JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Custodial Supervisor
Title

Handbook

Prepared by Office of Human Resources
Blue Collar Titles Handbook Content

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

- HR Staff Contact information
- Job Description for the title
- Blue Collar titles employee Fact Sheet
- Compensation information for the title
- Civil Service guide
- CUNY Employees Holidays schedule for 2017 - 2018
- CUNY Payroll Calendar for 2017- 2018
- Blue Collar Staff Timesheet sample
- Blue Collar Staff Overtime sheet sample
- Blue Collar Staff Timesheet submission schedule 2017-2018
- Payroll information
- Essential Personnel information
- Employee Evaluation
- Employee Transfers
- Blue Collar Classified Titles 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
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 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
Title: CUSTODIAL SUPERVISOR
Title Codes: 04862
FLSA Status: Non-Exempt (Overtime Eligible)
Date Issued: April 2, 2007

General Duties and Responsibilities
Under supervision, perform work of ordinary difficulty and responsibility supervising cleaning and maintenance of buildings, their furnishings and their immediate grounds.

There are no Assignment Levels within this classification. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Qualification Requirements
Completion of an eighth grade education and three years of full-time experience in the cleaning and maintenance of a building.

- Additional education above the eighth grade may be substituted on a year for year basis for up to two years of the required work experience. However, all candidates must possess a minimum of one (1) year of full-time work experience as described above.

- For work experience requirements, CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will not be credited at all.

Demonstrated English language proficiency, including ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job duties.

By the completion of the probationary period, demonstrated competency in supervising employees.

Direct Lines of Promotion
From: CUNY Custodial Assistant (04861) Custodial Assistant (82015) To: Senior Custodial Supervisor (80535)
General Work Tasks

On an assigned tour of duty, supervises a small- to medium-sized group of employees, principally cleaners, engaged in cleaning and maintaining college buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawns.

- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of ladders in the performance of assigned tasks in compliance with all safety regulations.
FACT SHEET FOR BLUE COLLAR – FULL TIME POSITIONS

FULL-TIME BLUE COLLAR TITLES: CUNY CUSTODIAL ASSISTANT
CUSTODIAL SUPERVISOR (CUNY)
SUPERVISOR
SUPERVISOR STOCK WORKERS

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

ATTENDANCE: per CUNY rules and regulations and the collective bargaining agreement, there must be a daily accounting of your work time. The method selected for this process is the use of the blue attendance sheets. These blue sheets are placed at each entrance throughout the college for time keeping purposes. Please be advised of the following:

a. Employees must sign in at the beginning of their shift and at the end of their shift
b. Sign-in sheets are subject to random audits and the information must match the bi-weekly timesheets
c. Falsifying records is grounds for disciplinary action that may include suspension, salary deduction and/or termination. Falsification includes: having a colleague sign in and out for you, signing out at the beginning of your shift.
d. Lateness 5 or more times within one month may result in penalties and or further disciplinary action. Time is to be docked as follows for lateness

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

WORK WEEK: For all full time employees the work week shall be 40 hours (8 hour day), except for “stores-stock” group work week shall be 35 hours (7 hour day). Work week runs from Sunday thru Saturday.

NIGHT DIFFERENTIAL: Ten percent (10%) of hourly rate for all scheduled hours worked between 6 pm and 8 am with more than one hour of work between 6 pm and 8 am.
**LEAVE PERIOD:**  September 1st through August 31st.

**MEAL BREAK:**  Full time employees must take a one hour (1) unpaid meal break after five consecutive hours of work. Employees in Facilities Department must take a one-half hour (1/2) unpaid meal break after five consecutive hours of work. Full time employees cannot work through a meal break in order to arrive late, leave early, or to work extra time.

**OVERTIME:**  For employees who are on a 35 hour work week, overtime (voluntary or involuntary) worked between the thirty-fifth (35th) hour and the fortieth (40th) hour in any payroll week shall be compensated in cash at straight time. Overtime (voluntary or involuntary) in excess of forty hours in any payroll week shall be compensated in cash at time and one half (1-1/2X). Time during which an employee is in full pay status, whether or not such time is actually worked, shall be counted in computing the number of hours worked during the week. Upon the mutual agreement of the employee and the supervisor, for any particular work week, the overtime compensation can be granted in compensatory time off in lieu of cash at the rate of straight time for hours between the thirty-fifth (35th) hour and the fortieth (40th) and at the rate of time and a half for hours in excess of forty hours.

