John Jay College of Criminal Justice

Classified Managerial Titles Handbook

Prepared by Office of Human Resources
Handbook Content

Classified Managerial Titles

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

- HR Staff Contact information
- Job Descriptions
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- CUNY Payroll Calendar for 2017- 2018
- Employee Evaluation
- Employee Transfers
- Benefits Summary
- Mandatory CUNY training
- Visit our website for more information
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

**Faina Fradkin**
HR 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
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**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 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.

**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
List of Classified Managerial Titles

This is Unrepresented Group of titles; they do not have bargaining unit representing them.

There are 3 types of Classified Managerial titles:

- **Competitive** - Civil Service Law requires examinations to determine merit & fitness (i.e. Computer Operations Manager)

- **Non-competitive** - Not “practicable” to conduct an exam due to
  - high turnover
  - minimal qualifications
  - very specialized
  Merit & Fitness are determined by review of applications and background (i.e College Security Director)

- **Exempt** - very specialized and confidential:
  - Secretary to the Civil Service Commission
  - University Security Director
  - Deputy University Security Director

**CLM titles presently employed at John Jay College**

- Computer Systems Manager (comp)
- Computer Operations Manager(comp)
- Chief Admin Supt of Buildings & Grounds (comp)
- Administrative Supt of Buildings & Grounds (comp)
- College Security Director (non-comp)
- Assistant College Security Director (comp)

**Other:**

- University Chief Architect (non-comp)
- University Chief Engineer (non-comp)
- University Associate Chief Engineer (comp)
- Deputy University Security Director (exempt)
- University Security Director (exempt)
• Secretary to the Commission (exempt)

**Hiring of CLM Titles:**

• **Appointed from the Civil Service List** (as a result of the exam)

• **Appointed from a transfer roster** (Transfer from another CUNY School)

• **Appointed “Provisionally”** - when there is no list or transfer roster for a competitive position, the position can be posted for a **Provisional Appointment**.

• The search is similar to that of a HEO-series job

• When an employee is provisional, he/she will have to take the civil service exam when issued, and be reachable on the eligible list to retain the position

• **Appointed “Temporary”** - when there is an urgency to hire the title, and it makes sense to hire, until the job was posted
Classified Managerial Titles

Job Descriptions
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title       Computer Operations Manager
Title Code  04972
FLSA Status Exempt
Date Issued September 17, 1999 R

General Duties and Responsibilities

This is a management class of positions consisting of assignments at different levels of responsibility. Employees in this class of positions are responsible for managing and directing and information technology area in a College or the University; or managing and directing all aspects of the operation and maintenance of computer or telecommunications equipment within an Information System technology area or unit within the University or a College. The following are typical assignments within this class of positions.

General Work Tasks

Under General Direction:

Manages the operation of an information technology unit or area including computer hardware and telecommunications equipment. Plans, organizes and controls all aspects of the operation including supervision and scheduling of professional and technical staff, prioritizing and assigning of the work, and coordinating activities with other College/University units.

Under Administrative Direction:

Plans, organizes and controls the operation of complex information technology units, provides technical support for all hardware and systems software sets standards, establishes procedures, oversees the acquisition of supplies and equipment, schedules installation and de-installation of computer hardware, plans and establishes security systems, recommends hardware acquisitions, the acquisition and maintenance of support equipment, and the contracting and procurement of new equipment and software;

Under Executive Direction:

Plans, organizes and controls the operation of a medium to large size, complex information technology area; or serves as principal assistant to the information systems technology Manager OR Director of a very large, complex, high volume information systems technology area or network and assumes the duties of the Manager/Director in his/her absence.

Under Executive Direction As the Highest Level Computer Systems Manager:

Administers, manages, plans, organizes, and controls a large, complex information systems technology activity; sets policies and procedures; oversees and directs professional and technical staff responsible for information systems technology operations; and has responsibility for major personnel, administrative and information systems technology problems.
Qualification Requirements

1. Six (6) years of progressively responsible full-time experience supervising or administering and information systems area involving hardware and/or telecommunications equipments operations, at least 18 months of which shall have been in a managerial capacity.

2. Education at an accredited College or University may be substituted for the general experience described above (but not for the 18 months of managerial experience) up to a maximum of 4 years of college for 2 years of experience. In addition a Master’s degree in computer science or a closely related field from an accredited college may be substituted for an additional year of the general work experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

NOTE:

Direct Lines of Promotion

FROM: Computer Associate (Technical Support) (04771)
Computer Associate (Operations) (04773)

TO: None
THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Computer Systems Manager</th>
</tr>
</thead>
</table>
| **Title Code** | 04973 Annual  
04973 (H) Hourly                                |
| **FLSA Status** | Exempt                                                    |
| **Date Issued** | R August 30, 2013                                         |

**General Duties and Responsibilities**

This is a management class of positions consisting of assignments at different levels of responsibility. Employees in this class of positions are responsible for managing and directing and information technology area in a College or the University; or managing and directing all aspects of an Information System technology area within the University or a College. The following are typical assignments within this class of positions.

