

SERVICES AND ACTIVITIES FOR EMPLOYEES

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BANKING

With a Medical College employee Identification Card, you may cash paychecks at any Bank of America branch or utilize direct deposit (see "[Payroll](#)" section of this handbook). Affiliation employees can also cash their paychecks at a designated bank near their work place. Employees should contact their local Affiliation Payroll Office for specific information.

BOOKSTORE

The New York Medical College Bookstore is located in the Basic Sciences Building in Valhalla. It carries a large selection of books, stationery, supplies, and sundries.

CAFETERIA

New York Medical College operates a cafeteria located in the Basic Sciences Building. In addition, there is a vending machine area adjacent to the cafeteria. Cafeterias are also available at affiliate locations.

COLLEGE PUBLICATIONS

The Public Relations Office issues several publications. They include a monthly newsletter, a bi-annual magazine, and various brochures. Your contributions and suggestions of newsworthy information are welcome and will be given consideration. Please forward these to the Public Relations Office.

HEALTH SERVICES

Should you become ill while working you can report to Health Services for treatment. You must receive permission from your supervisor before going to Health Services, unless an emergency exists. If you are out for three consecutive days, you must report to Health Services to receive medical clearance to report to work.

If you are injured on the job, regardless of the extent of injury, you should report it to your supervisor who will send you to Health Services to complete an Incident Report and for you to be treated or to be referred to the appropriate facility for treatment. If Health Services is not open, your injury may require you to go to the nearest Emergency Room.

LIBRARY

The Health Sciences Library located in the Basic Sciences Building has over 198,000 volumes and more than 10,400 journal titles, in print and electronic format, as well other formats such as CD's, video and software. Its facilities include reading and reference areas, conference rooms, a classroom and computer rooms. There are areas for quiet study and group study, computers for research and literature searches, and a professional staff to assist you. The Library and its resources are available to faculty, staff, and students of New York Medical College.

As an employee, you are entitled to register for a Library barcode which allows you onsite access, borrowing privileges and offsite, e-access to electronic resources. You are also entitled to the services of the Educational Media Department which provides help with Audio-Visual needs.

EMPLOYEE RECOGNITION PROGRAM

A reception to recognize employees for their years of service to the College is held annually in the Fall at the Valhalla campus. Service awards are presented to employees who have completed 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of meritorious service. In addition to those employees being honored, retirees, department heads, senior administrative officials of the College and all members of the College Community are invited and encouraged to attend.

FALL ACADEMIC CONVOCATION

The Fall Academic Convocation is held annually in the Fall at the Valhalla Campus. All members of the College community including, students, faculty, and staff are invited and encouraged to attend. The event marks the beginning of the academic year and provides the opportunity to welcome students and faculty. The convocation is a traditional ceremony with a formal program, music and reception.

HOLIDAY PARTY

Each year at the Christmas season, the College President hosts two Holiday Parties, one for students, the other for faculty and staff. Everyone is welcome to share in the festivities that are customarily held on a weekday during the mid-afternoon.