**COMPENSATORY TIME:**  Employees may earn up to 240 hours in compensatory time. The compensatory time must be used within 90 days of being earned. There is no carryover of comp time from year to year.  (Note: posting of earned comp time will be done manually by Human Resources Staff).

<table>
<thead>
<tr>
<th>COMP TIME EARNED DURING THIS PERIOD</th>
<th>EXPIRES ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1: September 1 - November 30</td>
<td>February 28(29)</td>
</tr>
<tr>
<td>Q2: December 1 - February 28(29)</td>
<td>May 31</td>
</tr>
<tr>
<td>Q3: March 1 - May 31</td>
<td>August 31</td>
</tr>
<tr>
<td>Q4: June 1 - August 31</td>
<td>November 30</td>
</tr>
</tbody>
</table>

**PAID HOLIDAYS FOR 2017/2018 LEAVE YEAR:**

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

**UNSCHEDULED HOLIDAYS:**  As per Employee Holiday and Annual Leave Periods schedule (Group2). The number of Unscheduled Holidays is determined by the University. Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period. Unscheduled Holidays must be used in 8-hour increments.
ANNUAL LEAVE: Annual leave may be accrued at two times (2x) the maximum annual leave allowance up to fifty-four (54) days. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year. Accrual rates are based on employee’s hire date.

Accrual Schedule for 40 hours per week employees:

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

Accrual Schedule for 35 hours per week employees:

<table>
<thead>
<tr>
<th>Year</th>
<th>Bi-Weekly (hrs/2 weeks)</th>
<th>Days per Annum</th>
<th>Annual Leave Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year*</td>
<td>4.05</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>5th year*</td>
<td>5.40</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>8th year*</td>
<td>6.73</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>15th year*</td>
<td>7.27</td>
<td>27</td>
<td>54</td>
</tr>
</tbody>
</table>

Approved annual leave may be used in units of one (1) hour. Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues.

SICK LEAVE: Sick leave allowance accrues at the rate of one (1) day per month for a total of twelve (12) days per year or 3.69 hours per Bi-Weekly Pay Period for 40 hours per week employees. The number of Sick Leave days permitted to accumulate is unlimited. Approved sick leave may be used in units of one (1) hour. Approved sick leave may be used as it accrues.

- More than 3 (three) consecutive work days requires the submission of a doctor’s note
- Employees are allowed to use 3 sick days per leave year to care for a family member; family is defined as employee’s spouse, domestic partner, child, or parent.
- Employees are advised that sick days of more than 5 consecutive work days may qualify as FMLA and must be discussed with their time keeper and the Benefit’s Division of the department of Human Resources.

* Please be advised that per CUNY rules the Director of Human Resources reserves the right to request medical documentation at any time when reasonably considering that abuse has, is or will occur.
**BREAST / PROSTATE CANCER SCREENING:** Full-time employees are entitled to take up to four hours (including travel time) of paid leave in a calendar year for breast or prostate cancer screening during regular work hours. JJAY requires medical documentation for verification.

**BLOOD DONATIONS:** Full-time employees are entitled to paid leave for blood donations. Off premises up to 3 hours. On premises, a *reasonable amount of time* allowed to get to location, rest and eat before returning to duty. JJAY requires medical documentation for verification.

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

**The Family Medical and Leave Act- FMLA:** The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year, i.e., September 1st through August 31st. In order to be eligible, an employee must have been employed by the University for at least 12 months cumulatively, and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave.

**BEREAVEMENT LEAVE:** Full-time employees may receive up to four (4) days of bereavement leave for the death of an immediate family member. Employees must provide proof of the deceased such as a letter from the funeral home, a copy of the program or pamphlet, or a copy of the death certificate (originals are not necessary). The documentation must also provide proof of their relationship to the deceased. All documents are to be submitted to the appropriate time keeper in the department of Human Resources by the 10th of the following month.

