WELCOME TO CCNY!

We are thrilled to have you become a part of the CCNY family!

We look forward to a long and successful journey together.
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IMPORTANT KEY WORDS /TERMS

- Blackboard – is a web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning.

- CUNYfirst (CUNY’s Fully Integrated Resources & Services Tool) – PeopleSoft based resource that manages the daily activities of students, faculty, and staff through three main work pillars – Campus Solutions, Human Capital Management (HR), and Financials.

- EMPL ID – Employee Identification number is a unique numerical identifier assigned to each CUNY employee. It is used in lieu of the social security number to identify employees in CUNYfirst.

- N Number – Payroll Identification number is unique a identifier assigned to CUNY (State) employees by The Office of the New York State Comptroller (OSC), NYS Payroll System. It is used, in lieu of the social security number, to identify employees in the NYS Payroll System. The N Number can be found on a NYS OSC issued paystub. Questions regarding N Numbers may be addressed to CCNY’s Payroll Services at payrollservices@ccny.cuny.edu.

- PAF – Personnel Action Form is used to process employee actions such as, but not limited to appointments (hires), terminations, transfers and salary changes.
IMPORTANT KEY WORDS /TERMS

- CCNY – City College of New York is one of the 25 colleges part of the CUNY system.
- CUNY – City University of New York is 25 colleges spread across NYC’s 5 boroughs.
- Human Resources Coordinator (HRC) – Department specific liaison to Human Resources.
- Professional Staff Congress (PSC) – The union that represents most faculty and staff at CUNY and CUNY Research Foundation.
- Research Foundation (RF) – is a non-profit education corporation that assists the University in the identification of opportunities, procurement, use and disposition of funds from the federal, state, and municipal government and other sources to support all research and sponsored programs at the University.
IMPORTANT KEY WORDS /TERMS

• Higher Education Officer (HEO) - Series Titles: Part of the non-teaching instructional staff of the University. They serve in various administrative roles.

• College Laboratory Technician (CLT) - Series Titles: Part of the non-teaching instructional staff of the University. They serve in various technical related roles.

• Research Assistant/Research Associate (RA) Titles: Part of the non-teaching instructional staff of the University. They participate in academic research activities.
• PSC-CUNY Collective Bargaining Agreement (CBA): Agreement that establishes matters such as wages, hours and other terms of employment.

• Excluded (vs. Included) Titles: Excluded titles are not covered by certain provisions of the CBA. Exclusion is typically based upon title or function. The provisions discussed in this document are applicable to both excluded and included titles unless expressed otherwise. For a complete list of excluded titles and the provisions from which they are excluded you may refer to Article 1 of the Collective Bargaining Agreement found here: http://www.psc-cuny.org/contract/article-1-recognition.
HEO SERIES

- The HEO series includes the following titles:
  - aHEO- Assistant to Higher Education Officer
  - HEa- Higher Education Assistant
  - HEA- Higher Education Associate
  - HEO- Higher Education Officer
ASSISTANT TO HIGHER EDUCATION OFFICER

• An Assistant to Higher Education Officer (aHEO) shall, generally under the supervision of a higher education officer or university dean or college dean, perform administrative duties as may be assigned to them.

• For appointment as Assistant to Higher Education Officer (aHEO), must possess a baccalaureate degree from an accredited institution.

• An Assistant to Higher Education Officer who holds a master’s degree from an accredited university in a field related to their work will receive an annual salary differential of $1,000. Employees in the Assistant to Higher Education Officer (aHEO) title who hold a doctorate in a job-related field from an accredited university will receive an annual salary differential of $2,500.
HIGHER EDUCATION ASSISTANT

• The duties of a Higher Education Assistant (HEa) are generally to serve as an assistant to one of the major educational officers of a college or the university with responsibility for a limited area of planning, research or professional and/or administrative duties as may be assigned.

