Handbook Content

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

• HR Staff Contact information
• Job Description for the title
• Skilled Trades titles Employee Fact Sheet
• Compensation information for the title
• Civil Service guide
• CUNY Employees Holidays schedule for 2017 - 2018
• CUNY Payroll Calendar for 2017- 2018
• Payroll information
• Timesheet sample
• Overtime sheet sample
• Timesheet submission schedule 2017-2018
• Essential Personnel information
• Employee Evaluation
• Employee Transfers
• Mandatory CUNY training
• Benefits Summary
• Visit our website for more information
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Faina Fradkin
HR Specialist / Classified Titles processing/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, Probable 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 etc. 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 etc.

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 etc.

Gabrielle Calderella
HR Coordinator/ Blue Collar/Skilled Trades/Labor Time and Leave
Phone: 212.237.8552
Email: gcalderella@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 etc.
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), Campus Security (hourly), Theater titles (hourly) timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and etc.

**Christina Lee**
Benefits Specialist/Benefits Manager  
212.237.8504  
clee@jjay.cuny.edu

**Contact for questions about:** Medical Leves, 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.

**Daniella Donald (alternate contact)**
HR Benefits Coordinator  
212.484.1152  
dadonald@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
Title Carpenter (CUNY)

Title Code 04899 (Competitive)

FLSA Status Non-Exempt

Date Issued 11/05/01

General Duties and Responsibilities

Under supervision, does installation and repair work involving rough, finish and general carpentry; performs related work.

General Work Tasks

- Installs, repairs, and replaces flooring, partitions, window frames and sashes, door frames and doors, and other related components of buildings and structures.
- Installs repairs and replaces boardwalks, fences and screens.
- Builds and repairs tool boxes, movable and fixed sashes, doors and wooden office furniture, playground, park and school equipment.
- Builds and rebuilds wooden components of trucks.
- Is familiar with, uses, and operates both hand and power tools and equipment.
- Works from blueprints and drawings.
- Maintains and accesses job related records and information utilizing manual and electronic systems.
- May supervise assigned personnel.
- Follows all appropriate safely procedures in the performance of assigned tasks.

Qualification Requirements

1. Five (5) years of full-time satisfactory experience as a Carpenter acquired within the last 10 years; or

2. Three(3) years of experience as described in (1) above, plus sufficient training of a relevant nature acquired in an approved trade or vocational high school or an apprenticeship program to make up a total of five (5) years of acceptable experience. Six (6) months of acceptable experience will be credited for each year of approved trade or vocational school training.

NOTE:

Direct Lines of Promotion

FROM: None TO: Supervisor Carpenter (TC# 92071)
Supervisor of Mechanics (TC# 90774)
FULL-TIME SKILLED TRADE TITLES: CARPENTER (CUNY)
CARPENTER
SUPERVISOR CARPENTER

TIMEKEEPING: Employees must fill out paper timesheets on a biweekly basis.

WORK WEEK:
For all full time employees the work week shall be 35 hours (7 hour day). Work week runs from Sunday through Saturday.

LEAVE PERIOD: September 1st through August 31st.

SHIFT DIFFERENTIAL:
Effective February 16, 2016, employees assigned to work a second shift (defined as work shifts assigned after 12:00 noon) shall receive one (1) hour at the double time (2x) rate of pay for the last hour of shift or eight (8) hours pay for seven (7) hours work at the straight time wage rate. There must be a first shift in order to work a second shift.

OVERTIME:
Effective July 1, 2008, overtime is paid in cash at the rate of one and one-half times (1.5x) the hourly rate for all work performed after an eight (8) hour day. Saturday may be used as a make–up day at straight time when a day is lost during that week due to inclement weather. Work performed on a Saturday shall be paid at one time and one-half (1.5x), and work performed on a Sunday shall be paid at double time (2x).
*Please note that the above mentioned revised overtime provisions contained in the NYC Comptroller's Determination and Order for the Carpenters title series supersedes the overtime provisions contained on the preceding July 1, 2005 to June 30, 2008 NYC Comptroller's Consent Determination.

