**Accidents** - In all accidents, the following procedures shall be followed:

- Administer first aid or get competent assistance to do so.
- Telephone or send for assistance by dialing the Health Services Office (Ext. 5858) and/or the Office of Public Safety (Ext. 5923). Notify the Department Chairperson who will notify the Vice President of Academic Affairs’ Office. In the evenings and on weekends, notify the Evening Administration Office, CO 506A (Ext. 5703).
- Stay with the individual until someone from Public Safety arrives.
- Make the individual as comfortable as possible—loosen tight clothing, tie, belt, etc. Do not move the victim unless it is necessary to prevent further injury. If movement is necessary, do so carefully and gently. Keep the individual warm.
- Remain with the victim until he/she is safely in the Health Services Office, ambulance or on the way home.
- As soon as possible, but within 48 hours, an official College Accident Report is to be completed in the Health Services Office and forwarded to the Office of Public Safety. Accident Report forms are available in the Office of Public Safety and the Evening Administration Office.

**Accident Reports** - Completed Accident Reports should be processed as indicated:

- The person responsible for the activity at which an accident occurs prepares the accident form and sends it to the Health Services Office with a copy to the Office of Public Safety.
- When an accident occurs in an area where a member of the faculty may not be in charge (corridors, stairs, elevators, etc.), the College nurse will fill out the Accident Report in conjunction with the Office of Public Safety. The original report will be filed in the Office of Public Safety and a copy kept in the Health Services Office.

**Fire** - Periodic fire drills are conducted by law.

- The fire alarm or signal for a fire drill is sounded by a series of gongs, buzzers, or bells. Please respond to the signals promptly.
- Procedures to be followed in fire drills are posted on a printed placard located near the elevators and staircases. Familiarize yourself with these regulations each semester, as you will be expected to supervise your class in these drills. Do not use elevators.
- Students who are not in class when a drill is sounded are to join the nearest organized group and proceed under the direction of the faculty member in charge. Upon leaving a building, go to a location at least 100 feet from the structure. Faculty members are expected to observe the fire regulations and require students to do so.

**Duplicating**

Facilities are available in all departments for faculty members for duplicating relatively small quantities of material. Central duplicating facilities for larger quantities are located in CO Lower Level. Allow at least three days for large quantity requests. Each department office has the necessary form to be filled out and forwarded to the Duplicating, Mail & Audiovisual Services Department. Copyright restrictions must be adhered to when making any requests for the duplication of teaching material.
Health Plans

Full-time faculty may join a variety of health plans. Faculty should go to the Human Resources Department, South Hall, first floor, Ext. 5119, for all pertinent information and forms relating to the plans.

The PSC/CUNY Welfare Fund provides Group Life Insurance, Disability Insurance, and Major Medical Insurance. Prescriptions, Dental, and Eyeglass benefits are also available to eligible instructional staff.

Hourly Pay

Evening, Weekend and Extension faculty teaching for hourly pay are paid for only hours taught. Adjunct faculty and faculty in multiple-position assignment, who are absent because of personal illness or death in the immediate family, may be excused for a period of 1/15 of the total number of clock hours in the particular session or semester. See PSC-CUNY Agreement, Article 14.8. Time sheets must be completed according to schedule.

Faculty and Counselors are paid 60 percent of the adjunct work rate for (administrative) non-classroom activities. Time sheets must be submitted to the chairperson of the department. Hours actually taught in the classroom are paid at the adjunct rate.

Identification Cards

To ensure that College facilities are available only to authorized persons, all faculty members are issued identifications cards that include the picture of the holder. Faculty may acquire ID cards at the ID room in Colston Hall, Main Level, Ext. 5458.

ID cards should be carried at all times. They also serve as a CUNY-wide Library cards and are required for payroll purposes. ID cards must be validated each semester.

Keys

Key requests for existing locks should be made to the department office so that the chairperson may sign the form and forward it to the Office of the Senior Vice President of Administration & Finance for processing. There is a $2 non-refundable fee for each key request. There is no fee for desk or cabinet key requests. The fee should be paid to the Bursar's Office where a receipt will be issued in order to obtain the key/s requested.

Locksmith

Faculty should request a work order form to be filled out by the department staff and sent to the Physical Plant Services' Office (PPS) for lock changes, files opened, hardware fixed, etc.

BCC Key Issuance Procedures

- Keys will be issued to College employees only upon the request of their area administrator, e.g., the department chairperson or director. There will be no charge for the first-time issuance of a room key. However, a $10 fee will be charged for the replacement of any lost or stolen room key.
- A written key request form must be completed and must include the signature of the appropriate authorized unit head. The key request form must be sent to
the Administrative Superintendent of Physical Plant Services (PPS), Mr. Lamont Watson, located in New Hall 12, or faxed to his All key recipients must schedule a time to pick up their keys, in person, at the PPS Locksmith Shop in New Hall 16, ext. 3070, and must sign to verify receipt of keys, and to attest to the fact that they agree to return all keys upon their separation from service to BCC. Key recipients must bring with them a copy of the signed key request form plus a validated BCC identification card. The individual to whom the key is issued will be held responsible and accountable for said key until its return.