• For appointment as HEa, must possess at least a baccalaureate degree from an accredited institution and had at least four years of experience four (4) years of experience
HIGHER EDUCATION ASSOCIATE

- The duties of a Higher Education Associate (HEA):
  - a. To serve as deputy for a higher education officer or
  - b. To assume administrative responsibility, in most instances under the general supervision of a university or college dean for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or
  - c. To function as executive assistant to the chancellor or president
  - d. To develop some major aspect of new programs

- Requires at least a baccalaureate degree and must possess at least six years of related experience
The duties of a Higher Education Officer (HEO) are:

- **a.** To assume full administrative responsibility for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or

- **b.** To function as executive assistant to the chancellor or president

- **c.** To develop some major aspect of new programs

Requires at least a baccalaureate degree and must possess at least eight years of related experience.
HEO SERIES APPOINTMENTS / REAPPOINTMENTS

• The normal appointment year for employees in the HEO series shall be July 1 through June 30. Appointments effective on or after July 1 but on or before September 1 shall be considered as if they were full-year appointment for purposes of applying Article 13 of the PSC/CUNY CBA.

• Included employees who are hired effective September 1, 1987 or later who continue to serve in the same title and are covered by the PSC/CUNY CBA shall generally be subject to the following appointment and reappointment schedule:

  First full year appointment — one year
  First reappointment — one year
  Second reappointment — one year
  Third reappointment — one year
  Fourth reappointment — two years
  Fifth reappointment — two years
**HEO APPOINTMENTS / REAPPOINTMENTS / NON-REAPPOINTMENTS**

- *** Excluded employees are subject to the reappointment process on an annual basis.
- Written notice of non-reappointment must be given on or before April 1. However, for employees who first assumed their position on or after October 1 of the preceding year, the notice of non-reappointment (for first reappointment only) shall be given on or before May 1.
• Upon recommendation of the President and approval of the Board of Trustees, an included employee who is granted a subsequent reappointment after the 5th reappointment, shall receive a Certificate of Continual Administrative Service (“13.3 b”). Such an employee shall not be subject to annual or multi-year reappointments.

• This does not apply to employees who are in an excluded title. Employees in an excluded title are always considered for annual reappointments.
HEO SERIES RECLASSIFICATION/ REASSIGNMENTS (CHANGES IN FUNCTIONAL TITLE):

- Reclassification recognizes the logical changes in a position’s functions and responsibilities over a period of time that significantly affect the scope, impact and complexity of the job so as to render the current HEO series title inappropriate.

- The criterion for reclassification approval is that the preponderance of duties and job requirements currently fall appropriately in the higher HEO series title. This change in classification may be merited because of an accretion of duties, a significant increase in the volume of work that has the effect of transforming the scope and complexity of the work, a reorganization of functions, a legal mandate changing the nature of the work, or some other significant alteration in the duties previously assigned.

- Reassignments - Reassignments are the prerogative of the college. A person may only be reassigned to perform duties appropriate to their title.
WORKLOAD

• Members of the non-classroom instructional staff shall have a workweek of thirty-five (35) hours as assigned.

• Employees shall not be required to work an excessive number of hours, or to be assigned an unreasonable schedule, it being recognized by the parties that members of the staff have the obligation to perform their responsibilities in keeping with the proper staffing of the day session, evening session, summer session, extension divisions and special programs of the University.
FLSA STATUS AND OVERTIME /COMPENSATORY TIME

• Non-Teaching Instructional employees represented by the PSC who are exempt and non-exempt under the FLSA and who are assigned by their supervisor to work more than 35 hours during the workweek shall receive compensatory time, on an hour for hour basis, for hours assigned between 35 and 40 hours. Prior approval is required.

• Employees who are exempt under the FLSA and who are assigned by their supervisor to work in excess of 40 hours during the workweek shall receive compensatory time, on an hour for hour basis for hours assigned in excess of 40 hours a week. Prior approval is required.

• Employees who are non-exempt under the FLSA shall receive overtime payment at the rate of time and one-half for the hours worked in excess of 40 hours in a week. Prior approval is required.

• The general rule for non-teaching instructional staff is that any assigned hours beyond the 35-hour workweek must be approved in advance in writing by the manager or supervisor and by such administrator(s) as designated by the College President.
USE OF COMPENSATORY TIME

- Compensatory time earned during a quarter of the academic year (September 1 – August 31) shall be scheduled to be used as promptly as possible within the quarter but no later than thirty (30) calendar days after the end of the quarter in which the compensatory time was earned. The use of compensatory time shall be scheduled by the supervisor, in consultation with the employee.
PERFORMANCE EVALUATIONS

• Preferably once each semester, but at least once a year, employees in the HEO series are required to have an evaluation conference with their chairperson or supervisor. No parties other than the evaluator and the employee are permitted to attend the conference unless otherwise requested by the employee.

