

## **Benefits for Employees in Non-Bargaining Group**

This booklet is a summary of employee benefits offered to you as a Non-Bargaining Unit employee at Herkimer County Community College.

We would like you to be reminded that the benefits received by the employee are over and above any salaries or wages paid to the employee, and can represent on the average, 30% - 40% of the salary.

If you have any questions regarding these benefits or forms necessary to acquire them, contact the following people in the Human Resources Office (CC241):

Angela Semo  
Director of Human Resources  
Ext. 8332

Amy Dewan  
Assistant Director of Human Resources  
Ext. 8382

Julie Todd  
Human Resource Specialist  
Ext. 8432

Colleen VanVechten  
Administrative Asst. for Human Resources  
Ext. 8332

Karen Congdon  
Admin. Asst. for HR/Acad. Supp. Ctr.  
Ext. 8582

**Section I -Positions included in Non-Bargaining Group (in alphabetical order):**

Accountant  
Admin. Assistant for Human Resources  
Admin. Assistant to VP  
Admin. Asst. to the Dean  
Admin. Asst. for HR/Acad. Supp. Ctr.  
Assistant Bursar  
Assistant Dean of Academic Affairs (10 mo.)  
Assistant Director of Athletics/Stad. Dir. (10 mo.)  
Assistant Director of Human Resources  
Assistant Registrar  
Assistant to the Dean of Acad. Affairs  
Assistant to the President  
Associate Dean for Continuing Ed. (10 mo.)  
Associate Dean of Academic Affairs  
Associate Dean of Enrollment Management & Marketing  
Associate Dean of Student Services  
Asst. Director of Campus Safety  
Bursar  
College Now Specialist (10 mo.)  
Controller  
Dean of Academic Affairs  
Dean of Students  
Development Program Specialist  
Director of Athletic Training (10 mo.)  
Director of Athletics and Physical Education  
Director of Campus Safety/Judicial Affairs  
Director of Child Care Center (10 mo.)  
Director of Community Ed.  
Director of Computer User Services  
Director of Development  
Director of Facilities Operations  
Director of Financial Aid  
Director of Human Resources  
Director of Institutional Research  
Director of Learning Center  
Director of Library Services  
Director of Public Relations  
Director of Radio/TV-AV Services  
Director of Residence Life  
Director of Student Advisement Center  
Human Resource Specialist  
Network Administrator  
President  
Purchasing Agent  
Registrar  
Secretary to the President  
Sr. Systems Prog. Analyst  
Staff Accountant – Business Office  
Staff Accountant – Payroll Office

Vice President for Administration and Finance  
Webmaster

## **Section II – Insurance:**

### **A. Health Insurance**

The College offers the following health insurance plans: Blue Cross/Blue Shield, BluePreferred-PPO, Blue Healthy Choices and Mohawk Valley Physician's (MVP).

A summary comparison of the benefits and costs of each plan will be provided to you on your date of hire. Plus, an updated version will be sent each year thereafter.

**Non-Bargaining Unit employees hired prior to January 1, 1995** who are enrolled in the traditional health insurance plan (BC/BS) will contribute 8% of the premiums. If the employee is enrolled in the PPO or HMO plan with a premium higher than the BC/BS plan, the employee will contribute 8% plus 100% of the difference in premiums.

**Non-Bargaining Unit employees hired on or after January 1, 1995** who are enrolled in the traditional health insurance plan (BC/BS) will contribute 10% of the premium. If the employee is enrolled in the PPO or HMO plan with a premium higher than the BC/BS plan, the employee will contribute 10% plus 100% of the difference in premiums.

Health insurance contributions will be made in equal installments from bi-weekly payroll deductions over 24 pay periods.

The College has the right to change health insurance carriers providing employees with at least a sixty day notice. The replacement coverage will be comparable to the current plan.

If you are covered by health insurance from another source, you may sign a waiver and receive a reimbursement of \$3,000 annually to be distributed over 24 pay periods.

To join a health insurance plan at a time after you are hired or to change health insurance plans you can do so during the College's two open enrollment periods each year: July 1<sup>st</sup> and January 1<sup>st</sup>. You do not need to wait for these times to waive health insurance – that can be done at any time.

A Non-Bargaining Unit employee with a spouse who is also a Herkimer County Community College employee will be offered either one family plan (or 2-person plan) and a waiver reimbursement OR one family plan (or 2-person plan) and one individual plan.

