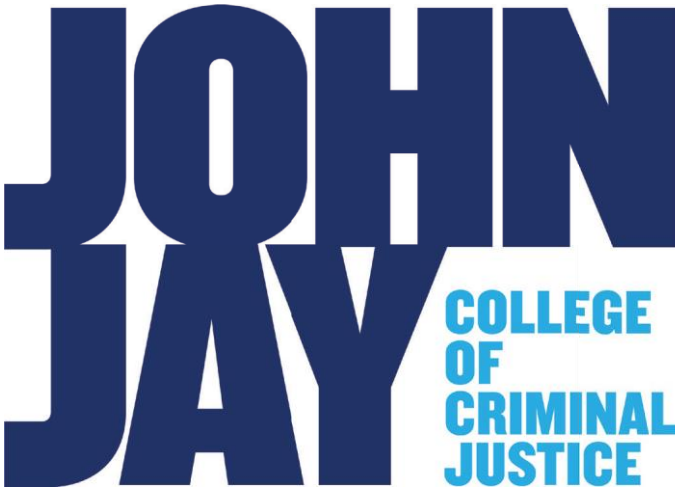

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Campus Security Assistant (Hourly) Title

Handbook

Prepared by Office of Human Resources

Blue Collar, Security Titles Handbook Content

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

- **HR Staff Contact information**
- **Job Description for the title**
- **Blue Collar titles employee Fact Sheet**
- **Compensation information for the title**
- **Uniform Allowance payments**
- **Civil Service guide**
- **CUNY Employees Holidays schedule**
- **CUNY Payroll Calendar**
- **Payroll information**
- **Blue Collar Staff Timesheet sample**
- **Blue Collar Staff Overtime sheet sample**
- **Blue Collar Staff Timesheet submission schedule**
- **Essential Personnel information**
- **Employee Evaluation**
- **Employee Transfers**
- **Mandatory CUNY training**
- **Blue Collar Classified Titles Benefits Summary**
- **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

Terencia Martin

HR Coordinator: **FT PSC (Faculty, HEOs) ECPs, and Etc.**
Phone: 212.237.8560
Email: temartin@jjay.cuny.edu

Contact for questions about: ADI timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, and more.

Shirley Rodriguez

Administrator / **White Collar, Classified Managerial Time and Leave**
212.237.8480
srodriguez@jjay.cuny.edu

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 (Interim contact)

HR Coordinator: **Blue Collar/Skilled Trades/Labor Time and Leave**.
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.

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 (alternate contact)
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.

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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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.

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

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Campus Security Assistant

Title Codes: 500032 Campus Security Assistant
500033 Campus Security Assistant (Hourly)
Legacy System Code: 04841

Classifications: Job Family: Special Officer Group
Non-Competitive
Non-Managerial

Attributes: No restriction on number of positions
FLSA Status is Non-Exempt

Date Issued July 6, 2011

General Duties and Responsibilities

In accordance with the policies of The City University of New York and individual colleges/ units, and under supervision, incumbents perform duties supporting campus/location public safety and security.

Campus Security Assistants work in closely with Campus Peace Officers. The major distinction between a Campus Peace Officer and a Campus Security Assistant is that Campus Security Assistants do not receive Peace Officer status.

Qualification Requirements

Proof of meeting requirements 1 – 7 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. A total of one (1) year full-time work experience **OR** one (1) year of U.S. Military service
2. English Proficiency: candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks.
3. United States Citizenship or Permanent Resident status.
4. High School Diploma or GED.
5. Valid New York State Security Guard License.
6. Passage of a competency-based work experience test
7. A valid Driver's License, (from any state or territory of the United States) may be required for some, but not all positions.

Candidates who receive conditional appointment must also meet requirements 8 and 9.

8. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.
9. Candidates must also undergo a background check, including fingerprint screening.

Requirements for Continued Employment

Employees are expected to continue to meet the Qualification Requirements as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained.

Continued employment also depends on completing and successfully passing training courses or programs. Training may be required by the Vice Chancellor for the Office of Human Resources Management or the University Director of Public Safety. Training may also be required to comply with New York State Security Guard Licensing rules and regulations, and other laws and regulations.

