

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

**CUNY OFFICE ASSISTANT
AND
CUNY ADMINISTRATIVE
ASSISTANT TITLES**

Handbook

Prepared by Office of Human Resources



White Collar Titles Handbook Content

Gittleson employees

Please note, information is printed on both sides of the page

- **HR Staff Contact information**
- **Job Description for COA title**
- **Job Description for CAA title**
- **White Collar titles employee Fact Sheet**
- **Compensation information for COA and CAA titles**
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- **Gittlesons contractual steps clarification**
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- **Employee Transfers**
- **White Collar Classified Titles Benefits Summary**
- **Mandatory CUNY training**
- **Visit our website for more information**



Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Faina Fradkin

HR Manager /Classified Titles Employee Services/Recruiter

212.237.8315

ffradkin@jjay.cuny.edu

Contact for questions about: job postings, searches, contractual increases/level changes, Uniform Allowances, Inter-college transfers, hiring classified titles (Provisional, PT, FT, Temporary, Probable permanent, Permanent), Disciplinary leaves, classified titles separations, reclassifications and more.

Toni Mason-Clarke

Payroll Specialist/ Payroll support, Time and Leave Manager

212.621.3788

tmason-clarke@jjay.cuny.edu

Contact for questions about: College Assistant, Custodian (hourly), Campus Security (hourly), Theater titles (hourly) timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and more. FT Employee - bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and etc. , non-payments , missing pay, salary rates and increments

Christina Lee

Benefits Specialist/Benefits Manager

212.237.8504

clee@jjay.cuny.edu

Contact for questions about: Medical Leaves, Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Retirement, Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Tuition Waivers, Voluntary Benefits and information on contacting your welfare fund.

Bria Bruce (Classified Titles Benefits)

HR Benefits Coordinator

212.237-8561

bbruce@jjay.cuny.edu

Contact for questions about: Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Voluntary Benefits and information on contacting your welfare fund.

Georgina Cruz, Francesca Tindal – Time Keepers

White Collar, Classified Managerial, Blue Collar, Skilled Trades, Labor Time and Leave

A-L Francesca Tindal ftindal@jjay.cuny.edu; 212-237-8966

M-Z Georgina Cruz gcruz@jjay.cuny.edu; 212-557-4774

Contact for questions about: bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and more.

Terencia Martin (alternate contact) Blue Collar/Skilled Trades/Labor, White Collar Time and Leave.

HR Coordinator

Phone: 212.237.8560

Email: temartin@jjay.cuny.edu

Contact for questions about: bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, overtime payments, Unscheduled Holidays, and more.



Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Victor De Jesus

Payroll Assistant WC/BC Hourly Titles Time and Leave

Phone: 212.484.1330

Email: vdejesus@jjay.cuny.edu

Contact for questions about part-time payroll for: College Assistant, Custodian (hourly), and Campus Security (hourly), Theater titles (hourly) Timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and more.

Aneesa Lesley

HR Specialist /HRIS Manager

212. 237.8479

alesley@jjay.cuny.edu

Contact for questions about: HR Website, accessing your CUNYFirst account, employee self-service (name changes, address changes, phone number changes, degree update, marital status and emergency contact update), manager self-service: employee reporting structure.



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alesley@jjay.cuny.edu

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THE CITY UNIVERSITY OF NEW YORK

Classified Civil Service Position Description

Title CUNY Office Assistant

Title Codes 04802
Gittleson Titles Group (033)

FLSA Status Non-Exempt (Overtime Eligible)

Date Issued 11/12/2004

General Duties and Responsibilities

This position performs clerical and daily office operations within various academic and administrative departments of a diverse University environment.

Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. In the University's multicultural environment, incumbents provide consistent assistance to everyone.

There are two assignment levels for the CUNY Office Assistant (Level 1 and Level 2).

Qualification Requirements

Proof of meeting requirements 1 – 4 is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. Completion of two (2) years of full-time equivalent experience which may be met by one of the following:
 - a. Two years of employment in general office work
 - b. One year of employment in general office work plus 30 college credits from an accredited institution of higher education (equivalent of one year of experience)
 - c. 60 college credits from an accredited institution of higher education (equivalent of two years of experience)

CUNY consider full-time work to be at least 35 hours weekly. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will NOT be credited at all.

2. High School Diploma or GED.
3. Passage of a qualifying Work Experience Test.
4. English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

Candidates who meet the above requirements must also meet requirements 5 – 7 after the close of the filing period.

5. Candidates must take and pass a job-related Civil Service Examination that measures critical competencies for the position.

6. Candidates must undergo a background check, including a fingerprint screening and a verification of their education and work history.
7. Additionally, candidates may be asked to demonstrate technical competence in using job-related software (e.g., word processing or other).

Direct Lines of Promotion

Promotion opportunity is limited to Permanent incumbents meeting the requirements in the University Job Specification and Examination Notice for the respective title(s).

None

CUNY Administrative Assistant (04804)

General Work Tasks

Assignment Level 1 Under supervision, performs office or secretarial work in various units, following relevant departmental, College, and University procedures. Typical duties are outlined below.

Documentation and Information

- Types and prints materials such as letters, memoranda, forms, purchase orders and vouchers, using typewriter/word processor/personal computers and all peripheral equipment.
- Proofreads typed material for accuracy, correcting errors as necessary.
- Uses commercial office software packages in typing, data entry, filing, updating files, and preparing various reports.
- Collects information or data from various sources; files and retrieves books, documents and/or data as needed. Updates existing files.
- Creates filing systems.
- Maintains departmental records; keeps separate confidential records when instructed.
- Retrieves and formats computerized data.
- With proper training, may take dictation and transcribe notes (written or recorded).
- Prepares and proposes various forms, e.g., financial aid applications, personnel papers and other college forms.

Communications and Customer Service

- Provides information, as directed, to faculty, students, employees, and the general public.
- Responds to routine inquiries regarding departmental affairs.
- Answers telephone calls; screens incoming calls and forwards/refers calls; assists in maintaining up-to-date mailing and telephone directories.
- Provides receptionist services; sets up appointments; keeps calendars; refers students, faculty, other CUNY employees and general public to proper areas or persons.
- Furnishes information on the department's rules and regulations, when authorized.
- Assists with arrangements for special events (e.g., conferences, reservations of rooms, travel arrangements, catering services, informing the relevant departments/units, etc.)
- Interviews and supervises College Assistants, College Work Study Students, Student Aides, Summer Interns, Volunteers, etc.
- Assists in training new employees in various office duties/use of office machines.
- Communicates with other academic or administrative departments or outside agencies to expedite the processing of work.

Transaction Processing

- Prepares routine reports, including drafts, using information received from various sources.