**General Work Tasks**

**Under General Direction:**

Supervises and oversees a full range of information systems analysis functions utilizing general knowledge of and involvement with programming languages, operating systems, data base management systems, data communications systems, software and software systems analysis; may instruct, direct and monitor the work of information technology professionals and technical personnel, or coordinate or direct a complex information technology task force.

**Under Administrative Direction:**

Plans, organizes and controls the activities of an information systems analysis section; or plans, organizes and controls the activities of a professional and technical staff engaged in the establishment and implementation of new or revised information systems; or coordinates a major University or College information technology project. Is responsible for setting standards for all data requirements for application systems; provides recommendations on the data base processing implication of new systems; provides state–of-the –art expertise in data base management technology; assures adherence to standards; represents Information Technology Administration objectives, interests and concerns to various levels within the Information Technology facility and to user personnel; plans and oversees the installation and maintenance of applications systems; provides expertise and support to the applications programming group; makes hardware and software acquisition recommendations; support all operating and systems software required by an information technology operation; provides recommendations on the software available for the development of new application systems. Provides state-of-the-art expertise on information technology products.

**Under Executive Direction:**

Manages, plans, organizes and controls the overall activities of a small to medium size information systems technology activity; or in an area having significant information technology activity may serve as principal assistant to a higher level information systems technology manager; assumes the duties of a higher level information system manager in his absence.
Under Executive Direction As the Highest Level Computer Systems Manager:

Administers, manages, plans, organizes, and controls a large, complex information systems technology activity; sets policies and procedures; directs subordinates responsible for computer systems analysis, programming and computer operation; and maintains responsibility for all major personnel, administrative and information systems technology problems.

Qualification Requirements

1. Six (6) years of progressively responsible full-time paid information systems technology experience, at least 18 months of which shall have been in an administrative or managerial capacity in the areas of computer applications programming, systems programming, information systems development, data telecommunications, data base administration or a closely related area.

2. Education at an accredited college or university may be substituted for the general information systems technology experience at the rate of one year of college for 6 months of experience up to a maximum of 4 years of college for 2 years of experience. In addition a Master’s in computer science or a closely related field from an accredited college may be substituted for an additional year of the general information systems technology experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

NOTE:

Direct Lines of Promotion

FROM: None
TO: None
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Administrative Superintendent of Building and Grounds

Title Codes  04975  Annual
             04975 (H)  Hourly

FLSA Status  Exempt

Date Issued  August 26, 2013 (Last Revision)
Date Revised  May 02, 2016

General Duties and Responsibilities

This is a classified managerial position with four (4) assignment levels. Levels are based upon the size of staff and campus:

Under general direction, with wide latitude for the use of independent judgment and initiative, oversees and is responsible for areas such as: cleaning, operating, maintaining, repairing and making improvements to the physical plant and grounds of a campus; the safe and effective operation and maintenance of the campus facilities; reviewing of repair/service requests and making inspections; establishing preventive maintenance plans and standards; the implementation of campus sustainability and energy saving measures; and dealing with outside vendors, contractors, federal, state, local and other entities.

- Assists in, or in the absence of his/her supervisor, performs higher level administrative assignments and supervision of staff to ensure the safe and effective operation and maintenance of the plant, mechanical equipment and grounds.
- Serves as a principal assistant to a higher level college executive in one or more areas, such as the cleaning, operation, maintenance, repair and improvements of the physical plant and grounds of a community or senior college.
- Prepares the annual budget for the operation and maintenance of the college buildings and grounds under his/her control.
- Directs buildings and grounds staff in all repair, maintenance, and improvements involving major and minor alterations; directs staff in operation of plant, mechanical equipment and grounds.
- Trains staff in proper procedures involving equipment operation and safety procedures.
- Establishes work standards and procedures.
- Evaluates repair and service requests and makes inspections to determine the need for actual and preventive maintenance.
- Oversees operation and repair of vehicle fleet.
- Plans for the direction the rehabilitation, improvement, and repair work involving alterations to buildings and grounds, such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work.
- Requisitions, distributes and inspects materials, tools and equipment needed for repairs and maintenance.
- Reviews finished work, time spent, and material used for assigned projects.
- Ensures that waste is properly sorted for recycling or disposal and disposed in the proper manner.
- Is responsible for the proper removal of toxic waste under Environmental Health & Safety Office guidelines.
- Coordinates proper storage of toxic and flammable materials- allots proper space and containers if necessary.
- Assists in making surveys for cost estimates, and checks contractual work in progress for conformance with specifications and blue-prints.
- Contracts for maintenance services agreements and ensures adherence to bid specifications; approves...
payments.
- Is responsible for guaranteeing adherence to bid specifications and approving payments.
- Prepares bid specification for the performance work by contractors for the rehabilitation, improvement, and repair of buildings and grounds, including areas such as panting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work.
- Develops and oversees preventive maintenance plans and standards.
- Plans for and directs the rehabilitation, improvement, and repair work involving alterations to buildings and grounds, such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work or prepares bid specifications for the performance of such work by contractors.
- Guides and oversees the implementation of campus sustainability and energy saving measures.
- Acts as a college representative with outside vendors, contractors, federal, state, local and other entities.