All Campus Security Assistants are subject to random drug screening.

Direct Lines of Promotion

From: None

To: Campus Peace Officer (04844)

General Work Tasks

Post Duties

The word "post" does not necessarily imply a fixed post at which a Campus Security Assistant is expected to remain for the entire duration of a tour. A roving patrol may be considered a post.

- N Act as a First Responder to alarms and calls for service.
- N Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.
- N Enforce college rules and regulations as specified in Standard Operating Procedures.
- N Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.
- N Answer department telephone lines, including emergency calls.
- N Provide travel directions to college and to college campus buildings, offices, and services.
- N Accept items to the campus Lost & Found.
- N Occasionally driving the college vehicle providing a driving or walking safety escort or to assist the Campus Public Safety Officer during emergency transport off campus and other events on campus as specifically assigned at designated campuses (a valid driver's license is required for this purpose).

Administrative Duties

- N Maintain a personal record (memo book) of daily job activities and incidents, as they occur, in the manner determined by the Campus Public Safety Director.
- N When assigned, carefully monitor the premises through the campus CCTV system.
- N Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
- N Act as central dispatcher, when assigned.
- N When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- N Maintain radio contact with the Department's Central Dispatch.

Job Characteristics

Required Knowledge

Incumbents must possess the following knowledge:

Public Safety and Security: relevant equipment, reports, policies, standard operating procedures, and strategies to promote effective campus and University security operations for the protection of students, staff, faculty, and visitors.

Laws, Rules, and Regulations: laws, rules, and regulations that govern the operation of each college and of CUNY.

First Aid/CPR: techniques, procedures, and laws governing the administration of basic First Aid and CPR.

Fire Safety: relevant fire regulations and campus policies to act as Fire Guards and/or Fire Wardens.

Campus Familiarity: major facilities, functions, and persons on campus, being able to provide the location of offices and hours of operation.

Required Skills

N Incumbents must be skilled in:

N Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates, choosing the most appropriate action, considering the relative costs and benefits.

N Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used to perform routine job tasks.

N Using due caution and obeying all traffic laws when operating department vehicles.

N Transmitting ideas and information, speaking so others will understand.

N Providing service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University polices and practices.

N Listening actively, giving full attention to what other people say, taking time to understand the points being made, asking questions as appropriate without being disruptive to the flow of the information

N Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using proper grammar, spelling, syntax, and composition.

Required Abilities

Incumbents require the ability to:

N Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time (e.g., 8-hour shift with two fifteen-minute breaks and a half-hour meal period.).

N Perform basic self-defense maneuvers.

N Know their location in relation to the environment and know where other objects are in relation to themselves.

N See objects in detail under various conditions (i.e., at night, up-close, far away, and

peripherally).

- N Read and understand information and ideas presented in writing.
- N Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.

Other Work Requirements

Often Campus Security Assistants face conflict situations and physical injury is possible.

Work must often be performed in crowded public areas.

A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

Campus Security Assistants must be exact or accurate in performing work.

Work Values and Interests

People who are drawn to the Campus Security Assistant job typically value:

- N Helping people.
- N Integrity.
- N Displaying discipline and self-control.
- N Maintaining a professional appearance.
- N Doing a good job.
- N Organizations with supportive management.
- N Supervisors who train their workers well.
- N Career advancement.
- N Working with co-workers in a friendly, non-competitive environment.

People who are drawn to the job of Campus Security Assistant typically like being involved in work that is conventional, with set procedures and routines and a clear line of authority. However, they also enjoy making decisions and taking risks. They enjoy providing help or service to others and communicating with people.

FACT SHEET FOR BLUE COLLAR – FULL TIME POSITIONS

FULL-TIME BLUE COLLAR TITLES:

CAMPUS SECURITY ASSISTANT
CAMPUS SECURITY OFFICER
CAMPUS PEACE OFFICER
COLLEGE SECURITY SPECIALIST
CAMPUS PUBLIC SAFETY SERGEANT

TIMEKEEPING: Employees must fill out paper timesheets on a biweekly basis. They must also sign in and out at the location designated by their executive supervision.