Employees hired prior to January 1, 1995 who have continued with unbroken employment with the College for 10 years or more (official approved leave of absences are not considered broken service), and who are at least fifty-five years of age, are entitled to health insurance benefits at the time of retirement. The type of coverage (individual, 2-person, or family) will be determined by the coverage that the employee had at the time of retirement. Retirees shall make the same percentage contribution toward health insurance as when last employed by the College.

Employees hired on or after January 1, 1995 who have uninterrupted employment with the College for 15 consecutive years or more (official approved leave of absences are not considered

broken service) and are at least 60 years of age are entitled to individual health insurance benefits at the time of retirement. Retirees shall make the same percentage contribution toward health insurance as when last employed by the College. If the retiree's spouse and/or dependents need coverage they may be carried under the group plan at the retiree's expense.

For an employee who leaves the employment of HCCC and is not otherwise entitled to the continuation of health insurance coverage, he/she will be offered the opportunity to continue through COBRA provisions. Employees will be notified that their health coverage will end on the last day of the month of their last regular payroll paycheck unless he/she elects to continue coverage by contributing 100% of the premium. The duration of coverage is in accordance with COBRA and HIPAA regulations.

Should you have any changes in status (marriage, birth of child, adoption, divorce, address change, name change, etc.) you must report the change(s) to the Human Resources Office within 30 days. Failure to report within that time will require you to wait until the next open enrollment period to obtain the appropriate coverage.

#### **B. Premium Only Plan**

The Premium Only Plan allows an employee's payroll health insurance deductions to be taken before taxes instead of after. By participating an employee can save 30% of the amount spent on group insurance premiums.

#### **C. Flexible Spending Accounts (FSA'S)**

Two different types of Flexible Spending Accounts are offered through EBS Benefit Solutions:

1. Health Care FSA – for medical and dental expenses
2. Dependent Care FSA – for day care, babysitter, home care, etc. expenses

The amount you elect to contribute to the FSA(S) is taken from your pay on a pre-tax basis. Your FSA contribution is then directed to your Flexible Spending Accounts. When you incur dependent care expenses, or health care expenses not covered by your benefits plans, you are reimbursed from the appropriate FSA.

#### **D. Life Insurance**

This is a group term life insurance policy with the Business Council of New York State, Inc. The benefit is equal to two times your annual salary, to a maximum benefit of \$300,000. Contributions are 100% employer paid.

#### **E. Dental Plan**

The College will provide a Schedule A Dental Plan through EBS Benefit Solutions to all full-time Non-Bargaining Unit employees. Premium contributions are 100% employer paid for both individual and family plans.

#### **F. Disability Insurance**

Long-term disability plan provided through The Standard which defines disability as follows:

Long-term disability is defined as being unable due to sickness, bodily injury or pregnancy to perform any occupation for which you are reasonably suited by education, training or experience. You must be under the regular care of a physician, other than yourself. The benefit starts as of the first day of the month after six months of continuous total disability. The monthly income benefit is equal to 60 percent of your Monthly Wage Base not to exceed a benefit of \$4,000 per month, less the sum of benefits from other sources (i.e. retirement disability, social security disability, etc.). The minimum monthly income benefit will be increased from a minimum of \$50 per month to the greater of 10% of the monthly income benefits before offsets or \$100.

Premium contributions are 100% employer paid.

### **G. AFLAC**

These are optional employee paid plans offered through AFLAC:

1. Personal Lifestyle Protector Cancer Plan – A cash-direct plan which includes wellness benefits, initial occurrence benefits, treatments, hospitalization, transplants, hospice, etc. Payroll deductions are pre-taxed.
2. Personal Short-Term Disability Plan – This coverage provides a monthly income benefit paid directly to employee. Covers you on or off the job for sickness, injury, surgery and maternity. The premium is contingent upon the terms you select in order to meet your individual needs.
3. Dental Wellness Benefit Plan – This supplemental dental plan provides benefits for various dental procedures such as cleanings, sealants, fillings, root canals, braces, etc.

Should you be interested in one or all of these plans, you need to contact Greg Maida from the Crocker Agency, Inc. at 866-2200.

## **Section III – Retirement Benefits:**

### **A. Retirement Systems**

The Retirement Systems available through the College are: New York State Teachers' Retirement System (TRS), New York State Employees' Retirement System (ERS), and the Optional Retirement Program.

A decision must be made within 30 days of employment as to which system you wish to be enrolled in, and that choice is UNCHANGEABLE throughout your employment with the College.