Qualification Requirements

1. A Baccalaureate degree in a related field of study from an accredited college and four years of related experience of which two years must be progressive full-time managerial/administrative experience dealing with a large staff, in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, large building or hospital complexes, large gardens or parks; OR

2. A valid New York State Registration as an architect and 3 years of related experience of which 1 year must be full-time managerial/administrative experience as described in “1” above; OR

3. A valid New York State professional engineers license and 3 years of related experience of which 1 year must be full-time managerial/administrative experience as described in “1” above; OR

4. A valid New York City High Pressure Boiler Operating Engineers license, a four year high school diploma or its equivalent, and six years of related experience of which four years must be progressive full-time managerial/administrative experience as described in “1” above; OR

5. A four year high school diploma or GED and 8 years of related experience of which 4 years must be progressive full-time managerial/administrative experience as described in “1” above; OR

NOTE: An advanced degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience.

Direct Lines of Promotion

FROM: None TO: Chief Administrative Superintendent of Building and Grounds (04984)
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

**Title**  Chief Administrative Superintendent of Building and Grounds

**Title Code**  04984 (Competitive)

**FLSA Status**  Exempt

**Date Issued**  July 20, 2000 R

**General Duties and Responsibilities**

This is a management class of positions. Incumbent performs related work.

Under executive direction, with the widest latitude for the exercise of independent judgment and action, serves as the chief in charge of Campus buildings and grounds.

- Is responsible for promoting and enhancing efficient and safe management, operation and maintenance of all campus buildings and grounds under his/her control.
- Serves as advisor to the senior executives of the college.
- Directs the work of one or more Administrative Superintendents of Campus Buildings and Grounds.
- Coordinates strategic, emergency or short range planning activities for safe operation of buildings and grounds.
- Is responsible for adherence to City, State, and Federal codes and regulations including the handling and removal of toxic materials from the campus buildings and grounds.
- Sets policies for garbage removal including toxic wastes; directs and develops recycling programs.
- Provides expert advice and direction regarding EPA and OSHA regulations and standards.
- Participates in policy planning and implementation concerning all matters under his/her jurisdiction.
- Is responsible for development of job standards for hourly personnel.
- Is responsible for administrative and/or ancillary functions required by and in support of the operations and functions of the department including personnel, training and development, labor relations, discipline, budget preparation and implementation.
- Reviews and comments on major construction projects or renovations as requested by appropriate college and University administrators.
- Responsible within limits for the purchase of materials and equipment needed for the department, in adherence with the University purchasing regulations.
Ensures necessary certification of staff to accomplish standardized and quality work.

Reports and makes recommendations to the senior executives of the college.

Qualification Requirements

1. Baccalaureate degree in related field of study from an accredited college and six years of related experience of which four years must be progressive full-time managerial/administrative experience in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, or large building complexes large gardens or parks; or

2. A valid New York State Registration as an architect and 5 years of related experience of which 3 years must be progressive full-time managerial/administrative experience as described in “1” above; or

3. A valid New York State professional engineers license and 5 years of related experience of which 3 years must be progressive full-time managerial/administrative experience as described in “1” above; or

4. A valid New York City High Pressure Boiler Operating Engineers license, a four year high school diploma or its equivalent, and eight years of related experience of which six years must be progressive full-time managerial/administrative experience as described in “1” above; or

5. A four year high school diploma or its equivalent and 10 years of related experience of which 6 years must be progressive full-time managerial/administrative experience as described in “1” above; or

6. A combination of education and/or experience equivalent to “1”, “2”, “3”, “4” and “5” above. In addition an advance degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience. However, all candidates must possess a high school diploma or its equivalent, and 5 years of related experience of which 3 years must be managerial/administrative as described in “1” above.

NOTE:

Direct Lines of Promotion

FROM: Administrative Superintendent of Building and Grounds (04975)  TO: None
Title College Security Director

Title Code 04979 (Non-competitive)

FLSA Status Exempt

Date Issued 1/13/97 REVISIONS 12/18/13

General Duties and Responsibilities

Reporting to the President of the College or to a designated senior official of the College, the incumbent has the widest latitude for insuring the safety and security of the campus, college property, faculty, staff, students, and members of the community who enter the college campus.

This position is charged with directing the work of campus peace officers and other security personnel in a manner consistent with the environment of the college and University; the incumbent is charged with enforcing all college and University security policies.