- Unauthorized duplication of any BCC key, or the possession of any unauthorized BCC key, will result in disciplinary procedures and, as outlined in the New York State Penal Code, may result in misdemeanor charges against the individual.
- Lost or stolen keys must be immediately reported to the appropriate area administrator and to the Department of Public Safety at (718) 289-5390.
- Faculty or staff separating from the College must return all keys and/or pay fines for lost keys prior to completing the exit process with the Department of Human Resources.
- BCC students who are issued keys must be authorized by the unit administrator on a semester-to-semester basis and must provide verification of class enrollment for each semester.
- In the event of a lockout, call the Locksmith (ext. 3070) and the Department of Public Safety (ext. 5390).
- Broken locks on desks, cabinets or other furniture will be opened by PPS locksmiths at no charge, but these locks will not be repaired; they may be replaced with a new lock and key for a fee of $20. A replacement key for some furniture items will be provided, if available, for a fee of $3.

Mail

Mail is delivered and picked up from all administrative and department offices on a daily basis. Inquiries regarding pick-up, economical postage rates, etc. should be directed to the Mail Room, CO 1009A, Ext. 5606. No personal mail should be placed in the department’s outgoing mail.

Parking Decals

Full-time faculty can obtain a parking decal for the year from the Bursar’s Office (Colston Hall) by showing the relevant documents and pay the required fee. Adjunct faculty can purchase a decal for the semester. Faculty is expected to adhere to the traffic regulations described in the Traffic and Parking Regulations booklet provided at the time of obtaining a parking decal.

Faculty expecting a visitor who would like to park on campus must request a Visitor’s Pass at least 24 hours prior to the visit from the Department of Public Safety (Ext. 5923; Fax 6359; Loew Hall, Room 510). Relevant information to obtain a pass must include: visitor’s name; date and time of visit; vehicle’s year, make, model, and color; requester’s name, department, building/room number and campus extension.

Protocol for Off Hours Access to the BCC Campus for Faculty and Staff (Revised Version)

Except for major holidays, in observance of which Bronx Community College may be officially closed, the College is open for business Monday through Saturday, 6:30 a.m. - 11 p.m., and Sunday from 7:30 a.m. to 4 p.m. If faculty or staff wish to come to their office or remain on campus during those times when the College is closed, they must submit prior written notification to the Office of Administration & Finance (including the “to/from” time) and this notice must be authorized by their academic department
chairperson, academic division coordinator or a member of the President’s Executive Council to which their area reports. In addition, on each occasion, faculty and staff will be asked to present a BCC ID card validated for the current semester, and they will need to sign in and out.

In the case of a last minute emergency, such as an unforeseen need to retrieve something from an office, the Public Safety Officer on duty will contact the chairperson, coordinator or Executive Council member at home and advise him or her of the situation. Once approval is obtained, a Public Safety Officer will escort the individual, open the building and remain until the purpose is accomplished and the building can be re-locked.

Members of the Executive Council, Department Chairpersons and Division Coordinators do not need prior authorization to come on campus during off hours, but they need to call Public Safety Office at least one hour in advance of the time they expect to arrive. Upon arrival to the campus the aforementioned will also be expected to present a valid BCC ID card and to sign in and out.

**Retirement and Pension**

Full-time faculty members are required to take membership in the New York City Teachers’ Retirement System (NYCTRS), or the Teachers Insurance Annuity Association (TIAA/CREF). The City of New York and the employee share the bi-weekly contribution to the NYCTRS and TIAA/CREF.

Retirement allowances are computed on the basis of years of service and annual salary earned prior to retirement for NYCTRS members. TIAA/CREF pension is based solely on the total amount of money contributed to the employee’s account. Inquiries regarding pensions should be directed to the Human Resources Department, Benefits Officer, South Hall, first floor, Ext. 5119.

The New York State Retirement and Social Security Law requires retirees of a public pension within the State or City of New York to disclose prior public employment and pension plan history to The City University of New York for the purpose of establishing a retiree’s eligibility for employment. Failure to disclose such information can result in the suspension or diminution of the retiree’s public pension benefits. Form 210—Certification of Prior NYS or NYC Public Services must be completed.

**Salary Information**

Instructional staff salaries are paid bi-weekly. The Bursar’s Office, CO Main Level, Ext. 5618, distributes paychecks generally on Thursday, with some exceptions. Schedules for distribution are sent to all offices each semester. Direct deposit is also available. Forms may be obtained from the Payroll Office, CO 820, or outside the Bursar’s Payroll Check distribution window, CO Main Lobby.


**Travel Funds**

Funds are available to assist faculty members who wish to attend conference meetings. For further information, consult department chairperson.

**Supplies**

The ordering of office supplies, textbooks, equipment, etc., is handled through each department office or chairperson.
Snow Emergencies

ADVISORY MEMORANDUM

TO: All Members of the College Community

FROM: Mary E. Coleman
Senior Vice President of Administration & Finance

DATE: December 18, 2010

RE: Closures for Snow and Other Emergencies

In the event that the administration of Bronx Community College finds it necessary to temporarily close the campus – due to adverse weather conditions or any other potentially hazardous situation – official announcements will be broadcast and/or posted on the websites of the following local radio stations:

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<th>Call Letters</th>
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Other sources of up-to-date information regarding the cancellation of classes and/or college operations are:

- The College website, [www.bcc.cuny.edu](http://www.bcc.cuny.edu)
- The CUNY website, [www.cuny.edu](http://www.cuny.edu)
- BCC’s main telephone number (718) 289-5100
- Campus-wide email
- Voice mail broadcast messaging
- Text messages from CUNY and BCC

The University has assured us that they will continue to explore ways to deal with emergency closings that minimize the disruption of operations, while attempting to lessen confusion on the part of the college community.