HOLIDAYS:
Effective May 5, 2017, the following are the new twelve (12) paid holidays. Any work on these days shall be paid at double time (2x): New Year’s Day, Martin Luther King Jr.’s Birthday, Lincoln’s Birthday, Presidents’ Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
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
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 (Washington's Birthday) - Third Monday in February
k) Memorial Day - Last Monday in May
l) Independence Day - July 4

ANNUAL LEAVE:
Annual leave may be accrued at two times (2x) the maximum annual leave allowance up to sixteen (16) 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.

The annual leave allowance for employees shall accrue as follows:
Effective May 5, 2017

<table>
<thead>
<tr>
<th></th>
<th>Bi-Weekly (hrs/2 weeks)</th>
<th>Days per Annum</th>
<th>Annual Leave Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td>2.15</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Supervisor Carpenter</td>
<td>2.15</td>
<td>8</td>
<td>16</td>
</tr>
</tbody>
</table>

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 for 35 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.

- 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.
OTHER LEAVE:
Effective May 5, 2017, employees in the Carpenter and Supervisor Carpenter titles are not eligible for other paid leave benefits, i.e., Jury Duty, Bereavement leave, etc.

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.

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).
Skilled Trades Title

Carpenter (CUNY)

Bargaining Unit:
UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA
395 Hudson Street New York, NY 10014
(212) 366-7500
fax (212) 675-3118
www.carpenters.org

Job Subfunction type: Classified Competitive
Work Week: 35 hours

2017 Compensation:

<table>
<thead>
<tr>
<th>Civil Service Employee Title</th>
<th>Title Code</th>
<th>Annual Rate</th>
<th>Hourly Rate</th>
<th>Overtime, Saturday Rate</th>
<th>Sunday, Holiday Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER (CUNY)</td>
<td>04899</td>
<td>$91,131</td>
<td>$49.88</td>
<td>$74.82</td>
<td>$99.76</td>
</tr>
</tbody>
</table>
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 documentation (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.
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, 2017 – August 31, 2018. 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 (ECP, HEOs, CLTs)</th>
<th>GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)</th>
<th>GROUP 3 Bargaining Unit (Section 220) (except Laborers)</th>
<th>GROUP 3L Laborers Only</th>
<th>GROUP 4 CUNY Theatre Technician Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>N</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday: Thanksgiving</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Day After Thanksgiving</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Holiday: Christmas Eve,</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Y</td>
<td>Y</td>
<td>N (see below**)</td>
<td>Y (see below**)</td>
<td>Y (see below**)</td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s Eve,</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N (see below**)</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y (see below**)</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln's Birthday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Unscheduled Holidays**

<table>
<thead>
<tr>
<th></th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 3L</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**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.

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

** Groups 1 and 2 receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 holidays.
Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2017 – APRIL 30, 2018
CURRENT

NEW FISCAL YEAR...2018-2019

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 2017-2018
ON A CURRENT BASIS
(Refer to Payroll Bulletins for Submission Dates)

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

Office of the State Comptroller
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2017 – APRIL 30, 2018
Current

Period
No. APRIL 2017
SUN MON TUE WED THU FRI SAT
1 2 3 4
1 9 10 11
16 17 18
23 24 25
30

Period
No. OCTOBER 2017
SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6 7
8 9 10 11 12 13 14

MAY
SUN MON TUE
1 2
3 7 8 9
14 15 16
21 22 23
28 H 30

JUNE
SUN MON TUE
5 4 5 6
11 12 13
18 19 20
25 26 27

JUL
SUN MON TUE
7 2 3 H
9 10 11
16 17 18
23 24 25
30 31

AUGUS
SUN MON TUE
9 1
6 7 8
13 14 15
20 21 22
27 28 29

SEPTEM
SUN MON TUE
3 H 5
10 11 12
17 18 19
24 25 26

Period
No. APRIL 2018
SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6 7
8 9 10 11
30
Employee Name:  
Pay Serve Empl ID#:  
Title: ________________________________  
Supervisor: __________________________  

CIVIL SERVICE/CIVILIAN STAFF  
08/21/16 09/03/16

<table>
<thead>
<tr>
<th>TIMESHEET START DATE 08/21/16</th>
<th>TIMESHEET FOR WORK PERIOD ENDING DATE: 09/03/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
</tr>
<tr>
<td>08/21/16</td>
<td>08/22/16</td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td>ANNUAL LEAVE</td>
</tr>
<tr>
<td>08/28/16</td>
<td>08/29/16</td>
</tr>
</tbody>
</table>

(Use Decimals:) 1/4 = .25, 1/2 = .50, 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.