All incumbents perform other safety and security related duties, especially in such areas as community relations and crime prevention.

With respect to the implementation of University-wide policies, this position receives consultative guidance from the University Security Office regarding University security policies similar to the guidance provided by other central office audit and control functions to other college activities.

General Work Tasks

- Manages and directs all college security activities; manages college special events and develops service contact specifications in accordance with college needs, and in consultation with the University Security Office, as appropriate.

- Plans, administers and directs the overall management of the college security function: preparing the activity budget, ascertaining staffing level needs and deploying staff accordingly, determining appropriate use of overtime service, identifying suitable resource utilization, etc.

- Prepares comprehensive security operations plans; manages ongoing assessments of the status of the college’s entire campus security program.

- Directs the overall field operations and administrative duties of all college security staff. Determines delegations of supervisory responsibilities, e.g., merit recognition and administration of disciplinary processes.

- Maintains and updates Emergency Management Plans in accordance with University and college specific guidelines.

- Ensures compliance with the Family Education Right to Privacy Act (FERPA).

- Prepares and distributes information in accordance with Clery Act Guidelines.

- Records and compiles criminal and security incident statistics.

- Maintains the University-wide reports system at the college. Provides daily incident reports to the University Director of Public Safety.
– Supervises security management personnel; directs the performance evaluation of all
security on campus, using University-established standards and forms.

– Makes campus security resource allocation decisions in accordance with
presidential directives for campus security.

– Directs the investigation of criminal and/or violent incidents occurring on campus.

– Assures the day-to-day training, instruction, and orientation of college security staff.

– Oversees the University Public Safety Training Officer in the development of in-service
training programs on campus. Provides on-site input for proposed centralized training
programs.

– Is responsible for ensuring the College President’s directives regarding University and
campus security are adhered to, including but not limited to special security projects,
initiatives, and programs.

– Establishes and maintains a working relationship with New York City Police
Department precinct commanding officers; coordinates campus security with outside
law enforcement activities when a college event requires a joint enforcement effort.

– When appropriate, requests New York City Police assistance on campus pursuant to
established protocol.

– Oversees immediate mandatory drug testing of security staff in accordance with
established “Reasonable Suspicion” policy guidelines.

– Assures that crime prevention information is made available to the college community,
including immediate crime advisories when necessary. Ensures that community policing
standards are maintained on campus. Provides practical leadership in informing college
constituencies of the customer service philosophy of the University Office of Public Safety.

– Coordinates with other college administrative officers to assure that the college plan is
adhered to for securing persons and property and for preventing fire and crime.

– Assesses college needs with regard to security communications technology; obtaining,
providing, and maintaining security equipment, vehicles, and facilities in consultation with
the University Public Safety Office.

– Ensures that security officers are inspected (uniforms, grooming, firearms, batons and
other equipment) on a daily, tour-by-tour basis prior to patrol commencement (roll calls).

– In cooperation with the College Environmental Health and Safety Officer, plays an active
role in ensuring that environmental health and safety standards are being adhered to; may
serve as the College Environmental Health and Safety Officer.

– Provides information and/or testimony relevant to incidents arising at the college.

– Prepares specifications for contract security services when necessary (e.g., special
events), for review and approval by the College President and by the University Public
Safety Office, if applicable.

– Identifies campus crime trends based on statistical data.

– Establishes specialized patrols to address the particular needs of the college (e.g.,
vertical patrols, bicycle patrols, etc.).

– Directs, recruits and selects a workforce that reflects the diversity of the University
community and ensures a work environment respectful of differences.

– Assists the College Director of Human Resources in administering recruitment and
selection procedures for security staff.
**Qualification Requirements**

1. A baccalaureate degree and six (6) years of related security experience or equivalent military experience, including at least three (3) years of managerial and supervisory experience; OR

2. A baccalaureate degree in a closely related field of study such as Criminal Justice, Police Science, and Industrial Security and four (4) years of related security experience or equivalent military experience, including at least three (3) years of managerial and supervisory experience; AND

3. A driver’s license valid in New York State.

**Substitutions Permitted:**

A substitution will be permitted for two (2) of the three (3) years of the related managerial experience described in items #1 and 2 above by submitting documentation of completion of one of the following:

A. American Society for Industrial Security, Certified Protection Professional (CPP) Certificate program, or

B. Professional law enforcement police executive training program such as the FBI academy, the Northwestern University Traffic Institute (long course), the Police Executive Research Forum (Senior Management Institute) at the Institute for Police, or any other nationally accredited certificate program in law enforcement administration.

**NOTE:** This position is subject to a satisfactory background investigation by the University Office of Public Safety, which may include, but is not limited to, criminal history review, drug test, credit checks, driving record review, work history verification, reference checks, etc. This position is subject to random drug testing, as well as re-fingerprinting and reinvestigation every five years.

