

# New Employee Orientation

Updated : June, 2022

# Welcome to Hudson Valley Community College

- You are now an employee at one of the finest community colleges in the area!
- HVCC was rated by Community College Week as the 71<sup>st</sup> largest and most productive two-year college in the nation.

# Human Resources Office Staff

- Karen Paquette, Executive Director of Human Resources, (518) 629-4552
- Heather Henry, Human Resource Administrator, (518) 629-4551
- Kate Teal, Coordinator of HR Development, (518) 629-4552
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# Goal Statements

- Enhance and maintain an environment that fosters excellence in teaching and learning.
- Maintain an enrollment level that will provide the resources required to achieve institutional excellence.
- Establish and enhance educational partnerships with business/industry; non-profit organizations and government agencies; and support economic development in the community

# Goals cont'd.

- Establish the College as a center for lifelong learning programs and cultural activities.
- Provide quality student support services that respond to the needs of students.
- Establish and maintain a campus environment which builds communication, invites the sharing of ideas, and promotes collegiality.

# Goals cont'd.

- Enhance an efficient organizational approach which encourages and supports quality in the educational process while controlling operational cost.
- Continually improve institutional effectiveness through the ongoing processes of program evaluation, long-term planning, and self-assessment.

# Goals cont'd.

- Increase private and public sector funding of the Institution in order to support the College's mission and vision.

# Are there bargaining units at HVCC?

Yes, there are six bargaining units:

- NTPA – Non Teaching Professional Association
- NIEU – Non Instructional Employee Union
- Faculty Association
- Department Chairpersons Association
- Alliance – EOC Faculty Alliance
- UPSEU – United Public Sector Employee Union

# Who works at HVCC?

- On Hudson Valley Community College's website ([www.hvcc.edu](http://www.hvcc.edu)), you will find a campus directory which includes employee names with their title, department, email address, location and phone number.

# Campus Chronicle

This is the official employee newsletter of the college. It is used to inform all employees, active and retired, of campus announcements and events. You can access it directly at <http://chronicle.hvcc.edu/> and a summary of new announcements is emailed to all employees daily during the week. It is important to read it daily to keep up on what's happening on campus.

# Overview of Employee Benefits and Payroll

- As a new employee you should have met with or be scheduled to meet with an associate in the Office of Human Resources. The purpose of this meeting is to gather more information from you and provide you with information regarding your employee benefits.

# Benefits and Payroll cont'd.

- It is very important that you complete all of the required forms in a timely manner to ensure that your first paycheck will not be delayed and your insurance will become effective as anticipated.

# Information needed

- For employment purposes you will be required to provide proper identification (for example: valid driver's license with either a social security card, birth certificate or valid passport) for I-9 forms (citizenship). An I-9, W-4 and IT-2104 form is required from all employees prior to being paid.

# When will I be paid?

- Employees are normally paid every other Friday (either 26 or 27 times depending upon the year).

# Is direct deposit available to me?

- Yes, it is strongly recommended you sign up for Direct Deposit rather than be issued a manual check. You can enroll at the Human Resources Office or by completing the forms located on the Payroll Office webpage.
- If you do not enroll in direct deposit, checks will be available in the Cashier's Office on the pay date.

# What information will I be required to provide when completing insurance and retirement forms?

- You will be asked to provide the date of birth and social security number for your spouse and any dependent children in addition to your own information.
- If you are already a member of a retirement system that the college participates with, you will be asked to provide your membership number and date of membership.

# Am I required to join a retirement system?

- Yes, as a benefited employee you are required to join a retirement system. If you are a civil service employee you must join the NYS Employees' Retirement System (ERS). Other employees may have the option of joining one of the three other retirement systems available - ERS, TRS or an Optional Retirement Program.

# Differences between retirement plans:

- Defined benefit (ERS and TRS)
- Defined contribution (TIAA)
- Vesting requirements
- Borrowing options
- Long-term benefits

# What benefits are available to me and will I be required to make a contribution?

- When you meet with Human Resources, we will review with you all of the applicable employee benefits (health insurance, retirement options, vacation days, sick days, etc.). Employee benefits vary depending upon the type of position that you were hired for.

# Benefits and contributions cont'd.

- Contributions toward benefits are also dependent upon the type of position that you have and your date of hire. Contributions toward insurance premiums are deducted from your regular salary on the first and second paycheck of each month.

# Are there optional benefit plans that I can participate in?

- Yes. You may be eligible to enroll in a supplemental annuity account, tax shelter annuity, NYS Deferred Compensation flexible spending account, AFLAC supplemental insurance, etc.

# How is the time that I work kept?

- Depending upon the type of position that you hold you will either be required to keep a paper timesheet or a Kronos timesheet. Timesheets should be kept on a daily basis with actual hours worked indicated. Timesheets cover a two-week period.

# Timesheets cont'd.

- If you worked overtime (must be previously approved by your supervisor) your timesheet should indicate the overtime and you should complete the appropriate form to indicate whether or not you would like your time paid or accrued.

# Questions about Timecards and Timesheet

- PLEASE contact the Office of Human Resources (ext. 4552) should you have any questions about how you should be keeping your time records.

