



FACT SHEET FOR WHITE COLLAR – FULL- TIME POSITIONS

FULL-TIME WHITE COLLAR TITLES:

TECHNICAL SUPPORT AIDE
CLERICAL ASSOCIATE
CUNY OFFICE ASSISTANT
CUNY SECRETARIAL ASSISTANT
CUNY ADMINISTRATIVE ASSISTANT
COLLEGE PRINT SHOP ASSISTANT
COLLEGE PRINT SHOP ASSOCIATE
COLLEGE PRINT SHOP COORDINATOR
COLLEGE COMPUTER/PHOTO TYPESETTER
MULTI-COLOR PRESS/CAMERA OPERATOR
MAIL/MESSAGE SERVICES WORKER
COLLEGE GRAPHICS DESIGNER
COLLEGE INTERIOR DESIGNER
FACILITIES COORDINATOR
BROADCAST ASSOCIATE
PROJECT MANAGER
UNIVERSITY ASSISTANT ARCHITECT
UNIVERSITY ARCHITECT
UNIVERSITY ASSISTANT ENGINEER

UNIVERSITY ENGINEER
ASSISTANT CHIEF ENGINEER
UNIVERSITY ENGINEERING TECHNICIAN
ASSISTANT CHIEF ARCHITECT
IT SUPPORT ASSISTANT
IT ASSISTANT
IT ASSOCIATE
IT SENIOR ASSOCIATE
INFORMATION SYSTEMS AIDE
INFORMATION SYSTEMS ASSISTANT
INFORMATION SYSTEMS ASSOCIATE
INFORMATION SYSTEMS SPECIALIST
DISABILITY ACCOMMODATIONS
SPECIALIST
SIGN LANGUAGE INTERPRETER
COLLEGE ACCOUNTING ASSISTANT
COLLEGE ACCOUNTANT
MEDIA SERVICES TECHNICIAN IATSE
NURSE PRACTITIONER NYSNA
STAFF NURSE NYSNA
ASSISTANT PURCHASING AGENT

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.}

LEAVE PERIOD: September 1st through August 31st.

WORK WEEK: For all full- time employees, work week shall be 35 hours (7 hour day). Work week runs Sunday thru Saturday.

MEAL BREAK: Full- time employees must take a one hour (1) unpaid meal break after five consecutive hours of work. Full- time employees cannot work through a meal break in order to arrive late, leave early or to work extra time. **REST BREAK:** a rest period of 15 minutes per day (coffee break) shall be maintained for employee in titles of the Gittleson group {COA- CUNY Office Assistant, CSA-CUNY Secretarial Assistant and CAA- CUNY Administrative Assistant}.

TIMEKEEPING: Full- time employees must fill out paper timesheets on a biweekly basis. They must also sign in and out at the security desk of the building where their office is located.

ATTENDANCE:— per CUNY rules and regulations and the collective bargaining agreement, there must be a daily accounting of your work time. The method selected for this process is the use of the blue attendance sheets. These blue sheets are placed at each entrance throughout the college for time keeping purposes. Please be advised of the following:

- a. Employees must use the blue sheets to sign in at the beginning of their shift and to sign out at the end of their shift, using the same location each work day
- b. The blue sheets are subject to random audits and the information must match the bi-weekly time sheets
- c. Falsifying records is grounds for disciplinary action that may include suspension, salary deduction and/or termination. Falsification includes: having a colleague sign in and out for you, signing out at the beginning of your shift.
- d. Lateness 5 or more times within one month may result in penalties and or further disciplinary action. Time is to be docked as follows for lateness:

Arrival Time	Time Docked
<i>0 to 6 minutes late</i>	<i>0</i>
<i>7 to 10 minutes late</i>	<i>15 minute Late Record (.25)</i>
<i>11 to 20 minutes late</i>	<i>30 minute Late Record (.50)</i>
<i>21 to 35 minutes late</i>	<i>45 minute Late Record (.75)</i>
<i>36 to 50 minutes late</i>	<i>60 minute Late Record (1.00)</i>
<i>51min to 1 HR 6 min late</i>	<i>1 hour 15 min Late Record (1.25)</i>
<i>1 HR 7 min to 1 HR 10 min late</i>	<i>1hour 30 min Late Record (1.50)</i>
<i>Pattern Continues</i>	<i>15 minutes for each additional step</i>

NIGHT DIFFERENTIAL: Ten percent (10%) of hourly rate for all scheduled hours worked between 6 pm and 8 am with more than one hour of work between 6 pm and 8 am.

OVERTIME: Hours (voluntary or involuntary) worked between the thirty-fifth (35th) hour and the fortieth (40th) hour in any payroll week shall be compensated in cash at straight time. Overtime (voluntary or involuntary) in excess of forty hours in any payroll week shall be compensated in cash at time and one half (1-1/2X). Time during which an employee is in full pay status, whether or not such time is actually worked, shall be counted in computing the number of hours worked during the week. Upon the mutual agreement of the employee and the supervisor, for any particular work week, the overtime compensation can be granted in compensatory time off in lieu of cash at the rate of straight time for hours between the thirty-fifth (35th) hour and the fortieth (40th) and at the rate of time and a half for hours in excess of forty hours.

COMPENSATORY TIME: Employees may earn up to 240 hours in compensatory time. The compensatory time must be used within 90 days of being earned. There is no carryover of comp time from year to year. (Note: posting of earned comp time will be done manually by Human Resources Staff).

SICK LEAVE : Sick leave allowance accrues at the rate of one (1) day per month for a total of twelve (12) days per year or 3.23 hours per Bi-Weekly Pay Period. The number of Sick Leave days permitted to accumulate is unlimited. Approved sick leave may be used in units of one (1) hour. Approved sick leave may be used as it accrues.

- More than 3 (three) consecutive work days requires the submission of a doctor's note
- 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 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. * 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.

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 may be accrued at two times (2x) the maximum annual leave allowance up to fifty-four (54) days. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year.

Year	Bi-Weekly (hrs/2 weeks)	Days per Annum	Annual Leave Cap
1st year*	4.05	15	30
5th year*	5.40	20	40
8th year*	6.73	25	50
15th year*	7.27	27	54

* At the beginning of the leave year

Approved annual leave may be used in units of one (1) hour. Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues.

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.

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 with the time sheet that the service is presented on.

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.

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 no later than the time sheet immediately following the period of which the time was used.

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: Full- time 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: Full-time 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: : Full- time 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 the full-time white collar employees the service requirement is one year. For undergraduate studies there is no credit limit, for graduate studies the limit is 3 credits per semester. For the Gittleson titles {COA- CUNY Office Assistant, CSA-CUNY Secretarial Assistant and CAA- CUNY Administrative Assistant} the service requirement is 6 months. For undergraduate studies there is no credit limit, for graduate studies the limit is 6 credits per semester. Undergraduate summer sessions are allowed.

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 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, a full-time employee needs to submit an application for retirement to the Benefit's Manager in the Department of Human Resources. Employees may be eligible for Terminal Leave which is a form of paid leave provided that all requirements for retirement are met including maintaining a balance of at least 120 sick days (840 hours). Please speak to a member of the Benefit's Team for specific information.

WHITE COLLAR CONTRACT:

http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/2006-2009_WC_Contract.pdf

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