Following is a brief overview of terms and conditions of employment and benefits available to Managerial and Confidential employees of Onondaga Community College. Please contact the Office of Human Resources (HR) with any related questions or for further clarification on the benefits summarized below.

The Office of Human Resources is located in Room 222 of Coulter Library, and is open from 8:00 am until 4:30 pm Monday through Friday. Our main telephone number is (315) 498-2330.

**Terms and Conditions of Employment**

The basic workweek for managerial and confidential employees (see list below) is a 35-hour period from 8:30 a.m. until 4:30 p.m., Monday through Friday. Notwithstanding the preceding schedule, professional obligations and commitments require additional time spent outside of this work period for which additional compensation is not granted. In light of the extent of professional obligation of managerial and confidential employees, employees in this status shall be exempt from the requirement to maintain daily time and attendance records.

Managerial and confidential employees shall complete a monthly report regarding the use of any paid or unpaid leaves, which shall be submitted to the employee’s immediate supervisor and maintained in the Office of Human Resources.

Nothing in the appointment letter, in this Terms and Conditions of Employment and Benefits Summary, or in any Trustee Document enabling the President to enter into an employment agreement shall be construed to create or imply a continuing expectation of employment with a managerial or confidential administrator. All Managerial and Confidential employees shall work at the will and discretion of the President.

**New Employee Orientation/New Employee Payroll Processing**

Individuals who are offered and accept positions with Onondaga Community College will be required to participate in New Employee Orientation on or before their first day. The individual’s appointment letter will identify his/her first day and direct him/her how to arrange for a New Employee Orientation.

New Employee Orientation consists of completing paperwork for payroll and/or benefit processing, as well as an introduction to employment policies and procedures. Temporary or seasonal employees will undergo only new employee payroll processing through the Office of Human Resources.

Some of the required paperwork to be completed by all new hires on the employee’s first day includes: federal and state income tax withholding, loyalty oath agreement, retirement option selection, and federal employment eligibility verification (I-9 Form). The I-9 Form and related law require the review and verification of identity and employment eligibility documents. While individuals may select which documents to show, options include a current driver’s license and Social Security card or a birth
certificate; or a current U.S. passport. A complete list of acceptable documents is available in the Office of Human Resources.

**Pay Checks**

OCC pays all employees on alternating Fridays on a bi-weekly basis. A schedule will be given to employees during orientation. It is also available within the HR Forms Public Folder. HR is a primary, though not exclusive, paycheck distribution point from 8:30 am until 2:00 pm on pay days, at which time HR will mail all remaining checks and statements of deposit to the employees’ home address.

Payroll direct deposit is strongly recommended. The necessary direct deposit enrollment forms and related instructions are available in HR and in the HR Forms public folder.

**Health/Dental Coverage**

Employees and/or their dependents may enroll in any of the health benefit programs as well as the dental benefit program outlined below. The 2008 semi-monthly employee contributions appear for each of the benefit programs. Coverage is not automatic so employees must select the program and complete an enrollment form within their first 30 days of employment. The effective date of coverage is the first of the month following the date of hire. Employees who choose to decline participation in either or both of the health and dental benefits programs will be required to complete a declination form.

<table>
<thead>
<tr>
<th>Health Benefits Program</th>
<th>Individual*</th>
<th>Family*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onondaga County Self Funded Plan:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OnPoint (Administered by BC/BS)</td>
<td>$22.47</td>
<td>$ 55.45</td>
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<tr>
<td>MVP</td>
<td>$65.83</td>
<td>$185.80</td>
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</table>

<table>
<thead>
<tr>
<th>Dental Benefits Program</th>
<th>Individual</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Administered by Delta Dental)</td>
<td>No charge</td>
<td>No charge</td>
</tr>
</tbody>
</table>

*Unless otherwise specified at enrollment, these semi-monthly contributions are deducted from paychecks on a “pre-tax” basis. This is allowable under an Internal Revenue Service, Section 125 program that helps to reduce federal income tax withholding.

Summary plan descriptions for all of the preceding plans are available in HR. Some are also available in the HR Summary Plan Descriptions public folder.

**Savings Plans**

**Flexible Benefit Plan**

The “Flex” Plan is a voluntary plan established pursuant to Section 125 of the Internal Revenue Code that allows participating employees to pay for eligible health and dependent care expenses with pre-tax compensation. This is limited to $3,000 per calendar year for medical expenses and $5,000 per calendar year.
year for dependent care expenses. Employees must complete an enrollment application each calendar year.

