White Collar Titles Handbook Content

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

- HR Staff Contact Information
- Job Description
- White Collar titles employee Fact Sheet
- Compensation Information
- Civil Service Guide
- CUNY Employees Holidays Schedule - 2018
- CUNY Payroll Calendar - 2018
- White Collar Staff Timesheet Sample
- Payroll Information
- White Collar Staff Timesheet Submission Schedule - 2018
- Employee Evaluation
- Employee Transfers
- White Collar Classified Titles Benefits Summary
- Mandatory CUNY Training
- Visit our website for more information
Contact information for the HR representatives handling Classified Titles

**Faina Fradkin**
HR Manager / Classified Titles Employee Services/Recruiter  
212.237.8315  
ffradkin@jjay.cuny.edu

**Contact for questions about:** job postings, searches, contractual increases/level changes, Uniform Allowances, Inter-college transfers, hiring classified titles (Provisional, PT, FT, Temporary, Probable permanent, Permanent), Disciplinary leaves, classified titles separations, reclassifications and more.

**Toni Mason-Clarke**
Payroll Specialist/ Payroll support, Time and Leave Manager  
212.621.3788  
tmason-clarke@jjay.cuny.edu

**Contact for questions about:** College Assistant, Custodian (hourly), Campus Security (hourly), Theater titles (hourly) timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and more. FT Employee - bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and etc. , non-payments, missing pay, salary rates and increments

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

**Contact for questions about:** Medical Leaves, Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Retirement, Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Tuition Waivers, Voluntary Benefits and information on contacting your welfare fund.

**Bria Bruce (Classified Titles Benefits)**  
HR Benefits Coordinator  
212.237-8561  
bbruce@jjay.cuny.edu

**Contact for questions about:** Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Voluntary Benefits and information on contacting your welfare fund.

**Georgina Cruz, Francesca Tindal – Time Keepers**
**White Collar, Classified Managerial, Blue Collar, Skilled Trades, Labor Time and Leave**  
A-L Francesca Tindal ftindal@jjay.cuny.edu; 212-237-8966  
M-Z Georgina Cruz gcruz@jjay.cuny.edu; 212-557-4774

**Contact for questions about:** bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and more.

**Terencia Martin (alternate contact) Blue Collar/Skilled Trades/Labor, White Collar Time and Leave.**

**HR Coordinator**  
Phone: 212.237.8560  
Email: temartin@jjay.cuny.edu

**Contact for questions about:** bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, overtime payments, Unscheduled Holidays, and more.
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Victor De Jesus
Payroll Assistant WC/BC Hourly Titles Time and Leave
Phone: 212.484.1330
Email: vdejesus@jjay.cuny.edu

Contact for questions about part-time payroll for: College Assistant, Custodian (hourly), and Campus Security (hourly), Theater titles (hourly) Timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and more.

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  IT Senior Associate

Title Codes
04880    Annual (full-time)
04880 H   Hourly

Information Systems Group (036)
Competitive Class Title

FLSA Status  FLSA designation is Exempt. Overtime policy is subject to bargaining unit agreements.

Date Issued  August 23, 2007

General Duties and Responsibilities

Under general direction, with wide latitude for independent initiative and judgment, performs highly complex professional work in technology-related disciplines.

IT Senior Associates demonstrate mastery of one or more technology-related disciplines and decision-making ability in situations related to these disciplines, and serves as a resource person in these disciplines. They contribute to decisions on IT policies and technical standards. They perform a range of work in development/programming, communications, technical support, or similar functions depending on the needs of the Information Technology area to which they report. They may lead a complex program or project and may supervise a unit or group of technical staff.

There are three pay steps (or salary levels) for this title.

This specification describes typical assignments for this title; related duties may be assigned as needed.

