



New York Medical College Policy and Procedure Manual

Section: HUMAN RESOURCES	No.: HR. 201
	Date: April 15, 2005
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	Supersedes: 5/10/01

I. Purpose

To establish guidelines defining the employment classes into which College employees are assigned and to define the type of employment based on hours scheduled and length of assignment. The benefit package associated with each class and type of employment is also provided.

II. Scope

This policy applies to all College faculty, staff and Non-CBU employees.

III. Definition

A. Employment Classes

1. Faculty

An individual who has been awarded a Faculty appointment by the appropriate Dean, and as approved by the Board of Trustees, as required.

2. Officers

A corporate officer of the institution who is recognized by appropriate title (President, Dean, Vice-President, etc.) as approved by the Board of Trustees.

3. Exempt I

Associate Deans without a Faculty appointment and all individuals in positions classified in salary grades 13 and above in the College's Wage and Salary Program, and attending physicians (without a faculty appointment).

Issued By:

Approved By:

4. Exempt

Personnel who, by virtue of their assigned duties, can satisfy certain qualifications as outlined in the Fair Labor Standards Act and are thereby determined (by the Human Resources Department) to be exempt from overtime compensation when they occupy bona fide professional, managerial, supervisory or executive positions.

5. Non-Exempt

Personnel who, by virtue of their assigned duties, which would be generally technical, secretarial or clerical, can satisfy certain qualifications as outlined in the Fair Labor Standards Act and are thereby determined (by the Human Resources Department) to be entitled to compensation for overtime.

6. CBU

All Collective Bargaining Unit employees covered by collective bargaining agreements with New York Medical College and represented by certified labor unions. The specific job classifications to be included are listed in each labor contract.

7. Fellow

a. Types

- 1).** Clinical Fellow - An M.D. who has completed training and is pursuing advanced training in a clinical specialty.
- 2).** Research Fellow - An individual with an advanced degree M.D. or Ph.D. pursuing additional study, training and research under the supervision of a Principal Investigator for a period of one to three (1-3) years, with period of extensions up to 6 years.

b. A fellowship is for a specific period of time. All fellows are temporary employees.

8. Resident

- a.** An individual who has previously attained an M.D. or D.D.S. degree and who has been appointed to perform a period of advanced specialty training in a Medical Board Certified Program.
- b.** A Residency is for a specific period of time. All residents are temporary employees.

9. Graduate Research Associate

- a.** Individuals who are registered as New York Medical College students or students at another institution, whose performance of work at New York Medical College is part of their educational course of study, (is required for the attainment of a degree) and who are receiving pay, usually in the form of a stipend, from or through New York Medical College.
- b.** All students are temporary employees, who work 20 hrs per week when school is in session and 35 hrs per week when school is not in session.

10. Visiting Research Associate/Visiting Scientist

- a.** An individual with an advanced degree who is past the post-doctoral training year and is collaborating at New York Medical College on an existing grant or project.
- b.** All Visiting Research Associates/visiting Scientists are temporary employees with an employment class of Fellow.

D. Types of Employment

1. Regular Full-Time

All individuals hired for one (1) year or more whose normal working schedule is at least thirty-five (35) hours per week. Certain

job classifications may require the normal working schedule to exceed thirty-five (35) hours per week; i.e. Security Guards are scheduled for a forty(40) hour work week, and certain members of 1199 Facilities staff are scheduled for a thirty seven and a half (37.5) hour work week.

2. Regular Part-Time

All individuals hired for one (1) year or more and whose normal working schedule is less than thirty-five (35) hours but at least seven (7) hours per week. Normal working schedule means that the hours of work are pre-arranged and are applied consistently each week.

3. Temporary Full-Time

All individuals hired for a period of time that is less than one year and whose normal working schedule is at least thirty-five (35) hours per week, with the exception of Fellows or Residents whose temporary status normally exceeds a year.

4. Temporary Part-Time

All individuals hired for a period of time that is less than one year and whose normal working schedule is comprised of less than thirty-five (35) hours per week.

5. Per Diem

a. All individuals hired:

- 1).** Without a regular work schedule
- 2).** For an indefinite period of time, and
- 3).** Paid on an hourly basis.

6. Voluntary

a. All individuals performing work without compensation.

- 1).** Without a regular work schedule

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- 2). For an indefinite period of time.
- 3). Must register with Dept. Adm/Head in order to complete Volunteer Information Report (HR-40).