An immediate family member can be defined as:
- Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent / grandchild

- A child or parent of the domestic partner or any other relative of the domestic partner residing in the same household. Any other relative residing in the same household (if the relative, i.e., uncle, aunt, etc. resides in the household, the employee must submit proof that the relative resides in their home (i.e. copy of a photo ID or bill with name and address matching the employee address on file).

**SEPARATION:** If a full-time employee resigns from the University, their annual leave days will be paid out however sick and unscheduled holidays will not be paid and will be forfeited. If an employee transfers from one CUNY College to another on a full-time line; without a break in service (break in service is considered more than 30 working days), the years of service as well as the time & leave balances will be transferred.

* Please note: Annual leave payouts will not be for any annual leave balance above the allotted maximum annual leave cap per the CBA.

**RETIREMENT:** If planning to retire from CUNY, a full-time employee needs to submit an application for retirement to the Benefit's Manager in the Department of Human Resources. Employees may be eligible for Terminal Leave which is a form of paid leave provided that all requirements for retirement are met including maintaining a balance of at least 120 sick days (840 hours). Please speak to a member of the Benefit's Team for specific information.

**BLUE COLLAR CONTRACT:**
**Blue Collar Title**

**Custodial Supervisor**

**Bargaining Unit:** DC 37 Local 1797  
**Job Subfunction type:** Classified Competitive  
**Work Week:** 40 hours

### 2016 Compensation and Contractual steps:

<table>
<thead>
<tr>
<th>Civil Service Employee Title</th>
<th>2016 New Hire Min Salary</th>
<th>2016 Incumb Min Salary</th>
<th>Incumb Max Salary</th>
<th>Long Incr Elig 15 yrs of service</th>
<th>Comments</th>
<th>BU Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTODIAL SUPERVISOR (CUNY)-04862</td>
<td>$31,781</td>
<td>$35,913</td>
<td>$46,740</td>
<td>$800 per annum</td>
<td>Pensionable in 15 month</td>
<td>DC 37 Local 1797</td>
</tr>
</tbody>
</table>

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

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

*For Longevity increment eligible are: Active FT employees with 15 years or more of "City" service (combined)*

**Max Salary:** is never awarded. It is a number showing a maximum rate employee in this title may achieve during the length of employment at CUNY, if merit increases were awarded and added to the incumb rate during the whole CUNY Service.
Most NYC government jobs, including CUNY, are part of the competitive class, which requires permanent appointment through taking and passing a competitive civil service examination. For titles where eligible lists from civil service exams are not in existence, CUNY (and other city agencies) are permitted to consider and appoint qualified individuals who apply directly to vacant positions to ensure that essential college functions are executed.

Qualified individuals may be provisionally appointed to a competitive position while awaiting an exam for their title or for a similar title. While most positions are classified in the competitive class, there are some positions for which competitive exams are not required. For these positions, qualified individuals may be considered and appointed without further examination.

CUNY, as a separate NYC agency, fills many of its positions through the Civil Service Process, a process guided by the New York State Civil Service Law, which is in place to help ensure that the hiring process is competitive and fair. CUNY uses employment examinations to measure a potential candidate's merit and fitness for a particular title. In most instances, taking an exam is the beginning of a hiring process that may lead to employment with CUNY.

There are three types of examinations:
1. Open-competitive exams are exams any person meeting all the minimum requirements can apply to take;
2. Promotional examinations are open only to employees already in permanent lower level eligible positions;
3. Continuous recruitment examinations are examinations for which applications are accepted on an on-going basis and are used for job titles where there is a lot of hiring activity or for job titles that are very specialized and there may be a limited number of applicants.

Continuous Recruitment example: CSA titles
Continuous recruitment means that applications are accepted on a continuous basis. Continuous recruitments tend to be restricted to examinations of education and experience. If an applicant passes the examination, he or she becomes eligible for a possible appointment for a period of up to two years.