<table>
<thead>
<tr>
<th>JD – Jury Duty (Must submit Certificate of Juror’s Proof of Service with Time Sheet)</th>
<th>M – Military Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>B – Bereavement Leave (Must submit Death Certificate/Proof of Relationship of Deceased)</td>
<td>UH – Unscheduled Holiday (always @ 7 hours. If using UH during the Long Summer Hours, then an additional 1.75 hours of A/L must be charged with the UH)</td>
</tr>
</tbody>
</table>

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.

Employee Name (Please Print Clearly)  
Signature  

Supervisor’s Certification: 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

01/09/2016 03/19/2016 05/28/2016 08/06/2016 10/15/2016 12/24/2016 03/04/2017 05/13/2017 07/22/2017 09/30/2017  
01/23/2016 04/02/2016 06/11/2016 08/20/2016 10/29/2016 01/07/2017 03/18/2017 05/27/2017 08/05/2017 10/14/2017  
02/06/2016 04/16/2016 06/25/2016 09/03/2016 11/12/2016 01/21/2017 04/01/2017 06/10/2017 08/19/2017 10/28/2017  
02/20/2016 04/30/2016 07/09/2016 09/17/2016 11/26/2016 02/04/2017 04/15/2017 06/24/2017 09/02/2017 11/11/2017  
03/05/2016 05/14/2016 07/23/2016 10/01/2016 12/10/2016 02/18/2017 04/29/2017 07/08/2017 09/16/2017
**Overtime / Double-time Approval**

- **Overtime**
- **Saturday Rate**
- **Double Time/Sunday Rate**
- **Holiday Rate**

Pay Period From: __________ To: __________

Employee Name: __________ Pay Serve ID#: __________ □ JJAY □ MHC

**Title: (Check One)**

- [ ] Carpenter (SL1, SL2)
- [ ] Custodian Assistant (OTE)
- [ ] Custodian Supervisor (OTE)
- [ ] Electrician (SL1)
- [ ] General Supervisor (OTE)
- [ ] Laborer (SL1, OTO)
- [ ] Maintenance Worker (SL1)
- [ ] Oiler (SL1)
- [ ] Painter (SL1)
- [ ] Plumber (SL2)
- [ ] Plumber's Helper (SL2)
- [ ] St. Engineer (OTO)

**Date Worked:** 10/11/2016

**Time Worked From:** __________ _0 AM _0 PM

**Employee (check One)**

- [ ] Was called in on Regular Day Off
- [ ] Additional Hours Worked

**Hours Worked To Be Paid**

- **Total Hours Worked including Lunch:** __________
- **Deduct Lunch:** __________
- **Total Hours Worked To Be Paid:** 0

**Reason: Please check correct category, sub category and complete the information where applicable**

- [ ] Staff/Shift Coverage for: __________
- [ ] Movie/Event Support: __________
- [ ] Student Event
- [ ] External Event
- [ ] CUNY Event
- [ ] Charging: □ No □ Yes to: __________

- [ ] Special Project: __________
- [ ] Additional Hours

- [ ] Annual Leave
- [ ] Sick Leave
- [ ] Meeting/Training
- [ ] Film/Movie
- [ ] Vacancy Shortage
- [ ] LOA

**Action of Human Resources/Payroll Office:** (The below is in accordance with the Guidelines for Overtime)

- [ ] Approved
- [ ] Denied
- [ ] Request modified as follows: __________

Cost: __________

- [ ] Rate of overtime Pay
- [ ] Fringe Benefits
- [ ] Total: __________

- [ ] Tax Levy
- [ ] Non-Tax Levy

**DATE PAID**

**Signature of Human Resources/Payroll**

**FOR FACILITIES DEPT. ONLY**

1) Original - Human Resources/Payroll
2) After HR Approval, Make copies on:
   a. Yellow paper, give to Admin. Supt to give to Employee
   b. White Copy for Timekeeper for Employee File
**TIME & LEAVE**  
**CIVIL SERVICE/CLASSIFIED STAFF**  
**BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE**  
**FY 2017 – 2018**

