Working at
Onondaga Community College
Dear Colleagues:

For nearly a half century, Onondaga Community College has provided high quality undergraduate education to thousands of individuals throughout Central New York and beyond. Ours is an extraordinarily vibrant campus community enlivened by employees and students of all ages, backgrounds and cultures. As the second largest undergraduate college in Central New York—and one of the Northeast’s premier community colleges—the success of our students is directly attributable to the individual strengths and talents of our employees.

Nurturing professional growth, renewal and creativity is a core value at Onondaga, and the College provides numerous opportunities for you to continue to learn and grow throughout your professional career. I encourage you to take advantage of these programs, as well as opportunities to become fully engaged in campus and community life.

Thank you for choosing to invest your knowledge, talent, and skills toward Onondaga Community College’s mission of empowering individuals to explore and discover their inherent potential and to transform their lives through education.

Sincerely,

Debbie L. Sydow, Ph.D.
President
Get Connected

One of the first things you’ll want to do is log onto the employee website. Go to employees.sunyocc.edu. The employee site is password protected, so you’ll need your computer user ID and password to log in. There’s lots of great information, employee resources, as well as the latest campus news.

Here’s just a sample of what you’ll find:

- Online payroll advices
- College news, videos and photos under “What’s New” and “Headlines”
- A directory of people and places on campus
- Interactive employee discussion boards
- Forms you’ll need such as mileage, fax, budget, etc.
- Daily and upcoming campus events
- “Beyond the Office” – a growing list of employee perks and discounts

*Be sure to check the employee website every day to find out all the latest news on campus!*  

Payday

Payday is every other Friday. At Onondaga, we’re committed to doing things in a sustainable way - as “green” as possible. Since most Onondaga employees have direct deposit through their bank or credit union, our payroll is completely automated.*

When you choose direct deposit, each payday instead of receiving a paycheck in an envelope, you can view your pay advice securely online. Just click on WebAccess on the left side of the employee website and log in with your user ID and password.

Need a direct deposit form?
Download one right to your computer from “Forms” on the employee website.

*The alternative to direct deposit is a paycheck mailed to your home. Contact Human Resources for details.
Health and Savings Benefits

HEALTH AND DENTAL BENEFITS:

Eligibility requirement: post-probationary status

The College will permit adjunct faculty to purchase health and dental benefits at the faculty member’s own expense at the premium equivalent rate as determined by the College. An adjunct’s coverage will continue as long as the adjunct is employed by the College for at least one course during an academic year.

Health Benefit Fund: Any post-probationary adjunct, excluding OCC retirees, teaching in the calendar year and who is enrolled in the health plan can apply by October 31 of the calendar year for a portion of the $25,000 annual fund to help defray the costs of his/her health benefit beginning January of the following year. Once enrolled, a post-probationary adjunct’s coverage and application for a portion of the annual $25,000 will continue as long as the adjunct is employed by the College for at least one course during the calendar year. The $25,000 will be split equally among all adjuncts applying for the funds provided it does not exceed 90% of the cost of the benefit. The funds can only be used for health (and not dental) benefits.

Payments are not payroll deducted. Adjuncts will be mailed an invoice with instructions to send monthly payments.

RETIREMENT PLANS:

Adjuncts are not required to enroll in a retirement program. This benefit is voluntary and Adjuncts can enroll at any time.

There are two retirement plan to choose from:

- New York State Employees Retirement System (ERS)
- New York State Teachers’ Retirement System (TRS)

Both plans are defined benefit plans. Your monthly benefit is defined based on your age, years of service and average salary.

SUPPLEMENTAL RETIREMENT PLANS:

You can also choose to enroll in the Supplemental Retirement Annuity Plan and Deferred Compensation Plan. Both are voluntary with maximum contributions established by the IRS each year. There is no employer match.

