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
- Civil Service guide
- Gittlesons contractual steps clarification
- Reclassification process
- CUNY Employees Holidays schedule
- CUNY Payroll Calendar
- White Collar Staff Timesheet sample
- Payroll information
- White Collar Staff Timesheet submission schedule
- Employee Evaluation
- Employee Transfers
- White Collar Classified Titles Benefits Summary
- Mandatory CUNY training
- Visit our website for more information
Contact information for the HR representatives handling Classified Titles

**Faina Fradkin**
HR Manager / Classified Titles Employee Services/Recruiter  
212.237.8315  
ftradkin@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  
acle@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.
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

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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.

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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.

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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
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**

- 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.

**Required Abilities**

- 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 to 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 Gittleson group (COA- CUNY Office Assistant, CSA-CUNY Secretarial Assistant and CAA- CUNY Administrative Assistant).

TIMEKEEPING: Full- time employees must fill out paper timesheets on a biweekly basis. They must also sign in and out at the security desk of the building where their office is located.
**ATTENDANCE:**—per CUNY rules and regulations and the collective bargaining agreement, there must be a daily accounting of your work time. The method selected for this process is the use of the blue attendance sheets. These blue sheets are placed at each entrance throughout the college for time keeping purposes. Please be advised of the following:

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

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

**NIGHT DIFFERENTIAL:** Ten percent (10%) of hourly rate for all scheduled hours worked 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Bi-Weekly (hrs/2 weeks)</th>
<th>Days per Annum</th>
<th>Annual Leave Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year*</td>
<td>4.05</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>5th year*</td>
<td>5.40</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>8th year*</td>
<td>6.73</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
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<td>7.27</td>
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* 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”.

3 of 5
**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
<table>
<thead>
<tr>
<th>Title</th>
<th>Contract</th>
<th>Union</th>
<th>Job subfunction type</th>
<th>Work week</th>
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<td>UNRP</td>
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<td>IBT, Local 237</td>
<td>Classified Competitive</td>
<td>40 hrs</td>
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<td>Campus Public Safety Sergeant</td>
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<tr>
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<td>Campus Security Director</td>
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### CUNY OFFICE/SECRETARIAL ASSISTANT

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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. Gittleson 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**: effective 5/1/2016 - $1,445; effective 2/1/2020 - $1,503.
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 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 5 th 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

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Group 1: Non-teaching Instructional</th>
<th>Group 2: Classified Service Blue Collar</th>
<th>Group 3: Skilled Trades Bargaining Unit (Section 220)</th>
<th>Group 3L: Laborers Only (Section 220)</th>
<th>Group 4: CUNY Theatre Technician Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(ECP, HEOs, CLTs, Research Assts/Assocs, Librarians)</td>
<td>(Custodial, Stores-Stock, and Security)</td>
<td>(except Laborers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Labor Day</strong></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>9/02/19</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Columbus Day</strong></td>
<td>Y</td>
<td><strong>Y</strong></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday</td>
<td>10/14/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Election Day</strong></td>
<td>N</td>
<td><strong>Y</strong></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday</td>
<td>11/05/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans Day</strong></td>
<td>N</td>
<td><strong>N</strong></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Monday</td>
<td>11/11/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thanksgiving Holiday: Thanksgiving/Day After Thanksgiving</strong></td>
<td>Y</td>
<td><strong>Y</strong></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Thanksgiving Holiday: Thanksgiving/Day After Thanksgiving</td>
<td>Thursday</td>
<td>11/28/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday: Christmas Eve,Christmas Day</td>
<td>Tuesday</td>
<td>12/24/19</td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td><strong>New Year’s Holiday: New Year’s Eve, New Year’s Day</strong></td>
<td>Y</td>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s Eve, New Year’s Day</td>
<td>Tuesday</td>
<td>12/31/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Y</td>
<td>Y</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Wednesday</td>
<td>1/01/20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Martin Luther King, Jr. Holiday</strong></td>
<td>Y</td>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday</td>
<td>1/20/20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Presidents’ Day</strong></td>
<td>Y</td>
<td>Y</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday</td>
<td>2/17/20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Memorial Day</strong></td>
<td>Y</td>
<td>Y</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>5/25/20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Independence Day</strong></td>
<td>Observed Fri 7/3/20</td>
<td>Observed Fri 7/3/20</td>
<td>Observed Fri 7/3/20</td>
<td>Observed Fri 7/3/20</td>
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<tr>
<td>Independence Day</td>
<td>Saturday</td>
<td>7/04/20</td>
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<td><strong>Unscheduled Holidays</strong></td>
<td></td>
<td>4</td>
<td>1</td>
<td>0</td>
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</tr>
</tbody>
</table>

### Unscheduled Holidays*

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 instead of 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.