Exam Attendance by current CUNY employee:
Active CUNY employees in classified titles will get paid for the day/time (absences will be excused), when they are taking CUNY's mandatory exams (i.e., psychological evaluation and medical examination) or are attending a hiring pool for Classified titles (CUNY only) during their scheduled work hours. The employees will NOT be paid, if the day/time they are taking the exam or are attending a hiring pool is on their scheduled day off. According to PPB 1/89, time spent in civil service examinations, appointment interviews or hiring pools for CUNY titles shall be excused with pay upon submittal of evidence (proof) satisfactory to the Office of Human Resources. Employees must present sufficient documentations (such as exam notification letters to employee from CUNY, invitations to attend the pool/exam) to their supervisor to indicate that they need the release time. This rule DOES NOT apply when CUNY employees are taking exams for any other (non-CUNY) positions/attending hiring pools at any other NYC or NYS agencies, such as NYC Department of Corrections, Police Department, etc.
After each Civil Service exam, CUNY establishes an eligible to hire list. This list consists of all candidates who passed the exam, ranked in score order and is available to each of the CUNY schools with open positions in the corresponding title.

When the CUNY School has a hiring need, candidates are contacted for interviews in list number order. New York State Civil Service Law requires agencies to employ the One-in-Three rule, whereby they must consider and hire one of the three candidates at the top of the eligible list for appointment to a vacant position. Eligible lists usually (but not always) remain active for four years.

**At the hiring pool**
When the list comes out, after the exam was taken by all candidates who applied, CUNY invites candidates with the highest scores to attend the hiring pool for a specific title. CUNY Schools representatives attend the hiring pool when they have an approved vacancy in a specific title. If the candidate is selected for hire at the hiring pool, HR Representative extends a Conditional Job Offer to that candidate.

**Conditional Job offer**
The offer of employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation of academic and professional credentials, necessary employment and background checks, fiscal ability and approval by the CUNY Board of Trustees. In addition, for titles that require completion of other prerequisites of employment, this offer is subject to the successful satisfaction of those requirements. The terms and conditions of employment are consistent with the applicable rules and Bylaws of the Board of the City University of New York and the existing collective bargaining agreement.

The candidate with the conditional offer is informed that his/her status will be “Probable Permanent” for the duration of one year. This is the established probation period. However, based on the University policy every probationary employee will be evaluated every quarter, prior to the end of the probation period.

**Probation Period**
In the event the new hire employee receives less than an overall satisfactory performance rating during the probation period, the College Personnel Officer upon request of the Hiring Department Manager may choose to extend the probation period subject to the agreement of the probationer, but no more then by six additional months.

The Hiring Department Manager also has an option to request the College Personnel Officer to terminate the employee during the probation period after 2 months of probationary employment based on unsatisfactory performance, attendance issues etc.

If the probation period resulted with the overall satisfactory performance rating the employee is granted **Permanent status** at the end of the probation period. Office of Human Resources sends the letter to the employee informing them of the change of the status to Permanent.
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.

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs), Classified Service White Collar (Clerical, Professional, Administrative, Managerial)</th>
<th>GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)</th>
<th>GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)</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>Monday 9/04/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday 10/09/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday 11/07/17</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Saturday 11/11/17</td>
<td>N</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>Thursday 11/23/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Day After Thanksgiving</td>
<td>Friday 11/24/17</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Christmas Holiday: Christmas Eve, Christmas Day</td>
<td>Sunday 12/24/17, Monday 12/25/17</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>New Year's Holiday: New Year's Eve, New Year's Day</td>
<td>Sunday 12/31/17, Monday 1/01/18</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday 1/15/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Monday 2/12/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday 2/19/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/28/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday 7/04/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Employees normally scheduled to work on a Saturday or Sunday</td>
<td>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.</td>
<td>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.</td>
<td>Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.</td>
<td>Observe holidays as listed.</td>
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</table>

* 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.
# Institution Payroll Calendar

**April 2017**

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**January 2018**

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**March 2018**

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**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**

## 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

## Check Dates

- **April 13**
- **April 27**
- **May 11**
- **May 25**
- **June 8**
- **June 22**
- **July 6**
- **July 20**
- **August 3**
- **August 17**
- **August 31**
- **September 14**
- **September 28**
- **October 12**
- **October 26**
- **November 9**
- **November 22**
- **December 7**
- **December 21**
- **January 4**
- **January 18**
- **February 1**
- **February 15**
- **March 1**
- **March 15**
- **March 29**
FROM DEPARTMENT OF FACILITIES MANAGEMENT