<table>
<thead>
<tr>
<th>WORK PERIOD END DATES</th>
<th>WORK DAYS COVERED</th>
<th>DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2/2017</td>
<td>(8/20 to 9/2)</td>
<td>*9/5/2017</td>
</tr>
<tr>
<td>9/16/2017</td>
<td>(9/3 to 9/16)</td>
<td>9/18/2017</td>
</tr>
<tr>
<td>9/30/17</td>
<td>(9/17 to 9/30)</td>
<td>10/2/2017</td>
</tr>
<tr>
<td>10/14/2017</td>
<td>(10/1 to 10/14)</td>
<td>10/16/2017</td>
</tr>
<tr>
<td>10/28/2017</td>
<td>(10/15 to 10/28)</td>
<td>10/30/2017</td>
</tr>
<tr>
<td>11/11/2017</td>
<td>(10/29 to 11/11)</td>
<td>11/13/2017</td>
</tr>
<tr>
<td>12/9/2017</td>
<td>(11/26 to 12/9)</td>
<td>12/11/2017</td>
</tr>
<tr>
<td>12/23/2017</td>
<td>(12/10 to 12/23)</td>
<td>*12/26/2017</td>
</tr>
<tr>
<td>1/6/2018</td>
<td>(12/24 to 1/6)</td>
<td>1/8/2018</td>
</tr>
<tr>
<td>1/20/2018</td>
<td>(1/7 to 1/20)</td>
<td>1/22/2018</td>
</tr>
<tr>
<td>2/3/2018</td>
<td>(1/21 to 2/3)</td>
<td>2/5/2018</td>
</tr>
<tr>
<td>2/17/2018</td>
<td>(2/4 to 2/17)</td>
<td>*2/20/2018</td>
</tr>
<tr>
<td>3/3/2018</td>
<td>(2/18 to 3/3)</td>
<td>3/5/2018</td>
</tr>
<tr>
<td>3/17/2018</td>
<td>(3/4 to 3/17)</td>
<td>3/19/2018</td>
</tr>
<tr>
<td>3/31/2018</td>
<td>(3/18 to 3/31)</td>
<td>4/2/2018</td>
</tr>
<tr>
<td>4/14/2018</td>
<td>(4/1 to 4/14)</td>
<td>4/16/2018</td>
</tr>
<tr>
<td>4/28/2018</td>
<td>(4/15 to 4/28)</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>5/12/2018</td>
<td>(4/29 to 5/12)</td>
<td>5/14/2018</td>
</tr>
<tr>
<td>5/26/2018</td>
<td>(5/13 to 5/26)</td>
<td>*5/29/2018</td>
</tr>
<tr>
<td>7/7/2018</td>
<td>(6/24 to 7/7)</td>
<td>7/9/2018</td>
</tr>
<tr>
<td>7/21/2018</td>
<td>(7/8 to 7/21)</td>
<td>7/23/2018</td>
</tr>
<tr>
<td>8/4/2018</td>
<td>(7/22 to 8/4)</td>
<td>8/6/2018</td>
</tr>
<tr>
<td>8/18/2018</td>
<td>(8/5 to 8/18)</td>
<td>8/20/2018</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).
Classified Titles

Payroll Specific Information

Skilled Trades 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.
All Facilities Titles employees 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 letters will also be sent.

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.
Classified Titles Inter-College Transfer

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet all of the following eligibility requirements:

1) At least two (2) years of permanent service at present college following appointment from a civil service list or after a voluntary transfer; or

2) At least one (1) year of permanent service following a promotion or reassignment unless the transfer is at the employee's former assignment level. (Note: Mandatory reassignment shall not bar immediate placement on the roster); and

3) Must have no disciplinary action pending or in process against him/her and have had no disciplinary penalties imposed in the preceding three (3) years; and

4) At least a satisfactory annual performance evaluation during the immediately preceding two-year period.

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

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

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

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Benefit Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable Permanent / Permanent</td>
<td>Date of hire (if paperwork received within 31 days of hire)</td>
</tr>
<tr>
<td>Provisional / Temporary</td>
<td>91st day from the date of hire (if paperwork is submitted in that timeframe)</td>
</tr>
</tbody>
</table>

### Welfare Fund Benefits
Please contact the appropriate union Welfare Fund for your title.

For contact information, visit: [http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html](http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html) or see the list below.

### 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.

### 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](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](http://www.nyc.gov/fsa) for detailed information and enrollment forms.