• During the conference, the employee’s total performance and professional progress shall be reviewed for the time frame indicated on the evaluation. The annual evaluations shall state whether the evaluation is satisfactory or unsatisfactory and will form the basis for reappointment.

• Following the conference, the evaluator shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee’s personal file. The evaluation memorandum should reflect both the employee’s and the supervisor’s input from the conference. A copy of the memorandum shall be given to the employee within ten (10) working days following the conference. Employees are able to write a response to an evaluation provided by a supervisor. This response will be included in the employee’s personnel file.

• This policy and evaluation of job performance is pursuant to Article 18.3(b) of the PSC/CUNY Collective Bargaining Agreement. A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions.
Employees must complete the electronic timesheet via the e-Central Timekeeping portal on a bi-weekly basis: https://portal.ccny.cuny.edu/depts/hr/timesheet/signin.php

Timesheets are due the following Monday after payday

An Instructional videos are available on line: https://www.ccny.cuny.edu/hr/electronic-central-timekeeping-portal-e-ct

For questions, please contact: timeandleave@ccny.cuny.edu
MULTIPLE POSITION (MP)

- A multiple position is an assignment to a different job than the employee's regular full-time employment. A continuation of the employee's normal work at the employee's college of full time employment beyond the hours specified in the collective bargaining agreement is not a multiple position.

- No multiple position may be assigned during the employee's normal working hours.

- Prior approval is required. Form is available on the HR website: https://www.ccny.cuny.edu/sites/default/files/2020-01/CCNYHEO-Multiple%20Position%20Form-6-10-16.pdf

- MP work hours limitations:
  Limited to an average of three classroom contact hours per week for teaching assignments or six hours per week for non-teaching assignments University-wide.
ONBOARDING

• In order to begin the onboarding process, an HR representative will provide you with a New Hire Packet.

• The New Hire Packet consists of the following documents:
  ✓ PAF
  ✓ Payroll forms
  ✓ CUNY Employment Application Part One through Four
  ✓ CUNY Print & Sign Forms
  ✓ Form I-9
ONBOARDING – PERSONNEL ACTION FORM (PAF)

• The PAF is what informs HR of what action to take.

• This document is typically completed by your department and partially completed by you.

• It includes biographical, pay, and other important information.
ONBOARDING – CUNY NEW HIRE APPLICATION
PART 1 THROUGH 4

• The CUNY New Hire Application consists of four parts that must be completed and signed.
• Part 1 – Educational and Professional Background
• Part 2 – Confidential Criminal Background
• Part 3 – Public Service Certifications and Pension/Retirement Benefits
• Part 4 – Additional Licenses and Certifications
ONBOARDING – PAYROLL FORMS

• Payroll Forms include the IRS Form W-4, NYS IT-2104, and a Direct Deposit form.

• W-4 – Federal Tax Withholding Form

• IT-2104 – NY State Tax Withholding Form

• Direct Deposit Form – The form needed to enroll in direct deposit. This form MUST be paired with a copy of a voided check.

• If you require any assistance with completing a tax withholding form, you should consult a tax professional.
ONBOARDING – CUNY PRINT & SIGN FORMS

• The CUNY Print & Sign forms consist of the following:
  • Personal Data Form
  • Emergency Contact Information
  • Statement of Citizenship
  • Emergency Evacuation Assistance
  • Voluntary Self-Identification for Employees
  • Veteran Status
  • Voluntary Self-Identification of Disability
  • Orientation for IT Security
  • Oath Upon Appointment
  • CUNY Policy Checklist
  • Authorization to Release Reference Information
ONBOARDING – FORM I-9

- Form I-9 verifies your identity and your authorization to work.
- Page 1 must be completed by you, the employee.
- Page 2 must be completed by your Department HRC.
- Page 3 is the List of Acceptable Documents you may present to your Department HRC to verify your identity and your authorization to work.
YOU’VE COMPLETED AND SUBMITTED ALL OF YOUR ONBOARDING PAPERWORK.