- Receives and processes financial transactions following prescribed procedures (e.g., tuition payments, library fines).
- Processes purchase orders and supply orders; verifies deliveries.
- Verifies inventory and supplies reports on request.
- Completes Time & Leave calculations and keeps up-to-date records.
- Assists supervisors in specialized office functions, e.g., fingerprinting, 1-9, reference and background checking, unemployment insurance.
- Calculates payroll figures; verifies amounts on financial forms; prepares deposit records; refunds authorizations, and similar documents; keeps related records.
- Makes routine petty cash purchases and disbursements, and maintains petty cash account; keeps necessary records.
- Receives mail for the unit/department/college and distributes it among the proper persons; may sort mail per instructions.
- Prepare the department/unit/college mailings within or outside CUNY, arranging special mail services when authorized.
- Duplicates, collates and distributes materials. Coordinates the work of others to produce and distribute materials; confers with printing department and mailroom personnel as needed.
- Assists in preparing and distributing materials such as recruitment documents.
- Assists in registration activities within the department or as assigned; when authorized, processes drop/add and over tally requests for course registration.

Other

- Performs routine upkeep of office machines, e.g., photocopier, typewriter, computer terminals, printers, fax machines.
- May serve on committees when authorized.

Assignment Level 2

Under supervision, performs moderately complex office or secretarial work in various units of CUNY.

Perform tasks at assignment Level 1, at a more complex or responsibility level or with significant expertise and masterly performance.

May serve as secretary to an executive or to a small group of professional, managerial, or technical personnel.

Organizes, supervises and coordinates the workload of a moderately complex office, including the supervision of full and part-time office support staff.

Initiates administrative procedures on behalf of the department.

Administers a specialized area, requiring unique training and/or experience within a large office.

Interviews and recommends full and part-time office support staff, including College Assistants and CUNY Office Assistants in Level 1.

Prepares and compiles complex reports, including simple research and analysis.

With approval, makes improvements to department forms.

Develops record-keeping systems.

Trains office employees and others (as directed) in routine office duties, rules, procedures, etc. and related matters.

Job Characteristics

Required Knowledge	<p>English Language:vocabulary: knowledge of the meaning of words that used in written and spoken business communications.</p> <p>Arithmetic: rules of basic Math and their use (i.e., computing answers to basic numerical and text-based mathematical problems).</p> <p>Customer Service: principles and processes for providing quality customer services.</p> <p>Office Technology:telephone applications, word and/or document processing software, electronic mail, calendar, and other office systems widely used throughout the University.</p>
Required Skills	<ul style="list-style-type: none">• Active listening, speaking to others to effectively convey information, and being aware of others' reactions and understanding their reactions.• Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using proper grammar, spelling, syntax, and composition.• Understanding written sentences and paragraphs in work-related documents).
Required Abilities	<ul style="list-style-type: none">• Following directions that are given orally or in writing.• Orally expressing ideas and communicating information so that others will understand.• Arranging things or actions in a logical order, according to specific a specific rule or rules.• Concentrating on a task over an extended period of time without being distracted or losing interest.• Editing written material by applying the basic rules of spelling, grammar, punctuation, syntax, and word choice.• Performing basic calculations (i.e., add, subtract, multiply, or divide) quickly and correctly.

Other Work
Requirements

Incumbents need a high level of stress tolerance.

An orientation toward providing service is essential.

Incumbents must be self-motivated.

There is often a substantial amount of time answering the telephone, making telephone calls, engaging in work-related telephone calls, and handling telephone messages.

This position might require extended periods of time sitting or other sedentary activity.

Incumbents of this title spend a lot of time making or maintaining contact with others face-to-face, via telephone, and through written communication, including electronic (such as email) . .

There is a high level of repetition in both physical activities (e.g., typing) and mental activities (e.g., recordkeeping).

The incumbents of this position often work as members of a team and are accountable other members of the team.

This job requires a high level of accuracy in the performance of job duties.

Work Values
and Interests

People who are drawn to the CUNY Office Assistant job typically value:

- Helping people.
- Having a good work ethic.
- Doing a good job.
- Using their personal initiative.
- Organizations with supportive management.
- Working in a friendly, non-competitive environment.

People who are drawn to this job typically like being involved in work that is conventional, with set procedures and routines and a clear line of authority. They also enjoy providing help or service to others and communicating with people.

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title CUNY Administrative Assistant

Title Codes 04804
Gittleson Titles (033)

FLSA Status Non-Exempt (Overtime Eligible)

Date Issued NOVEMBER 1, 2004

General Duties and Responsibilities

This position has responsibility for the operation of a major administrative College activity, or difficult administrative and secretarial work in an office with College-wide responsibilities, or in an unusually complex academic department. May perform duties described under the lower title, CUNY Office Assistant (04802).

Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. In the University's multicultural environment, incumbents provide consistent assistance to everyone.

There are two assignment levels for the CUNY Administrative Assistant (Level 1 and Level 2).

Qualification Requirements

Proof of meeting qualification requirements is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. Permanent status as a CUNY Office Assistant at Assignment Level 1 (Pay Level 3) or Assignment Level 2 (Pay Level 4).

Candidates who meet the above requirements must also meet requirements 2 – 4 after the close of the filing period.

2. Candidates must take and pass a job-related Civil Service Examination that measures critical competencies for the position.
3. Candidates must undergo a background check, including a fingerprint screening and a verification of their education and work history.
4. Additionally, candidates may be asked to demonstrate technical competence in using job-related software (e.g., word processing or other).

Direct Lines of Promotion

Promotion opportunity is limited to Permanent incumbents who meet requirements listed in the University Job Specification and Examination Notice for the respective title(s).

From: CUNY Office Assistant (04802) To: None

Typical Tasks

Assignment Level 1 Under direction, with wide latitude for the exercise of independent initiative and judgment, performs office or secretarial work in various units, following relevant departmental, College, and University procedures. Typical duties are outlined below.

Supervision

- Develops and maintains efficient office procedures and methods and trains employees in their use.
- Makes arrangements for and may deliver specialized training.
- Interprets and applies operating procedures, rules and regulations within their assigned area(s).
- Establishes work priorities for a major unit of operation or of several small offices engaged in routine clerical functions.
- Conducts job interviews to select subordinate office personnel.
- Supervises preparation of routine or specialized payrolls; reviews adjustments, reports inconsistencies.
- Supervises and coordinates the work of other employees.
- Coordinates the work of others for program activities and events, including registration, room arrangements, travel, fee collection, purchases, etc.

Budget & Transaction Processing

- Maintains departmental accounts and reconciles books.
- Assists in monitoring budgets and expenditures.
- Makes petty cash purchases and keeps records of accounts.
- Coordinates book lists for the department and forwards them to bookstores as directed by department chair/supervisor.
- Borrows and lends materials to and from other libraries, domestically and internationally, through the Interlibrary Loan area.

Communications and Customer Service

- Verifies students' transcripts, recording grades and grade changes.
- Assists in scheduling special examinations for students.
- Assists in determining admission and advanced standing eligibility.
- Prepares class schedules; reserves rooms and equipment, and communicates assignments.
- Provides information regarding College, Department, and University regulations.

