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

Welcome!

*From the Onondaga Community College Staff Association*

As a Staff employee, you’re automatically a member of the Onondaga Community College Staff Association (OCCSA).

OCCSA meetings are held regularly and are a great place to learn about campus updates and share best practices while getting to know other staff on campus. The meetings promote an open exchange of ideas and information to enhance the ability of staff to have input to efforts advancing the College’s mission and strategic plan. Look for e-mails each semester about meeting dates and times.
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.
Time Off

VACATION DAYS:
As a full-time, permanent Staff employee, you’re eligible for the following vacation. Accrued time is based on your anniversary year. One week of vacation time may be borrowed after you are employed for six months. Part-time, permanent employees receive accrued time based on a pro-rated basis:

- 11 days for the first through fifth years of employment
- 16 days for the sixth through tenth years of employment
- 17 days for the eleventh through fifteenth years of employment
- 21 days for the fifteenth through sixteenth years of employment
- 22 days for the seventeenth and beyond years of employment

PERSONAL DAYS:
After one full year of continuous service, Staff employees earn three (3) personal days for religious observances or other personal business. Personal days are given each anniversary year. Part-time, permanent employees receive accrued time based on a pro-rated basis.

SICK DAYS:
You begin earning sick leave credits immediately at the rate of 5.84 hours each month (to a maximum of 165 sick days). Sick leave credits may be used after completion of three months of continuous service. Part-time, permanent employees receive accrued time based on a pro-rated basis.

OTHER EXAMPLES OF PAID AND UNPAID TIME:
Extended sick leave, bereavement, jury duty and military leave are examples of paid leave. Unpaid leaves are available for continuing education, professional development or parental leave and are subject to approval. Contact HR for more information.

HOLIDAYS:
The College observes 12 paid holidays annually:

- New Year’s Day
- Martin Luther King, Jr. Day
- Lincoln’s Birthday*
- Washington’s Birthday*
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day*
- Veterans’ Day*
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

* = Floating holiday. The College is open on these days, but you can request the day off or save it for later in the year. Floating holidays must be taken by December 31 of the same year. They cannot be carried over to the next year. Part-time, permanent employees are eligible to use floating holidays only if the holiday falls on a normally scheduled workday.
Health and Savings Benefits

HEALTH AND DENTAL BENEFITS:
The most important thing to know about your health and dental coverage is that it isn’t automatic. You need to sign up for it within your first 30 days of employment. The effective date of coverage for health benefits is the first day of the fourth month following your date of hire. The effective date for dental benefits is the first of the month following your date of hire.

You and your dependents can enroll in the Health Benefits Plan and/or Dental Benefits Plan.

Unless otherwise noted, these semi-monthly contributions are taken out of your paycheck on a “pre-tax” basis. To learn more about these programs, contact HR at 498-2330.

Note: Even if you choose not to sign up for health or dental benefits, you’ll need to sign a declination form and submit within 30 days from your date of hire.

FLEXIBLE BENEFIT PLAN:
You can pay for eligible health and dependent care expenses before taxes. Things like daycare, prescription eyeglasses, and other qualified medical costs. This is a great way to save some money on necessary expenses. A new enrollment form must be completed each year.

RETIREMENT BENEFITS:
Full-time, permanent Staff employees are required to join the NYS Employees Retirement System. Enrollment is optional for part-time employees. This plan is a defined benefit plan. Your monthly benefit is defined based on your age, years of service and average salary.

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.

*Remember – enroll within 30 days of your hire date!*
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.
EMPLEYEE 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:
One of the perks of working at Onondaga is the opportunity to take classes for free. You, your spouse and your dependents are all eligible, on a space available basis, to take Onondaga courses at reduced or no tuition cost depending on your employment status. You’re also 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.

KEUKA JOINT PRESIDENTIAL SCHOLARSHIP
Onondaga has partnered with Keuka College to offer a Joint Presidential Scholarship for one employee at a time to attend Keuka College’s Accelerated Studies for Adults Program (ASAP) tuition-free in pursuit of a bachelor or master’s degree. Details are on the employee website under Employee Development.

SU - ONONDAGA JOINT EDUCATIONAL EXCELLENCE SCHOLARSHIP
Syracuse University (“SU”) and Onondaga Community College have partnered to offer a full tuition scholarship grant for qualifying employees. Selected Onondaga employees that are admitted into graduate study at SU through this program will be eligible to complete a course of study at SU with a full tuition scholarship grant. Details and selection criteria can be found on the employee website under Employee Development.
**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 Staff employees, go to employees.sunyocc.edu and click on Human Resources under “@work”

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

Civil Service Employees Association (CSEA)
As a Staff employee, you may elect to join the labor union that represents your bargaining unit. Contact Human Resources at 498-2330 or the President of the CSEA for more information.