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 sign in at the beginning of their shift and at the end of their shift
b. Sign-in sheets are subject to random audits and the information must match the bi-weekly timesheets
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. Lateness 5 or more times within one month may result in penalties and or further disciplinary action. Time is to be docked as follows for lateness

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

WORK WEEK: For all full time employees the work week shall be 40 hours (8 hour day). Work week runs from Sunday thru Saturday.

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.

LEAVE PERIOD: September 1st through August 31st.

MEAL BREAK: Full time employees must take a one hour (1) unpaid meal break after five consecutive hours of work. Employees in Facilities Department must take a one-half hour (1/2) 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.

OVERTIME: For employees who are on a 35 hour work week, overtime (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).

COMP TIME EARNED DURING THIS PERIOD	EXPIRES ON
Q1: September 1 – November 30	February 28(29)
Q2: December 1 – February 28(29)	May 31
Q3: March 1 – May 31	August 31
Q4: June 1 – August 31	November 30

PAID HOLIDAYS FOR 2017/2018 LEAVE YEAR:

a) Labor Day - First Monday in September
b) Columbus Day - Second Monday in October
c) Election Day- First Tuesday in November
d) Veteran's Day- Second Wednesday in November
e) Thanksgiving Holiday - Fourth Thursday in November, Friday following
f) Christmas Holiday – December 25
g) New Year's Holiday - January 1
h) Martin Luther King, Jr.'s Birthday - Third Monday in January
i) Lincoln's Birthday - February 12
j) Presidents' Day - Third Monday in February
k) Memorial Day - Last Monday in May
l) Independence Day - July 4

UNSCHEDULED HOLIDAYS: As per Employee Holiday and Annual Leave Periods schedule (Group2). 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 8-hour increments.

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. Accrual rates are based on employee's hire date.

Accrual Schedule for 40 hours per week employees:

Year	Bi-Weekly (hrs/2 weeks)	Days per Annum	Annual Leave Cap
1st year*	4.62	15	30
5th year*	6.15	20	40
8th year*	7.69	25	50
15th year*	8.31	27	54

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.

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 3.69 hours per Bi-Weekly Pay Period for 40 hours per week employees. 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.

BREAST / PROSTRATE 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.

JURY DUTY: Employees receive regular salary for absences due to jury duty. Jury duty must be reported on the employee's timesheet and a copy of the certificate of jury duty service must be submitted to the appropriate time keeper in Human Resources by the 10th of the following month.

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.

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 by the 10th of the following month.

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).

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.

BLUE COLLAR CONTRACT:
HTTP://WWW.CUNY.EDU/ABOUT/ADMINISTRATION/OFFICES/LR/LR-CONTRACTS/2006-2009_BC_CONTRACT.PDF

Blue Collar Title

Campus Security Assistant (Hourly)

Bargaining Unit: International Brotherhood of Teamsters, Local 2627
Job Subfunction type: Classified
Work Week: flexible (20 to 32 hrs)

2016 – 2017 Compensation and Contractual steps:

CAMPUS SECURITY ASSISTANT (H)-04841	3/18/16 New Hire YR1	3/18/16 New Hire YR2	3/18/16 Incumb min	3/18/16 Maximum	12/31/17 New Hire YR1	12/31/17 New Hire YR2	12/31/17 Incumb min	12/31/17 Maximum
CSA H hiring rate	$12.66	$13.01	$14.33	$15.05	$13.50	$13.50	$14.33	$15.05
CSA H 1 year #	N/A	$13.69	$15.05	$15.05	N/A	$13.69	$15.05	$15.05

New hire: is a brand new employee for CUNY, or an employee working less than 2 years at CUNY

Incumbent: is an employee working for CUNY (in any title) for the period of 24 months (2 years) without any breaks in service

UNIFORM ALLOWANCE FOR HOURLY TITLES

This memorandum will authorize the bi-annual 2017 uniform allowance payment for employees in CUNY campus security titles.
Employees in the titles listed below are entitled to a uniform allowance payment as follows:
Hourly Titles:

Campus Security Assistant (H)	**$227.00 biannually**
Campus Peace Officer (H)	**$227.00 biannually**

For aforementioned campus security titles, payments are authorized and requested for June and December 2017 for those officers who have already received their first three (3) uniform allowance payments. Such employees should now be on bi-annual June and December payment schedule.