NOW WHAT?
EMAIL, CUNYFIRST (CF) & BLACKBOARD ACCESS

• Once your Onboarding Paperwork is processed, your CUNYfirst and email accounts will be created

• IT will notify your supervisor of your email address and CUNYfirst EMPL ID, which is required to access your CF and Blackboard accounts.

• Your supervisor will provide you with your email address and CF EMPL ID.
ACTIVATE YOUR EMAIL ACCOUNT

• All official CCNY communications will be sent to your CCNY email account.

• You must activate your email account in order to begin using it.

• To activate your email account, visit https://www.ccny.cuny.edu/it/e-mail, under Faculty/Staff click ‘Activate Account’

• On the following page, select Option A to activate your email account.

• You will then be prompted to enter your personal information and a new password.

• Once completed, your email account will be activated.
CLAIM YOUR CUNYFIRST ACCOUNT

• To begin using CUNYfirst and Blackboard you must first claim your CF account.

• To claim your CF account, go to https://home.cunyfirst.cuny.edu/.

• On the Login page, click ‘New User’ (first name.last name.last two digits of EMPL ID @login.cuny.edu)

• You will then be prompted to enter your personal information and a new password.

• Once completed, your CUNYfirst account will be activated.
PAYROLL

- Payments are produced by the NYS Office of the State Comptroller.
- We strongly encourage submitting your new hire paperwork early to your department HRC to avoid any delays in your first paycheck.
- Your first paycheck will be mailed to the home address indicated on your PAF and is expected to arrive on or close to the day your paycheck is due.
- For subsequent payments, we strongly encourage you to enroll in Direct Deposit to avoid any paychecks becoming lost in transit. Please note that check replacements may take 6-8 weeks.
- Paystubs are mailed to your home address on or close to the day your direct deposit is due.
- For any additional questions regarding your payroll, please contact payrollservices@ccny.cuny.edu.
CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

**How to submit the request via CUNYFirst to activate the NY.gov account:**

- Log into CUNYFirst - After logging in, select the following:
  - **Human Capital Management** from the CUNYFirst homepage menu.
  - Click on top center drop down menu and click on **Employee Self Service**
  - Select **Other Employee Tasks (1)**. From the left hand side menu, select **New York State Payroll Online**.
  - Review the content under **New York State Payroll Online (NYSPO) – NY.gov Account Activation Request**. To submit your request, select the check-box confirming that you’ve read the content and **Submit**.

After you formally submit your request in CUNYFirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYFirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYFirst, you will experience issues accessing NYSPO. Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information. For additional information and New York State Payroll Online (NYSPO) resources, please visit [https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb](https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb). For inquiries pertaining to NYSPO to, please contact University Payroll Security at University_Payroll_Security_Adm@cuny.edu.
ACCESSING CAMPUS
OBTAINING A CCNY ID CARD

• A CCNY Identification (ID) Card is required in order to access campus buildings.

• To obtain a CCNY ID card, request an ID Card Request Form from your supervisor or HRC.

• The completed ID Card Request Form should then be submitted to the CCNY ID Office located on the first floor of the NAC room 1/206, where you will take an photo ID and receive your ID card.

• For more information about obtaining a CCNY ID Card visit https://www.ccny.cuny.edu/safety/id-office.
Benefits

Eligibility, Enrollment & More…
HEALTH INSURANCE BENEFITS

• During the onboarding process, a member of our Benefits Team will be in contact with you to schedule a detailed Benefits Orientation.

• The following slides contain a snapshot of your benefits options.

• Please contact our Benefits Team at benefits@ccny.cuny.edu for more information.
HEALTH INSURANCE BENEFITS

• Health insurance benefits are offered under the NYC Health Benefits Program and the PSC-CUNY Welfare Fund.

• To qualify for the NYC Health Benefits Program you must…
  ✓ Be a member of the full-time instructional staff with a six month or more appointment
  ✓ Be paid from tax-levy funds
  ✓ Work at least 20 hours per week

• To qualify for PSC-CUNY Welfare Fund benefits you must…
  ✓ Be eligible for health coverage under the NYC Health Benefits Program
HEALTH INSURANCE BENEFITS
TYPES OF HEALTH PLANS & SERVICES OFFERED UNDER
THE NYC HEALTH BENEFITS PROGRAM

• Health Maintenance Organizations (HMO) – A system of healthcare that provides managed, pre-paid hospital and medical services to its members. An HMO member chooses a Primary Care Physician (PCP) from within the HMO network.