Tiers in a Retirement System relate to the membership date an employee joins the system. If you have not been a member of any of these retirement plans previous to your employment here, you would automatically be a Tier IV member as illustrated below:

#### Membership Date

Tier I                      before 7/1/73

Tier II            7/1/73 – 7/1/76  
Tier III            7/1/76 – 9/1/83  
Tier IV            9/1/83 – 6/30/92  
Tier IV A        after 7/16/92  
(IV A in TIAA-CREF only)

The following chart shows employee and employer contributions for each Retirement System and its Tiers. Also shown is the number of years required for vesting in each of the three systems:

Retire. System	Tier	Employee Contribution	Employer Contribution	Vesting
ERS	IV	3% *	13.3%	5 yrs.
	III	3% *	12.3%	5 yrs.
	II	0%	9.9%	5 yrs.
	I	0%	9.9%	5 yrs.
TRS	IV	3%	8.6%	5 yrs.
	III	3%	8.6%	5 yrs.
	II	0%	8.6%	5 yrs.
	I	0%	8.6%	5 yrs.
TIAA-CREF (ORP)	IV A	3%	8% 1 <sup>st</sup> 7 years employed 10% thereafter	366 days
	IV	3%	9% up to \$16,500 12% thereafter	366 days
	III	3%	9% up to \$16,500 12% thereafter	366 days
	II	0%	12% up to \$16,500 15% thereafter	366 days
	I	0%	12% up to \$16,500 15% thereafter	366 days

Employer contributions with TIAA-CREF begin when the employee becomes vested after 366 days. At that time, the College will make a single lump sum contribution, with interest, for the 366 day period. Regular monthly contributions will be made thereafter. With TRS and ERS, employer contributions begin immediately.

**Please note that TRS has a designated list of titles which they will accept for membership: faculty, librarian, coach, chancellor, president, vice-president, provost, dean, associate dean and assistant dean. Therefore, if your position does not fall under one of these titles, you cannot join the New York State Teachers' Retirement System (TRS).**

**B. Supplemental Retirement Annuities**

The College currently offers SRAs through carriers that have been approved by the State University Board of Trustees. The approved providers are as follows:

- Fidelity Investments
- ING Life Insurance and Annuity Company
- AIG Retirement
- Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF)
- MetLife

This is an optional employee paid benefit. SRAs allow employees to make retirement savings contributions aside from the contributions they may be making into their regular retirement plan. SRAs are voluntary tax-deferred annuities available through the companies listed above.

Features of the plan:

- Request an individual annuity calculation to determine your dollar limit when enrolling in a SRA – not to exceed Internal Revenue Code limits.
- All employees are eligible to enroll.
- No service requirement to be met before enrolling.
- Contributions made through salary reduction.
- Good savings advantage.
- Contributions are made free of federal and state income taxes.
- Cash withdrawals are available subject to Internal Revenue code restrictions.
- Benefits are taxable when participant receives as income.
- Withdrawals other than loans made before 59 ½ years old are subject to a 10% tax unless one of the following conditions is met:
  - The participant retires or otherwise leaves employment and begins lifetime annuity income.
  - The participant leaves employment at age 55 or older.
  - The participant has unreimbursed medical expenses to the extent that those expenses are greater than 7 ½% of his/her adjusted gross income.
  - The participant is disabled.
  - The participant dies.
  - The payment is made to someone beside the participant under a Qualified Domestic Relations order (a divorce settlement).
- Loans are available; provisions under various companies will differ.

### **C. Intent to Retire**

Written notice of your intent to retire must be given to the President of the College six (6) months prior to the retirement date.

## **Section IV – Leaves**

### **A. Sick Leave**

Non-Bargaining Unit employees will earn one sick day per month. Twelve-month employees will earn 12 days per year while ten-month employees will earn 10 days per year.

When a Grade Level employee retires, unused sick leave amounting to the maximum of 261 for twelve-month employees and 218 for 10-month employees shall be used in one of the following ways:

1. Additional ERS service credit for members of the NYS Employees Retirement System as provided by Section 41-j of the NY Retirement and Social Security Law, or
2. Pay to the employee an amount equal to college's regular Optional Retirement Program contribution rate in existence at retirement for a period equal to the total number of unused sick leave days.

Employees who are unable to report to work as a result of being ill (or to care for a dependent child) must call-in to the College's Switchboard Receptionist (or call the appropriate supervisor) at least ½ hour prior to the start of the employees work day.

## **B. Sick Day Bank**

The Sick Day Bank was established to provide additional sick days for Non-Bargaining Unit employees who may have a long-term illness or disability and who find themselves without the earning power before disability insurance takes effect.