For more information, contact Human Resources at ext. 2330.
Your Total Compensation

IT’S MORE THAN JUST YOUR PAYCHECK

At Onondaga, total compensation and benefits are more than what you see in your paycheck.

In fact, your total compensation is nearly 40% greater than your salary.

To find your Total Compensation, securely log on to WebAccess from the employee website.

Figures used in the example shown here will not necessarily match your personal Total Compensation Statement.
EMPLOYEE DEVELOPMENT AND RECOGNITION

PROFESSIONAL DEVELOPMENT CLASSES:
At Onondaga, we believe that learning is an ongoing process. And we believe wholeheartedly in providing all employees with professional and personal development classes throughout the year.

A variety of classes and workshops are offered at no cost to you on topics such as:
- Leadership Skills
- Welcoming Diversity
- Time Management
- Horizon Leadership Program

Details are listed on the Employee Development section of the employee website.

ANNUAL EMPLOYEE APPRECIATION CEREMONY AND END-OF-THE-YEAR CELEBRATION:
Every December the entire campus comes together in Storer Auditorium for the annual employee recognition ceremony. To learn about the awards presented at the annual employee appreciation ceremony, visit “Employee Development” on the employee website. Right after the awards, all employees are invited to a celebration that’s become the highlight of the year!

TUITION BENEFITS:
Post-Probationary Adjuncts have the opportunity to take classes for free. You, your spouse and your dependents are all eligible, on a space available basis, to take one Onondaga course per semester at reduced or no tuition cost depending on your employment status. Post-Probationary adjuncts are eligible for tuition discounts or waivers at any of the colleges in the State University of New York (SUNY) system.

Go to www.suny.edu for details. You can download the tuition waiver form on the employee website.
RESOURCES

EMPLOYEE ASSISTANCE PROGRAM:
Onondaga has a free, voluntary, and confidential Employee Assistance Program (EAP) through HelpPeople. This service is available to employees and their families who are experiencing personal and/or work related problems. For details, go to Human Resources from the "@Work" tab on the employee website. To contact HelpPeople directly dial 470-7447 or 1-800-777-6110.

CAMPUS SAFETY AND SECURITY:
New York Alert, or NY Alert, is an emergency notification system. In the event of a campus emergency, Campus Safety and Security can send out a message via e-mail and/or cell phone to all employees and students. However, you need to make sure your contact information is current in the system.

Once you begin work, your information is automatically stored in the system. To update or opt out of NY Alert, go to WebAccess from the employee website. For more information, click on "Campus Safety and Security" from the "@work" link on the employee site.

CAMPUS DELAYS/CANCELLATIONS/CLOSINGS:
The College rarely closes; however, in the event of inclement weather, there are several possible scenarios. Please refer to the Employee Handbook on the employee website for the complete policy on Campus Closings Due to Weather Emergencies.
DISCOUNTS TO LOCAL AREA ATTRACTIONS

HR offers discount tickets to some of Syracuse’s most popular attractions. Water parks, craft festivals, outlet malls, and restaurants, to name a few. Details at employees.sunyocc.edu.

COULTER LIBRARY

Use your employee ID to check out books, movies, and music from the Library’s collection of more than 100,000 items. coulterlibrary.com.

WALKING TRAIL

Onondaga has walking trails that circle much of the campus. Enjoy the beautiful natural surroundings and witness the College’s commitment to Sustainability and Sustainable Landscape.
For a complete listing and explanation of all benefits, policies and procedures for Faculty, go to employees.sunyocc.edu and click on Human Resources under “@work”

Have questions?
Stop by Human Resources or call 498-2330.

Onondaga Community College
Federation of Teachers and Administrators (OCCFTA)
The OCCFTA is the labor union for Faculty and Professional Administrators. Membership is optional, although faculty that do not opt to join must pay a fee equivalent to dues as a result of the representation the OCCFTA provides.

Contact Human Resources at 498-2330 or the President of the OCCFTA for more information.

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