**Retirement**

Managerial and confidential employees must elect one of the following three retirement programs: New York State Teachers Retirement System (TRS), New York State Employees Retirement System (ERS), or Optional Retirement Program (ORP).

TRS and ERS are “defined benefit” retirement programs whereby the benefits individuals receive at retirement will be based on a benefit formula using a specific formula factor, the individual’s final average salary, age, and years of service. ORP is a “defined contribution” retirement program whereby the benefits individuals receive at retirement will be based on the amount of funds contributed to his/her account, the investment earnings on those funds, age when he/she begins drawing the income, and the benefit option selected.

TRS and ERS permit retirement at age 62 or older with five or more years of creditable service if the individual joins under present law. TRS and ERS also permit retirement at age 55 or older with five or more years of service credit; however, there is a reduction in the benefit formula in the event service credit is less than thirty years. ORP provides retirement and death benefits for or on behalf of electing employees who purchase individual contracts from either the Teachers Insurance and Annuity Association – College Retirement and Equities Fund (TIAA-CREF) or an alternative funding vehicle (AIG Valic, ING, or MetLife). Employees who participate in ORP may allocate employee and college contributions from among more than one account.

The Office of Human Resources provides election forms and application forms for each of these retirement programs that employees must complete and return within thirty days from the effective date of employment.

The Office of Human Resources also provides information regarding eligibility requirements (TRS membership is limited to those who are teachers or who supervise teachers), enrollment guidelines, and applicable employee and college contribution rates.

**Supplemental Retirement Annuity Plan**

This is a voluntary plan established pursuant to Section 403 (b) of the Internal Revenue Code that is tax favored and encourages employees to save for their retirement. An application is required. There is no employer contribution.

**Deferred Compensation Plan**

This is a voluntary plan established pursuant to Section 457 (b) of the Internal Revenue Code that is tax favored and encourages employees to save for their retirement. An application is required. There is no employer contribution.

* Federal and state statutes concerning pensions govern distributions from supplemental retirement annuity plans (403 (b)). Federal and state statutes concerning wages govern distributions from deferred compensation plans (457 (b)). In 2008, the maximum contribution to each plan is $15,500 or $31,000 total.
Managerial and confidential employees are eligible to enroll in Group Life Insurance and Group Total Disability Benefits Coverages. These programs are offered through The Standard Life Insurance Company of New York. The Standard is responsible for establishing eligibility, enrollment, and employee contribution guidelines. HR can assist in explaining Life Insurance and Total Disability Benefit coverage and their associated costs.

**Short Term Disability Insurance**

Administrators are eligible to enroll in Unum Provident Corporation’s short-term disability insurance coverage, which pays a percentage of salary if an employee becomes temporarily disabled to the extent he/she cannot work for a short period of time due to sickness or injury (excluding occupational illnesses or injuries). This coverage is completely employee paid and enrollment opportunities occur in April and October of each year.

**Leave Benefits**

Requests for time off must be submitted and approved by the employee’s supervisor through a Request for Time Off form available in HR and the HR Forms public folder. Monthly administrative leave reports identifying actual leave benefits used must then be completed and submitted to HR within one week following the end of each month. Please refer to HR for information on the process for requesting and reporting use of leave benefits.

**Vacation Leave**

Managerial and Confidential employees receive twenty-two days of vacation per academic year or the appropriate pro-rated amount for appointments made during the academic/fiscal year.

Subject to approval, Managerial and Confidential employees may carry over up to 8 unused vacation days to the following fiscal year (to a maximum of 30 vacation days in the following year). In addition, a maximum of five (5) days of unused vacation time in excess of eight (8) unused vacation days may be converted to sick leave. The carry-over provision as noted above shall take effect with the commencement of the college's fiscal year, September 1.

**Personal Leave**

Managerial and confidential employees earn three (3) days of personal leave per academic year to be used for religious observances or personal business. Managerial and confidential employees appointed during an academic year earn the appropriate pro-rated amount of three (3) personal leave days. Personal leave may be granted subject to prior approval of the supervisor and/or President. Unused personal leave may be converted into sick leave at the end of the academic year.

**Sick Leave**

Managerial and confidential employees receive one (1) sick leave day per month up to a maximum of 165 days.
Other Leaves

Extended sick leave, childbirth leave, bereavement leave, jury duty, military leave and sabbatical leave are other examples of paid leave. The President may also recommend to the Board of Trustees, for their approval, leaves for professional development directly related to a managerial and confidential employee's responsibilities with the College.

Leave of absence without pay may be granted for a variety of reasons including but not limited to, continuing education, professional, and personal. The College complies with the Family and Medical Leave Act of 1993.