Documentation

- Expedites and prepares drafts for the Chair or Director, if authorized.
- Formats and types complex reports using typewriter, word processor, computer, or other document preparation equipment.
- Prepares documents from diverse materials including academic, scientific or technical data.

- Prepares complex statistical reports and related charts and graphs.
- Drafts and edits written or visual material, including routine publications and catalogues; coordinates publication of the same.
- Drafts routine and complex correspondence.
- Prepares and coordinates the distribution of recruitment materials.
- May take dictation and/or transcribes notes, if necessary.

Assignment Level 2

Under direction, with wide latitude for the exercise of independent initiative and judgment, performs very complex administrative or supervisory work; may work with other College units to complete significant administrative functions (e.g., payroll, facilities, personnel, budget, records, security, etc.). Typical duties are outlined below.

- Serves as a secretary to a senior executive of a College, performing difficult and responsible administrative work (e.g., for a full Dean, full Administrator, Vice President or Provost.)
- Drafts confidential reports and memoranda.
- In charge of an administrative office or a section of a large administrative office, library, or an unusually large, complex and uniquely challenging academic department.
- Performs complex specialized administrative tasks and makes important administrative decisions relating to compilations, storage, and disposition of financial records, student records, and personnel record, in accordance with the record retention policy.
- Follows up with staff and administrators throughout the College, University, and the community to resolve problems.
- Supervises, trains, and evaluates full-time and part-time employees performing work under the jurisdiction of this position.
- May perform duties described under the lower assignment level.

Job Characteristics

Required Knowledge

English Language: vocabulary: knowledge of the meaning of words that used in written and spoken business communications.

Arithmetic: rules of basic Math and their use (i.e., computing answers to basic numerical and text-based mathematical problems).

Customer Service: principles and processes for providing quality customer services.

Office Technology: telephone applications, word and/or document processing software, electronic mail, calendar, and other office systems widely used throughout the University.

Required Skills

- Active listening, speaking to others to effectively convey information, and being aware of others' reactions and understanding their reactions.
- Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using proper grammar, spelling, syntax, and composition.
- Understanding written sentences and paragraphs in work-related documents.
- Project management skills, in addition to basic organizational and planning skills.
- Time management skills.

- Monitoring and assessing office performance, making improvements or taking corrective actions as needed.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Required Abilities

- Give and follow directions that are issued orally or in writing.
- Orally expressing ideas and communicating information so that others will understand.
- Arranging things or actions in a logical order, according to specific rule(s), preexisting or created by the incumbent.
- Concentrating on a task over an extended period of time without being distracted or losing interest.
- Drafting and editing written material by applying the basic rules of spelling, grammar, punctuation, syntax, and word choice for a variety of audiences.
- Performing basic calculations (i.e., add, subtract, multiply, or divide) quickly and correctly.

Other Work Requirements

Incumbents need a high level of stress tolerance, adaptability, and flexibility.

Being committed to the success of one's Department, College, and of The University is essential, as is an orientation toward providing service.

Incumbents must be self-directed and self-motivated, as well as being able to provide direction to and motivate others.

There is often a substantial amount of time answering the telephone, engaging in work-related telephone calls, and handling telephone messages.

This position might require extended periods of time sitting or other sedentary activity.

Incumbents of this title spend a lot of time making or maintaining contact with others face-to-face, via telephone, and through written communication, including electronic (such as email).

There is a high level of repetition in both physical activities (e.g., typing) and mental activities (e.g., recordkeeping).

The incumbents of this position often work as members of a team and are accountable to other team members.

This job requires a high level of accuracy in the performance of job duties.

Work Values and Interests

People who are drawn to the CUNY Administrative Assistant job typically value:

- Helping people.
- Solving problems.
- Having a good work ethic.
- Seeing projects through, from beginning to end.
- Using personal initiative.
- Demonstrating leadership.
- Organizations with supportive management.
- Working in a friendly, non-competitive environment.

People who are drawn to this job typically like being involved in work that is conventional, with set procedures and routines and a clear line of authority. They also enjoy providing help or service to others and communicating with people.



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 Gittleston 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. 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 3 credits per semester. Undergraduate summer sessions are allowed.

PENSION SELECTION: There are various pension tiers under the New York City Employees' Retirement System (NYCERS). Please speak to a member of the Benefit's Team for specific information.

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.

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

Title	Contract	Union	Job subfunction type	Work week
Admin Superintendent of Campus Buildings and Grounds	UNRP	UNRP	Classified Competitive	35 hrs
Assistant Campus Security Director	UNRP	UNRP	Classified Competitive	35 hrs
Broadcast Associate	WC	DC 37, Local 375	Classified Competitive	35 hrs
Business Data and Reporting Analyst	WC	DC 37	Classified Competitive	35 hrs
Campus Peace Officer	BC	IBT, Local 237	Classified Competitive	40 hrs
Campus Public Safety Sergeant	BC	IBT, Local 237	Classified Competitive	40 hrs
Campus Security Assistant (FT and PT)	BC	IBT, Local 237	Classified Competitive	40 hrs
Campus Security Director	UNRP	UNRP	Classified Non-Competitive	35 hrs
Carpenter	SKDTRD	Carpenters	Classified Competitive	35 hrs
Chief Admin Superintendent of Campus Buildings and Grounds	UNRP	UNRP	Classified Competitive	35 hrs
College Accountant	WC	DC 37, Local 1407	Classified Competitive	35 hrs
College Accountant Assistant	WC	DC 37, Local 1407	Classified Competitive	35 hrs
College Assistant (PT)	WC	DC 37, Local 2054	Classified Non-Competitive	20 hrs
College Graphics Designer	WC	DC 37, Local 375	Classified Competitive	35 hrs
College Print Shop Assistant	WC	DC 37, Local 384	Classified Competitive	35 hrs
College Print Shop Associate	WC	DC 37, Local 384	Classified Competitive	35 hrs
College Print Shop Coordinator	WC	DC 37, Local 384	Classified Competitive	35 hrs
College Security Specialist	BC	IBT, Local 237	Classified Competitive	40 hrs
Computer Systems Manager	UNRP	UNRP	Classified Competitive	35 hrs
CUNY Administrative Assistant (<i>also called Gittleston title</i>)	WC	DC 37, Local 384	Classified Competitive	35 hrs
CUNY Office Assistant (<i>also called Gittleston title</i>)	WC	DC 37, Local 384	Classified Competitive	35 hrs
Custodial Assistant (CUNY) (FT and PT)	BC	DC 37, Local 1597	Classified Non-Competitive	40 hrs
Custodial Supervisor (CUNY)	BC	DC 37, Local 1797	Classified Competitive	40 hrs
Electrician	SKDTRD	IBEW, Local 3	Classified Competitive	35 hrs
IT Assistant (FT and PT)	WC	DC 37, Local 2627	Classified Competitive	35 hrs
IT Associate (FT and PT)	WC	DC 37, Local 2627	Classified Competitive	35 hrs
IT Senior Associate (FT and PT)	WC	DC 37, Local 2627	Classified Competitive	35 hrs
IT Support Assistant (FT and PT)	WC	DC 37, Local 2627	Classified Competitive	35 hrs
Laborer	Labor	DC37, Local 924	Labor (non competitive)	40 hrs