Qualification Requirements

Level 1

1. A High School diploma or GED from an accredited institution.

2. An equivalent of ten years of experience post-high school that can be met by one of the following:

   • Ten years of full-time work experience in a computer or technology-related position

   • An Associate’s degree plus eight years of full-time work experience in a computer or technology-related position

   • A Bachelor’s degree from an accredited institution plus six years of full-time work experience in a computer or technology-related
position.

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

4. A Motor Vehicle Driver's License, current and valid in the State of New York, may be required for some, but not all, positions.

**Level 2**
- In addition to minimum qualifications for Level 1, incumbents must demonstrate they hold additional qualifications (education, experience, or certification) appropriate to the specific requirements of the Level 2 or Level 3 position.

**Direct Lines of Promotion**

<table>
<thead>
<tr>
<th>Can be promoted from:</th>
<th>Can be promoted to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Associate (04877)</td>
<td>IT Senior Associate (this title) -</td>
</tr>
<tr>
<td></td>
<td>(None)</td>
</tr>
</tbody>
</table>

**Technology Service Delivery**

**Technology-Independent Tasks**

Conducts or oversees major undertakings of significant complexity requiring extensive background knowledge. Completes highly complex projects in areas of technical expertise.

Diagnoses, evaluates and resolves complex problems in areas of expertise, communicating resolutions in an effective manner. Instructs others on implementation.

Develops and ensures security procedures for computer software and data.

Interacts with vendors as necessary to ensure proper support of software and equipment.

Participates in the development of University-wide technology and systems and in fulfilling the role(s) of College or Unit in the overall project.

**Communications**

Coordinates major intra- or inter-college projects. Manages the unit's involvement in University-wide initiatives.

Participates in and may direct administrative task forces.

Acts as liaison with external universities/colleges, government units, technology-related networks and membership organizations and technology vendors.

Develops programs for cooperative planning, allocation or consolidation of resources.
Serves as a senior-level consultant to management for a major information systems function or several lesser functions of the University or College.

Conducts training sessions and related communications related to area(s) of expertise.

Makes formal presentations and submits written reports.

Planning and Oversight

Prepares and/or reviews computer or communication feasibility studies and specifications and new proposals and their evaluations.

Plans and organizes studies on the effectiveness of policies, programs and procedures.

Studies current and potential problems and develops appropriate solutions.

Prepares proposals and substantive reports of a highly complex nature.

Sets performance priorities within pre-established management goals.

Accepts and carries out responsibility for systems planning, analysis, implementation and maintenance, local area networks and communication systems, software and hardware, contingency and capacity planning and quality assurance.

Prepares and delivers complex reports concerning overall plans, activities, performance levels and budgetary compliance of one or more units.

Implements uniform performance standards, procedures and efficient methods of work within a unit. Establishes systems methodologies, quality control and performance standards and work methods. Explains these standards to others and administers compliance activities.

Reviews bid specifications; solicits and evaluates bids.

Coordinates the implementation of selected large contracts, monitors contract compliance and provides recommendations on contract renewal.

Directs cost-benefit and other analyses as required to quantify recommendations to management.

Prepares budget requests.

Determines training needs related to systems and arranges for training programs.

Staff Management

Directly supervises a team of technical professionals, or manages a system or group of systems within the College or unit as necessary.
Reviews the quality of work, trains and evaluates staff and provides instruction on technical issues.

Participates in hiring and selection of staff and allocation of staff resources.

Other (General)

Maintains standards for safety and proper use of equipment and tools.

Provides timely and effective service.

Performs duties of lower titles when necessary.

**Technology-Specific Tasks**

Performs specialized and highly complex work in one or more technology-related areas. While areas of specialization may vary, typically IT Senior Associates perform complex professional work to support one or more of the disciplines listed below. While their work may focus on one technical area, they must understand related areas and the implications of their decisions. Work is performed with the same scope, complexity, independence and impact as described in the above technology-independent tasks. This list is not all-inclusive.