### Tuition Fee Waiver
Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Service Requirement</th>
<th>Course Type &amp; Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled Trades</td>
<td>1 year</td>
<td>Undergraduate Only - no limit</td>
</tr>
</tbody>
</table>

Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.
<table>
<thead>
<tr>
<th>Voluntary Benefits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)</td>
<td></td>
</tr>
<tr>
<td>• CUNY e-MALL (discounts for CUNY employees)</td>
<td></td>
</tr>
<tr>
<td>• Municipal Credit Union - Savings &amp; Checking accounts and many other financial services</td>
<td></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>
<td></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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time &amp; Leave</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Leave for All Other Full-Time Classified Titles:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.cuny.edu/about/administration/offices/hr/labor-orgs/union.html">http://www.cuny.edu/about/administration/offices/hr/labor-orgs/union.html</a></td>
<td></td>
</tr>
</tbody>
</table>
Unions Representing Classified Staff Employees:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td>UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA</td>
</tr>
<tr>
<td></td>
<td>395 Hudson Street</td>
</tr>
<tr>
<td></td>
<td>New York, NY 10014</td>
</tr>
<tr>
<td></td>
<td>(212) 366-7500</td>
</tr>
<tr>
<td></td>
<td>fax (212) 675-3118</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.carpenters.org">www.carpenters.org</a></td>
</tr>
<tr>
<td>Oilier / Stationary</td>
<td>INTERNATIONAL UNION OF OPERATING ENGINEERS, Local 30</td>
</tr>
<tr>
<td>Engineer (CUNY)</td>
<td>16-16 Whitestone Expressway</td>
</tr>
<tr>
<td></td>
<td>Whitestone, NY 11357</td>
</tr>
<tr>
<td></td>
<td>(718) 847-8484</td>
</tr>
<tr>
<td></td>
<td>fax (718) 805-2172</td>
</tr>
<tr>
<td>Electrician</td>
<td>INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 3</td>
</tr>
<tr>
<td></td>
<td>158-11 Harry Van Arsdale Jr. Avenue</td>
</tr>
<tr>
<td></td>
<td>Flushing, NY 11365</td>
</tr>
<tr>
<td></td>
<td>(718) 591-4000</td>
</tr>
<tr>
<td></td>
<td>fax (718) 570-1004</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.local3.com">www.local3.com</a></td>
</tr>
<tr>
<td>Painter</td>
<td>LOCAL UNION 1969 CIVIL SERVICE EMPLOYEES DISTRICT COUNCIL 9,</td>
</tr>
<tr>
<td></td>
<td>IUPAT</td>
</tr>
<tr>
<td></td>
<td>(Painter's Union)</td>
</tr>
<tr>
<td></td>
<td>45-15 36 Street</td>
</tr>
<tr>
<td></td>
<td>Long Island City, New York 11101</td>
</tr>
<tr>
<td></td>
<td>(718) 937-7440</td>
</tr>
<tr>
<td></td>
<td>fax (718) 937-4320</td>
</tr>
<tr>
<td>Locksmith (local 1087)</td>
<td>AMERICAN FEDERATION OF STATE, COUNTY AND MINICIPAL</td>
</tr>
<tr>
<td>&amp; Laborer (local 924)</td>
<td>EMPLOYEES DISTRICT COUNCIL 37, AFL-CIO</td>
</tr>
<tr>
<td></td>
<td>125 Barclay Street</td>
</tr>
<tr>
<td></td>
<td>New York, NY 10007</td>
</tr>
<tr>
<td></td>
<td>(212) 815-1000</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.dc37.net">www.dc37.net</a></td>
</tr>
<tr>
<td>Plumbers</td>
<td>PLUMBERS LOCAL 1</td>
</tr>
<tr>
<td></td>
<td>50-02 5th Street</td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td>INTERNATIONAL BROTHERHOOD OF TEAMSTERS</td>
</tr>
<tr>
<td></td>
<td>Local 237</td>
</tr>
<tr>
<td></td>
<td>216 West 14th Street</td>
</tr>
<tr>
<td></td>
<td>New York, NY 10021</td>
</tr>
<tr>
<td></td>
<td>(212) 924-2000</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.local237.com">www.local237.com</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

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.
For inquiries please feel free to e-mail at:
AskHR@jjay.cuny.edu