# How do I accrue sick time and for what reasons might I take time?

- You should view sick time as your short-term disability policy as you are paid 100% of your salary when you use accrued sick time. Since you usually have no idea when you might become ill or injured, you should be very cautious with your time.

# Sick leave cont'd.

- Sick time may be used for your own illness or injury and for doctors and dentist appointments. You may also be eligible to use accrued sick time for a family medical leave. Please contact HR with any questions.(ext.4552)

# What happens to my accrued sick time should I leave HVCC College?

- If you are eligible to and retire from HVCC, your accrued sick time may be used to cover health insurance cost.
- If you resign from HVCC, sick leave is not a payout item.

# How do I request to take time off?

- Each department has a different procedure. Please ask your supervisor for directions.

# Taking Classes at HVCC

- Tuition may be waived depending upon your collective bargaining agreement(union).
- Tuition waiver form and procedures may be found on the HR website.

# Hudson Valley Community College Issues and Policies

- Scott Ely is the Affirmative Action Officer and the Title IX Coordinator when a staff member is involved. If you feel you have experienced harassment or discrimination at HVCC, please do not hesitate to contact Scott (ext 8110).

# Issues and Policies cont'd

- It is the policy of Hudson Valley Community College and the Educational Opportunity Center not to discriminate against any employee or applicant for employment on the basis of their race, color, religion, age, sex, national origin, marital status, disability, protected Veterans Status, sexual orientation and gender identity, genetic information, victims of domestic violence and stalking, familial status and all other categories covered by law

# HR Issues and Policies cont'd.

- All Federal, State, County and HR Work Place Policies are listed and described in the employee Handbook:
  - These policies include: Drug and Alcohol, Work Place Violence, Discrimination and Harassment, FMLA, Anti-Bullying and Right-to-Know

# Dress code?

- While there is no written dress code there is an expectation of all faculty and staff. The expectation regarding attire is professionalism. You should look like you are going to work in a college and not going to the beach!

# Computer Usage

- You will receive a computer account on the first day of employment. Information Technology Services (ITS) Help Desk will provide you with username and temporary password.

# E-Mail Usage

- Official form of Communication
- E-mail messages are abundant and can inundate many people. E-mail correspondence is best when used for brief messages to others. E-mail should not be used as a means to attack other people and you should be very careful with the “tone” of your message before you hit the send button.

# Phone Usage

- On your first day of employment your supervisor should request a phone extension assignment, voicemail access and pin #.

# Incoming phone calls

- If you have been hired as a clerical support staff you will be responsible for answering several phone calls throughout your regular workday. When answering the telephone you should use a greeting such as the following: “Good morning identify name of office, identify yourself speaking”

# Greetings cont'd.

- If you are not a support staff member and receive phone calls directly you should at least identify yourself or the office. For example, "Good morning, Name of Office or your name"

# Parking

- As a new employee, you will complete a Information card and pick up your parking tag when you visit the Public Safety office(Siek Campus Center room 170) to get your employee ID card.

# Parking cont'd.

- There are three parking levels in the parking garage for faculty and staff. The tag from Public Safety is required to enter.

# Employee ID

- As a new employee you should obtain an employee identification card as soon as possible. You can obtain your ID card from the Public Safety Office.
- You should also display your College ID during working hours.

# Office space/keys

- Office space will be designated and set-up for you prior to your first day of work. Prior to your first day of work your immediate supervisor may complete a key request form on your behalf. You will be required to sign a key card at the time that keys are actually given to you.

# Travel requests

- For all off-campus business you must complete a travel request/reimbursement form. You must sign the form and have your immediate supervisor and budget manager also sign. Contact Purchasing at 629-4519

# Interoffice mail/ outgoing mail

- Mail is available for pick-up and drop-off throughout the campus on a daily basis. For materials that you would like sent via inter-office mail you should use an inter-office envelope and clearly write the name of the person or department that you would like the mail delivered to. Please be sure to cross off the previous name on the envelope.

# Mail cont'd.

- If the material is confidential in nature please be sure to mark the envelope CONFIDENTIAL and tape the envelope shut.
- For all business-related material that is to be sent off campus, please use appropriate business letterhead and envelopes.

# Employee Assistance Program

- EAP is offered to college employees and their family members through “Human Resource Directions”.
- This service provides confidential and immediate help with work-related and personal issues that may be affecting the employee’s personal and/or professional life. This service is at no cost to the employee.

# EAP cont'd.

- Stop by the Human Resources office for information or the HR webpage <http://www.hvcc.edu/hr/forms>
- [www.capitalcounseling.com](http://www.capitalcounseling.com)

# Employee Behavior - Things to be aware of:

- Inappropriate behavior with students
- Harassment / Sexual harassment
- Misuse of computers
- Anti-Bullying

# Distinctions cont'd.

- Middle States Commission on Higher Education granted HVCC College continued full accreditation, following approval of the Progress Report submitted in April 2017. The College remains accredited without any additional follow up reporting.

Questions??

Thank you for your participation  
and welcome!

All of us on the HR Staff hope that  
this was informative for you and we  
hope that this is just the start of a  
long and rewarding career.

Karen, Heather, Dina & Kate