**FURTHER NOTE:** A person appointed to this position may be required to participate in training as designated by the College President and University Public Safety Director.

**Direct Lines of Promotion**

| FROM: None | TO: None |
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: Assistant College Security Director
Title Code: 04980
FLSA Status: Exempt
Date Issued: R June 24, 1999

General Duties and Responsibilities

Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff. Interacts with faculty, staff, students and local law enforcement. Responds to all emergencies and participates in planning and staffing security and public safety functions.

Reporting to the University Security Director at the CUNY Central Office performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

General Work Tasks

- Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.

- Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.

- Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.

- Oversees the conduct of roll calls and inspections and may supervise the Training Officers; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.

- Supervises and monitors time and leave usage in accordance with college and University policy; verifies attendance, sick leave excuses and lateness; documents attendance violations; obtains approvals before allocating overtime; coordinates staffing for mobilizations; and assures that time charges are accurate and documented.

- Prepares performance evaluations for review and approval by the Director, initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director.

- Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports.
- Researches and gathers information on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications for review and approval of the Director.

- When assigned to the Central Office by University Personnel, this position will conduct peace officer background investigations and prepare appropriate reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including statutory and discretionary employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from New York Police Department; assist in conducting college-wide or University-wide internal investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

- Participates in staffing and selection activities including hiring pools, examination administration, and the like.

- Assists the College or University Director; prepares reports; compiles and maintains crime statistics; and attends meetings as needed.

- When delegated, acts in the absence of the College or University Security Director, as applicable.

- Performs other duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree in Criminal Justice, Police Science or a closely related field and three (3) years of related experience, two (2) years of which must involve responsible administrative or supervisory experience. In addition to progressively responsible security experience in a College or University setting, examples of related experience are: equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience; OR

2. A baccalaureate degree and four (4) years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

3. An Associates degree or 60 credits and five years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

4. A high school diploma or GED, three (3) years of experience as a Campus Public Safety Sergeant (formerly CPO level III) and (4) additional years of related experience as described in #1 above.

5. A valid, current New York State driver’s license, New York City residency, and United States citizenship required for **ALL** candidates.
NOTE: This title is subject to a satisfactory background investigation, which may include but is not limited criminal history review, drug tests, credit checks, driving record view, work history verification and reference checks. This title is subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

Within one year of appointment to this title, or sooner based on availability and satisfactory completion of mandated University training, a person appointed to this title must qualify for and obtain Peace officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the College President, persons appointed to this title must, within one year of appointment to this title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal Law, Article 35.

Direct Lines of Promotion

FROM: Campus Public Safety Sergeant (04846) TO: None
EXHIBIT A
Classified Managerial Pay Plan Titles and Levels

Changes since the previous Policy Bulletin are noted in bold. Any change in Job title name reflected in CUNY’s new personnel system is noted in parentheses under the title.

<table>
<thead>
<tr>
<th>Contract Title / CUNY Job Code</th>
<th>Title Name</th>
<th>Authorized Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>04975 500007 - 500010</td>
<td>Administrative Superintendent of Campus Buildings and Grounds (no change in name)</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>04980 500016 - 500018</td>
<td>Assistant College Security Director (now Campus Security Assistant Director)</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>04976 500044 - 500046</td>
<td>Chief Administrative Superintendent of Campus Buildings and Grounds (no change in name)</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>04984 500228</td>
<td>Chief Administrative Superintendent of Campus Buildings and Grounds (inactive title - non-competitive - incumbent only – no name change)</td>
<td>3</td>
</tr>
<tr>
<td>04979 500034 - 500035</td>
<td>College Security Director (now Campus Security Director)</td>
<td>3, 4</td>
</tr>
<tr>
<td>04972 500051 - 500053</td>
<td>Computer Operations Manager (now IT Computer Operations Manager)</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>04973 500055 - 500056 500206 - 500208</td>
<td>Computer Systems Manager – Annual (now IT Computer Systems Manager)</td>
<td>2, 3, 4, 5, 6, 7, 8</td>
</tr>
<tr>
<td>04973 H 500054</td>
<td>Computer Systems Manager – Hourly (now IT Computer Systems Manager 1H)</td>
<td>1</td>
</tr>
<tr>
<td>04978 500216</td>
<td>Deputy University Security Director (now University Deputy Security Director)</td>
<td>4, 5</td>
</tr>
<tr>
<td>04990 500217</td>
<td>Secretary to the CUNY Civil Service Commission (now University Secretary to Civil Service Commission-H)</td>
<td>No levels</td>
</tr>
<tr>
<td>04811 500209 - 500210</td>
<td>University Associate Chief Engineer (no change in name)</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>04974 500221 - 500223</td>
<td>University Capital Projects Manager (new title)</td>
<td>4, 5, 6</td>
</tr>
<tr>
<td>04824 500211 - 500212</td>
<td>University Chief Architect (no change in name)</td>
<td>4, 5, 6</td>
</tr>
<tr>
<td>04825 500213 - 500214</td>
<td>University Chief Engineer (no change in name)</td>
<td>4, 5, 6</td>
</tr>
<tr>
<td>04977 500215</td>
<td>University Security Director (no change in name)</td>
<td>5, 6</td>
</tr>
</tbody>
</table>