Title	Contract	Union	Job subfunction type	Work week
Lead Theater Technician (FT and PT)	WC	IATSE, Local 1	Classified Non-Competitive	35 hrs
Locksmith	SKDTRD	DC37, Local 1087	Classified Competitive	40 hrs
Mail Message Service Worker	WC	DC 37, Local 384	Classified Competitive	35 hrs
Maintenance Worker	SKDTRD	IBT, Local 237	Classified Competitive	40 hrs
Oiler	SKDTRD	IUOE, Local 30	Classified Competitive	40 hrs
Painter	SKDTRD	Painters	Classified Competitive	35 hrs
Plumber	SKDTRD	Plumbers , 1	Classified Competitive	35 hrs
Purchasing Agent	WC	SEIU, Local 300	Classified Competitive	35 hrs
Purchasing Agent Assistant	WC	SEIU, Local 300	Classified Competitive	35 hrs
Senior Custodial Supervisor (CUNY)	BC	DC 37, Local 1797	Classified Competitive	40 hrs
Senior Stationary Engineer (CUNY)	SKDTRD	IUOE, Local 30	Classified Competitive	35 hrs
Stationary Engineer (CUNY)	SKDTRD	IUOE, Local 30	Classified Competitive	40 hrs
Stock Worker	BC	IBT, Local 237	Classified Competitive	40 hrs
Stock Worker Supervisor	BC	IBT, Local 237	Classified Competitive	35 hrs
Supervisor	BC	DC 37, Local 1797	Classified Competitive	35 hrs

CUNY OFFICE/SECRETARIAL ASSISTANT

	5/1/2016		2/1/2017		2/1/2018		2/1/2019		2/1/2020	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Level 1NH	29,497	29,497	30,087	30,087	30,689	30,689	31,303	31,303	31,929	31,929
Level 2NH	30,998	30,998	31,618	31,618	32,250	32,250	32,895	32,895	33,553	33,553
Level 1INC	33,332	34,459	33,999	35,148	34,679	35,851	35,373	36,568	36,080	37,299
Level 2INC	35,027	44,657	35,728	45,550	36,443	46,461	37,172	47,390	37,915	48,338
Level 3	36,478	44,657	37,208	45,550	37,952	46,461	38,711	47,390	39,485	48,338
10 yrs	37,440	44,657	38,189	45,550	38,953	46,461	39,732	47,390	40,527	48,338
15 yrs	38,407	44,657	39,175	45,550	39,959	46,461	40,758	47,390	41,573	48,338
20 yrs	39,614	44,657	40,406	45,550	41,214	46,461	42,038	47,390	42,879	48,338
25 yrs	41,064	44,657	41,885	45,550	42,723	46,461	43,577	47,390	44,449	48,338
Level 3A	38,804	51,098	39,580	52,120	40,372	53,162	41,179	54,225	42,003	55,310
10 yrs	39,556	51,098	40,347	52,120	41,154	53,162	41,977	54,225	42,817	55,310
15 yrs	40,279	51,098	41,085	52,120	41,907	53,162	42,745	54,225	43,600	55,310
20 yrs	41,064	51,098	41,885	52,120	42,723	53,162	43,577	54,225	44,449	55,310
25 yrs	41,064	51,098	41,885	52,120	42,723	53,162	43,577	54,225	44,449	55,310
Level 4	39,614	51,098	40,406	52,120	41,214	53,162	42,038	54,225	42,879	55,310
10 yrs	40,582	51,098	41,394	52,120	42,222	53,162	43,066	54,225	43,927	55,310
15 yrs	41,553	51,098	42,384	52,120	43,232	53,162	44,097	54,225	44,979	55,310
20 yrs	42,758	51,098	43,613	52,120	44,485	53,162	45,375	54,225	46,283	55,310
25 yrs	43,962	51,098	44,841	52,120	45,738	53,162	46,653	54,225	47,586	55,310

Effective 10/1/05, New Hires after serving one year in Level 1NH, will move to Level 2NH; then after serving one year at Level 2NH, they will move to Level 2INC.

CUNY ADMINISTRATIVE ASSISTANT

	5/1/2016		5/1/2016		5/1/2016		5/1/2016		5/1/2016	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Level 1A	45,412	61,328	46,320	62,555	47,246	63,806	48,191	65,082	49,155	66,384
Level 1B	46,863	61,328	47,800	62,555	48,756	63,806	49,731	65,082	50,726	66,384
Level 1C	48,577	61,328	49,549	62,555	50,540	63,806	51,551	65,082	52,582	66,384
10 yrs	49,547	61,328	50,538	62,555	51,549	63,806	52,580	65,082	53,632	66,384
15 yrs	50,514	61,328	51,524	62,555	52,554	63,806	53,605	65,082	54,677	66,384
20 yrs	51,929	61,328	52,968	62,555	54,027	63,806	55,108	65,082	56,210	66,384
25 yrs	53,347	61,328	54,414	62,555	55,502	63,806	56,612	65,082	57,744	66,384
Level 2	54,350	69,088	55,437	70,470	56,546	71,879	57,677	73,317	58,831	74,783

Revised: 11/21/2018

Rates indicated as "10 year, 15 year, etc" shall be effective on the Jan. 1, April 1, July 1, October 1 following the appropriate anniversary of employment if there are no breaks in service. Rates for "movement to level" shall be effective on the appropriate anniversary of employment if there are no breaks in service.

Assignment Differential

Limited to incumbents performing qualifying payroll duties prior to implementation of the 1984-87 agreement. Gittleston employees assigned thereafter may not receive the payroll differential.
CUNY Office Assistant Level 3 - effective 5/1/2016 - \$754; effective 2/1/2020 - \$784.

CUNY Office Assistant Level 3A, 4 - effective 5/1/2016 - \$1,006; effective 2/1/2020 - \$ 1,047.

Advancement Increase

When assigned to the level specified, the salary rate shall be either the minimum of the level assigned or the rate received in the former level plus the advancement increase, whichever is greater.
CUNY Office/Secretarial Asst. Level 4 - effective 5/1/2016 - \$999; effective 2/1/2020 - \$ 1,039.

CUNY Administrative Asst. Level 1A - effective 5/1/2016 - \$1,278; effective 2/1/2020 - \$1,330.

CUNY Administrative Asst. Level 2 - effive 5/1/2016 - \$1,445; effective 2/1/2020 \$ 1,503.

Classified Titles – Civil Service Jobs

Most NYC government jobs, including CUNY, are part of the competitive class, which requires permanent appointment through taking and passing a competitive civil service examination.

For titles where eligible lists from civil service exams are not in existence, CUNY (and other city agencies) are permitted to consider and appoint qualified individuals who apply directly to vacant positions to ensure that essential college functions are executed.