The first Three Uniform Allowance Payments:
All newly appointed hourly employees in the above titles who have completed the required number of work hours, set forth by CUNY, are eligible to receive the first three uniform allowance payments.
Each uniform allowance payment is to be paid at the biannual rate set forth above.
Hourly employees must be in active paid status for twenty (20) hours of regularly scheduled service or more per week to be credited as full-time service for payment of uniform allowance.
Regularly scheduled service or work hours shall not include any overtime or assigned work on a holiday, unless such holiday falls on the employees' regular work schedule.

The first payment:
First payment is made two (2) months from the appointment date: the hourly CSA/CPO is required to be in active pay/work status for no fewer than **174 hours** in order to be eligible for the first payment.
The second payment:
Second payment is made four (4) months from the first payment or six (6) months from the appointment date: the hourly CSA/CPO is require to be in active pay/work status for no fewer than **348 hours-** which combined with the hours worked in the first two months totals to 522 hours or more- in order to be eligible for the second payment.
The third payment:
Third payment is made either in June or December **that follows the second payment by six (6) months or more:** the hourly employee must be in active pay/work status for at least **522** hours or more.

After the first three Uniform Allowance payments **are made, hourly employees in the CSA or CPO titles shall receive the regular biannual uniform allowance payment in June and December on the second pay date of the month.**

Please note that hourly employees in the CPO and CSA titles that have not reached the threshold required number of work hours for the first and second payment, will have their uniform allowance payment delayed (for the following or subsequent pay period) until they have reached the prerequisite hours for uniform allowance payment eligibility.

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 then 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.

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

September 1, 2018 through August 31, 2019

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, 2018 – August 31, 2019. 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	9/03/18	Y	Y	Y	Y	Y
Columbus Day	Monday	10/08/18	Y	Y	Y	Y	N
Election Day	Tuesday	11/06/18	N	Y	Y	Y	N
Veterans Day	Sunday	11/11/18	N	Observed Mon 11/12/18	Observed Mon 11/12/18	Observed Mon 11/12/18	N
Thanksgiving Holiday: Thanksgiving / Day After Thanksgiving	Thursday Friday	11/22/18 11/23/18	Y Y	Y Y	Y N	Y N	Y N
Christmas Holiday: Christmas Eve, Christmas Day	Monday Tuesday	12/24/18 12/25/18	Y Y	Y Y	N Y	N Y	Y Y
New Year's Holiday: New Year's Eve, New Year's Day	Monday Tuesday	12/31/18 1/01/19	Y Y	Y Y	N Y	N Y	Y Y
Martin Luther King, Jr. Holiday	Monday	1/21/19	Y	Y	Y	Y	Y
Lincoln's Birthday	Tuesday	2/12/19	Y	Y	Y	N	N
Presidents' Day	Monday	2/18/19	Y	Y	Y	Y	N
Memorial Day	Monday	5/27/19	Y	Y	Y	Y	Y
Independence Day	Thursday	7/04/19	Y	Y	Y	Y	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 **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.	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.

Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES

INSTITUTION PAYROLL CALENDAR

APRIL 1, 2018 – APRIL 30, 2019

CURRENT

Period No. ▽

	APRIL 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7
1	8	9	10	(11)	12	13	14
	15	16	17	18	19	20	21
2	22	23	24	(25)	26	27	28
	29	30					

	OCTOBER 2018							
	SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	6	
	7	**H**	9	(10)	11	12	13	14
	14	15	16	17	18	19	20	
	21	22	23	(24)	25	26	27	15
	28	29	30	31				

Period No. ▽

	MAY 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5
3	6	7	8	(9)	10	11	12
	13	14	15	16	17	18	19
4	20	21	22	(23)	24	25	26
	27	**H**	29	30	31		