  Plans presently offered: CIGNA Healthcare, GHI HMO, Empire HMO, HIP Prime HMO, Vytra Health and Metro Plus plans.

• Exclusive Provider Organization (EPO) – Offers a higher level of choice and flexibility than many other managed care plans. Members can see any EPO network provider. There is no need to choose a PCP and no referrals are necessary to see a specialist. Plans presently offered: Empire EPO, Aetna EPO.
Point of Service (POS) – Offers the freedom to use a network or an out-of-network provider for medical and hospital care. When using out-of-network providers, healthcare delivery resembles that of a traditional indemnity plan.

**Plans presently offered:** HIP Prime POS

Preferred Provider Organization (PPO) – Offers the freedom to use either a network or an out-of-network provider for medical and hospital care. Participating plans contract with health care providers who agree to accept negotiated lower payment from the health plan.

**Plans presently offered:** GHI-CBP/EBCBS
COST OF HEALTH COVERAGE

• Rates vary depending on the type of plan & carrier you choose

• Refer to the City’s Summary Program Description (SPD) and updates for rates and information. www.nyc.gov/olr
NYC HEALTH BENEFITS PROGRAM
FAQS

- HMO, PPO and POS health insurance coverage is provided through the City of New York.

- Health insurance coverage begins on the first day of employment as long as paperwork is received within 30 days of hire.

- If you are taken off of payroll for any reason (e.g. unpaid leave) your health insurance coverage will be suspended.
PSC-CUNY WELFARE FUND
NON-CONTRIBUTORY PLANS

• PSC-CUNY Welfare Fund benefits begin on the 1st day of the next month following your appointment date (or on the 1st day of the month if your start date is on the 1st of the month) and if the enrollment form has been submitted within 30 days of your appointment.

• Non Contributory Plans are provided by the PSC/CUNY Welfare Fund at no cost to you. These include:
  ✓ Extended Medical Benefit for members in GHI-CBP/Empire Blue Cross Blue Shield
  ✓ Death Benefit
  ✓ Dental Plan (DeltaCare USA or Guardian Dental Guard Preferred)
  ✓ Group Long Term Disability
  ✓ Optical & Hearing Aid Benefits (Davis Vision/VisionWorks, HearUSA Network)
  ✓ Prescription Drug Plan (CVS/caremark)
Contributory Plans are voluntary and require a contribution from you. These include:

- Optional Long Term Disability
- Term Life Insurance (provided through NYSUT)
TEMPORARY DISABILITY/SICK LEAVE

- Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month.
- Non-Teaching Instructional employees accrue 20 calendar work days of sick leave annually.
- A maximum of 160 sick leave days can be accrued.
- Up to three days of accrued sick leave can be used annually for the care of an ill family member, consistent with applicable rules and procedures.
ANNUAL LEAVES

- Annual Leave: Non-Teaching Instructional employees accrue annual leave as follows:
  - During the first year of service: 15 days
  - During the 2nd through 11th year of service and thereafter: 15 days plus an additional day for each year of service to a maximum of 25 days.

- The annual leave calendar year begins on September 1 through August 31.

- Use of annual leaves:
  Employees are expected to use their annual leave time within the annual leave year in which it is earned. The annual leave request form is available on the HR website:
• There are four (sometimes five) unscheduled holidays in the period September 1 - August 31 to be taken within the annual leave year.

• The established unscheduled holidays are made available for the use of employees who are in active pay status on September 1. Unscheduled holidays varies year to year.

• Unscheduled holidays must be taken within the annual leave year in which they are earned, and they may not be carried into the next annual leave year.
### UNSCHEDULED HOLIDAYS / HOLIDAY CALENDAR

- **CUNY's Holiday and Annual Leave Periods for** - September 1, 2023 through August 31, 2024.