Note:
This update complies with CUNY’s Civil Service Regulations and authority delegated to the Vice Chancellor for Faculty and Staff Relations (now the Vice Chancellor for Human Resources Management). The Managerial Pay Plan was originally authorized by resolution of CUNY’s Board of Trustees (June 1987, #6.b), and subsequently amended. The last general pay increase was approved by CUNY’s Board on December 8, 2008 (Addendum, Section D-30). The last amendment to pay ranges and number of levels was approved by CUNY’s Board on January 26, 2008 (Addendum, Section D-28, page 11). The Vice Chancellor has the authority to assign levels to individual titles as part of the Classification Plan (Regulation 2.2.1).
The information below highlights important information for classified managerial staff.

Paper paychecks are available for pick up on Wednesdays after 3 pm on the pay week (please refer to the submission schedule for pay dates) at the Bursar’s Office, L.70.00NB. Directly deposited paychecks are available on the pay date after 9am. {New Hires please verify your first pay date with the Department of Human Resources.}

Employees must fill out their monthly timecards in ADI, a web-based timekeeping system. Timecards are due on the 10th of the following month and must be approved by both the employee and supervisor.

Employees may access their timecards through the link posted on the Current Employee Services webpage in the online Employee Center or go directly to http://adi-web2/aditime/Security/Login.aspx. ADI is only accessible from a work location, using internet explorer, not from a home computer.

Members of the classified managerial group are not covered by represented bargaining units.

WORK DAY: includes unpaid 1-hour lunch break

ANNUAL LEAVE PERIOD: September 1st to August 31st

ANNUAL LEAVE ACCRUAL RATES:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate (hrs/month)</th>
<th>Days/year</th>
<th>Annual Leave Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1-7</td>
<td>11.66</td>
<td>20</td>
<td>50</td>
</tr>
<tr>
<td>Beginning of year 8-15</td>
<td>14.60</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Beginning of year 15</td>
<td>15.75</td>
<td>27</td>
<td>50</td>
</tr>
</tbody>
</table>

- New Hires receive 20 annual leave days at the beginning of their employment, it is available immediately and they begin accruing monthly with the 13th month of service
- Newly appointed employees coming from another title series with a higher accrual rate will keep such accrual rate until it increases per the allotment for the classified managerial group
- Earned annual leave over the cap must be used before August 31st. At the end of the annual leave year, any accumulations above the 50 day cap, will be removed from the record and thereafter may not be used.
**SICK LEAVE:**
- New hires receive 12 sick days at the beginning of their employment; it is available immediately and they begin accruing 7 hours monthly to a maximum of 1120 hours or 160 days for all years of service.
- Employees must submit a copy of a doctor’s note when out for more than 5 consecutive sick days. *Please be advised that per CUNY rules the Director of Human Resources reserves the right to request medical documentation at anytime when reasonably considering that abuse has, is or will occur.*
- 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.

**PAID HOLIDAYS:**
- a) Labor Day - First Monday in September
- b) Columbus Day - Second Monday in October
- c) Thanksgiving Holiday - Fourth Thursday in November, Friday following
- d) Christmas Holiday - December 24 and 25
- e) New Year's Holiday - December 31, January 1
- f) Martin Luther King, Jr.'s Birthday - Third Monday in January
- g) Lincoln's Birthday - February 12
- h) Presidents' Day - Third Monday in February
- i) Memorial Day - Last Monday in May
- j) Independence Day - July 4

**UNSCHEDULED HOLIDAYS:** As per Employee Holiday and Annual Leave Periods schedule (Group1). The number of Unscheduled Holidays is determined by the University. Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period. Unscheduled Holidays must be used in seven-hour increments. In addition, they are advanced and therefore if an employee leaves CUNY and all UH’s were used prior to June 1st the employee will have to pay back whatever was used but not “earned”.

**SUMMER FRIDAYS:** John Jay observes “Summer Fridays”. For approximately 6 Fridays during the summer (end of June- mid August) the offices are closed on Fridays; employees are given an option to either work extended hours Mon-Thurs or work their regular 9-5 Mon-Thurs and charge (7 hours) AL (or unscheduled holiday) on Fridays.

**JURY DUTY:** Employees receive regular salary for absences due to Jury Duty. Jury duty must be reported on the employee’s timecard and a copy of the certificate of jury duty service must be submitted to Human Resources.

**LEAVE FOR SPECIAL PURPOSES:** As a reminder, members of the executive compensation plan may avail of leave for Special Purposes for personal emergencies, under Article XIII Section 13.3 of the CUNY Bylaws. College Presidents may grant up to a 10-day paid leave of absence at their discretion.

