



TO: All College Assistants

FROM: Lee Kelly  
AVP of Human Resources  
Office of Human Resources

SUBJECT: Terms and Conditions of Employment

As a College Assistant employed at Queens College, you should be aware of the terms and conditions of your employment. Please familiarize yourself with the following and sign your initials in the space provided after each term and condition:

1. College Assistants are limited to a maximum of 1,040 working hours between July 1<sup>st</sup> and June 30<sup>th</sup> of the fiscal/budget year. Any work hours exceeding this maximum, which is determined by contractual agreement, will not be paid. \_\_\_\_\_
2. Upon completion of 500 hours worked, College Assistants are eligible to use accrued annual and sick leave. Annual leave requires prior approval of your supervisor and must be taken in units of one hour or multiples thereof. All annual leave and sick leave used must be entered in the appropriate section of the timesheet. \_\_\_\_\_
3. You must sign in, sign out and initial your time sheet daily. You may not work in units of less than one half hour or multiples thereof. Your supervisor is responsible for signing your timesheet at the end of each work period and submitting it to the Office of Human Resources/Payroll. \_\_\_\_\_
4. As for all employees, the State Labor Law prevails; an employee may not work more than five (5) hours without taking a meal period. All hours worked, but not the meal period, will be paid. \_\_\_\_\_

5. College Assistants who meet eligibility requirements for health insurance (6-month appointment; 20 hours per week) have a ninety-day waiting period from their date of appointment to be eligible for City health benefits. The Office of Human Resources will issue an ERB-2000 (Health Benefits Application) to be returned on the designated date. \_\_\_\_\_
6. You have the right to join the New York City Employees' Retirement System. If you wish to join the pension system, it is necessary for you to bring a copy of your birth certificate to the Office of Human Resources, Kiely Hall, Room 163 and complete the enrollment application. \_\_\_\_\_
7. For Union matters, such as Welfare Fund information, please contact Local 2054 Shop Steward Ms. Joan Gerard at 718-997-6513 or Mr. Michael Jimenez at 718-997-5887. \_\_\_\_\_
8. The Office of Human Resources is responsible for the employment of all non-teaching personnel, including College Assistants. Upon completion of any work assignment, however long it may be, it is your responsibility to check out with the Office of Human Resources. For your convenience, the checkout form and exit interview can be assessed at:  
<http://www.qc.cuny.edu/HR/Documents/CheckoutExitInterview.pdf>. \_\_\_\_\_

I have read the terms and conditions of employment and received benefit eligibility information pertaining to part-time appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please contact Ms. Joan Gerard at 718-997-5613 or Mr. Michael Jimenez at 718-997-5887 regarding College Assistant Welfare Fund Information.

Updated 11/18/16