- **The regular holidays with pay are as follows:**
  - Independence Day
  - Labor Day
  - Columbus Day
  - Thanksgiving Holiday
  - Christmas Holiday
  - New Year's Holiday
  - Martin Luther King, Jr.'s Birthday
  - Lincoln's Birthday
  - Presidents' Day
  - Memorial Day
  - Juneteenth Holiday

### THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Non-Teaching Instructional 207, HEOU, EEO, Research Associates, Librarians</th>
<th>Classified Service White Collar, Clerical, Professional, Administrative, Managerial</th>
<th>Classified Service Blue Collar, Custodial, Stores-Stock, and Security</th>
<th>Skilled Trades Bargaining Unit (Section 220) ** except Labors, Supervisors, Electricians, and Physicians' Assistants</th>
<th>Skilled Trades Bargaining Unit (Section 220) ** Electricians, Electricians and Elecridian's Helpers</th>
<th>Skilled Trades Bargaining Unit (Section 220) ** Labors</th>
<th>CUNY Theatre Technician III Titles</th>
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<tr>
<td>Labor Day</td>
<td>Mon 09/04/23</td>
<td>Y</td>
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<td>Columbus Day</td>
<td>Mon 11/06/23</td>
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<td>Y</td>
<td>Y</td>
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<td>Election Day</td>
<td>Tue 11/07/23</td>
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<td>Veterans Day</td>
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<td>Y</td>
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<td>Thanksgiving &amp; Day After Thanksgiving</td>
<td>Thu 11/23/23, Fri 11/24/23</td>
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<td>Christmas Eve</td>
<td>Mon 12/24/23</td>
<td>Christmas Eve observed Fri 12/22</td>
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<td>New Year’s Eve</td>
<td>Sun 12/31/23, Mon 01/02/24</td>
<td>New Year’s Eve observed Fri 12/29</td>
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<td>Sun 01/01/23, Mon 01/02/24</td>
<td>New Year’s Eve observed Fri 12/29</td>
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<td>Martin Luther King, Jr.</td>
<td>Mon 01/15/24</td>
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<td>Lincoln’s Birthday</td>
<td>Mon 02/12/24</td>
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<td>Presidents’ Day</td>
<td>Mon 02/19/24</td>
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<td>Memorial Day</td>
<td>Mon 05/27/24</td>
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<td>Juneteenth</td>
<td>Wed 06/19/24</td>
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<td>Independence Day</td>
<td>Thu 07/04/24</td>
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<td>Y</td>
</tr>
</tbody>
</table>

* Civil Service Blue Collar: For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday in lieu of the day listed on the chart or receiving the additional unscheduled holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day or comp day, depending on the title. DOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

** Skilled Trades Bargaining Unit Section 220: ** Electricians, Electricians and Physician’s Assistants. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or comp day.

*** CUNY Theatre Technician III. Observe holidays as listed.
As an employee of the City University of New York, you have various choices of retirement plans. CUNY employees are eligible for multiple mandatory and/or voluntary retirement plans through either the Teachers’ Retirement System of the City of New York (TRS) or Teachers’ Insurance and Annuity Association of America (TIAA); New York State 457(b) and New York City 401(k) plan (only available at community colleges).

Also, depending on your previous position(s), where you may have been eligible for other retirement plans through such agencies as the New York City employees’ retirement system (NYCERS), you may be allowed to remain in those plans as a transfer contributor, which is discussed further in the CUNY Summary of Retirement of Benefits.
# Retirement Benefits