Department of Human Resources
619 West 54th Street, 7th Floor Suite 712
New York City, NY 10019
T. 212.237.8517
F. 212.237.8989

CIVIL SERVICE/CLASSIFIED STAFF

<table>
<thead>
<tr>
<th>TIMESHEET START DATE</th>
<th>TIMESHEET FOR WORK PERIOD ENDING DATE:</th>
<th>08/21/16</th>
<th>09/03/16</th>
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<tr>
<td>SUNDAY</td>
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<td>SICK LEAVE</td>
<td>ANNUAL LEAVE</td>
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(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.

| JD – Jury Duty (Must submit Certificate of Juror’s Proof of Service with Time Sheet) | M – Military Leave |
| B – Bereavement Leave (Must submit Death Certificate/Proof of Relationship of Deceased) | UH – Unscheduled Holiday (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) |

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 | Date
---|---|---
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 10/25/2016 12/24/2016 01/04/2017 03/13/2017 05/22/2017 07/30/2017
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
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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
**DEPARTMENT OF FACILITIES MANAGEMENT**  
524 West 59th Street Room L2.68.00  
New York, NY 10019  
T. 212-237-8541  
F. 212-237-8994

### 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)  
- General Supervisor (OTE)  
- Custodian Assistant (OTE)  
- Laborer (SL1, OTO)  
- Plumber (SL2)  
- Painter (SL1)  
- Maintenance Worker (SL1)  
- Plumber's Helper (SL2)  
- St. Engineer (OTE)

**Date Worked:** 10/11/2016  
**Time Worked From:** ___________ AM ___________ PM  
**(Ex: Monday, May 2, 2016)**  
**(Ex: From 10:00AM to 5PM)**

**Employee (check One)**

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

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

- **Staff/Shift Coverage for:**
  - Annual Leave  
  - Sick Leave  
  - Meeting/Training  
  - Vacancy Shortage  
  - LOA

- **Movie/Event Support:**
  - Student Event  
  - External Event  
  - CUNY Event

- **Meeting/Training:**
  - (Meeting Name / Name of Training)

- **Special Project:**
  - (Name Project: ex:Pres. Office)

- **Inclement Weather**

- **Renovation/Move:**
  - (Move name, ex HH Back)

- **Emergency Related/Other not listed above, explain in details below:**  
  - Additional Hours

---

**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:** ___________

- **DATE PAID**

- **Chargeable to:**
  - Tax Levy  
  - Non-Tax Levy

**Signature of Human Resources/Payroll**  
**Print Name**  
**Date**

---

**FOR FACILITIES DEPT ONLY**

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

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<thead>
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<th>DUE DATES</th>
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<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

Blue Collar FT titles are paid on a bi-weekly current pay schedule.

Upon receiving your completed application package and a Personnel Action Form (PAF), a payroll record will be created for you.

Your first paycheck will be issued approximately 3 - 4 weeks from the date the required completed documents are received by the Office of Human Resources.

Blue Collar PT (Custodial Asst hourly) titles are paid with a lag for example:
Period Worked 9/3/17 – 9/16/17 is paid 9/28/17
All Facilities Titles are deemed “Essential” personnel. Every employee in these titles at the time of hire will receive the below letter, which has to be signed by employee. Annual reminder letter will also be sent.

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 are required to be completed for all Classified Titles Employees.

A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions.

Performance Evaluation schedule

- New Employees – after serving three (3) months of service
- Probable Permanent Employees - Quarterly
- Permanent Employees – Annually
- Provisional Employees – Annually
- Special Evaluation may be done at any time

The evaluation conference has to take place between employee and the supervisor as indicated above.

The supervisor fills the form prior to the discussion and will mark the employee rating.

Performance Ratings: Unsatisfactory, Needs Improvement, Satisfactory, Surpasses Expectations

A copy of the evaluation form signed by the supervisor should be given to the employee within 10 working days following the discussion.

Employee has to sign the evaluation form and return the original signed copy to the supervisor within 10 days of receipt and keep a copy for their own record. Employee signature on the form indicates only that s/he received the copy of the evaluation memorandum, and does not signify that the employee agrees with the appraisal or its content.