Qualified individuals may be **provisionally** appointed to a competitive position while awaiting an exam for their title or for a similar title.

While most positions are classified in the competitive class, there are some positions for which competitive exams are not required. For these positions, qualified individuals may be considered and appointed without further examination

CUNY, as a separate NYC agency, fills many of its positions through the Civil Service Process, a process guided by the New York State Civil Service Law, which is in place to help ensure that the hiring process is competitive and fair. CUNY uses employment examinations to measure a potential candidate's merit and fitness for a particular title. In most instances, taking an exam is the beginning of a hiring process that may lead to employment with CUNY.

There are three types of examinations:

1. **Open-competitive** exams are exams any person meeting all the minimum requirements can apply to take;
2. **Promotional** examinations are open only to employees already in permanent lower level eligible positions;
3. **Continuous recruitment** examinations are examinations for which applications are accepted on an on-going basis and are used for job titles where there is a lot of hiring activity or for job titles that are very specialized and there may be a limited number of applicants.

Continuous Recruitment example: CSA titles

Continuous recruitment means that applications are accepted on a continuous basis. Continuous recruitments tend to be restricted to examinations of education and experience. If an applicant passes the examination, he or she becomes eligible for a possible appointment for a period of up to two years.

Exam Attendance by current CUNY employee:

Active CUNY employees in classified titles **will get paid for the day/time** (absences will be excused), when they are taking CUNY's mandatory exams (*i.e., psychological evaluation and medical examination*) or are attending a hiring pool for Classified titles (CUNY only) **during their scheduled work hours**.

The employees will **NOT be paid**, if the day/time they are taking the exam or are attending a hiring pool is on their scheduled day off.

According to PPB 1/89, time spent in civil service examinations, appointment interviews or hiring pools for CUNY titles **shall be excused with pay upon submittal of evidence (proof) satisfactory to the Office of Human Resources**.

Employees must present sufficient documentations (*such as exam notification letters to employee from CUNY, invitations to attend the pool/exam*) to their supervisor to indicate that they need the release time.

This rule **DOES NOT apply** when CUNY employees are taking exams **for any other (non-CUNY) positions/attending hiring pools at any other NYC or NYS agencies**, such as NYC Department of Corrections, Police Department, etc.

After each Civil Service exam, CUNY establishes an eligible to hire list. This list consists of all candidates who passed the exam, ranked in score order and is available to each of the CUNY schools with open positions in the corresponding title.

When the CUNY School has a hiring need, candidates are contacted for interviews in list number order. New York State Civil Service Law requires agencies to employ the One-in-Three rule, whereby they must consider and hire one of the three candidates at the top of the eligible list for appointment to a vacant position. Eligible lists usually (but not always) remain active for four years.

At the hiring pool

When the list comes out, after the exam was taken by all candidates who applied, CUNY invites candidates with the highest scores to attend the hiring pool for a specific title.

CUNY Schools representatives attend the hiring pool when they have an approved vacancy in a specific title.

If the candidate is selected for hire at the hiring pool, HR Representative extends a Conditional Job Offer to that candidate.

Conditional Job offer

The offer of employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation of academic and professional credentials, necessary employment and background checks, fiscal ability and approval by the CUNY Board of Trustees. In addition, for titles that require completion of other prerequisites of employment, this offer is subject to the successful satisfaction of those requirements. The terms and conditions of employment are consistent with the applicable rules and Bylaws of the Board of the City University of New York and the existing collective bargaining agreement.

The candidate with the conditional offer is informed that his/her status will be “**Probable Permanent**” for the duration of one year. This is the established probation period. However, based on the University policy every probationary employee will be evaluated every quarter, prior to the end of the probation period.

Probation Period

In the event the new hire employee receives less than an overall satisfactory performance rating during the probation period, the College Personnel Officer upon request of the Hiring Department Manager may choose to extend the probation period subject to the agreement of the probationer, but no more than by six additional months.

The Hiring Department Manager also has an option to request the College Personnel Officer to terminate the employee during the probation period after 2 months of probationary employment based on unsatisfactory performance, attendance issues etc.

If the probation period resulted with the overall satisfactory performance rating the employee is granted **Permanent status** at the end of the probation period. Office of Human Resources sends the letter to the employee informing them of the change of the status to Permanent.

Explanation of Contractual Steps for Gittleson titles

COA (CUNY Office Assistant) and CAA (CUNY Administrative Assistant)

COA (CUNY Office Assistant)

Candidates are hired as **COA Lvl1** from the CS List (after the COA exam), at the hiring pool.

Sometimes they can be hired provisionally or as a temporary, while awaiting notification for exam or the list establishment.

All provisional and temporary appointments must be terminated 60 days after the competitive list for the title is posted.

The first year after hire the COA employee has a status of “Probable Permanent”, 1 year of probation is required.

Hiring rate:

If the candidate being hired did not have 2 years of prior CUNY service in any other title, without a break in service then s/he is hired at the new hire rate.

If there was prior 2 years of CUNY service, then the candidate may be hired at Incumbent rate, after HR verification of employment history.

COA Contractual steps:

- COA Lvl2- movement occurs after 1 year of continuous service as COA Lvl1 (from date of hire, new hire) Effective on the 1st year anniversary of appointment and employee is entitled to salary increment (as on schedule).
- After 2 years of continuous service in title, if the candidate was initially hired at new hire rate, then this step is to get to incumbent rate
- COA Lvl3 – effective on the 5th year anniversary of appointment to COA title. Requires 4 years of continuous service as COA Lvl2.
- See salary schedule for the rates for each COA level.
- Please note there are contractual salary increments (service increments) starting from COA Lvl 3 based on the length of service in title (10, 15, 20, 25).
- Service increments are effective on Jan 1, April 1, July 1, October 1, following the appropriate anniversary of employment if there are no breaks in service.

At this time COA Lvl3A is not used by CUNY.

Note:

Any leaves of absence without pay in the COA title must be added to the anniversary date to adjust the effective date.

Status change:

- After 1 year of continuous service in title the supervisor conducts evaluation and decides if the employee passed the mandatory probation period and may change the status to “**permanent**”.

- If the supervisor decides that they want to extend probation period by 3 or 6 months they inform the HR rep. in writing. The manager also has the right to terminate the employee in Prob Perm status, as “not passing probation”.
- Employee is notified in writing re his/her status change

Review COA job description. Keep in mind:

COA Lvl 1 and COA Lvl 2 - goes with Assignment level 1 duties on job description

COA Lvl 3 and COA Lvl 4 - goes with Assignment level 2 duties on job description

COA Lvl4 – move is NOT contractual. It is a discretionary move, if the manager feels that employee has assumed additional duties, or the employee in COA Lvl3 in addition to their own duties now also supervises other employees, then the manager may submit a request for the employee’s level change. If approved, only then employee is moved to COA Lvl4.

Eligibility: Service as COA Lvl3

Permanent in title

Approval from College review process of higher level of duties and responsibilities

CAA (CUNY Administrative Assistant)

are hired as CAA Lvl 1A from CS List, at the hiring pool, or from Inter-College transfer roster, when they are working at other CUNY Schools.

