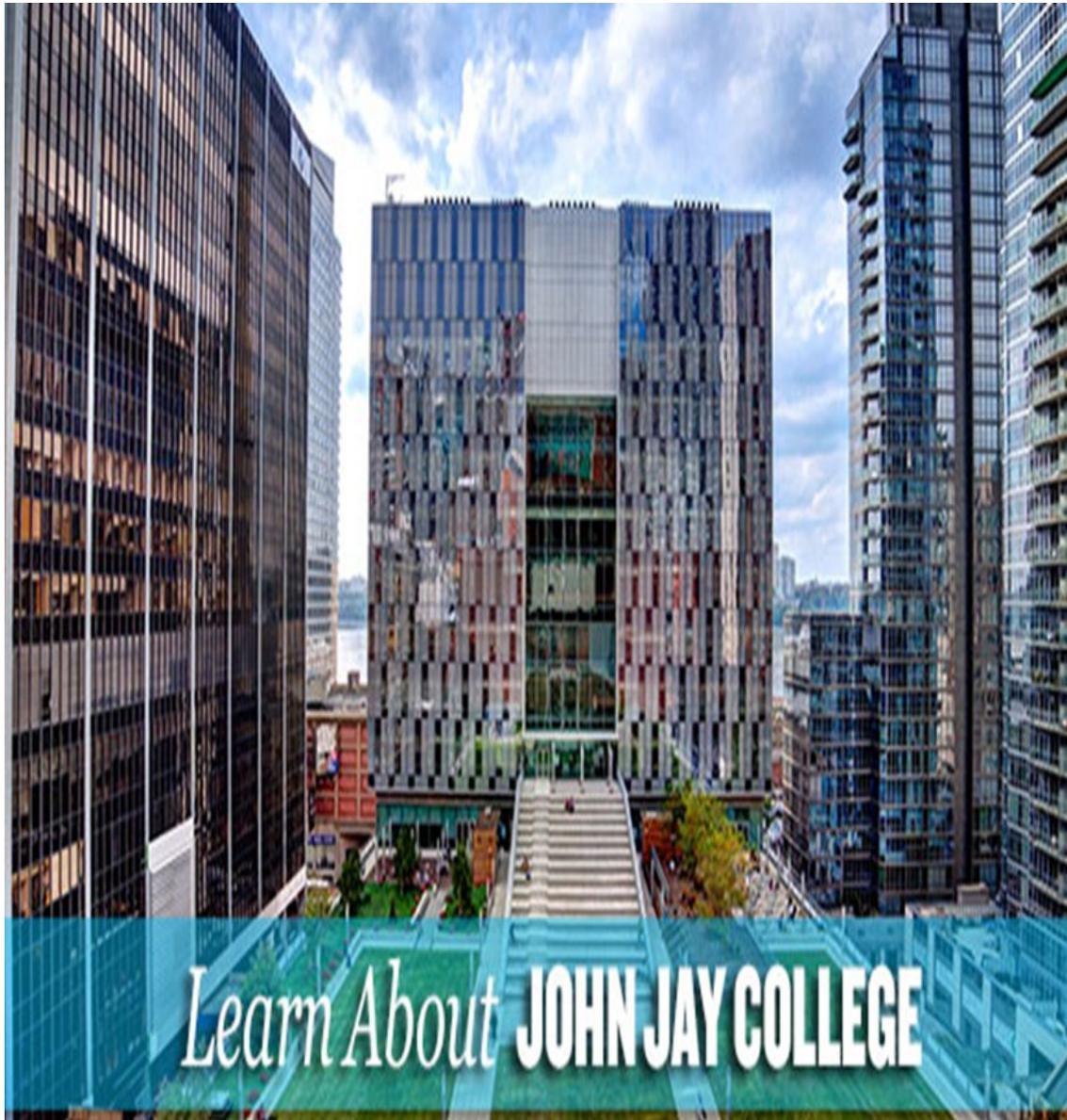


**John Jay College of Criminal Justice**  
**Office of Human Resources**  
**College Assistant Handbook**



Contact the Office of Human Resources:

Telephone: 212-237-8517

Fax: 212-237-8939

Version 2.0 3-17-2017

[www.jjay.cuny.edu/human-resources](http://www.jjay.cuny.edu/human-resources)