* 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
### Payroll Periods

<table>
<thead>
<tr>
<th>Period No.</th>
<th>Period No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APRIL 2019</strong></td>
<td><strong>OCTOBER 2019</strong></td>
</tr>
<tr>
<td>SUN</td>
<td>MON</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
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<td>14</td>
<td>15</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

| **MAY 2019** | **NOVEMBER 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 | |

| **JUNE 2019** | **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 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | |

| **JULY 2019** | **JANUARY 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 | |

| **AUGUST 2019** | **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 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | |

| **SEPTEMBER 2019** | **MARCH 2020** |
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 1 | H | 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 | |

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### New Fiscal Year: 2020-2021

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.

**New Pay Periods**

- **April 2020**
  - [Check Dates]
  - 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.

**Institution AGENCIES 2019-2020**

(Refer to Payroll Bulletins for Submission Dates)
Civil Service/ Classified Staff: For the Period Ending: ________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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 | 11/1/17 | 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**

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

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 are 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; ffadkin@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**

<table>
<thead>
<tr>
<th>Health Insurance Benefits</th>
<th>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 <a href="http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf">http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf</a>. Additional information and rates are available online at <a href="http://www.nyc.gov/html/olr/html/home/home.shtml">http://www.nyc.gov/html/olr/html/home/home.shtml</a> (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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Status</td>
<td>Benefit Effective Date</td>
</tr>
<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>

<table>
<thead>
<tr>
<th>Welfare Fund Benefits</th>
<th>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 <a href="http://www.dc37.net">www.dc37.net</a> for more information on the Welfare Fund benefits. Some benefits include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Dental - Provided by DC 37 (will not receive an ID card)</td>
</tr>
<tr>
<td></td>
<td>• Optical (Vision) – Provided by DC 37 (will not receive an ID card; contact DC 37 for Optical Voucher – voucher valid for 90 days only)</td>
</tr>
<tr>
<td></td>
<td>• Prescription Drugs - Provided by Prescription Solutions (will receive an ID card)</td>
</tr>
<tr>
<td></td>
<td>• Tuition Reimbursement - $800 per employee per calendar year provided by DC 37</td>
</tr>
<tr>
<td></td>
<td><em>Depending on your title will depend on which local you are covered under by DC37.</em></td>
</tr>
<tr>
<td></td>
<td>For all other titles, contact the appropriate union Welfare Fund. For contact information, visit:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cuny.edu/about/administration/offices/fr/labor-orgs/unions.html">http://www.cuny.edu/about/administration/offices/fr/labor-orgs/unions.html</a></td>
</tr>
</tbody>
</table>

| Retirement Benefits       | 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](http://www.nycers.org) for detailed information on NYCERS. |

| Tax-Deferred Annuity (TDA) 403(b) Plans | The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information. |

<table>
<thead>
<tr>
<th>New York State Deferred Compensation 457(b) Plan</th>
<th>The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to <a href="https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp">https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp</a> for more information. Employees have two options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 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).</td>
</tr>
<tr>
<td></td>
<td>• 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 from your first Roth contribution is made to the plan).</td>
</tr>
</tbody>
</table>

| Flexible Spending Accounts (FSA) Program | 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](http://www.nyc.gov/fsa) for detailed information and enrollment forms. |

Updated January 2017
CUNY Human Resources – Full Time White Collar Classified Benefits Summary

<table>
<thead>
<tr>
<th>Tuition Fee Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:</td>
</tr>
<tr>
<td>Employee Category</td>
</tr>
<tr>
<td>CUNY Office &amp; Administrative Assistants</td>
</tr>
<tr>
<td>White Collar Employees</td>
</tr>
<tr>
<td>Blue Collar Employees</td>
</tr>
</tbody>
</table>

Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.

<table>
<thead>
<tr>
<th>Voluntary Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)</td>
</tr>
<tr>
<td>• Personal Service Unit – for DC 37 titles only, visit <a href="http://www.dc37.net/benefits/health/personal.html">http://www.dc37.net/benefits/health/personal.html</a></td>
</tr>
<tr>
<td>• CUNY e-MALL (discounts for CUNY employees)</td>
</tr>
<tr>
<td>• Municipal Credit Union - Savings &amp; Checking accounts and many other financial services</td>
</tr>
<tr>
<td>• New York’s 529 College Savings Program – Visit <a href="https://www.nysaves.org/content/home.html">https://www.nysaves.org/content/home.html</a> for more information</td>
</tr>
<tr>
<td>• Transit Benefit Program through WageWorks – Visit <a href="https://www.wageworks.com/employees.aspx">https://www.wageworks.com/employees.aspx</a> for more information</td>
</tr>
<tr>
<td>• Voluntary Insurance Program - DC 37 titles only are eligible. Call 1-800-347-6071 for more information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time &amp; Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Leave for DC 37 Full-Time White Collar Classified Titles:</td>
</tr>
<tr>
<td><a href="http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf">http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf</a></td>
</tr>
</tbody>
</table>
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:

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:

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