IV. Policy

It is the policy of the College to classify all employees based on the definitions above with eligibility for benefits based on this classification.

This policy is subject to change without prior notice and is not intended to confer any rights or benefits upon specific employees or to entitle any person to be or remain employed by the college.

V. Procedure

- A. **Attachment I** indicates the benefits entitlement for regular full-time classifications on a contributory and non-contributory basis.
- B. **Attachment II** indicates the benefit entitlement for regular part-time classification on a contributory and non-contributory basis.
- C. **Attachments III & IV** indicate benefit entitlement for temporary full-time and temporary part time on a contributory and non-contributory basis.
- D. The above referenced matrices I, II, III and IV apply only to the eligibility for a benefit plan based on particular employment conditions. They do not define service eligibility. For the length of service necessary to qualify for a particular plan, it is necessary to refer to the description of each plan.
- E. CBU benefit entitlement & eligibility is contained in the Bargaining Unit Agreement and is not covered by this policy.
- F. When an employee transfers at the College's request from regular full-time employment to regular part-time employment, and loses benefit eligibility, the College will permit the employee to continue this coverage on a contributory basis through the payroll system if the employee works seventeen and one-half (17½) hours or more. If the employee works less than seventeen and one-half (17½) hours, they are eligible to continue benefits through COBRA. (See **Policy HR.317 - COBRA Compliance**).

- G. Regular Part-time employees working seventeen and one-half (17½) hours or more on a weekly basis, are eligible to purchase New York Medical College Medical Benefits. The entire cost of the coverage would be paid by the employee.
- H. Fellows funded through New York Medical College will be eligible for benefits as outlined on **Attachment III**.
- I. Research Fellows funded through a home institution or outside agency will be eligible for benefits, if it is determined by the Department Chairman that benefits are not available from the home institution or outside agency. The cost for this benefit coverage will be paid by the Research Grant.
- J. Graduate Research Associates are only eligible for the student Medical Plan. Graduate Research Associates are paid through New York Medical College in the form of stipends and/or grant monies. When funding has been discontinued and the student is still maintaining full-time effort to complete a research project, the Department Chairman may request to continue the student medical plan through a grant with the approval of the Dean of the appropriate Graduate School.
- K. Temporary full-time and part-time personnel must either be removed from the payroll file in one year or at the end of the prescribed length of employment, or, appropriate written approval on a **Personnel Action Form (PAF)** must be secured to extend the period of employment. This stipulation does not apply to Fellows, Residents & Graduate or Visiting Research Associates.
- L. It is the responsibility of each department to monitor the use of per-diems so that if no work is performed within a three (3) month period, the individual should be removed from the payroll file. Human Resources will run a report for each department administrator, when there is no payroll check activity for an employee on a biweekly basis. A termination **PAF form** should be generated by the department to terminate the employee or put the employee on leave.
- M. It is the responsibility of each department to maintain a file on voluntary personnel. Research departments must complete a Laboratory Volunteer

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Information Report for each volunteer and submit it to Human Resources, Environmental Health & Safety, and Security.

- N. Voluntary Faculty, based on full-time status and geographical location, are eligible to purchase health benefits through New York Medical College at the cost of the premium.
- O. Voluntary employees are required to get a New York Medical College ID card and parking tag. A letter shall be written to Human Resources from the Department which includes the Volunteer's name, department, work location and duration of stay. The Volunteer brings the letter to Human Resources for processing and receives a blank ID and a form, which must then be taken to the Security Office. Departments must complete a Volunteer Information Report for each volunteer working in their department.
- P. All voluntary employees must attend a Safety Training session in order to work in any location.

VI. Responsibility

A. Supervisors/Administrators

- 1. Properly identifying the employee Class and Type on the **Personnel Action Forms (PAF)**.
- 2. Comply with the provisions of this policy.

B. Human Resources Department

- 1. Review and approve designation of employee class and type.
- 2. Responsible for assuring that each employee has the benefits which correspond to the employee class and type.
- 3. Provide advice and guidance with respect to the interpretation and administration of this policy.

