employees accrue sick leave based on the number of hours worked bi-weekly as follows:</p> <p style="text-align: center;"><i>Accrue 1 hour for every 20 hours worked</i></p> <p>Temporary disability shall be defined as “any temporary physical or mental incapacity, including pregnancy, complications of pregnancy and childbirth.”</p>

<p>Sick Leave (cont)</p>	<p>College Assistants may use sick leave at the rate of one hour of sick leave for every 20 hours worked, regardless of the number of years of service. For those in their 1st through 5 years of service, sick leave accruals may be charged after you have completed 500 hours of service. For those with 4 or more years and worked 500 hour in the prior three years of service, sick leave accrues from the 20th hour worked and may be charged as earned.</p> <p>Employees absent from work for 3 or more consecutive days due to illness are required to bring in a note from their health care provider.</p> <p>Sick leave balances not used by the end of the fiscal year will be carried over into the following fiscal year.</p>
<p>Short Term Disability Benefits(through the Union)</p>	<p>College Assistants may file for Short Term Disability benefits with their union. The disability claim form must be filed within 15 days from the onset of the disability, regardless of the amount of sick time, annual time available. Please contact DC 37 at (212) 815-1234 for more information.</p>
<p>Bereavement Leave</p>	<p>This title is not eligible for this type of leave</p>
<p>Salary Checks</p>	<p>College Assistants are paid on a 4 week lag and can expect their 1st paycheck approximately 4-6 weeks from the start of their appointment providing both Human Resources and Payroll are in receipt of all required employment documents.</p> <p>Paychecks are distributed from the College's Bursar Office located on the first floor of the West Quad building. Please refer to the State payroll calendar for the check issue dates</p>
<p>Jury Duty</p>	<p>Hourly employees who are required to serve on a jury are eligible for compensation, \$40 per day, up to three days. Submission of Jury Duty Summons and Certification of Jury Duty Service are required along with biweekly timesheet for processing. Please see Brenda Campfield, Human Resources, Room 1219B.</p>
<p>Lunch Breaks</p>	<p>An hourly employee who works a shift of more than five hours which extends over the noonday meal period must take at least 30 minutes off with the period. Lunch breaks should be assigned by the supervisor.</p>
<p>Tuition Fee Waivers</p>	<p>Tuition waivers are not available for hourly employees through Brooklyn College. However, DC 37 does offer tuition reimbursement to College Assistants who meet their eligibility requirement. Please contact DC 37 at (212) 815-1663 for more information.</p>