Office of Human Resources



# Table of Contents

---

|   |    |
|---|----|
| <b>Welcome</b> .....                      | 5  |
| <b>Orientation</b> .....                  | 6  |
| <b>Duties and Responsibilities</b> .....  | 6  |
| <b>Employment Requirements</b>            |    |
| <b>Employment Eligibility</b> .....       | 7  |
| <b>Fingerprinting</b> .....               | 7  |
| <b>Processing Fees</b> .....              | 7  |
| <b>Appointment Start Date</b> .....       | 8  |
| <b>Lines of Promotion</b> .....           | 8  |
| <b>Performance Evaluations</b> .....      | 8  |
| <b>Pay Checks</b> .....                   | 9  |
| <b>Time and Leave</b> .....               | 10 |
| <b>Absences</b> .....                     | 10 |
| <b>Annual Leave/Vacation</b> .....        | 10 |
| <b>Authorized and Limited Hours</b> ..... | 10 |
| <b>Holiday Schedule</b> .....             | 10 |
| <b>Jury Duty</b> .....                    | 10 |
| <b>Lateness</b> .....                     | 11 |
| <b>Lunch Breaks</b> .....                 | 11 |
| <b>Sick Leave</b> .....                   | 11 |
| <b>Workers Compensation</b> .....         | 11 |

# Table of Contents

---

|  |       |
|--|-------|
| <b>Benefits</b> .....  | 12    |
| <b>Retirement</b> .....                                      | 12    |
| <b>Supplementary Benefits</b> .....                          | 12    |
| <b>Tuition Refund Program</b> .....                          | 12    |
| <b>University Policies</b> .....                             | 13    |
| <b>Affirmative Action Equal Employment Opportunity</b> ..... | 13    |
| <b>Sexual Harassment Prevention</b> .....                    | 13-14 |
| <b>Workplace Violence</b> .....                              | 14-15 |
| <b>Who to Contact at John Jay</b> .....                      | 16    |
| <b>Affirmative Action/Sexual Harassment</b> .....            | 16    |
| <b>Emergency Closing</b> .....                               | 16    |
| <b>Health Services</b> .....                                 | 16    |
| <b>Security</b> .....  | 16    |
| <b>Union-Campus Representation</b> .....                     | 16    |
| <b>Who to Contact at DC 37</b> .....                         | 17    |
| <b>Appendix</b>  |       |
| <b>Schedule of Leave Hours</b> .....                         | 18-20 |

# Welcome

---



John Jay College of Criminal Justice was born in the mid-1950s. The catalyst for the school came from growing concerns on the part of civic leaders and the New York City Police Department over increased complexity of police work in the administration and operation of the department, and the ongoing relations between police and the community.

John Jay College of Criminal Justice is a community of motivated individuals who explore justice in its many dimensions. The College's liberal arts curriculum equips students to pursue advanced study in meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions.

# Orientation

---

The Office of Human Resources will host at least two orientations for our part-time classified staff; one prior to the start of the Fall semester and prior to the start of the Spring Semester. The specific date, time, and place will be communicated prior to the event. Please retain this handbook as a reference tool. If you have questions, you may call the Office of Human Resources at 212-237-8517 or visit us in Room 704 in our Annex location at 619 West 54th Street.

## Duties and Responsibilities

---

Upon accepting the College Assistant role, you became not only an employee but also a representative of the College. The way in which you perform your duties reflects on you as an employee and also as a representative of the College. It is absolutely essential for each of us to be courteous and informed about the department/office where we are assigned when speaking to the public whether the communication is done face-to-face, by telephone, or in writing.

Under supervision, the College Assistant performs various clerical, administrative, and/or research duties or other work related to the operation of a municipal college or other unit of The City University of New York where work is required on a part-time basis or for a limited duration.

The College Assistant provides assistance according to the department or office needs such as serving as a receptionist or a cashier; maintaining records; operating a copier and other business machines; sorting and distributing; issuing keys; acting as messenger; and performing general clerical services.

Other responsibilities may include typing letters, memoranda, and charts; assisting in statistical or research activities; collecting and compiling data; code data for electronic data processing, operating keypunch, sorter and collator; writing computer programs; and preparing reports.

This is just a general outline. Every office has unique needs for College Assistants. Your specific duties will be outlined by your direct supervisor.