Employees who were hired prior to November 1, 1988 were eligible to join the bank by filling out a membership card and donating one sick on November 1, 1988. Members will contribute an additional sick day each November 1<sup>st</sup>, until they have contributed four days toward the bank.

New employees are eligible to join the Bank on the date of their first anniversary or on November 1<sup>st</sup>, so long as it is after their first anniversary.

Participants may be eligible to draw days from the Bank using the following formula:

<u># of Years as a Bank Member</u>	<u>% of Bank Days Available for Use</u>
0 – 1 year	30%
+1 – 2 years	40%
+2 – 3 years	50%
+3 – 4+ years	60%

All sick days donated will become the property of the participating group. If personnel leave the employment of the college, they cannot withdraw the sick days already allocated to the Bank.

Personnel who desire to draw days from the Bank due to illness or disability must submit a written request to the Director of Human Resources. Group members agree to present the Group with any and all paperwork and certifications that are deemed necessary by the Group.

There is a 20 day waiting period from the onset of ones illness or disability prior to the distribution of days from the Bank; except in an extreme emergency as deemed necessary by the Deans. This 20 day waiting period may be reduced with the use of accrued sick, vacations or personal days.

Requests for Sick Day Bank days will be adjudicated by a committee comprised of the Dean of Academic Affairs, the Dean of Students, the Dean of Institutional Advancement and the Dean of Administration.

All sick days belonging to an employee must be used before a request may be made to the Sick Day Bank.

## **C. Vacation Time**

Employees in the non-bargaining group are credited with vacation days on January 1<sup>st</sup> of each year. If an employee is hired mid-year, his/her days are pro-rated accordingly. If an employee leaves employment of HCCC prior to December 31<sup>st</sup>, his/her vacation days will be pro-rated accordingly.

Should an employee not use all of his/her vacation days by December 31<sup>st</sup>, he /she may carry up to 5 vacation days into the next calendar year. If an employee has a balance of more than 5 days on December 31<sup>st</sup>, 5 days will be carried over as vacation and the remaining days will be credited to the employee's sick leave balance.

Employees in the following 12-month positions:

Admin. Asst. for Human Resources  
Admin. Asst. to VP  
Admin. Asst. to the Dean  
Asst. Dir. of Campus Safety  
Admin. Asst. for HR/Acad. Supp. Ctr.  
Secretary to the President

will receive 15 vacation days per calendar year for years 1-4 and 21 vacation days per calendar year for years 5+.

Employees in the following 12-month positions:

Accountant  
Asst. Bursar  
Asst. Dir. of Human Resources  
Asst. Registrar  
Asst. to the Dean of Acad. Affairs  
Assoc. Dean of Acad. Affairs  
Assoc. Dean of Enrollment Mgmt. & Mkt.  
Assoc. Dean of Student Svcs.  
Bursar  
Controller  
Development Prog. Specialist  
Dir. of Athletics and Phys. Ed.  
Dir. of Campus Safety/Judicial Affairs  
Dir. of Community Ed.  
Dir. of Computer User Svcs.  
Dir. of Development  
Dir. of Facilities Operations  
Dir. of Financial Aid  
Dir. of Institutional Resources  
Dir. of Learning Ctr.  
Dir. of Library Svcs.  
Dir. of Radio/TV-AV Svcs.  
Dir. of Residence Life  
Dir. of Student Advise. Ctr.  
Human Resource Specialist  
Network Administrator  
Purchasing Agent  
Registrar  
Sr. Systems Prog. Analyst  
Staff Accountant  
Webmaster

will receive 24 vacation days per calendar year.

Employees in the following 10-month positions:

Asst. Dir. of Athl./Stadium Oper. Mgr.

Asst. Dean of Acad. Affairs  
Assoc. Dean for Cont. Ed.  
College Now Specialist  
Dir. of Athletic Training  
Dir. of Child Care Ctr.

will receive 12.5 vacation days per calendar year for years 1-4 and 17.5 vacation days per calendar year for years 5+.

Employees in the following positions who serve as members of the Executive Council:

Asst. to the President  
Dean of Academic Affairs  
Vice President for Administration and Finance  
Dean of Students  
Dir. of Human Resources  
Dir. of Public Relations

will receive 26 vacation days per calendar year.

**D. Bereavement Time**

Two bereavement days are given for a death in the immediate family. Additional days may be taken from sick time with your supervisor's approval. Immediate family is considered to be:

Mother    Father    Sibling    Spouse    Children    Grandparents    Grandchildren  
Father-in-law    Mother-in-law    Daughter-in-law    Son-in-law    Brother-in-law    Sister-in-law

**E. Personal Time**

Two personal days are allowed per fiscal year. One additional personal day may be taken from sick time. If the two personal days are not used by the end of this fiscal year (8/31), they will then be converted and added to accrued sick time.