- Internet design and programming (generally excludes content creation and graphic design)
- Computer facility operations (systems and networks)
- Applications programming
- Systems programming
- Customizing packaged software
- Database design and administration, including design of complex reports
- Systems analysis
- Communications and networks
- Systems training, user support, and related services such as Help Desks
- Repairs and Technical Support
- Support of personal computing devices (hardware and software)
- Support of telephony systems (hardware and software)
- Systems utilization analysis and capacity planning
- General systems planning.
FACT SHEET FOR WHITE COLLAR –
FULL- TIME POSITIONS

FULL-TIME WHITE COLLAR TITLES:

- TECHNICAL SUPPORT AIDE
- CLERICAL ASSOCIATE
- CUNY OFFICE ASSISTANT
- CUNY SECRETARIAL ASSISTANT
- CUNY ADMINISTRATIVE ASSISTANT
- COLLEGE PRINT SHOP ASSISTANT
- COLLEGE PRINT SHOP ASSOCIATE
- COLLEGE PRINT SHOP COORDINATOR
- COLLEGE COMPUTER/PHOTO TYPESETTER
- MULTI-COLOR PRESS/CAMERA OPERATOR
- MAIL/MESSAGE SERVICES WORKER
- COLLEGE GRAPHICS DESIGNER
- COLLEGE INTERIOR DESIGNER
- FACILITIES COORDINATOR
- BROADCAST ASSOCIATE
- PROJECT MANAGER
- UNIVERSITY ASSISTANT ARCHITECT
- UNIVERSITY ARCHITECT
- UNIVERSITY ASSISTANT ENGINEER
- UNIVERSITY ENGINEER ASSISTANT
- CHIEF ENGINEER UNIVERSITY
- ENGINEERING TECHNICIAN ASSISTANT
- CHIEF ARCHITECT
- IT SUPPORT ASSISTANT
- IT ASSISTANT
- IT ASSOCIATE
- IT SENIOR ASSOCIATE
- INFORMATION SYSTEMS AIDE
- INFORMATION SYSTEMS ASSISTANT
- INFORMATION SYSTEMS ASSOCIATE
- INFORMATION SYSTEMS SPECIALIST
- DISABILITY ACCOMMODATIONS SPECIALIST
- SIGN LANGUAGE INTERPRETER
- COLLEGE ACCOUNTING ASSISTANT
- COLLEGE ACCOUNTANT
- MEDIA SERVICES TECHNICIAN IATSE
- NURSE PRACTITIONER NYSNA
- STAFF NURSE NYSNA
- ASSISTANT PURCHASING AGENT

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

**LEAVE PERIOD:** September 1st through August 31st.

**WORK WEEK:** For all full-time employees, work week shall be 35 hours (7 hour day). Work week runs Sunday thru Saturday.

**MEAL BREAK:** Full-time employees must take a one hour (1) 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. **REST BREAK:** a rest period of 15 minutes per day (coffee break) shall be maintained for employee in titles of the Gittleson group {COA- CUNY Office Assistant, CSA-CUNY Secretarial Assistant and CAA- CUNY Administrative Assistant}.

**TIMEKEEPING:** Full-time employees must fill out paper timesheets on a biweekly basis. They must also sign in and out at the security desk of the building where their office is located.
**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 use the blue sheets to sign in at the beginning of their shift and to sign out at the end of their shift, using the same location each work day.
b. The blue sheets are subject to random audits and the information must match the bi-weekly time sheets.
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. Time is to be docked as follows for lateness

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Time Docked</th>
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<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>51 min 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>

**NIGHT DIFFERENTIAL:** Ten percent (10%) of hourly rate for all scheduled hours worked between 6 pm and 8 am.

**OVERTIME:** Hours (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).
**SICK LEAVE**: Sick leave allowance accrues at the rate of one (1) day per month for a total of twelve (12) days per year or 3.23 hours per Bi-Weekly Pay Period. 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.