# Employment Requirements

---

Applicants must have a high school diploma or GED. They also must have sufficient skills to perform the duties of their assigned responsibilities.

## Employment Eligibility– Form I9

Under federal law, employees must be verified for both identity and employability within three days of employment according to the Immigration Reform and Control Act (IRCA). This verification process is conducted face-to-face in the Office of Human Resources, 619 W. 54th St Suite 704. Only original documents are accepted.

## Fingerprinting

Candidates for all Classified Staff positions are required to be fingerprinted. The rate for fingerprinting is determined by CUNY's vendor, L-1 Identity Solutions. Copies of fingerprints from any other agency are not accepted.

Full-Time CUNY students, upon presenting proof of status, are exempt from fingerprinting. Failure to submit documents will delay processing of paperwork.

## Processing Fees

If the proposed minimum hours of employment exceed 239 the following stipulations apply:

- If the proposed pay rate is equal to or less than \$17.80, an application fee in the amount of \$15 must be paid.
- If the proposed pay rate is more than \$17.80, an application fee in the amount of \$25 must be paid.

The fee is payable by U.S. Postal Money Order to The City University of New York. There are no exceptions to this procedure.

Because of state legislation and agreements, College Assistants are subject to regulations of an *Agency Shop*. Employees may join District Council 37, Local 2054, the Union that represents College Assistants. There is a small fee associated with being represented by the Union. **All** College Assistants are subject to this fee regardless of whether or not an employee decides to opt in to joining the Union.

## Appointment Start Date

---

College Assistants may not begin a work assignment until their employment requirements have been met and their appointment has been authorized by the applicable Division Head. Authorization requires that the Personnel Action Form (PAF) has been completed and approved and all required documents and fees have been submitted to the Office of Human Resources. You will be informed of the specific dates of your appointment, both beginning and anticipated ending, by your department/office. If you wish to terminate your appointment, a two-week advanced notification is expected and you must submit a Letter of Resignation.

## Lines of Promotion

---

There are no lines of promotion. This position is classified in the non-competitive class.

## Performance Evaluations

---

The evaluations of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. John Jay College of Criminal Justice evaluates all employees annually utilizing evaluation instruments appropriate to the classification of employee. The current evaluation instrument utilized by the college and university for Classified Staff is the “Probationary and Service Report.”

Employees should be encouraged to review the evaluation instrument to familiarize themselves with the areas on which they will be evaluated. Evaluations generally take place near the end of the Spring semester of a given year.

Employees are able to write a response to an evaluation provided by a supervisor. This response will be included in the employee’s personnel file.

# Pay Checks

---

College Assistants are paid on a bi-weekly pay schedule. Upon receiving your completed application package and a Personnel Action Form (PAF) from your department/office, a payroll record will be created for you. Your first paycheck will be issued approximately 3-4 weeks from the date the required completed documents are received in the Office of Human Resources and the appropriate timesheets have been received by the Payroll Unit.

You can find timesheets on the Office of Human Resources website under HR Forms, Payroll and Time & Leave, College Assistants Time Sheet. You can also visit [http://www.jjay.cuny.edu/sites/default/files/HumanResources/CA\\_Timesheet.pdf](http://www.jjay.cuny.edu/sites/default/files/HumanResources/CA_Timesheet.pdf)

Pay schedules can also be found on the Office of Human Resources website: <http://www.jjay.cuny.edu/sites/default/files/humanresources/CAPaySchedule.pdf>

## Live Checks

Employees who are not signed up for Direct Deposit will be able to pick up their live checks at the Bursar's Office beginning the Wednesday *before* the scheduled pay date beginning at 3pm.

## Direct Deposit

Employee's have the option of enrolling in Direct Deposit. The Direct Deposit enrollment form can be picked up in the Office of Human Resources or found on the Office of Human Resources website. Paystubs will be sent directly to the department for which the employee works. Be advised that it takes 3-4 weeks for Direct Deposit to be active from the date the completed form is received in the Office of Human Resources.

# Time and Leave

---

## Absences

If an emergency arises and you find that you will be unable to work or will arrive late, notify your supervisor so that alternative coverage can be arranged.