**SEPARATION:** If you resign from the University, your annual leave days will be paid out however sick and unscheduled holidays will not be paid and you will lose them. If you transfer as a full-time employee from one CUNY College to another; without a break in service, your time will travel with you.
* Please note:
AL payouts will not be for any annual leave above the PSC/CUNY allotted maximum AL cap.

---

**Please contact the Office of Human Resources for more detailed information:**

<table>
<thead>
<tr>
<th>General Information</th>
<th>212 237 8517</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Christina Lee 212 237 8504 or Daniella Donald 212 484 1152</td>
</tr>
<tr>
<td>Payroll or</td>
<td>Toni Mason-Clarke 212 621 3788 or</td>
</tr>
<tr>
<td>Time &amp; Leave:</td>
<td>Terencia Martin 212 237 8560</td>
</tr>
</tbody>
</table>
Please contact the Office of Human Resources for more detailed information:

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td>212 237 8517</td>
</tr>
<tr>
<td>Benefits:</td>
<td>Christina Lee</td>
<td>212 237 8504 or</td>
</tr>
<tr>
<td></td>
<td>Daniella Donald</td>
<td>212 484 1152</td>
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</tr>
<tr>
<td>Time &amp; Leave:</td>
<td>Terencia Martin</td>
<td>212 237 8560</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.

**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.
Reclassification process

- Reclassification recognizes that new higher-level duties have been added over time, which impact the scope and level of responsibility of the job, making a higher level in the title more appropriate.
- Classified titles can only receive “Discretionary Level Change”, they cannot be reclassified into the HEO series.
- The only way to be appointed to HEO title is to be selected as a Substitute (temp) or appointed from search.
- Classified Managerial titles, as well as other Classified titles, may receive “Discretionary Level changes” - changes in salary and/or duties related to an assignment to a higher level in the same classified title.
- Level changes are not reclassifications, or appointments to higher titles or reinstatements.
- To initiate the ‘Discretionary Level Change’ request and forward it for the College Screening & Review Committee employee’s manager needs to submit a package to HR Director and VP of the area.
- Packet includes:
  - A justification letter/memorandum
  - A current job description
  - A proposed job description
  - A current organizational chart
  - A proposed organizational chart
  - Most current employee evaluation
  - Most current resume (work experience & education)
  - Any other documents that the supervisor/employee would like to include that will assist and enhance the review.
- If VP of the area and HR Director approve the request it then goes for review to College Screening & Review Committee.
- Most common Level changes are:
  - Discretionary level change:
    - (from Lvl 1 to Lvl 2;
    - from Lvl 2 to Lvl 3;
    - from Lvl 3 to Lvl 4;
    - from Lvl 4 to Lvl 5.)

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

Please note:
- The fact that the request was approved by area VP/HR and submitted to the College Screening & Review Committee does not guarantee request approval by that Committee.
- The fact that the College Screening & Review Committee approved the request does not guarantee University approval of the request.
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.
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 (Clerical, Customer Service, Administrative, Managerial)</th>
<th>Group 3 Skilled Trades Bargaining Unit (Section 220) (except Carpenters, Supervisor Carpenters, &amp; Laborers)</th>
<th>Group 3C Carpenters &amp; Supervisor Carpenters Only (Section 220)*</th>
<th>Group 3L Laborers Only (Section 220)</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>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Election Day</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</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>N</td>
<td>Observed Fri 11/10/17</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday:</td>
<td>N</td>
<td>N (see below***)</td>
<td>N (see below***)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Thanksgiving / Day After</td>
<td>N</td>
<td>N (see below***)</td>
<td>N (see below***)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Thanksgiving Holiday:</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Holiday:</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Eve, New Year’s Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Martin Luther King, Jr.</td>
<td>Y</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>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Y</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>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

** Unscheduled Holidays**

| | 6 | 3 | 0 | 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.

** For those working on specified holidays will be paid at double time (2x).**

** 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.

* Effective 5/5/2017, Carpenters and Supervisor Carpenters are entitled to revised holidays. Those working on specified holidays will be paid at double time (2x).

