

FACT SHEET FOR HIGHER EDUCATION OFFICER (HEO) SERIES


HEO SERIES TITLES:

- (aHEO) Assistant to HEO (Non-Exempt FLSA)
- (HEa) Higher Education Assistant (Non-Exempt FLSA or Exempt FLSA)
- (HEA) Higher Education Associate (Exempt FLSA)
- (HEO) Higher Education Officer (Exempt FLSA)

Paper paychecks are available for pick up on Wednesdays after 3 pm on the pay week (please refer to the submission schedule for pay dates) at the Bursar's Office, L.70.00NB. Directly deposited paychecks are available on the pay date after 9am. {New Hires please verify your first pay date with the Department of Human Resources.}

Employees must fill out their monthly timecards in ADI, a web-based timekeeping system. Timecards are due on the 10th of the following month and must be approved by both the employee and supervisor.

Employees may access their timecards through the link posted on the Current Employee Services webpage in the online Employee Center or go directly to <http://adi-web2/aditime/Security/Login.aspx>.

ADI is only accessible from a work location, using internet explorer , not from a home computer.

LEAVE YEAR: September 1st to August 31st

WORK DAY: 8 hour work day, including 1-hour unpaid lunch break

SICK LEAVE:

- Accrual Rate: 11.66 hrs/month to a maximum of 160 days (1120 hours).
- Employees are allowed to use 3 sick days per leave year to care for a family member; family is defined as employee's spouse, domestic partner, child, or parent.
- Employees must submit a copy of a doctor's note when out for more than 5 consecutive sick days.
* Please be advised that per CUNY rules the Director of Human Resources reserves the right to request medical documentation at any time when reasonably considering that abuse has, is or will occur.
- Employees are advised that sick days of more than 5 consecutive work days [may] qualify as FMLA and must be discussed with their time keeper and the Benefit's Division of the department of Human Resources.

PAID HOLIDAYS:

- a) Labor Day - First Monday in September
- b) Columbus Day - Second Monday in October
- c) Thanksgiving Holiday - Fourth Thursday in November, Friday following
- d) Christmas Holiday - December 24 and 25
- e) New Year's Holiday - December 31, January 1
- f) Martin Luther King, Jr.'s Birthday - Third Monday in January
- g) Lincoln's Birthday - February 12
- h) Presidents' Day - Third Monday in February
- i) Memorial Day - Last Monday in May
- j) Independence Day - July 4

ANNUAL LEAVE:

ANNUAL LEAVE ACCRUAL RATES:

| Year | Rate (hrs/month) | Days per Annum | Annual Leave Cap |
|-------------|-----------------------------|---------------------------|-----------------------------|
| 1st year | 8.75 | 15 | 45** |
| 2nd year | 9.33 | 16 | 45** |
| 3rd year | 9.91 | 17 | 45** |
| 4th year | 10.5 | 18 | 45** |
| 5th year | 11.08 | 19 | 45** |
| 6th year | 11.66 | 20 | 45** |
| 7th year | 12.25 | 21 | 45** |
| 8th year | 12.83 | 22 | 45** |
| 9th year | 13.41 | 23 | 45** |
| 10th year | 14 | 24 | 45** |
| 11th year | 14.6 | 25 | 45** |

- Annual leave accrual rate goes up on the anniversary of the hiring date.
- Accruals are posted on the tenth of every month.
- Employees may carryover up to 45 annual leave days from year to year. No later than March 1, any employee who will have an annual leave accumulation in excess of forty-five (45) days or in excess of the personal accrual maximum unless sufficient annual leave time is taken prior to August 31, shall submit to the head of the office a written request to use such excess annual leave before the end of the current annual leave year (September 1 through August 31). The office head shall, in writing, approve the annual leave request or, if the needs of the office so require, offer an alternate annual leave schedule within the current annual leave year.

** Annual leave cap for excluded employees is 50 days/personal cap for employees hired prior to 8/31/1987 per CBA.

UNSCHEDULED HOLIDAYS: As per Employee Holiday and Annual Leave Periods schedule (Group1). The number of Unscheduled Holidays is determined by the University. Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period. Unscheduled Holidays must be used in seven-hour increments. In addition, they are advanced and therefore if an employee leaves CUNY and all UH's were used prior to June 1st the employee will have to pay back whatever was used but not "earned".

SUMMER FRIDAYS: John Jay observes "Summer Fridays". For approximately 6 Fridays during the summer (end of June- mid August) the offices are closed on Fridays; employees are given an option to either work extended hours Mon-Thurs or work their regular 9-5 Mon-Thurs and charge (7 hours) AL {or unscheduled holiday} on Fridays.

COMPENSATORY TIME: In order to receive credit for compensatory time, employees must submit an Overtime Recordkeeping form to Human Resources that has been approved by their supervisor and the Vice President of their division.

Non-FLSA Exempt employees will receive compensatory time for the hours worked between 35 and 40 hours and will receive payment, instead of compensatory time, at a rate of time and one half for hours worked in excess of 40 hours in a week.

Exempt FLSA employees will receive compensatory time on an hour for hour basis for hours assigned in excess of 35 hours in a week.

Compensatory time must be used no later than 30 calendar days after the end of the quarter in which it was earned. Please see the chart below for deadlines:

| COMP TIME EARNED DURING THIS PERIOD | EXPIRES ON |
|--|-------------------|
| Q1: September 1 – November 30 | December 30 |
| Q2: December 1 – February 28 | March 30 |
| Q3: March 1 – May 31 | June 30 |
| Q4: June 1 – August 31 | September 30 |

** Some rules may not be applicable to excluded titles.

JURY DUTY: Employees receive regular salary for absences due to jury duty. Jury duty must be reported on the employee's timecard and a copy of the certificate of jury duty service must be submitted to the appropriate time keeper in Human Resources by the 10th of the following month.