## Annual Leave and Vacation

College Assistants accrue leave credits indicated in the leave chart (see Appendix A) if they work at least 17.5 hours per week. For the first three years of service, usage begins after they have actually worked at least 500 hours in the fiscal year. Thereafter, annual leave can be used as it is accrued. Usage should be taken in units no smaller than one hour. Annual leave hours must be taken in the fiscal year (July 1– June 30) in which they are earned and prior to the last paycheck before June 30. Annual leave requires prior approval of your supervisor. You should give your supervisor as much notice as possible and generally should give at least a week's notice. See Appendix A for accrual rates.

## Authorized and Limited Hours

As a College Assistant, you are limited to a maximum of 1,040 working hours between July 1 and June 30 of the fiscal year. Your department/office will inform you of the specific dates and hours of your appointment. Any hours exceeding the maximum will not be honored until written authorization is received by the Office of Human Resources. All appointments terminate upon the end date indicated on the Personnel Action Form (PAF).

## Holiday Schedule

College Assistants are paid based on hours worked. Employees are not paid for any holidays. If annual leave is earned, a College Assistant may elect to utilize it to be paid for a holiday.

## Jury Duty

College Assistants serving on juries in New York State Courts are eligible to be paid the jury fee for the first three days by their college, if they are scheduled to work and they earn more than the fee. If they are not scheduled, they are not to be paid.

# Time and Leave (continued)

---

## Lateness

The City University of New York's lateness policy is in effect and will be applied for tardiness above 6 minutes. Reported lateness of less than six minutes may not result in salary reductions but are still subject to disciplinary reviews. Following is the lateness penalty table in effect for employees:

| <b>Lateness</b> | <b>Penalty</b> |
|-----------------|----------------|
| 7-10 min.       | 15 min.        |
| 11-20 min.      | 30 min.        |
| 21-35 min.      | 45 min.        |
| 36-50 min.      | 1 hr.          |
| 51-1 hr. 6 min. | 1 hr. 15 min.  |

## Lunch Breaks

If you work up to five hours, you are not required to take a lunch break. A lunch break of at least one half-hour must be taken for hours worked above five. Under employment laws, employees are not paid for lunch breaks.

## Sick Leave

Sick leave time earned is to be used only for personal illness. A physician's statement is required for absence due to illness of more than three days and before or after a holiday. Sick leave is based on 1 hour of sick leave for every 20 hours worked. For the first three years of service, usage begins after the employee has actually worked at least 500 hours in the fiscal year. Thereafter, sick leave can be used as it is accrued. Sick leave is forfeited upon termination of employment.

## Workers Compensation

In case of an accident while working, immediately contact your supervisor and the Office of Human Resources. Workers Compensation forms must be obtained within 7 working days from the date of the accident.

# Benefits

---

## Health Coverage

To be eligible for health insurance, you must work a minimum of 20 hours per week and have a minimum of a 6-month appointment. Coverage begins 90 days after your date of appointment. Contact the Benefits Officer to confirm your eligibility and to process your enrollment.

## Welfare Funds

College Assistants who have worked at least 17.5 hours per week are eligible for the Welfare Fund Benefits: Dental, Optical, and Prescription. Contact DC-37 for up-to-date information on Welfare Benefits. If you miss a pay period, your health benefits will terminate.

## Retirement

A retirement plan was made available in 1992 to College Assistants. This plan is offered through NYCERs. Enrollment is optional and you may proactively obtain an application form from the Benefits Officer at the Office of Human Resources. Contact NYCERs for pension counseling.

College Assistants who have worked 10 years or more, have worked a minimum of 500 hours each year, and have reached age sixty prior to separation, will continue to receive Welfare Funds from DC-37 for themselves and their eligible dependents.

## Supplementary Benefits

Life insurance and legal services are offered through DC-37. You may contact them for more details. They are located at 125 Barclay Street, New York, NY 10007. Their telephone number is 212-895-1967.

## Tuition Refund Program

DC-37 offers a Tuition Refund Program that provides reimbursement of tuition and registration fees of up to \$800 maximum per calendar year for eligible employees. Please contact DC-37 directly to apply for this program and for information regarding the terms and conditions.