**F. Holidays**

Below are the days that the College is "closed":

New Years Day	Columbus Day	Martin Luther King's Day	President's Day
Thanksgiving Day	Day after Thanksgiving	Memorial Day	Independence Day
Labor Day	Christmas Day	Veteran's Day	

**G. Caregiver Leave**

Caregiver leaves are special leaves without pay and will be granted for up to one year:

- A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- B. Because of the placement of a son or daughter with the employee for adoption or foster care

Additional caregiver leaves which may be granted up to one year:

- C. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
- D. Because of serious health condition that makes the employee unable to perform the functions of the position of such employee.

This benefit will be coordinated with the “Family Leave” provision of Federal Law as noted below unless the person granted the leave waives, in writing, health insurance coverage at the College’s expense during the period of the “Family Leave”. The employee may then continue coverage at his/her own expense.

If no such waiver is executed, the first twelve weeks of such leave shall constitute family leave in accordance with the Federal statute and are subject to the following guidelines:

An eligible employee shall be required to use accrued paid vacation or personal leave of the employee for the leave provided under subparagraphs A, B or C above. An eligible employee shall be required to use accrued paid vacation leave, personal leave or sick leave for the leave provided under paragraph C or D above for any part of the twelve week period of such leave.

The College shall maintain coverage for health and dental insurance to an employee on leave pursuant to this section for the duration of the twelve week period and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. The College may recover the premium that the College paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave after the twelve week period and (1) the employee fails to return for a reason other than the continuation, reoccurrence or (2) onset of a serious health condition that entitled the employee to leave under subparagraph C or D above or, other circumstances beyond the control of the employee.

Nothing contained in this provision shall otherwise limit the obligations of the employer or the employee under the provisions of the Family Leave Act.

## **Section V – Longevity, Payroll, Social Security, Tuition, Child Care and College Hours**

### **A. Longevity Adjustments**

1. Effective September 1, 2007, full-time N.B.U. Position Group employees shall receive longevity adjustments on September 1st, following their completion of three years (\$600), five years (\$600), seven years (\$600), ten years (\$600), twelve years (\$600), fifteen years (\$600), seventeen years (\$500), twenty years (\$500) and twenty-five years (\$600).

2. Longevity increases will be paid on the same bi-weekly basis as base salaries and will become part of an employee's permanent salary, but will be excluded for purposes of computation of salary increases and from salary range maximum.
3. Personal leaves will not be used for purposes of computing longevity.

#### **B. Payroll Savings and Credit Union**

The College has Payroll Savings and Direct Deposit Plans available. You may contact Joy Edmunds in the Payroll Office at ext. 8291 for enrollment information.

#### **C. Social Security**

Two separate taxes are withheld from your paycheck – one is Social Security Tax; the other is Medicare. The two taxes total 7.65% of your income up to \$80,400. For higher incomes, you pay 7.65% on \$80,400, plus 1.45% in Medicare taxes on income over \$80,400. The College makes an equal contribution to the Social Security Administration for you.

#### **D. Tuition Policy/Continued Education**

The College will waive the cost of tuition for full-time NBU Position Group employees, their spouses and dependents when taking credit courses at Herkimer County Community College less any tuition assistance for which the eligible student may qualify. Student registration will be based upon the class operating without the dependent or staff enrollment.

For those establishing membership in the Fitness Center, the College will pay the membership fee. All additional College fees must be paid by the enrollee.

Position Group employees who attend other units of the State University of New York, either during the regular academic year or during the summer session, may be eligible for partial waiver of tuition. SUNY Trustees have established a tuition grant ceiling which applies to all units of SUNY including community colleges.

Employees pursuing programs leading to a degree will probably get first priority. Courses not directly related to employment probably will not be approved.

Information may be obtained from the Dean of Academic Affairs. It should be noted that this waiver of tuition does not apply to attendance at a community college; and the necessary authorization forms must be completed here at Herkimer County Community College before registering for classes at the instructing unit of the State University of New York.

**The Continued Education Policy is intended to assist employees who wish to complete an Associate's degree, Bachelor's degree or Master's degree:**

#### **Policy Regarding Employees Taking Classes During Their Normal Work Day -**

The following guidelines should be followed when a full-time employee requests to take a credit course during their normal workday:

1. Employee should submit a written request to their immediate supervisor at least ten (10) days prior to the registration of the course.
2. The supervisor will have the sole discretion to approve or deny the employee's request. The supervisor's decision will be non-grievable.