Employees have an option to write a response to the evaluation provided by the supervisor. This response will be attached to the evaluation, and stored in the employee personnel file.
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.
## CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

### Health Insurance Benefits
The option of several HMOs, PPO's, and POS's is provided through the City of New York. See the “Summary Program Description” booklet at [http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf](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
The following titles are covered under the International Brotherhood of Teamsters (IBT), Local 237 for Welfare Fund Benefits: Campus Security Assistant, Campus Security Officer, Campus Peace Officer, College Security Specialist, Campus Public Safety Sargent, Stock Worker and Supervisor of Stock Workers.

The union provides welfare benefits including prescription, dental and vision coverage. For more information call or email: Membership Department at 212-924-2000 or email lwhite@local237.org

Link to webpage on welfare benefits: [http://local237.org/benefits/overview](http://local237.org/benefits/overview)

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).

### 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
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 W aiver (BOW ) Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days for probable permanent and permanent employees and within 90 days for provisional and temporary employees. Go to [www.nyc.gov/fsa](http://www.nyc.gov/fsa) for detailed information and enrollment forms.

Updated January 2017
### 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>CUNY Office &amp; Administrative Assistants</td>
<td>6 months</td>
<td>Undergraduate - no limit, Graduate - 6 credits</td>
</tr>
<tr>
<td>White Collar Employees</td>
<td>1 year</td>
<td>Undergraduate - no limit, Graduate - 3 credits</td>
</tr>
<tr>
<td>Blue Collar Employees</td>
<td>1 year</td>
<td>Undergraduate - no limit, Graduate - 3 credits</td>
</tr>
</tbody>
</table>

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

### Voluntary Benefits

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

### Time & Leave

- Time and Leave for DC 37 Full-Time White Collar Classified Titles: [http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTime ClassifiedEmployees_WhiteCollar.pdf](http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTime ClassifiedEmployees_WhiteCollar.pdf)
- Time and Leave for DC 37 Full-Time Blue Collar Classified Titles: [http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTime ClassifiedEmployees_BlueCollar.pdf](http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTime ClassifiedEmployees_BlueCollar.pdf)
- Time and Leave for All Other Full-Time Classified Titles: [http://www.cuny.edu/about/administration/offices/ir/labor-orgs/unions.html](http://www.cuny.edu/about/administration/offices/ir/labor-orgs/unions.html)

Updated January 2017
Mandatory CUNY Training

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

**IT SECURITY TRAINING**

Why is IT Security important at CUNY?

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

To take the program:

2. Enter your full name
3. Enter your campus email address
4. For CODE Select “None”
5. Select your role at CUNY
6. Select CUNY HR
WORKPLACE VIOLENCE PREVENTION TRAINING

In compliance with New York State law and The City University of New York Campus and Workplace Violence Prevention Policy, you will be asked to complete CUNY’s online training program entitled “CUNY Workplace Violence Prevention” within 60 days of your date of hire. New York State Labor Law mandates that all employees complete training in workplace violence awareness and prevention at least once every year.

Shortly after you start working, you will receive an email from Workplace Answers eLearning, at training@workplaceanswers.com. The e-mail will contain a personalized link to launch the Online Training Program.

You do not need to complete all of the training in one sitting. You may use this personalized link to resume the course or review the material at a later date. The program will bring you back to where you left off in the course.

Your campus may offer in-person classroom training in lieu of the online training program. If you have questions about the online or classroom training, please contact your Campus HR Office.

If you have questions about the content of this online training program, email CUNY’s Office of Human Resources Management at ViolencePrevention.Training@cuny.edu.

Thank you in advance for your participation.
Please visit our HR website where you can find important information related to your titles

John Jay College Human Resources website link:
http://www.jjay.cuny.edu/human-resources

CUNY Labor Contracts website link (contains the Blue Collar contracts and other contracts):
http://www2.cuny.edu/about/administration/offices/labor-relations/labor-contracts/

IBT Blue Collar Salary Schedule link:

Claiming your CUNYFirst account:
All employees at CUNY (regardless of their title) will get a CUNYFirst account. Everyone should claim their account, as soon as they are hired.

In order to claim your CUNYFirst account please visit
https://home.cunyfirst.cuny.edu/oam/P Fatal 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.