# University Policies

---

## *Affirmative Action Equal Employment Opportunity Policy*

John Jay College of Criminal Justice of the City University of New York is committed to the principles of affirmative actions and equal employment opportunity. John Jay College recruits, employs, retains, and promotes employees in all job classifications on the basis of ability and without regard to race, color, religion, sex, age, national origin, handicap, marital status, veteran status, sexual orientation, or status of a victim of domestic violence. To ensure equal employment opportunities and non-discrimination against minorities and women in accordance with CUNY's policy and federal, state, and local requirements, John Jay College implements an affirmative action program.

## *Sexual Harassment Policy and Complaint Procedure*

Under the policy of the City University of New York, harassment of employees or students on the basis of sex is prohibited. Investigation of allegations will be made promptly and on a confidential basis to ascertain the veracity of complaints and to take appropriate action.

It is a violation of the University and College policy for any member of the college community to engage in sexual harassment and to take action against an individual who reports an incident of sexual harassment.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, and verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when submission or rejection to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work or academic environment. It is the responsibility of each person with supervisory responsibility to disseminate this policy within his/her area. CUNY policy and compliance procedures for sexual harassment are distributed college-wide and are published on the Office Human Resources' website.

## University Policies (continued)

---

If you have any questions regarding Sexual Harassment/Affirmative Action

Contact:

Silvia Montalban

Director– Compliance & Diversity

Title IX Coordinator

646-557-4409 or smontalban@jjay.cuny.edu

### Workplace Violence Policy

John Jay College of Criminal Justice of the City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.

Workplace Violence is defined as any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, of the College's ability to provide services to the public. Examples of workplace violence include, but are not limited to,: disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists); intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack); menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property; and possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials.

## University Policies (continued)

---

No one within the College community shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to the College property without specific written authorization from the college President regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the Office of Public Safety. Additionally, faculty, staff, and students are encouraged to report behavior that they reasonably believe possess a potential for workplace violence as defined in the preceding paragraph. It is important that all members of the university community take this responsibility seriously to effectively maintain a safe working and learning environment.

- ◆ You may report workplace violence to:

Office of Public Safety

212-237-8524

212-237-8888— Emergencies Only

# University Policies : Who to Contact at John

---

## Affirmative Action/Sexual Harassment:

Silvia Montalban

Director– Compliance & Diversity

Title IX Coordinator

646-557-4409 or smontalban@jjay.cuny.edu

## Emergency Closing

John Jay College of Criminal Justice is always open unless a specific announcement is made to the contrary. You may contact the College at 212-237-8000 or visit the website at [www.jjay.cuny.edu](http://www.jjay.cuny.edu) for up to date information regarding closings. If weather conditions or other emergencies should occur, announcements will be made through CUNY Alert. Please sign up for CUNY Alert using your CUNYFirst account.

## Health Services

Malaine Clarke

212-237-8053, 8052

[healthoffice@jjay.cuny.edu](mailto:healthoffice@jjay.cuny.edu)

## Security

Office of Public Safety

212-237-8524

212-237-8888— Emergencies Only

## Union-Campus Representation: Contacts for DC-37

---

|                                |              |
|--------------------------------|--------------|
| ◆ DC-37 Switchboard:           | 212-815-1000 |
| ◆ Blue Collar:                 | 212-815-1010 |
| ◆ Clerical Administration:     | 212-815-1020 |
| ◆ College Reimbursement:       | 212-815-1663 |
| ◆ DC-37 Dental Center (M):     | 212-766-4440 |
| ◆ DC-37 Dental Center (B):     | 212-852-1400 |
| ◆ Education Department:        | 212-815-1700 |
| ◆ Education Hotline:           | 212-815-1650 |
| ◆ Health and Pension:          | 212-815-1200 |
| ◆ Health and Security:         | 212-815-1234 |
| ◆ Hospitals:                   | 212-815-1030 |
| ◆ MELS Appointments:           | 212-815-1111 |
| ◆ MELS Information:            | 212-815-1800 |
| ◆ Membership Records:          | 212-815-1570 |
| ◆ OSHA:                        | 212-815-1685 |
| ◆ Personnel Services Unit:     | 212-815-1250 |
| ◆ Political Action Department: | 212-815-1550 |
| ◆ Professional:                | 212-815-1040 |
| ◆ Retirees Association:        | 212-815-1781 |
| ◆ Schools:                     | 212-815-1050 |
| ◆ White Collar:                | 212-815-1060 |

