



MEMORANDUM

TO: All Non-Instructional Staff (full/part timers)

FROM: Ella Kiselyuk, Executive Director of Human Resources

SUBJECT: Time and Leave Procedures - Update

DATE: March 15, 2020

I am pleased to provide you with an update regarding John Jay's time and leave procedures for non-instructional staff. It is our commitment to sustain John Jay's business continuity without having any impact on our internal/external operations. Your health and safety is our top priority and we would like to address a few major time and leave internal processes during the recess period.

Effective immediately, all department heads and/or supervisors should discuss with their support staff/teams specific needs in ensuring a continuation of on-going services. This may include the following:

1. A possibility of changes to their staff/team reporting schedule. For example, the start and end times of an

employee's regular schedule may be changed; however, all employees should work the same number of hours per week as outlined in terms and conditions of their appointment.

2. Flexible Schedule – Prior to implementing any modified schedule, both, supervisor and staff must ensure that certain steps and arrangements have been taken to ensure that support services and on-going operations are not interrupted. If modified schedule and/or condensed work week is approved by your immediate supervisor, staff may work flexible schedule during this recess.
3. Should you need to make an alternative work arrangement (telecommuting) during this recess, please discuss this matter with your immediate supervisor who will consult with his/her Vice President in order to determine if your primary function can be effectively performed remotely so your work schedule can be modified. It is important to note that access to necessary hardware and systems is also an indicator whether a remote arrangement can be granted. If needed, an employee can work from any CUNY locations during their regular work week as long as this option is discussed with your immediate supervisor. If approved, your supervisor should notify me immediately via ekiselyuk@jjay.cuny.edu to ensure a smooth coordination and notification logistics.
4. All College Assistants who were scheduled to work on Wednesday, March 11, 2020, will be paid for the day as per CUNY guidelines; the time sheet should reference a number of hours an employee was assigned to work on that day.

5. Please check John Jay's website regularly for any updates regarding COVID-19 at <http://www.jjay.cuny.edu/coronavirus-updates>.
6. If you believe that you may have been exposed to the coronavirus, please contact John Jay's designated point person Malaine Clarke at 212-621-4101 or email maclarke@jjay.cuny.edu. Please also reach out to your health care provider and/or visit the nearest medical facility.
7. Should you need any information regarding your current leave balances or any other personnel information, please email askhr@jjay.cuny.edu or call OHR at 212-237-8517.
8. If you need any counseling assistance, please call 855-492-3633 or log-in into Deer Oaks website and type "cuny" (all lowercase) as your username and password.
9. For any latest updates from the Health Department and CDC, please visit their respective website at nyc.gov/health/coronavirus and cdc.gov/coronavirus.
10. As per CUNY guidelines, following CUNY transition to distance learning on March 19th, 2020 CUNY will assess the status of all operations and notify campuses of any updates/changes accordingly.

As these unprecedented times continue to evolve, we are here to support you and address any needs you may have. Thank you

for your continued support and cooperation.

C: Steven Titan, VP for Finance and Administration
Raj Singh, AVP for Administration