## TIAA vs. TRS Comparison Chart

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>TRS</th>
<th>TIAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Pension Plan</td>
<td>Retirement annuity contracts (defined contribution plan)</td>
<td>366 days of continuous employment (if no pre-existing vested TIAA retirement plan contract from another organization)</td>
</tr>
<tr>
<td>Vesting Period</td>
<td>5 years of Total Service Credit (TSC)</td>
<td>None to collect retirement income (although taxes and penalties may be assessed if taken prior to age 59 1/2). Also a minimum retirement age may affect eligibility for other benefits</td>
</tr>
<tr>
<td>Age Requirements</td>
<td>65 for full retirement; 55-62 for reduced retirement benefit</td>
<td></td>
</tr>
<tr>
<td>Contribution Rates</td>
<td>Employer: Graduated scale based on tier and contractual salary (Tier 6 only)</td>
<td>Employer: Same as TRS</td>
</tr>
<tr>
<td></td>
<td>Employer: Actuarially determined amount to fund benefits for all plan members</td>
<td>Employer: (for Tier VI) .8% of base salary during first seven years of employment; 39% of base salary after seven years of employment For other tiers please visit TIAA website at <a href="https://www.tiaa.org/publicfund/cuny/system">https://www.tiaa.org/publicfund/cuny/system</a></td>
</tr>
<tr>
<td>Retirement Benefits</td>
<td>Determined by formula including a pension factor, total service credit and final average salary</td>
<td>Varies based on your annuity accumulations, retirement age, and income option</td>
</tr>
<tr>
<td>Post-Retirement Health Benefits</td>
<td>NYC Health Benefits coverage contingent on minimum of 10 years’ service credit and full-time CUNY employment immediately before retirement</td>
<td>For Instructional Staff if 62 or over, NYC Health Benefits coverage contingent on retirement after minimum 25 years’ continuous full time CUNY service. Must maintain $30,000 reserve with TIAA to fund premiums For members of ECP: If age 55 or over, NYC Health Benefits coverage contingent on retirement after minimum 10 years’ continuous full time CUNY service. Must maintain $30,000 reserve with TIAA to fund premiums</td>
</tr>
<tr>
<td>Separating from Service</td>
<td>If not vested (less than 10 years membership), Employee’s contribution (with interest) may be withdrawn/refunded. If membership exceeds (after seven school years), withdrawal/refund is mandatory. Vested: Eligible to receive a monthly benefit on reaching retirement age</td>
<td>Not vested: Refund of employee contributions reflecting investment return Vested: Rates vary based on investment choices. Please call TIAA at 800-842-2323 For vested minimum reserves may be required to fund retiree health insurance premiums</td>
</tr>
<tr>
<td>Portability</td>
<td>Membership may be transferred to certain NY/NYC public retirement systems; or funds may be rolled over to eligible IRAs or successor plans</td>
<td>TIAA accounts may be maintained if you join another institution or employer that offers TIAA</td>
</tr>
<tr>
<td>Secondary (multiple positions)</td>
<td>If you have secondary or multiple lines of employment at CUNY they are all penalizable. You must inform the school where you have the secondary link that</td>
<td>Same as TRS</td>
</tr>
</tbody>
</table>
MANDATORY COMPLIANCE TRAININGS

• New employees are required to complete the Employee Sexual and Interpersonal Violence prevention and Response Course (ESPARC) and the Workplace Violence Awareness and Prevention Training within 30 days of their start date.

• To access the trainings, please sign into CUNY Blackboard and navigate to My Organizations to view and complete both the ESPARC and WVP trainings.


• Please review CUNY’s Policy on Violence Prevention visit http://policy.cuny.edu/general-policy/article-vi/#policy_6.09

• Please review other important CUNY policies are at https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/#hr_policies
OTHER BENEFITS
FOR MORE INFORMATION ABOUT ALL BENEFITS PLEASE CONTACT BENEFITS AT
BENEFITS@CCNY.CUNY.EDU OR (212) 650-7796

<table>
<thead>
<tr>
<th>Benefits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Paid Parental Leave</td>
<td>Tax-Deferred Annuity Plans</td>
</tr>
<tr>
<td>• NYS Paid Family Leave</td>
<td>NYS Deferred Compensation 457(b) Plan</td>
</tr>
<tr>
<td>• COVID-19 New York Sick Leave</td>
<td>CUNY e-Mall</td>
</tr>
<tr>
<td>• Academic Leaves</td>
<td>Campus Fitness Center – (Free Access)</td>
</tr>
<tr>
<td>• CCA@YourService CUNY Work/Life Program</td>
<td>Parking</td>
</tr>
<tr>
<td>• Edenred – Transit Benefit</td>
<td>Professional Development</td>
</tr>
<tr>
<td>• Tuition Waiver</td>
<td>Federal Credit Union Membership - MCU</td>
</tr>
</tbody>
</table>
ANY QUESTIONS?

If you have any questions or concerns, please contact humanresources@ccny.cuny.edu, your department’s Human Resources Coordinator, or your supervisor.