# Appendix A-1

---

## Schedule of Leave Hours– Annual (Vacation) & Sick

College Assistants Hired on or after July 1, 1985

(For 1st, 2nd, 3rd, and 4th Year of Service)

\*\*Hours worked in a calendar year are indicated in the first column, Annual Leave Hours accrued in the second, Sick Leave Hours accrued in column three\*\*

| <b>July 1-June 30</b> | <b>Annual Leave</b> | <b>Sick Leave</b> |
|-----------------------|---------------------|-------------------|
| 500-502               | 33                  | 25                |
| 503-509               | 34                  | 25                |
| 510-517               | 34                  | 26                |
| 518-529               | 35                  | 26                |
| 530-532               | 35                  | 27                |
| 533-547               | 36                  | 27                |
| 548-549               | 37                  | 27                |
| 550-562               | 37                  | 28                |
| 563-569               | 38                  | 28                |
| 570-577               | 38                  | 29                |
| 578-589               | 39                  | 29                |
| 590-592               | 39                  | 30                |
| 593-607               | 40                  | 30                |
| 608-609               | 41                  | 30                |
| 610-622               | 41                  | 31                |
| 623-629               | 42                  | 31                |
| 630-637               | 42                  | 32                |
| 638-649               | 43                  | 32                |
| 650-652               | 43                  | 33                |
| 653-667               | 44                  | 33                |
| 668-669               | 45                  | 33                |
| 670-682               | 45                  | 34                |
| 683-689               | 46                  | 34                |
| 690-697               | 46                  | 35                |

## Appendix A-2

---

### Schedule of Leave Hours– Annual (Vacation) & Sick

College Assistants Hired on or after July 1, 1985

(For 1st, 2nd, 3rd, and 4th Year of Service)

\*\*Hours worked in a calendar year are indicated in the first column, Annual Leave Hours accrued in the second, Sick Leave Hours accrued in column three\*\*

| <b>July 1-June 30</b> | <b>Annual Leave</b> | <b>Sick Leave</b> |
|-----------------------|---------------------|-------------------|
| 698-709               | 47                  | 35                |
| 710-712               | 47                  | 36                |
| 713-727               | 48                  | 36                |
| 728-729               | 49                  | 36                |
| 730-742               | 49                  | 37                |
| 743-749               | 50                  | 37                |
| 750-757               | 50                  | 38                |
| 758-769               | 51                  | 38                |
| 770-772               | 51                  | 39                |
| 773-787               | 52                  | 39                |
| 788-789               | 53                  | 39                |
| 790-802               | 53                  | 40                |
| 803-809               | 54                  | 40                |
| 810-817               | 54                  | 41                |
| 818-829               | 55                  | 41                |
| 830-832               | 55                  | 42                |
| 833-847               | 56                  | 42                |
| 848-849               | 57                  | 42                |
| 850-862               | 57                  | 43                |
| 863-869               | 58                  | 44                |
| 870-877               | 58                  | 44                |
| 878-889               | 59                  | 44                |
| 890-892               | 59                  | 45                |
| 893-907               | 60                  | 45                |

# Appendix A-3

---

## Schedule of Leave Hours– Annual (Vacation) & Sick

College Assistants Hired on or after July 1, 1985

(For 1st, 2nd, 3rd, and 4th Year of Service)

\*\*Hours worked in a calendar year are indicated in the first column, Annual Leave Hours accrued in the second, Sick Leave Hours accrued in column three\*\*

| <b>July 1-June 30</b> | <b>Annual Leave</b> | <b>Sick Leave</b> |
|-----------------------|---------------------|-------------------|
| 908-909               | 61                  | 45                |
| 910-922               | 61                  | 46                |
| 923-929               | 62                  | 46                |
| 930-937               | 62                  | 47                |
| 938-949               | 63                  | 47                |
| 950-952               | 63                  | 48                |
| 953-967               | 64                  | 48                |
| 968-969               | 65                  | 48                |
| 970-975               | 65                  | 49                |
| 1040                  | 69                  | 52                |

Annual (Vacation) Leave is based upon 1 hour of annual leave for every 15 hours worked. Sick Leave is based upon 1 hour of Sick Leave for every 20 hours worked. Please refer to pages 10 and 11 for rules on using sick and annual leave.

