

Table of Contents

[Appendix A: Notice of Acknowledgement of Pay Rate and Payday 2](#_Toc121401723)

[Appendix B: Mandatory Faculty, Staff, and Student Employee Sexual Harassment Training 3](#_Toc121401724)

[Appendix C: Onboarding Guidelines 4](#_Toc121401725)

# Appendix A: Notice of Acknowledgement of Pay Rate and Payday

**Notice of Acknowledgement of Pay Rate and Payday**

**Prepared for Exempt Employees - Provided at Time of Hire**

*Please complete and sign this form & return with your signed offer letter.*

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:**  |  |
| **Department:**  |  |
| **Employer Information:** | Albert Einstein College of Medicine1300 Morris Park AvenueBronx, NY 10461 |
| **Employee’s pay rate(s):**  |  | **per annum** |
| **Regular payday**: | Semi-monthly  |
| **Pay is**: | Semi-monthly  |
| **Overtime Pay Rate** | Exempt from overtime |
| **Allowances taken:** | None  | Other |

**Check all that apply:**

 I have been given this pay notice in English because it is my primary language.

 My primary language is . I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

 While my primary language is , I hereby accept this notification, and all future notifications in English.

**Employee Acknowledgement:**

On this day I have been notified of my pay rate, allowances, and designated payday on the date given below. I told my employer what my primary language is.

Seyed Ahmad Naseri Alavi

Type Employee’s Name Type Preparer’s Name and Title

Employee’s Signature Date

|  |
| --- |
| **2024 Payroll Dates** |
| January 12 & 31 | February 15 & 29 | March 15 & 29 | April 15 & 30 | May 15 & 31 | June 14 & 28 |
| July 15 & 31 | August 15 & 30 | September 13 & 30 | October 15 & 31 | November 15 & 29 | December 13 & 31 |

*Provided in compliance with NY Department of Labor. Albert Einstein College of Medicine will keep the original*

*documentation for six (6) years.*

# Appendix B: Mandatory Faculty, Staff, and Student Employee Sexual Harassment Training

**Mandatory Faculty, Staff and Student Employee Sexual Harassment Training**

Albert Einstein College of Medicine is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, Einstein *requires* that you complete the course entitled: **Sexual Harassment Training –STAFF to STAFF.**

This course provides a basic understanding of sexual harassment as well as strategies to maintain a harassment-free environment in the workplace.

The mandated training should take approximately one (1) hour to complete. If at any time you need to stop your session, you can log back into the system, and the course will resume where you left off.

A copy of the Non-Discrimination & Gender-Based Misconduct Policy & Complaint Procedures can be accessed via the following link: <https://intranet.einsteinmed.edu/download/?token=Cnk1ZpORMe5YD3MHIpr9sW9Bcs4HSDBBMedMhFci%2fZQ>

**To begin the programs, please follow these steps:**

* Using your Web browser, go to web page or click: <https://einstein-ny.safecolleges.com/register/aad98b97>
* Create a Username and Register
* Continue to Assignments
* Click on the “**Play**”symbol (Extra Trainings”); this will be on the toolbar on the left side of your screen
* In the “Search” box (in the upper right corner), type “**Sexual Harassment: Staff-to-Staff**”and click to review
* Select “**Full Course (New York)**.” The course has audio so please turn up your speakers.
* Complete all the training scenarios and the assessment to receive completion credit for the course.

**Please email the Certification of Completion to your departmental administrator once you have successfully completed the course and please bring a copy to Human Resources on your first day of employment.**

Thank you in advance for your time and cooperation in completing these essential training programs.

# Appendix C: Onboarding Guidelines

**HUMAN RESOURCES ONBOARDING GUIDELINES**

In order to begin your employment/visit at/to Albert Einstein College of Medicine, outlined below are the **mandatory** pre-employment/pre-visit screening procedures that need to be followed:

* **Completion of Onboarding Profile and Application**
* **Criminal Background Investigation and SSN Trace**
* **Education Verification**
* **Employment Verification**
* **Drug Screening via Quest Diagnostics**
* **Medical Clearance**
* **References**
* **Employment Eligibility to work in the United States (for faculty and staff on Einstein’s payroll)**

**Completion of Onboarding Profile/Application:**

Once you have returned your signed offer letter, you will receive an email from Vanessa Claris, (Vanessa.Claris@einsteinmed.edu), Talent Management Specialist, to complete an onboarding profile and application. Please make sure this is completed within 48 hours to avoid a delay in your start date.

**Background Screening:**

A thorough background screen is conducted for all new faculty and staff (including individuals not on Einstein’s payroll). You will need to consent and authorize a verification of your background including, but not limited to, information submitted on your application or resume.  The background check will be conducted by **Orange Tree Employment Screening**, a third-party consumer reporting agency contracted by Albert Einstein College of Medicine.

You will receive an e-mail from our background screening vendor, Orange Tree Employment Screening, to complete the information needed to initiate your background check. Please make sure you enter in the required information **within 24 hours** of receipt.

**Educational Verification:**

Our background vendor, Orange Tree Employment Screening, will attempt to verify your highest degree earned. If they are not able to verify, you will be contacted to produce your degree. **Please note, if your degree is not in English, it will need to be translated and evaluated prior to your arrival in the United States. We strongly recommend that you arrive with your degree and the original translated document, which may be needed for onboarding.**

**Drug Screening:**

All new faculty and staff (including individuals not on Einstein’s payroll) will need to complete and pass a drug screening. For new faculty and staff (including individuals not on Einstein’s payroll) outside of the United States, this will need to be completed upon your arrival to the United States. For those within the United States, there are various locations of Quest Diagnostics Laboratories throughout the US.

You will receive a call/email providing you with an appointment time/location of your choice for the drug screen through Quest Diagnostics Laboratory.  Please be advised that your drug screening will need to be completed **within 48 hours** of being contacted.  Failure to do so will result in rescinding our offer.

**Medical Screening (if applicable):**

Our Occupational Health Services Department will be in contact to discuss the necessary requirements for your medical screening. You have the option of utilizing our facility or electing to have health clearance performed by your own private physician. Please note if you choose to complete your medical screening through your private physician, all costs incurred will be at your own expense and you will be required to produce your medical records to Occupational Health Service. Please note - they must be in English.

**We strongly urge that you elect to have health clearance performed by your own physician and send your medical records to Occupational Health Services as to avoid a delay in your start date with us.**

**Once Cleared for Employment (for faculty and staff on Einstein’s payroll):**

You must visit our office on or before your start date to provide us with your I-9 documentation. This documentation is mandatory to provide your employment eligibility to work in the United States.

**Contact Information for all onboarding questions/concerns:**

Vanessa Claris

Vanessa.Claris@einsteinmed.edu

1300 Morris Park Avenue-Belfer Building, Room 1207

Bronx, NY 10461

Phone 718.430.2545

**Contact Information for all medical requirements/questions:**

Occupational Health Services

occupational-health@einsteinmed.edu

1300 Morris Park Avenue-Block Building, Room 219

Bronx, NY 10461

Phone 718.430.3141