Sometimes the CAA position may be posted for provisional hire.

In order to qualify for CAA title, the employee must be in COA title (Perm) Level 3 or Level 4.

CAA Contractual steps:

- After 1 year of continuous service CAA Lvl1A - there is a move to CAA Lvl 1B, effective on anniversary of appointment to CAA title.
- After 13 months of continuous service as CAA Lvl1B - there is a move to CAA Lvl 1C.
- On the salary schedule you may see the rates for each CAA level.
- Please note there are contractual salary increments (service increments) starting from CAA Lvl 1C based on the length of service in title (10, 15, 20, 25). A total of all years of service (service in COA and CAA title) is taken in consideration for the service increments.
- Service increments are effective on Jan 1, April 1, July 1, October 1, following the appropriate anniversary of employment if there are no breaks in service.

CAA Lvl 1A, 1B, and 1C - go with Assignment level 1 duties on job description

CAA LVL2 - go with Assignment level 2 duties on job description

CAA Lvl2 move is NOT contractual. It is a discretionary move, if the manager feels that employee has assumed additional administrative duties, of a complex nature, or/and the employee is now supervising others in addition to their own duties, then the supervisor may submit a request for the employee’s level change. Approval from College review process of higher level of duties and responsibilities is required.

Note:

Any leaves of absence without pay in the CAA title must be added to the anniversary date to adjust the effective date.

Rest period:

As per White Collar contract, as scheduled by the supervisor and approved by the Vice Chancellor for Labor Relations, a rest period of 15 minutes per day (coffee break) shall be maintained for employees in COA and CAA titles.

It shall be understood that in those instances where an employee does not take advantage of the rest period or where on rare occasions the work of an office does not permit the regular rest period, the employee shall not be permitted to leave earlier or to add such time to the annual leave.

Reclassification process for Gittleson titles

COA (CUNY Office Assistant) and CAA (CUNY Administrative Assistant)

- Reclassification recognizes that new higher-level duties have been added over time, which impact the scope and level of responsibility of the job, making a higher level in the title more appropriate
- Classified titles can only receive “**Discretionary Level Change**”, they cannot be reclassified into the HEO series
- The only way to be appointed to HEO title is to be selected as a Substitute (temp) or appointed from search
- Gittleson titles, as well as other Classified titles may receive “**Discretionary Level changes**” - changes in salary and/or duties related to an assignment to a higher level in the same classified title.
- Level changes are not reclassifications, or appointments to higher titles or reinstatements
- To initiate the “Discretionary Level Change” request and forward it for the College Screening & Review Committee employee’s manager needs to submit a package to HR Director and VP of the area
- Packet includes:
 - A justification letter/memorandum
 - A current job description
 - A proposed job description
 - A current organizational chart
 - A proposed organizational chart
 - Most current employee evaluation
 - Most current resume (work experience & education)
 - Any other documents that the supervisor/employee would like to include that will assist and enhance the review
- If VP of the area and HR Director approve the request it then goes for review to College Screening & Review Committee
- Most common Level changes are:
 - Early level move (from COA Lvl2 to COA Lvl3)
 - Discretionary level change (from COA Lvl3 to COA Lvl4)
 - Discretionary level change to CAA 1A title (Only COA Lvl3 or COA Lvl4 are eligible)

2 level steps changes are usually not approved, only 1 level change at a time.

Example: if a manager requests level move from COA Lvl2 to COA Lvl4 (thus bypassing COA Lvl3) for an employee, it will not be approved by the University.

Please note:

- The fact that the request was approved by area VP/HR and submitted to the College Screening & Review Committee does not guarantee request approval by that Committee
- The fact that the College Screening & Review Committee approved the request does not guarantee University approval of the request

THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

September 1, 2019 through August 31, 2020

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group.

The Annual Leave Period of all employees is September 1, 2019 – August 31, 2020. Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

Holidays			GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs, Research Assts/Assocs, Librarians) Classified Service White Collar (Clerical, Professional, Administrative, Managerial)	GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)	GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)	GROUP 3L Laborers Only (Section 220)	GROUP 4 CUNY Theatre Technician Titles
Labor Day	Monday	9/02/19	Y	Y	Y	Y	Y
Columbus Day	Monday	10/14/19	Y	Y	Y	Y	N
Election Day	Tuesday	11/05/19	N	Y	Y	Y	N
Veterans Day	Monday	11/11/19	N	Y	Y	Y	N
Thanksgiving Holiday: Thanksgiving/Day After Thanksgiving	Thursday	11/28/19	Y	Y	Y	Y	Y
	Friday	11/29/19	Y	Y	N	N	N
Christmas Holiday: Christmas Eve, Christmas Day	Tuesday	12/24/19	Y	Y	N	N	Y
	Wednesday	12/25/19	Y	Y	Y	Y	Y
New Year's Holiday: New Year's Eve, New Year's Day	Tuesday	12/31/19	Y	Y	N	N	Y
	Wednesday	1/01/20	Y	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	1/20/20	Y	Y	Y	Y	Y
Lincoln's Birthday	Wednesday	2/12/20	Y	Y	Y	N	N
Presidents' Day	Monday	2/17/20	Y	Y	Y	Y	N
Memorial Day	Monday	5/25/20	Y	Y	Y	Y	Y
Independence Day	Saturday	7/04/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Y
Unscheduled Holidays*			4	1	0	0	0
Employees normally scheduled to work on a Saturday or Sunday			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <u>instead of</u> the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.		Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	Observe holidays as listed.

* EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

2/19/2019

Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2019 – APRIL 30, 2020
CURRENT

Period
No.



APRIL 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1

2

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Period
No.



14

15

MAY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

3

4

NOVEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	29	30

16

17

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5

6

DECEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

18

19

JULY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7

8

9

JANUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

20

21

22

AUGUST 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10

11

FEBRUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29

23

24

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12

13

MARCH 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25

26

NEW FISCAL YEAR...2020-2021

Period
No.



APRIL 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1

2

Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.



= PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2019-2020
ON A CURRENT BASIS

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD

No. 1 March 28 – April 10

No. 2 April 11 – April 24

No. 3 April 25 – May 8

No. 4 May 9 – May 22

No. 5 May 23 – June 5

No. 6 June 6 – June 19

No. 7 June 20 – July 3

No. 8 July 4 – July 17

No. 9 July 18 – July 31

No. 10 August 1 – August 14

No. 11 August 15 – August 28

No. 12 August 29 – September 11

No. 13 September 12 – September 25

No. 14 September 26 – October 9

No. 15 October 10 – October 23

No. 16 October 24 – November 6

No. 17 November 7 – November 20

No. 18 November 21 – December 4

No. 19 December 5 – December 18

No. 20 December 19 – January 1

No. 21 January 2 – January 15

No. 22 January 16 – January 29

No. 23 January 30 – February 12

No. 24 February 13 – February 26

No. 25 February 27 – March 11

No. 26 March 12 – March 25

CHECK DATES

April 11

April 25

May 9

May 23

June 6

June 20

July 3

July 18

August 1

August 15

August 29

September 12

September 26

October 10

October 24

November 7

November 21

December 5

December 19

January 2

January 16

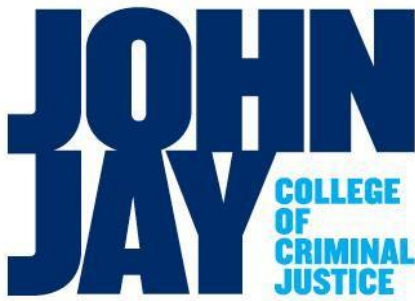
January 30

February 13

February 27

March 12

March 26



Office of Human Resources

524 West 59th Street,
The Annex, Suite 704A
New York, NY 10019
T. 212.237.8517
F. 212.237.8939

Civil Service/Classified Staff: For the Period Ending: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date								
Sick Leave								
Annual Leave								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date								
Sick Leave								
Annual Leave								

(Use Decimals 1/4=.25, 1/2=.5, 3/4=.75)

For each day of the pay period, if working less than your scheduled hours, or taking time off, please enter the appropriate code from those listed below to indicate how the time off should be charged. Enter the code & hours in the boxes provided above.

JD - Jury Duty(Must submit certificate of Juror's Proof of Service with time sheet)	M - Military Leave
B - Bereavement Leave(Must submit death certificate/proof of relationship to the deceased)	UH- Unscheduled Holiday- always 7 hours, if using UH during the long summer hours, then an additional 1.75 hours of AL must be charged with UH

Employee's Certification: *I certify that the entries on this record accurately and completely reflect my service to John Jay College during the stated period.*

Name (please print) Signature Date

Supervisor's Certification: *I certify that the employee was in full attendance in accordance with the administrative calendar except as noted above.*

Name (please print) Signature Date

Note: (Time sheets must be forwarded to the Department of Human Resources by the Monday following the close of the pay periods). Please use the below listed dates for the Work Period Ending Date.

9/2/17	11/11/17	1/20/18	3/31/18	6/9/18	8/18/18
9/16/17	11/25/17	2/3/18	4/14/18	6/23/18	
9/30/17	12/9/17	2/17/18	4/28/18	7/7/18	
10/14/17	12/23/17	3/3/18	5/12/18	7/21/18	
10/28/17	1/6/18	3/17/18	5/26/18	8/4/18	

Classified Titles

Employee Payroll Specific Information

White Collar FT titles are paid on a bi-weekly current pay schedule.

Upon receiving your completed application package and a Personnel Action Form (PAF), 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 by the Office of Human Resources.

**TIME & LEAVE
CIVIL SERVICE/CLASSIFIED STAFF
BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE
FY 2018 – 2019**

WORK PERIOD END DATES	WORK DAYS COVERED	DUE DATES
9/1/2018	(8/19 to 9/1)	*9/4/2018
9/15/2018	(9/2 to 9/15)	9/17/2018
9/29/2018	(9/16 to 9/29)	10/1/2018
10/13/2018	(9/30 to 10/13)	10/15/2018
10/27/2018	(10/14 to 10/27)	10/29/2018
11/10/2018	(10/28 to 11/10)	11/12/2018
11/24/2018	(11/11 to 11/24)	11/26/2018
12/8/2018	(11/25 to 12/8)	12/10/2018
12/22/2018	(12/9 to 12/22)	*12/26/2018
1/5/2019	(12/23 to 1/5)	1/7/2019
1/19/2019	(1/6 to 1/19)	*1/22/2019
2/2/2019	(1/20 to 2/2)	2/4/2019
2/16/2019	(2/3 to 2/16)	*2/19/2019
3/2/2019	(2/17 to 3/2)	3/4/2019
3/16/2019	(3/3 to 3/16)	3/18/2019
3/30/2019	(3/17 to 3/30)	4/1/2019
4/13/2019	(3/31 to 4/13)	4/15/2019
4/27/2019	(4/14 to 4/27)	4/29/2019
5/11/2019	(4/28 to 5/11)	5/13/2019
5/25/2019	(5/12 to 5/25)	*5/28/2019
6/8/2019	(5/26 to 6/8)	6/10/2019
6/22/2019	(6/9 to 6/22)	6/24/2019
7/6/2019	(6/23 to 7/6)	7/8/2019
7/20/2019	(7/7 to 7/20)	7/22/2019
8/3/2019	(7/21 to 8/3)	8/5/2019
8/17/2019	(8/4 to 8/17)	8/19/2019

Timesheets must be submitted on a bi-weekly basis and are due on the Monday following the Work Period End Date (* Tuesday, if Monday is a Holiday, *Wednesday, if Monday/Tuesday is a Holiday).

Classified Titles Employee Evaluation

Performance evaluations is required to be completed for all Classified Titles Employees.

A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions.

Performance Evaluation schedule

- New Employees – after serving three (3) months of service
- Probable Permanent Employees - Quarterly
- Permanent Employees – Annually
- Provisional Employees – Annually
- Special Evaluation may be done at any time

The evaluation conference has to take place between employee and the supervisor as indicated above.

The supervisor fills the form prior to the discussion and will mark the employee rating.

Performance Ratings: Unsatisfactory, Needs Improvement, Satisfactory, Surpasses Expectations

A copy of the evaluation form signed by the supervisor should be given to the employee within 10 working days following the discussion.

Employee has to sign the evaluation form and return the original signed copy to the supervisor within 10 days of receipt and keep a copy for their own record. Employee signature on the form indicates only that s/he received the copy of the evaluation memorandum, and does not signify that the employee agrees with the appraisal or its content.

Employees have an option to write a response to the evaluation provided by the supervisor. This response will be attached to the evaluation, and stored in the employee personnel file.

Classified Titles Inter-College Transfer

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet **all** of the following eligibility requirements:

- 1) At least two (2) years of permanent service at present college following appointment from a civil service list or after a voluntary transfer; or
- 2) At least one (1) year of permanent service following a promotion or reassignment unless the transfer is at the employee's former assignment level. (**Note:** Mandatory reassignment shall not bar immediate placement on the roster); and
- 3) Must have no disciplinary action pending or in process against him/her and have had no disciplinary penalties imposed in the preceding three (3) years; and
- 4) At least a satisfactory annual performance evaluation during the immediately preceding two-year period.

If you have met the above eligibility requirements, you may contact Faina Fradkin at the Office of Human Resources, (212-237-8315; ffradkin@jjay.cuny.edu) to request the inter-college transfer application.

When you submit the application to OHR the College Human Resources Director will then determine eligibility, and if approved, your application will be sent to the University Office of Human Resources Management.

You will receive notification via email of your eligibility determination, and , if eligible, your name will be placed on the college transfer roster as requested.