ATTACHMENT I

**BENEFITS ELIGIBILITY SUMMARY
REGULAR FULL TIME**

FACULTY, OFFICERS, EXEMPT-1, EXEMPT AND NON-EXEMPT

BENEFIT	NON-CONTRIBUTORY	CONTRIBUTORY
Tax Deferred Annuity	yes	yes
Life Insurance	yes	yes
Accidental Death and Dismemberment	yes	yes
Personal Accident Insurance	no	yes
Dependent Life Insurance	no	yes
Medical Plan	no	yes
HMO	no	yes
Dental Assistance Plan	no	yes
Enhanced Dental Plan	no	yes
Short Term Disability	yes	no
Long Term Disability up to \$40,000	yes	no
Long Term Disability up to Max	no	yes
Dependent Tuition Allowance	yes	no
Graduate School Tuition Remission	yes	no
Flexible Spending Account	no	yes
Vacation	yes	
Personal Days	yes	
Holidays	yes	
Vision Plan	no	yes
Long Term Care	no	yes
Employee Assistance Plan (EAP)	yes	no

Employee contribution based on coverage selected
HHC Affiliation Employees' holidays and personal days are assigned by the hospital.

ATTACHMENT II

**BENEFITS ELIGIBILITY SUMMARY
REGULAR PART- TIME**

FACULTY, OFFICERS, EXEMPT-1, EXEMPT AND NON-EXEMPT

BENEFIT	NON-CONTRIBUTORY	CONTRIBUTORY
Tax Deferred Annuity	yes (A)	yes
Life Insurance	no	no
Accidental Death and Dismemberment	no	no
Personal Accident Insurance	no	yes (B)
Medical Plan	no	yes (B)
HMO	no	yes (B)
Dental Assistance Plan	no	yes (B)
Enhanced Dental Plan	no	yes (B)
Short Term Disability	yes (C)	no
Long Term Disability up to \$40,000	no	no
Long Term Disability up to Max	no	no
Dependent Tuition Allowance	no	no
Graduate School Tuition Remission	yes (C)	no
Flexible Spending Account	no	no
Vacation	yes (C)	
Personal Days	yes (C)	
Holidays	yes (C)	
Vision Plan	no	yes
Long Term Care	no	yes (B)
Employee Assistance Program (EAP)	yes (E)	no

(A) Eligible if scheduled hours => 20 hours per week.

(B) Employees working 17 1/2 hours per week, can contribute full coverage cost based on coverage selected.

(C) Eligible for pro-rated benefit based on scheduled hours.

(D) HHC Affiliation Employees holidays and personal days are assigned by the hospital.

(E) Eligible if scheduled hours => 17 1/2

ATTACHMENT III

**NON-CONTRIBUTORY BENEFIT ELIGIBILITY SUMMARY
TEMPORARY FULL-TIME, TEMPORARY PART-TIME**

BENEFIT	FACULTY, OFFICERS, EXEMPT-1, EXEMPT, NON-EXEMPT	RESIDENTS	FELLOWS
Tax Deferred Annuity	no	no	no
Life Insurance	no	no	no
Accidental Death and Dismemberment	no	no	no
Medical Plan	no	yes (A)	yes (A)
HMO	no	yes (A)	yes (A)
Dental Assistance & Enhanced	no	yes (A)	yes (A)
Short Term Disability	no	no	no
Long Term Disability	no	no	no
Dependent Tuition Allowance	no	no	no
Graduate School Tuition Remission	no	no	no
Flexible Spending Account	no	no	no
Vacation	no	yes (A)	yes (A)
Personal Days	no	yes (A)	yes (A)
Holidays	no	yes (A)	yes (A)

(A) Full-Time employees receive benefit

ATTACHMENT IV

**CONTRIBUTORY BENEFIT ELIGIBILITY SUMMARY
TEMPORARY FULL-TIME, TEMPORARY PART-TIME**

BENEFIT	FACULTY, OFFICERS, EXEMPT-1, EXEMPT, NON-EXEMPT	RESIDENTS	FELLOWS
Tax Deferred Annuity	no	no	no
Life Insurance	no	no	no
Personal Accident Insurance	no	no	no
Dependent Life Insurance	no	no	no
Medical Plans	no	yes	yes (A)
Dental Plans	no	yes	yes (A)
Short Term Disability	no	no	no
Long Term Disability	no	no	no
Dependent Tuition	no	no	no
Graduate School Tuition	no	no	no
Flexible Spending Account	no	no	no
Vacation	no	no	no
Personal Days	no	no	no
Holidays	no	no	no
Vision	no	no	yes