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TO: All Non-Instructional Staff (full/part timers)
FROM: Ella Kiselyuk, Executive Director of Human Resources
DATE: March 13, 2020
SUBJECT: Time and Leave Procedures Update

I am pleased to provide you with an update regarding John Jay's time and leave procedures for non-instructional staff. Following John Jay's closure on March 11, 2020, this is to confirm that all non-instructional staff are expected to report to work as usual. While CUNY announced that effective March 12, 2020 through March 18, 2020 there is a 5-day instructional recess, CUNY also provided guidance regarding non-instructional staff time and leave processes during that period.

It is our commitment to sustain John Jay's business continuity without having any impact on our internal/external operations. Your health and safety our top priority and we would like to address a few major time and leave internal processes during the recess period.

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

1. A possibility of changes to their staff/team reporting schedule. For example, the start and end times of an employee's regular schedule may be changed; however, all employees should work the same number of hours per week as outlined in terms and conditions of their appointment.
2. In the event an employee needs an accommodation for health reasons, such requests should be forwarded to me via email at ekiselyuk@jjay.cuny.edu. Requests will be considered on a case-by-case basis. Any other requests should be discussed with your immediate supervisor.
3. All College Assistants who were scheduled to work on Wednesday, March 11, 2020, will be paid for the day as per CUNY guidelines; the time sheet should reference a number of hours an employee was assigned to work on that day.
4. Please check John Jay's website regular for any updates regarding COVID-19 at <http://www.jjay.cuny.edu/coronavirus-updates>.
5. If you believe that you may have been exposed to the coronavirus, please contact John Jay's designated point person Malaine Clarke at 212-621-4101 or email

maclarke@jjay.cuny.edu. Please also reach out to your health care provider and/or visit the nearest medical facility.

6. Should you need any information regarding your current leave balances or any other personnel information, please email askhr@jjay.cuny.edu or call OHR at 212-237-8517.
7. If you need any counseling assistance, please call 855-492-3633 or log-in into Deer Oaks website and type “cuny” (all lowercase) as your username and password.
8. For any latest updates from the Health Department and CDC, please visit their respective website at nyc.gov/health/coronavirus and cdc.gov/coronavirus.
9. As per CUNY guidelines, following CUNY transition to distance learning on March 19th, 2020 CUNY will assess the status of all operations and notify campuses of any updates/changes accordingly.

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