CUNY Human Resources – Full Time White Collar Classified Benefits Summary

Health Insurance Benefits	<p>The option of several HMOs, PPO's, and POS's is provided through the City of New York. See the "Summary Program Description" booklet at http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf. Additional information and rates are available online at http://www.nyc.gov/html/olr/html/home/home.shtml (Click on "Health Benefits Program" on the left-hand side menu.) If appointment is expected to last at least six months, effective dates for health insurance are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employment Status</th><th style="text-align: left;">Benefit Effective Date</th></tr> </thead> <tbody> <tr> <td>Probable Permanent / Permanent</td><td>Date of hire (if paperwork received within 31 days of hire)</td></tr> <tr> <td>Provisional / Temporary</td><td>91st day from the date of hire (if paperwork is submitted in that timeframe)</td></tr> </tbody> </table>	Employment Status	Benefit Effective Date	Probable Permanent / Permanent	Date of hire (if paperwork received within 31 days of hire)	Provisional / Temporary	91st day from the date of hire (if paperwork is submitted in that timeframe)
Employment Status	Benefit Effective Date						
Probable Permanent / Permanent	Date of hire (if paperwork received within 31 days of hire)						
Provisional / Temporary	91st day from the date of hire (if paperwork is submitted in that timeframe)						
Welfare Fund Benefits	<p>For titles covered by District Council 37 (DC 37), Welfare Fund benefits are effective on date of hire (provided that enrollment card is submitted in a timely fashion). See www.dc37.net for more information on the Welfare Fund benefits. Some benefits include:</p> <ul style="list-style-type: none"> • Dental - Provided by DC 37 (will not receive an ID card) • Optical (Vision) – Provided by DC 37 (will not receive an ID card; contact DC 37 for Optical Voucher – voucher valid for 90 days only) • Prescription Drugs - Provided by Prescription Solutions (will receive an ID card) • Tuition Reimbursement - \$800 per employee per calendar year provided by DC 37 <p><i>*Depending on your title will depend on which local you are covered under by DC37.</i></p> <p>For all other titles, contact the appropriate union Welfare Fund. For contact information, visit: http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html.</p>						
Retirement Benefits	<p>Probable permanent and permanent employees are required to join a pension plan, while provisional and temporary employees have the option to join the New York City Employees' Retirement System (NYCERS). Vesting is provided after 10 years of Credited Service. Go to www.nycers.org for detailed information on NYCERS.</p>						
Tax- Deferred Annuity (TDA) 403(b) Plans	<p>The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information.</p>						
New York State Deferred Compensation 457(b) Plan	<p>The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp for more information. Employees have two options:</p> <ul style="list-style-type: none"> • Tax-Deferred Contributions - not subject to current federal or New York State income taxes; contributions and any earnings grow tax deferred; withdrawals will be taxed as ordinary income when you may be in a lower tax bracket (generally at retirement). • Roth After-Tax Contributions – contributions are made after tax so withdrawals are tax free (as long as you're at least age 59½ and do not take withdrawals from your Roth account for at least five years after your first Roth contribution is made to the plan). 						
Flexible Spending Accounts (FSA) Program	<p>If eligible for Health Insurance Benefits, employee is eligible for the Dependent Care Assistance Program (DeCAP) Health Care Flexible Spending Accounts Program (HCFSA), Medical Spending Conversion (MSC) Buy-Out Waiver (BOW) Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days for probable permanent and permanent employees and within 90 days for provisional and temporary employees. Go to www.nyc.gov/fsa for detailed information and enrollment forms.</p>						

CUNY Human Resources – Full Time White Collar Classified Benefits Summary

Tuition Fee Waiver	Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:		
	Employee Category	Service Requirement	Course Type & Credit Limit
	CUNY Office & Administrative Assistants	6 months	Undergraduate - no limit, Graduate - 6 credits
	White Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits
	Blue Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits
	Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.		
Voluntary Benefits	<ul style="list-style-type: none">• Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)• Personal Service Unit – for DC 37 titles only, visit http://www.dc37.net/benefits/health/personal.html• CUNY e-MALL (discounts for CUNY employees)• Municipal Credit Union - Savings & Checking accounts and many other financial services• New York's 529 College Savings Program – Visit https://www.nysaves.org/content/home.html for more information• Transit Benefit Program through WageWorks – Visit https://www.wageworks.com/employees.aspx for more information• Voluntary Insurance Program - DC 37 titles only are eligible. Call 1-800-347-6071 for more information		
Time & Leave	Time and Leave for DC 37 Full-Time White Collar Classified Titles: http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf		

Mandatory CUNY Training

Within 60 days of your start date you must complete several training programs that are mandatory for all employees of The City University of New York. Links to the online training are below.

IT SECURITY TRAINING

Why is IT Security important at CUNY?

- We are required by law to protect the privacy of personal data belonging to our faculty, staff and students.
- We must ensure that our academic and administrative systems continue to be available to run the business of the University and to serve our faculty, students, and staff.
- We must maintain accurate University data and prevent unauthorized changes.

To take the program:

1. Visit <http://www.enterprisettraining.com/cunycourse.htm>
2. Enter your full name
3. Enter your campus email address
4. For CODE Select "None"
5. Select your role at CUNY
6. Select CUNY HR

WORKPLACE VIOLENCE PREVENTION TRAINING

In compliance with New York State law and The City University of New York Campus and Workplace Violence Prevention Policy, you will be asked to complete CUNY's online training program entitled "CUNY Workplace Violence Prevention" within 60 days of your date of hire. New York State Labor Law mandates that all employees complete training in workplace violence awareness and prevention at least once every year.

Shortly after you start working, you will receive an email from **Workplace Answers eLearning**, at training@workplaceanswers.com. The e-mail will contain a personalized link to launch the Online Training Program.

You do not need to complete all of the training in one sitting. You may use this personalized link to resume the course or review the material at a later date. The program will bring you back to where you left off in the course.

Your campus may offer in-person classroom training in lieu of the online training program. If you have questions about the online or classroom training, please contact your [Campus HR Office](#).

If you have questions about the content of this online training program, email CUNY's Office of Human Resources Management at ViolencePrevention.Training@cuny.edu.

Thank you in advance for your participation.



Please visit our HR website where you can find important information related to your titles

John Jay College Human Resources website link:

<http://www.jjay.cuny.edu/human-resources>

CUNY Labor Contracts website link (contains the White Collar & other Contracts):

<http://www2.cuny.edu/about/administration/offices/labor-relations/labor-contracts/>

Gittleson Salary Schedule link:

http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/2006-2008_gittleson_title_salary_schedule.pdf

Claiming your CUNYFirst account:

All employees at CUNY (regardless of their title) will get a CUNYFirst account. Everyone should claim their account, as soon as they are hired.

In order to claim your CUNYFirst account please visit
https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html

Click on "New User" under the Log-In panel. From this screen just follow the instructions. If you have any issues with this, you may contact Aneesa Lesley (see contacts page).

Did not find what you were looking for? Still need help?

Give us a call, or email us.

AskHR@jjay.cuny.edu