	NOVEMBER 2018							
	SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	3	
	4	5	6	(7)	8	9	10	16
	11	**H**	13	14	15	16	17	
	18	19	20	(21)	**H**	23	24	17
	25	26	27	28	29	30		

	JUNE 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2
5	3	4	5	(6)	7	8	9
	10	11	12	13	14	15	16
6	17	18	19	(20)	21	22	23
	24	25	26	27	28	29	30

	DECEMBER 2018							
	SUN	MON	TUE	WED	THU	FRI	SAT	
							1	
	2	3	4	(5)	6	7	8	18
	9	10	11	12	13	14	15	
	16	17	18	(19)	20	21	22	19
	23	24	**H**	26	27	28	29	
	30	31						

	JULY 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
7	1	2	3	(**H**)	5	6	7
	8	9	10	11	12	13	14
8	15	16	17	(18)	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

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

	AUGUST 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
9				(1)	2	3	4
	5	6	7	8	9	10	11
10	12	13	14	(15)	16	17	18
	19	20	21	22	23	24	25
11	26	27	28	(29)	30	31	

	FEBRUARY 2019							
	SUN	MON	TUE	WED	THU	FRI	SAT	
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	(13)	14	15	16	23
	17	**H**	19	20	21	22	23	
	24	25	26	(27)	28			24

	SEPTEMBER 2018						
	SUN	MON	TUE	WED	THU	FRI	SAT
							1
	2	**H**	4	5	6	7	8
12	9	10	11	(12)	13	14	15
	16	17	18	19	20	21	22
13	23	24	25	(26)	27	28	29
	30						

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

NEW FISCAL YEAR…2019-2020

Period No. ▽

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

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 2018-2019
ON A CURRENT BASIS
(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 29 – April 11	April 12
No. 2 April 12 – April 25	April 26
No. 3 April 26 – May 9	May 10
No. 4 May 10 – May 23	May 24
No. 5 May 24 – June 6	June 7
No. 6 June 7 – June 20	June 21
No. 7 June 21 – July 4	July 5
No. 8 July 5 – July 18	July 19
No. 9 July 19 – August 1	August 2
No. 10 August 2 – August 15	August 16
No. 11 August 16 – August 29	August 30
No. 12 August 30 – September 12	September 13
No. 13 September 13 – September 26	September 27
No. 14 September 27 – October 10	October 11
No. 15 October 11 – October 24	October 25
No. 16 October 25 – November 7	November 8
No. 17 November 8 – November 21	November 21
No. 18 November 22 – December 5	December 6
No. 19 December 6 – December 19	December 20
No. 20 December 20 – January 2	January 3
No. 21 January 3 – January 16	January 17
No. 22 January 17 – January 30	January 31
No. 23 January 31 – February 13	February 14
No. 24 February 14 – February 27	February 28
No. 25 February 28 – March 13	March 14
No. 26 March 14 – March 27	March 28

Classified Titles

Blue Collar Employee Payroll Specific Information

Blue 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.

Blue Collar PT (CSA hourly) titles are paid with a lag for example:

Period Worked 9/3/17 – 9/16/17 is paid 9/28/17

Department of Public Safety
524 West 59th Street
L2.61.00
New York City, NY 10019
T 212. 237-8524 F 212. 237-8526

CIVIL SERVICE/CLASSIFIED STAFF

TIME SHEET FOR WORK PERIOD ENDING: **10/29/2016**

	SUNDAY 10/16/2016	MONDAY 10/17/2016	TUESDAY 10/18/2016	WEDNESDAY 10/19/2016	THURSDAY 10/20/2016	FRIDAY 10/21/2016	SATURDAY 10/22/2016	TOTAL HOURS
SICK LEAVE								
ANNUAL LEAVE								
COMP TIME								
	SUNDAY 10/23/2016	MONDAY 10/24/2016	TUESDAY 10/25/2016	WEDNESDAY 10/26/2016	THURSDAY 10/27/2016	FRIDAY 10/28/2016	SATURDAY 10/29/2016	TOTAL HOURS
SICK LEAVE								
ANNUAL LEAVE								
COMP TIME								

(Use Decimals: ¼ =.25, ½ =.50, ¾ = .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 of Deceased)	UH – Unscheduled Holiday

Empl oye e 's Ce rt i fi cat i on : I certify that the entries on this record accurately and completely reflect my service to John Jay College during the stated period.

