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
- Shift Agreement letter – sample
- 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,
THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

Title  CUNY CUSTODIAL ASSISTANT

Title Codes  04861  Annual (Full-Time)
              04861  H Hourly
              Non-Competitive.

FLSA Status  Non-Exempt

Date Issued  April 2, 2007

General Duties and Responsibilities

Under supervision, performs work of ordinary difficulty in cleaning public buildings and their immediate grounds; performs related light labor.

There is no Assignment Levels for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Qualification Requirements

There are no formal education or experience requirements.

There are certain medical and physical requirements as established by University management.

Direct Lines of Promotion

From:  None  To:  Custodial Supervisor (CUNY) (04862)

General Work Tasks

- Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies, and other assigned floor areas.
- Cleans washbasins and other toilet room facilities.
- Washes walls by hand with a brush or by using and electric machine.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Hand scrubs stairs and stair landings.
- Empties waste basket and disposes of refuse.
- Vacuum and cleans rugs, carpets, and upholstered furniture.
- Dusts and removes and cleans window coverings such as blinds.
- Performs shoulder high dusting of walls.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase, doors, and restrooms.
- Washes electric light fixtures.
- Replenishes bathroom supplies in toilets.
- Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portion of buildings with brush and hose.
- Replaces bulbs and fuses.
- Attends a low pressure heating plant.
- May occasionally operate an elevator, move furniture, or act as watch person.
- Reports broken equipment.
- Observes safety and environmental health precautions as directed.
- Puts up safety warnings and/or stanchions for wet floors or other areas for limited access during cleaning.
- Sorts refuse for recycling.
- Cleans small kitchens and/or coffee service areas.
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 1\(^{st}\) through August 31\(^{st}\).

**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, J r.’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 31\(^{st}\) 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 Title

Custodial Assistant (FT), (PT)

Bargaining Unit: DC 37 Local 1597
Job Subfunction type: Classified Non-Competitive
Work Week FT: 40 hours
Work Week PT: 20 hrs +

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>CUNY CUSTODIAL ASSISTANT-04861</td>
<td>$29,279</td>
<td>$33,084</td>
<td>$40,044</td>
<td>Pensionable in 15 months</td>
<td></td>
<td>DC 37 Local 1597</td>
</tr>
<tr>
<td>CUNY CUSTODIAL ASSISTANT (H)-04861</td>
<td>$14.03</td>
<td>$15.84</td>
<td>$19.17</td>
<td>NONE</td>
<td>NONE</td>
<td>DC 37 Local 1597</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.
SAMPLE OF SHIFT AGREEMENT LETTER

November 16, 2017

Dear John Doe:

You have been selected for and accepted the Custodial Assistant (CUNY) position. The shift for this position is 2:30 pm – 11:00 pm Monday thru Friday.

Please be advised the shifts may change at any time due to the needs of the college.

Please sign below accepting the position and the shift assignment.

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

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

Cordially,

Raj Singh
AVP for Administration

cc: Employment File

By my signature below, I acknowledge receipt and compliance with this letter.

________________________________________  ________________________
Signature                                      Date
Classified Titles – Civil Service Jobs

Custodial Assistant and Custodial Assistant (Hourly) are considered Non-competitive titles.

The Non-Competitive Class

- Not “practicable” to conduct an exam
- Merit & Fitness determined by review of applications and background
- No exam because of
  - high turnover
  - minimal qualifications
  - very specialized

These titles never have an exam and are hired from search after College posting a job or are hired on a temporary basis, without posting, like Custodial Assistant (Hourly) title. These appointments are considered temporary and must end on June 30. Reappointments if approved, will start on July 1.

Candidate pre-employment screening.
All Classified appointments require a pre-employment fingerprint and background check. For some titles (Including Custodial Assistant (FT and HRLY) medical clearance is also required.

If a fingerprint report indicates that the candidate/employee has a criminal history, it does not automatically excludes the candidate from eligibility for hire. The College HR Director in collaboration with Legal Counsel and others must determine:
  - Does the offense have a nexus to the job?
  - When was the offense?
  - Other relevant factors

After 1 year of service in FT Custodial Assistant, the employee obtains a status of “Disciplinary rights in title”.
After 5 years of service in Custodial Assistant (Hourly) title the employee obtains a status of “Disciplinary rights in title”.

A disciplinary right in title means that the employees are eligible to disciplinary proceedings based on the, Civil Service Law and/or the negotiated agreement between the bargaining unit and CUNY.
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.

**GROUP 1**
Non-teaching Instructional (ECP, HEOs, CLTs)
Classified Service White Collar (Clerical, Professional, Administrative, Managerial)

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 3L</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>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>Observed Fri 11/10/17</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday; Thanksgiving / Day After Thanksgiving</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Holiday: Christmas Eve, Christmas Day</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s Eve, New Year’s Day</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Unscheduled Holidays**

* 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 11-3-17
INSTITUTION PAYROLL CALENDAR
APRIL 1, 2017 – APRIL 30, 2018
CURRENT PERIOD

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.