Detailed descriptions of these leaves and the approval process are available in HR.

Holidays

OCC 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*
- Election Day**
- Veterans’ Day*
- Thanksgiving Day
- Christmas Day

The College determines the calendar date that each of these holidays will be celebrated.

*Floating holidays  **Observed on the day after Thanksgiving

Educational Benefits

Tuition waivers are available for employees, their spouse, and their dependent children for courses taken at Onondaga Community College for credit or audit, without tuition cost, on a space available basis.

In addition, employees may request tuition waivers for taking courses at member Colleges of the State University of New York. Benefits under this section are subject to Onondaga Community College and State University of New York policy and all limitations set forth therein.

HR has necessary forms for OCC and SUNY tuition waivers and can provide additional information. OCC tuition waiver forms are available in HR as well as in the HR Forms public folder.

Credit Union

Any employee may become a member of the Syracuse Federal Credit Union by purchasing a share for $5.00 and maintaining a minimum balance of $5.00. HR has more information and enrollment forms. Applicants must submit a copy of their driver’s license with the enrollment form.

Change in Address/Telephone Number

Employees should promptly notify their department supervisor or department chair and HR of a change in address or home telephone number so employment records may be updated, especially those
pertaining to employee benefits. Forms are available in HR as well as in the HR Forms public folder.

**Reporting Accidents and Injuries**

Employees must report all accidents and injuries, regardless of their severity, not only to their department supervisor or department chair but also to the Office of Human Resources, the Office of Campus Safety and Security, or the Office of Health Services before the end of the working day. Health Services should be contacted for first aid treatment in addition to reporting the details of the accident or injury. Accident reporting forms are available in any of the offices identified above and are also available in the HR Forms public folder.

**Resignation and Terminal Leave**

 Upon resignation or retirement, a managerial or confidential employee will receive a lump sum cash payment up to a maximum of 35 days of earned and unused vacation, personal leave, and floating holidays provided that notice of resignation or retirement is on file in the Office of Human Resources at least to (2) weeks prior to the employee's last day of work. Entitlement for lump sum payment is figured from accumulated leave for the academic year in which the resignation or retirement takes place and must be certified by the Office of Human Resources. The maximum entitlement of vacation leave is 30 days, the maximum of entitlement of personal leave days is three (3), and the maximum entitlement of floating holidays is two (2). The terminal leave entitlement for personal leave is credited at the rate of one day for each four (4) months of service, and the terminal leave entitlement for vacation leave is credited at the rate of 1.8 days per month. Floating holidays are credited for terminal leave entitlement purposes as whole days. Employees may be retained on the payroll on budgeted line items following the last day of work in order to use any uncompensated leave credits in pursuant to the discretion of the President.

When an employee is reinstated or rehired from resignation, unused sick leave credits, if any, which remained at the time of resignation may be restored to the employee upon reinstatement or rehire. The employee shall then become eligible to begin earning new vacation, personal, and sick leave days.

**List of Managerial and Confidential Positions**

The following titles depict administrative positions that are unrepresented by an employee organization. These positions meet the criteria for "professional service", defined by New York State Education Law and are allocated to the Unclassified Service of the Civil Service of the State of New York, pursuant to the Civil Service Law. The “Secretary” titles have been approved by the New York State Civil Service Commission to be allocated to the Exempt Class of the Classified Service of the State of New York. The “Secretary” titles are also unrepresented by an employee organization. It is the belief of the college that the job duties of these positions entitle incumbents with "managerial" or "confidential" status as defined by New York State Civil Service Law. These positions are full-time and designated on the permanent payroll, but do not have academic rank, tenure, or continuing appointment.

Assistant Director of Human Resources
Assistant to the Vice President
Associate Vice President, Academic Services
Associate Vice President, Corporate & Extended Learning
Associate Vice President, Enrollment Management
Associate Vice President, Student Support Services
Center for Continuous Improvement Strategies, Executive Director
Chief Financial Officer  
Chief Information Officer  
Comptroller  
Director of Campus Safety and Security  
Director of Development  
Director of Human Resources  
Director of Institutional Planning and Research  
Director of Multicultural Resources and Diversity Awareness  
Human Resources Coordinator  
President  
Secretary, Office of the Board of Trustees of Onondaga Community College  
Secretary to President  
Vice President of Human Resources  
Vice President for Institutional Advancement  
Vice President, Student & Academic Services  

Note: This document was created for the purpose of providing a brief summary of the terms and conditions of employment and benefits available at OCC to Managerial and Confidential employees. What is listed in OCC policies will supersede any misrepresentations or discrepancies listed within this document.