Employee Last Name (Please Print Clearly) _____ Employee First Name (Please Print Clearly) _____ NO- _____ NYS Emplid ID #

Employee Signature _____ Date _____

Supe rvi sor's Ce rt i fi cat i on : I certify that the employee was in full attendance in accordance with the administrative calendar, except as noted above.

Supervisor's Name (Please Print Clearly) _____ Signature _____ Date _____

NOTE: Time Sheets must be forwarded to the Human Resources Department by the Monday following the close of the pay periods.

PLEASE USE THE DATES LISTED BELOW FOR THE PERIOD ENDING

04/16/16	07/23/16	10/29/16	02/04/17	05/13/17
04/30/16	08/06/16	11/12/16	02/18/17	05/27/17
05/14/16	08/20/16	11/26/16	03/04/17	06/10/17
05/28/16	09/03/16	12/10/16	03/18/17	06/24/17
06/11/16	09/17/16	12/24/16	04/01/17	07/08/17
06/25/16	10/01/16	01/07/17	04/15/17	07/22/17
07/09/16	10/15/16	01/21/17	04/29/17	08/05/17

Employee's Name: _____

NYS Emplid ID # **N0-** _____

Department/Division: **PUBLIC SAFETY** Title: _____

OVERTIME RECORD KEEPING FORM

FLSA: ☐ Exempt ☐ Nonexempt

Date	Day	Time Actually Worked		Total Hours Worked
		From	*To*	
	Sunday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Monday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Tuesday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Wednesday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Thursday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Friday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				
	Saturday			
	ADDITIONAL HRS			
REASON FOR OT OR CT:				

Total Time Actually Worked _____ hours

Regular Work Week 40 hours

Total Overtime _____ hours

Compensatory Time Computation

Amount of overtime to be compensated at straight time (up to 5 hours - 40 hours total)	0 hours	. . . x 1	0 hours
Amount of overtime to be compensated as required by FLSA (at time and one-half hours over 40 in one week)	hours	. . . x 1.5	hours

_____ total hours comp. time

* *

Employee's Signature **Date**

Supervisor's Signature **Title** **Date**

Payroll Officer's Signature **Title** **Date**

Timesheet Submission Schedule

FY 2018 – 2019

Hourly Titles (Part Time)

***Early Timesheet submission due to holidays and early payroll closings.**

Pay Period Worked			Due Date*	Pay Date
6/24/2018	to	7/7/2018	7/9/2018	8/2/2018
7/8/2018	to	7/21/2018	7/23/2018	8/16/2018
7/22/2018	to	8/4/2018	8/6/2018	8/30/2018
8/5/2018	to	8/18/2018	8/20/2018	9/13/2018
8/19/2018	to	9/1/2018	9/3/2018	9/27/2018
9/2/2018	to	9/15/2018	9/17/2018	10/11/2018
9/16/2018	to	9/29/2018	10/1/2018	10/25/2018
9/30/2018	to	10/13/2018	10/15/2018	11/8/2018
10/14/2018	to	10/27/2018	10/29/2018	11/22/2018
10/28/2018	to	11/10/2018	11/12/2018	12/6/2018
11/11/2018	to	11/24/2018	11/26/2018	12/20/2018
11/25/2018	to	12/8/2018	12/10/2018	1/3/2019
12/9/2018	to	12/22/2018	***12/21/2018**	1/17/2019
12/23/2018	to	1/5/2019	1/7/2019	1/31/2019
1/6/2019	to	1/19/2019	1/21/2019	2/14/2019
1/20/2019	to	2/2/2019	2/4/2019	2/28/2019
2/3/2019	to	2/16/2019	2/18/2019	3/14/2019
2/17/2019	to	3/2/2019	3/4/2019	3/28/2019
3/3/2019	to	3/16/2019	3/18/2019	4/11/2019
3/17/2019	to	3/30/2019	4/1/2019	4/25/2019
3/31/2019	to	4/13/2019	4/15/2019	5/9/2019
4/14/2019	to	4/27/2019	4/29/2019	5/23/2019
4/28/2019	to	5/11/2019	5/13/2019	6/6/2019
5/12/2019	to	5/25/2019	5/27/2019	6/20/2019
5/26/2019	to	6/8/2019	6/10/2019	7/4/2019
6/9/2019	to	6/22/2019	6/24/2019	7/18/2019
6/23/2019	to	7/6/2019	7/8/2019	8/1/2019