If approved by the immediate supervisor:

1. The employee will be allowed to enroll in no more than one class per semester (fall and spring) during their normal work hours.
2. All employees will be required to make up all time missed during the same workweek. Time may be made up by shortening their regular lunch hour (they must take at least ½ hour lunch break) or extend their workday. An employee may be allowed to use accrued time. The method for making up time spent at class must be approved by the employee's immediate supervisor.
3. Employees must clearly specify their actual hours worked and document the time spent in classes and at lunch on their regular timesheet. For employees who complete timecards a plan for an alternative schedule to meet hours required must be clearly identified prior to enrollment in a class.
4. The supervisor must send a copy of the employee's request to the Director of Human Resources.

Employees/students that are seeking to obtain a degree at HCCC are encouraged to see the appropriate Academic Advisor to assist them with an academic plan.

Personnel must remember that their primary responsibility is their job; however supervisors are encouraged to assist employees in taking courses to obtain a degree and/or certificate.

The employee will be requested to submit proof of completion (i.e. grade report) of the course to their immediate supervisor at the completion of the semester.

#### **Policy Regarding Employees Who Wish To Complete Their Doctoral Degree –**

The following guidelines should be followed when a full-time non-bargaining unit employee enrolls in an accredited program to pursue a doctorate's degree:

1. Employee should meet with his/her immediate supervisor to review and receive approval for the educational plan and anticipated timeframe.
2. If the employee is required to meet residency requirement to fulfill the obligations of the program he/she will be allowed up to ten (10) working days per year. The ten days will be considered professional educational development and the employee will not be required to utilize his/her own accrued time.
3. An employee who is requesting days (up to 10 per year) to fulfill residency requirements must submit a written request for educational time. The request should include the location of the study and the actual dates. The request should be submitted to the employee's immediate supervisor. With the supervisor's approval the request should be forwarded to the appropriate dean and the president. The president must approve the days before they may be taken.
4. A copy of the request for days with the president's approval will be returned to the employee and copied to Human Resources.

Employees who resign their positions within twelve (12) months of receiving days for educational purposes will be required to give back all days provided. Days may be given back through either accrued personal or vacation time.

## **E. Child Care Center**

The Child Care Center, located between the P.E. Building and the Technology Building, is open from 7:30am – 5:00pm, Monday through Friday. The Center accepts children ages 18 months–5 years of age at the employee rate. Children of HCCC students will take precedence over the children of HCCC employees.

## **F. College Work Hours**

Generally, College work hours are Monday through Friday from 8:00am – 4:30pm. Use of personal and sick time should be charged in ½ day and/or day units. Use of time should be discussed with your immediate supervisor, when appropriate, to ensure coverage of duties for the time being missed. Emergency or special situations will be dealt with on an individual basis with the respective supervisor.

## **Section VI – Procedures**

### **A. Call-In and Timecard/Timesheet Procedures**

All College employees must call in to the switchboard to report an unplanned absence. The receptionist will complete a Call-In-Slip. The original will be sent to the supervisor with a copy sent to the Human Resources Office. The receptionist will notify the supervisor.

Timecards for NBU Position Group employees are to be handled in the following manner:

1. Employee completes timecard.
2. Immediate supervisor approves the timecard. It is the supervisor's responsibility to assure the accuracy of the timecard.
3. All timecards should then be sent directly to Human Resources. Timesheets for part-time employees should be sent directly to the Payroll Office.

The following procedure should be followed when completing timecards:

1. Timecards should be completed in ink (not red ink), not pencil.
2. The codes on the bottom of the timecard should be used to represent the type of leave being used.
3. A half day absence should be shown as initials/type of leave (i.e. A.S./S)
4. Timecards should be turned in to the supervisor by the end of the day on the last work day of the month.

### **B. Incident/Accident Report Procedures**

The following guidelines apply when making out an incident/accident (related to Worker's Compensation) report:

1. A report should be made out as soon as possible (within 24 hours of incident/accident) with Campus Safety and/or Supervisor. The completed form should be sent to the Assistant Director of Human Resources, and a copy to the office of the VP for Administration and Finance.
2. If a doctor is seen, see the Asst. Dir. of Human Resources to complete further Worker's Compensation paperwork.