** 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.**

REVISED 7-17-17
## 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 CHECK DATES

<table>
<thead>
<tr>
<th>PAYROLL PERIOD</th>
<th>CHECK DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1 March 30 – April 12</td>
<td>April 13</td>
</tr>
<tr>
<td>No. 2 April 13 – April 26</td>
<td>April 27</td>
</tr>
<tr>
<td>No. 3 April 27 – May 10</td>
<td>May 11</td>
</tr>
<tr>
<td>No. 4 May 11 – May 24</td>
<td>May 25</td>
</tr>
<tr>
<td>No. 5 May 25 – June 7</td>
<td>June 8</td>
</tr>
<tr>
<td>No. 6 June 8 – June 21</td>
<td>June 22</td>
</tr>
<tr>
<td>No. 7 June 22 – July 5</td>
<td>July 6</td>
</tr>
<tr>
<td>No. 8 July 6 – July 19</td>
<td>July 20</td>
</tr>
<tr>
<td>No. 9 July 20 – August 2</td>
<td>August 3</td>
</tr>
<tr>
<td>No. 10 August 3 – August 16</td>
<td>August 17</td>
</tr>
<tr>
<td>No. 11 August 17 – August 30</td>
<td>August 31</td>
</tr>
<tr>
<td>No. 12 August 31 – September 13</td>
<td>September 14</td>
</tr>
<tr>
<td>No. 13 September 14 – September 27</td>
<td>September 28</td>
</tr>
<tr>
<td>No. 14 September 28 – October 11</td>
<td>October 12</td>
</tr>
<tr>
<td>No. 15 October 12 – October 25</td>
<td>October 26</td>
</tr>
<tr>
<td>No. 16 October 26 – November 8</td>
<td>November 9</td>
</tr>
<tr>
<td>No. 17 November 9 – November 22</td>
<td>November 22</td>
</tr>
<tr>
<td>No. 18 November 23 – December 6</td>
<td>December 7</td>
</tr>
<tr>
<td>No. 19 December 7 – December 20</td>
<td>December 21</td>
</tr>
<tr>
<td>No. 20 December 21 – January 3</td>
<td>January 4</td>
</tr>
<tr>
<td>No. 21 January 4 – January 17</td>
<td>January 18</td>
</tr>
<tr>
<td>No. 22 January 18 – January 31</td>
<td>February 1</td>
</tr>
<tr>
<td>No. 23 February 1 – February 14</td>
<td>February 15</td>
</tr>
<tr>
<td>No. 24 February 15 – February 28</td>
<td>March 1</td>
</tr>
<tr>
<td>No. 25 March 1 – March 14</td>
<td>March 15</td>
</tr>
<tr>
<td>No. 26 March 15 – March 28</td>
<td>March 29</td>
</tr>
</tbody>
</table>
Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2018 – APRIL 30, 2019
CURRENT

NEW FISCAL YEAR...2019-2020
PAYROLL PERIOD ENDING DATE

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

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.

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<th>Period No.</th>
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### 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, health insurance benefits are effective on the date of hire as long as paperwork is received within 31 days.

### Welfare Fund Benefits
Provided through the PSC-CUNY Welfare Fund. The effective date of welfare fund benefits is the first of the month following the date of hire. If hired on the first of the month, welfare fund benefits will be effective that day. Detailed information on all welfare fund benefits is available online at [www.pscunywf.org](http://www.pscunywf.org). Some basic benefits include:

- Dental – Employees have a choice between Guardian Dental (PPO) and DeltaCare USA (HMO).
- Prescription Drugs – Provided by CVS Caremark
- Diabetes related drugs, Injectable and Chemotherapy drugs are provided by Express Scripts through GHI.
- Vision – Provided by Davis Vision

### Retirement Benefits
Fully appointed employees are required to join the New York City Employees’ Retirement System (NYCERS) or TIAA. Those who do not enroll in a plan within 30 days from their date of appointment will be required to be forced into NYCERS. Vesting is provided after 366 days of employment (with TIAA) or after 10 years of credited service (with NYCERS). Go to [www.nycers.org](http://www.nycers.org) for detailed information on NYCERS or to [http://www1.tiaa-cref.org/tcm/cuny/](http://www1.tiaa-cref.org/tcm/cuny/) for detailed information on TIAA-CREF.

### Tax-Deferred Annuity (TDA) 403(b) Plans
TIAA: Group Supplemental Retirement Annuity (GSRA) TDA.
*TIAA also offers a ROTH account.*

### New York State Deferred Compensation 457 Plan
The NYSDCP 457 Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to 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 Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days. 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>Service Requirement</th>
<th>Course Type &amp; Credit Limit</th>
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</thead>
<tbody>
<tr>
<td>1 year</td>
<td>Undergraduate – No Limit</td>
</tr>
<tr>
<td>None</td>
<td>Graduate – 6 Credits</td>
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Tuition waivers are not available during the winter or summer sessions.
## Voluntary Benefits

- Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)
- CUNY e-MALL (discounts for CUNY employees)
- Education Affiliates Federal Credit Union – Savings and Checking accounts and many other financial services
- Municipal Credit Union – Savings and Checking accounts and many other financial services
- New York’s 529 College Savings Program – Visit for more information

## Time & Leave

Time and Leave for Classified Managerial Employees: [http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_ClassifiedManagerialEmployees.pdf](http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_ClassifiedManagerialEmployees.pdf)
Mandatory CUNY Training

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

**IT SECURITY TRAINING**

Why is IT Security important at CUNY?

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

To take the program:

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