Raj Singh
AVP for Administration

524 West 59th Street-
Suite 713 – Annex Building
New York City, NY 10019
T. 212.237.8512
F. 212.237.8939
rsingh@jjay.cuny.edu

All Security Titles are deemed "Essential" personnel. Every employee in these titles at the time of hire will receive the below letter, which has to be signed by employee. Annual reminder letter will also be sent.

Below is an example of the letter:

October 4, 2017

Dear Jane Doe:

Please be advised that due to your position at John Jay College of Criminal Justice, you have been deemed "ESSENTIAL STAFF" and may be required by Management to report to work during emergencies. This includes days when classes are cancelled and days when all college operations are suspended.

In accordance with Personnel Policy Bulletin (PPB) 2/16, which refers to Emergency Closings, essential employees are required to report to work during college emergency closings, including, but not limited to, closings due to inclement weather ("snow closings") or other circumstances requiring the college to close and suspend operations. In the event that you fail to report to work as required, management reserves the right to take appropriate action for any unauthorized or unexcused absence, in accordance with the University PPB.

A copy of this letter will be placed in your employment file in the Office of Human Resources.

If you have any questions concerning the above, do not hesitate to contact me.

Sincerely,

Raj Singh
AVP for Administration

cc: Employment File

By my signature below, I acknowledge receipt of this Essential Staff designation letter.

_____ _____

Signature Date

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.

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.enterprisetraining.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.

CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

Health Insurance Benefits	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: 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	The following titles are covered under the International Brotherhood of Teamsters (IBT), Local 237 for Welfare Fund Benefits: Campus Security Assistant, Campus Security Officer, Campus Peace Officer, College Security Specialist, Campus Public Safety Sargent, Stock Worker and Supervisor of Stock Workers. The union provides welfare benefits including prescription, dental and vision coverage. For more information call or email: Membership Department at 212-924-2000 or email lwhite@local237.org Link to webpage on welfare benefits: http://local237.org/benefits/overview For contact information, visit http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html.
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 for detailed information on NYCERS.
Tax- Deferred Annuity	The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information.
New York State Deferred Compensation 457(b) Plan	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: • 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	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.

CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

<table>
<tr><td>Tuition Fee Waiver</td><td>Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:

<table>
<tr><th>Employee Category</th><th>Service Requirement</th><th>Course Type & Credit Limit</th></tr>
<tr><td>CUNY Office & Administrative Assistants</td><td>6 months</td><td>Undergraduate - no limit, Graduate - 6 credits</td></tr>
<tr><td>White Collar Employees</td><td>1 year</td><td>Undergraduate - no limit, Graduate - 3 credits</td></tr>
<tr><td>Blue Collar Employees</td><td>1 year</td><td>Undergraduate - no limit, Graduate - 3 credits</td></tr>
</table>

Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.</td></tr>
<tr><td>Voluntary Benefits</td><td>

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

</td></tr>
<tr><td>Time & Leave</td><td>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
Time and Leave for DC 37 Full-Time Blue Collar Classified Titles:
http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf
Time and Leave for All Other Full-Time Classified Titles:
http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html</td></tr>
</table>

Health Coverage

For part-time classified staff, if an appointment is expected to last at least six months and you are regularly scheduled for 20 hours or more per week, your health insurance benefits will be in effect as of the 91st date of appointment as long as the paperwork is received within that time period.

The "Summary Program Description" booklet is available at:
http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf

For additional questions please contact the Benefits Officer in the Office of Human Resources.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

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 Blue Collar contracts and other contracts):

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

IBT Blue Collar Salary Schedule link:

http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/2009-2016_IBT_Local_237_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