0 = 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
No. 1 March 30 – April 12 April 13
No. 2 April 13 – April 26 April 27
No. 3 April 27 – May 10 May 11
No. 4 May 11 – May 24 May 25
No. 5 May 25 – June 7 June 8
No. 6 June 8 – June 21 June 22
No. 7 June 22 – July 5 July 6
No. 8 July 6 – July 19 July 20
No. 9 July 20 – August 2 August 3
No. 10 August 3 – August 16 August 17
No. 11 August 17 – August 30 August 31
No. 12 August 31 – September 13 September 14
No. 13 September 14 – September 27 September 28
No. 14 September 28 – October 11 October 12
No. 15 October 12 – October 25 October 26
No. 16 October 26 – November 8 November 9
No. 17 November 9 – November 22 November 22
No. 18 November 23 – December 6 December 7
No. 19 December 7 – December 20 December 21
No. 20 December 21 – January 3 January 4
No. 21 January 4 – January 17 January 18
No. 22 January 18 – January 31 February 1
No. 23 February 1 – February 14 February 15
No. 24 February 15 – February 28 March 1
No. 25 March 1 – March 14 March 15
No. 26 March 15 – March 28 March 29
Employee Name: 
Pay Serve Empl ID#: 
Title: **CUNY CUSTODIAL ASSISTANT**
Supervisor: **ANNE GOON/SUSAN JEFFREY**

### CIVIL SERVICE/CLASSIFIED STAFF

**Employee Name:** 
**Pay Serve Empl ID#:**

**Title:** CUNY CUSTODIAL ASSISTANT
**Supervisor:** ANNE GOON/SUSAN JEFFREY

**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**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2016</td>
</tr>
<tr>
<td>02/20/2016</td>
</tr>
<tr>
<td>01/09/2016</td>
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<tr>
<td>02/20/2016</td>
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</tr>
<tr>
<td>02/20/2016</td>
</tr>
<tr>
<td>01/09/2016</td>
</tr>
</tbody>
</table>

(Use Decimals:) 1/4 = .25, 1/2 = .50, 3/4 = .75)

For each day of the pay period, if working less than your scheduled hours, or taking time off, please enter the appropriate code from those listed below to indicate how the time off should be charged. Enter the code & hours in the boxes provided above.

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

Pay Period From: ____________ To: ____________

Employee Name: _______________ Pay Serve ID#: ____________

Title: (Check One)
☐ Carpenter (SL1, SL2) ☐ Custodian Assistant (OTE)
☐ General Supervisor (OTE) ☐ Custodian Supervisor (OTE)
☐ Laborer (SL1, OTO) ☐ Maintenance Worker (SL1)
☐ Painter (SL1) ☐ Plumber (SL2)
☐ Plumber’s Helper (SL2) ☐ St. Engineer (OTO)

Date Worked: 10/11/2016

Time Worked From: ______ AM ______ PM to: ______ AM ______ PM

Employee (check One) Hours Worked To Be Paid
☐ 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:
☐ Movie/Event Support:
☐ Annual Leave ☐ Sick Leave
☐ Meeting/Training ☐ Film/Movie
☐ Vacation Shortage ☐ LOA
☐ Student Event ☐ External Event
☐ Special Project:
☐ Inclement Weather ☐ Repairs
☐ Renovation/Move: ☐ Preventive Maintenance
☐ Emergency Related/Other not listed above, explain in details below:

Additional Hours

Tahera Jaffer - Admin. Mgr Date

Action of Human Resources/Payroll Office: (The below is in accordance with the Guidelines for Overtime)
☐ Approved ☐ Denied ☐ Request modified as follows:

Chargeable to:
☐ Tax Levy ☐ Non-Tax Levy

Signature of Human Resources/Payroll

FOR FACILITIES DEPT ONLY
1) Original - Human Resources/Payroll
2) After HR Approval, Make copies on:
   a. Yellow paper, give to Admin. Sup't to give to Employee
   b. White Copy for Timekeeper for Employee File

Print Name Date
### TIME & LEAVE

**CIVIL SERVICE/CLASSIFIED STAFF**

**BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE**

**FY 2017 – 2018**

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

Timesheets must be submitted on a bi-weekly basis and are due on the Monday following the Work Period End Date (* Tuesday, if Monday is a Holiday).
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 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

For Custodial Assistant (Non-comp) titles

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet all of the following eligibility requirements:

1) Must be a Full time employee, and have at least two (2) years of service at present college

2) 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

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

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

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

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

The option of several HMOs, PPO’s, and POS’s is provided through the City of New York. See the “Summary Program Description” booklet at http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf. Additional information and rates are available online at http://www.nyc.gov/html/olr/html/home/home.shtml (Click on “Health Benefits Program” on the left-hand side menu.) If appointment is expected to last at least six months, effective dates for health insurance are as follows:

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

Updated January 2017
CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

<table>
<thead>
<tr>
<th>Tuition Fee Waiver</th>
<th>Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Category</strong></td>
<td><strong>Service Requirement</strong></td>
</tr>
<tr>
<td>CUNY Office &amp; Administrative Assistants</td>
<td>6 months</td>
</tr>
<tr>
<td>White Collar Employees</td>
<td>1 year</td>
</tr>
<tr>
<td>Blue Collar Employees</td>
<td>1 year</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_FullTimeClassifiedEmployees_WhiteCollar.pdf](http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf)  
Time and Leave for DC 37 Full-Time Blue Collar Classified Titles: [http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf](http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf)  
Time and Leave for All Other Full-Time Classified Titles: [http://www.cuny.edu/about/administration/offices/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
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/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.