### **C. Emergency Closing Announcement Procedures**

When conditions exist (poor weather, utilities interruption, etc.) which threaten the health or safety of students, faculty, and staff, one of two separate decisions will be made:

- Classes will be canceled: which means that, although students and teaching faculty will not be required to report to campus, all others are expected to report for work. Non-teaching faculty responsibility is outlined in Section 21.10 of the Faculty Handbook. All athletic events will be canceled. The Fitness Center and computer labs will remain open.
- The College will be closed: which means that all employees and students will not be required to report to campus. Campus safety officers and maintenance personnel are to report to their regular shift schedules, unless otherwise notified.

The decision to cancel classes or close the campus will be made by the President no later than 6:30am, and will be communicated to local radio and television stations as soon as possible.

Radio stations carrying official notices will be:

WADR WLFH WBUG WRUN WUCL WSKS WUTQ WRBY  
WRNY WKLL WSKU WBGK FROG WOUR WXUR WODZ  
WVHC WGY WIBX /WLZW WTLB/ROCK

TV stations which carrying official notices will be:

WKTV HCTV

DAYTIME CLOSING: Affects all College activities, including athletic contests, scheduled to begin prior to 5pm.

EVENING CLOSING: If a decision to close evening activities (after 5pm) is made, announcements will be made as outlined above. This decision will be made no later than 3pm, and communicated to local radio and television stations as soon as possible.

## **Section VII – Procedures For Processing Insurance Benefits**

### **A. Processing BC/BS Health Insurance Benefits**

If you (patient) are treated by a participating hospital or participating physician, it will not be necessary for you to submit a claim form. Submission of the claim will be handled by the provider.

- If there is a balance due on a provider-submitted claim, the balance is automatically applied against Major Medical.
- If the provider does not participate with BC/BS it may be necessary for the subscriber to submit a claim form.
- Prescriptions are not covered under BC/BS but they are covered after your deductible is met at 80% under Major Medical. You must complete a claim form for prescriptions.

### **B. Guidelines for Completing Claim Forms**

1. A separate claim form must be completed for each patient. However, you may submit several bills for the same patient on one claim form.
2. Along with the claim form, you must send an itemized statement from each provider. An itemized statement or bill should include the date of each service; the charge of each service; a description of each service (the description may be a numeric code).

3. Complete all information requested in Section Two.
4. Be sure to sign and date the claim form before submission.
5. Other helpful hints:
  - a. The “subscriber” is the name of the contract holder.
  - b. The “provider” is the person or institution that renders the service (doctor, hospital, laboratory, etc.).
  - c. Your “identification number” is the nine-digit number that appears on your BC/BS identification card.

**C. Processing Major Medical Benefits**

Major Medical will pay 80% of all eligible charges after a deductible has been met. These charges may consist of the remaining balance on a bill after BC/BS has processed or charges that BC/BS will not cover. To meet this deductible, keep statements from BC/BS and bills/receipts on charges they do not cover.

When the total of these documents equals the deductible amount or more, submit a claim form to Major Medical.

Make copies of everything you send to either BC/BS or Major Medical. Canceled checks will not be accepted by Major Medical as documentation. Send to the address on the form, which is:

Excellus BC/BS  
PO Box 22999  
Rochester, NY 14692

Please be patient with both Blue Cross and Major Medical. Processing takes a while, especially during the months of November through March. Send in claims as they occur, if you have met the deductible. If a doctor or hospital is impatient for payment, give your insurance information; let them know the date you sent the claim in and that they may call Blue Cross or Major Medical to verify this information.

**D. Coordination of Benefits**

If both you and your spouse have family coverage, benefits may be coordinated between the two insurance plans. For services provided to you, you must first claim them under your Blue Cross ID#. Once this has been processed, you may claim the balance under your spouses plan and ID#. The remaining balance may be sent to Major Medical under your ID#, and once processed, submitted again under your spouses ID#.

**E. Processing EBS Dental Insurance Benefits**

Claim forms are available in the Human Resources Office. Either you or the physician may submit the claim in the same manner as a claim for EBS Benefit Solutions. Claim forms must either have doctor’s signature or be accompanied by a signed itemized bill. Major Medical benefits are not available under the dental insurance. Send claim forms to:

EBS Benefit Solutions  
115 Continuum Drive  
Liverpool, NY 13088

**Section VIII – Hazard Communication Written Program**

**A. General**

The purpose of this instruction is to ensure that the College is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The VP for Administration and Finance is the overall coordinator of the facility program, acting as representative of the President of the College and the Board of Trustees, who have overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and the measures to take to protect themselves from these chemicals.

#### **B. Inventory of Hazardous Chemicals**

The Shipping and Receiving Clerk will maintain a list of hazardous chemicals used in the facility at the Receiving Station. The Science Lab Tech will maintain a list of all chemicals used in the science laboratories in JH240. Each will update the lists upon receipt of new hazardous chemicals or changes in present hazardous chemicals.