The Family Medical and Leave Act- FMLA: The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year, i.e., September 1st through August 31st. In order to be eligible, an employee must have been employed by the University for at least 12 months cumulatively, and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave. The employee's FMLA 12-week leave period entitlement will commence anew from the subsequent period of September 1st through August 31st, provided that the eligibility requirements are fulfilled. Any employee with a 35-hour basic workweek, as well as full-time faculty, will have met the 1250 hour threshold by being continuously on the payroll without an unpaid break in service, for 36 weeks of the 52 weeks preceding the requested leave. For employees with a 40-hour basic workweek, that minimum is 31.5 weeks. The FMLA also provides for 26 weeks leave during a single 12-month period for a spouse, son, daughter or parent or next of kin to care for a member of the Armed Forces (including the National Guard or Reserves) or veteran who has a serious injury or illness.

PAID PARENTAL LEAVE(PPL): full-time employees (either parent) who have a minimum of one year of service with CUNY are entitled to a continuous leave of absence to care for a newborn child, or for a newly adopted child, adopted at up to five years of age, for a period not to exceed eight weeks. For the birth mother, paid parental leave shall commence immediately upon the expiration of approved use of temporary disability leave related to childbirth.

BEREAVEMENT LEAVE: Full-time employees may receive up to four (4) days of bereavement leave for the death of an immediate family member. Employees must provide proof of the deceased such as a letter from the funeral home, a copy of the program or pamphlet, or a copy of the death certificate (originals are not necessary). The documentation must also provide proof of their relationship to the deceased. All documents are to be submitted to the appropriate time keeper in the department of Human Resources by the 10th of the following month.

An immediate family member can be defined as:

- Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent /grandchild
- A child or parent of the domestic partner or any other relative of the domestic partner residing in the same household. Any other relative residing in the same household (if the relative, i.e., uncle, aunt, etc. resides in the household, the employee must submit proof that the relative resides in their home (i.e. copy of a photo ID or bill with name and address matching the employee address on file).

BREAST / PROSTATE CANCER SCREENING: Employees are entitled to take up to four hours (including travel time) of paid leave in a calendar year for breast or prostate cancer screening during regular work hours. JJAY requires medical documentation for verification.

BLOOD DONATIONS: Employees are entitled to paid leave for blood donations. Off premises up to 3 hours. On premises, a reasonable amount of time allowed to get to location, rest and eat before returning to duty. JJAY requires medical documentation for verification.

TUITION WAIVER: Employees receive assistance to further their education at a cost of up to \$5,250 per year (**may be reportable as wages and subject to withholdings*). For undergraduate the service requirement is one year of service. Once the service requirement has been met, there are no credit limits. For graduate studies there is no service limit; however the credits are limited to 6 per semester.

DEGREE DIFFERENTIAL: Assistants to Higher Education Officer (aHEO) who hold a master's degree from an accredited university in a field related to their job duties shall receive a \$1,000 annual salary differential. Assistants to Higher Education Officer who hold a doctoral degree from an accredited university in a field related to their job duties shall receive a \$2,500 annual salary differential.

PENSION SELECTION: New employees have 30 days from appointment to choose a pension plan. After 30 days, New York State Education Law Section 6253 mandates assignment to TRS (Teacher's Retirement System). Please speak to a member of the Benefit's Team for specific information.

UNION DUES:

Included employees are governed by the terms of the PSC/CUNY collective bargaining agreement and may be represented by the PSC in grievance and disciplinary proceedings. Excluded employees are covered by terms and conditions of employment similar to those of employees represented by the PSC -- such as the same salary schedules, pension options, health plans and supplemental welfare fund benefits (e.g., drug, dental and optical) -- however, there are significant differences. For example, individuals who are excluded from representation do not have access to the grievance and disciplinary procedures contained in the collective bargaining agreement.

I. Included Positions

PSC Membership

If you wish to become a member of the PSC, you must submit a membership application to the Union. Send the filled-out form to the PSC at 61 Broadway, Suite 1500, NY, NY 10006. Union dues will automatically be deducted from your salary and remitted to the PSC. Dues-paying union members have the right to full participation in the union, including voting on proposed contracts and in union elections, as well as running for union office.

Agency Shop Fee Status

If you do not apply for PSC membership, you will not become a member of the union. Because the PSC represents you for collective bargaining and contract enforcement purposes, State law permits the union to collect an agency fee from you, which is automatically deducted from your salary and remitted to the PSC. Payment of the agency fee does not constitute membership in the union as described above. The amount of the agency fee is the same amount as union dues. Once a year, the union notifies agency fee payers of their ability to request a refund from the PSC for a pro rata share of the agency fee paid for expenditures of a political or ideological nature that are only incidentally related to terms and conditions of employment. You may contact the PSC at (212) 354-1252/ the PSC website <http://www.psc-cuny.org>

SEPARATION: If a full-time employee resigns from the University, their annual leave days will be paid out however *sick and unscheduled holidays will not be paid and will be forfeited*. If an employee transfers from one CUNY College to another on a full-time line ; without a break in service (break in service is considered more than 30 working days), the years of service as well as the time & leave balances will be transferred.

* Please note: Annual leave transfers or payouts will not be for any annual leave balance above the allotted maximum annual leave cap per the CBA.

RETIREMENT: If planning to retire from CUNY, an employee needs to submit an application for retirement to the Benefit's Manager in the Department of Human Resources. Employees may be eligible for Travia Leave which can be paid leave up to 5 months; provided that all requirements for retirement are met including having the maximum allowable sick leave balance of 160 days/1120 hours. Please speak to a member of the Benefit's Team for specific information.

**Please contact the Office of Human Resources
for more detailed information:
212 237 8517**