#### **C. Material Safety Data Sheets (MSDS)**

The Director of Campus Safety and Shipping and Receiving Clerk will maintain an MSDS on every substance on the hazardous chemical inventory list. The Science Lab Tech will only maintain an MSDA library for those chemicals on the Science Laboratory Inventory list. The MSDS will consist of a fully completed OSHA form 174 or equivalent. The MSDS libraries will be located in the Security Office, Receiving Station and Science Lab JH240. MSDS's will be readily available to all employees. The Purchasing Agent is responsible for acquiring and distributing MSDS's. The Shipping and Receiving Clerk will review each MSDA upon arrival to check for accuracy and completeness, and will check with the Purchasing Agent if additional research is necessary. All new procurements for the facility must be cleared by the Purchasing Agent. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of HCS must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

#### **D. Labels and Other Forms of Warning**

The Maintenance Supervisors and Science Lab Tech are designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and name and address of the manufacturer, importer, or other responsible party. The Maintenance Supervisors and Science Lab Tech will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Maintenance Supervisors or Science Lab Tech prior to their use. The Maintenance Supervisors and Science Lab Tech will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

#### **E. Training**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training may also be conducted by outside agencies.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures;
- Location of MSDS Libraries, and how to read, understand and apply appropriate hazard information to MSDS's.

The VP for Administration and Finance, and the Human Resources Office, monitors and maintains records of employee training.

#### **F. Contractor Employees**

The Director of Facilities Operations will advise any contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. In addition, the Director will be responsible for notifying college employees of chemicals introduced into the worksite by contractors.

#### **G. Non -Routine Tasks**

Maintenance Supervisors contemplating a non-routine task will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures prior to the commencement of such work.

#### **H. Additional Information**

Requests for further information on this written program, the Hazard Communication Standard, and applicable MSDS's should be directed to the Director of Campus Safety.

### **Section IX – Automobile and Liability Insurance**

#### **A. Automobile Liability Insurance**

HCCC maintains a business automobile insurance policy on all college-owned vehicles. The current policy is with Utica National Insurance through the Crocker Agency and carries a \$1,000,000 liability limit, \$50,000 no-fault and \$20,000 uninsured motorist liability. This policy would provide coverage in the event a college-owned vehicle was involved in an accident. A common question asked by employees about automobile insurance is, if the employee uses their own personal vehicle on college business, what coverage would be available under the College's insurance policy?

Under New York State insurance laws, the vehicle's insurance is considered primary. Therefore, your insurance policy, not the College's, would provide coverage in the event of an accident. Should the liability exceed the limits of your policy, the College has excess coverage up to an additional \$3,000,000.

To ensure that the excess coverage provided by the College's policy applies to your trip, the trip must be authorized prior to traveling. If your trip is not authorized in writing on the College's travel authorization form, you may not be covered for the excess or a non-automobile negligence action.

## **B. Liability Insurance**

HCCC has comprehensive general liability coverage that provides limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. It covers bodily injury and/or property damage claims on or off campus if on college related business, medical malpractice, extended bodily injury and property damage liability, employees and students in workstudy programs as additional insured. Faculty is included as a named insured with regard to classroom and clinical instruction.

Students in clinical work sites pay a malpractice insurance fee to the College. The policy covers OT and PT students for medical professional liability with the \$1,000,000 per occurrence, \$3,000,000 aggregate limit. Faculty is also named insured and, therefore, would be covered under the Professional Malpractice contract.

## **Section X – Notice to Employees**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the College campus. Violators of this policy will be held accountable for their actions, which may include mandatory participation in an approved treatment program, suspensions, termination of employment, or other bargaining agreements, civil service and New York State law.

## **Section XI – Grievance Procedures**

The College has an existing formal grievance procedure for the benefit of its employees and students.

This grievance procedure will be used for the review of any allegations an employee or student may have against another employee or student of HCCC. A grievance may be filed for ANY unlawful discrimination against someone in regard to race, color, national origin, religion, age, sex, disability or marital status.

A formal complaint may be filed with the Affirmative Action Officer (the Director of Human Resources).

## **A. Statement of Policies**

When hired, you will receive a Faculty-Staff Handbook that includes the College's policies and their descriptions. You will be asked to sign a form indicating that you have read and understood the handbook and the responsibilities it details.

**Section XII – No Smoking Policy**

Smoking is prohibited in all College facilities and vehicles.