**PAID HOLIDAYS**:  
- Labor Day - First Monday in September  
- Columbus Day - Second Monday in October  
- Thanksgiving Holiday - Fourth Thursday in November, Friday following  
- Christmas Holiday - December 24 and 25  
- New Year’s Holiday - December 31, January 1  
- Martin Luther King, Jr.’s Birthday - Third Monday in January  
- Lincoln’s Birthday - February 12  
- Presidents’ Day - Third Monday in February  
- Memorial Day - Last Monday in May  
- Independence Day - July 4

**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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Bi-Weekly (hrs/2 weeks)</th>
<th>Days per Annum</th>
<th>Annual Leave Cap</th>
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<tr>
<td>1st year*</td>
<td>4.05</td>
<td>15</td>
<td>30</td>
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<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>

* At the beginning of the leave year

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.

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

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

JURY DUTY: Employees receive regular salary for absences due to Jury Duty. Jury duty must be reported on the employee’s timecard and a copy of the certificate of jury duty service must be submitted to the appropriate time keeper in Human Resources with the time sheet that the service is presented on.

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. The employee’s FMLA 12-week leave period entitlement will commence anew from the subsequent period of September 1st through August 31st, provided that the eligibility requirements are fulfilled. Any employee with a 35-hour basic workweek, as well as full-time faculty, will have met the 1250 hour threshold by being continuously on the payroll without an unpaid break in service, for 36 weeks of the 52 weeks preceding the requested leave. For employees with a 40-hour basic workweek, that minimum is 31.5 weeks. The FMLA also provides for 26 weeks leave during a single 12-month period for a spouse, son, daughter or parent or next of kin to care for a member of the Armed Forces (including the National Guard or Reserves) or veteran who has a serious injury or illness.

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 no later than the time sheet immediately following the period of which the time was used.

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).
**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.

**TUITION WAIVER:** Full-time employees receive assistance to further their education at a cost of up to $5,250 per year (*may be reportable as wages and subject to withholdings*). For the full-time white collar employees the service requirement is one year. For undergraduate studies there is no credit limit, for graduate studies the limit is 3 credits per semester. For the Gittleson titles (COA- CUNY Office Assistant, CSA-CUNY Secretarial Assistant and CAA- CUNY Administrative Assistant) the service requirement is 6 months. For undergraduate studies there is no credit limit, for graduate studies the limit is 3 credits per semester. Undergraduate summer sessions are allowed.

**PENSION SELECTION:** There are various pension tiers under the New York City Employees’ Retirement System (NYCERS). Please speak to a member of the Benefit’s Team for specific information.

**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.

Please contact the Department of Human Resources for more detailed information: 212 237 8517
Classified Titles – Civil Service Jobs

Most NYC government jobs, including CUNY, are part of the competitive class, which requires permanent appointment through taking and passing a competitive civil service examination. For titles where eligible lists from civil service exams are not in existence, CUNY (and other city agencies) are permitted to consider and appoint qualified individuals who apply directly to vacant positions to ensure that essential college functions are executed.

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

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

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

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

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

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

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

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

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

**Probation Period**
In the event the new hire employee receives less than an overall satisfactory performance rating during the probation period, the College Personnel Officer upon request of the Hiring Department Manager may choose to extend the probation period subject to the agreement of the probationer, but no more then by six additional months.
The Hiring Department Manager also has an option to request the College Personnel Officer to terminate the employee during the probation period after 2 months of probationary employment based on unsatisfactory performance, attendance issues etc.

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

Bargaining Unit: DC 37, Local 2627
Job Subfunction type: Classified Competitive
Work Week: 35 hours

Longevity and Contractual steps:

<table>
<thead>
<tr>
<th>Civil Service Employee Title - WC</th>
<th>Longevity Diff 3 yrs of service</th>
<th>Longevity Diff 5 yrs of service</th>
<th>Long Incr Elig 15 yrs of service *</th>
<th>Comments</th>
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<tbody>
<tr>
<td>IT SENIOR ASSOCIATE - 04880</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IT SENIOR ASSOCIATE - 1- 04880</td>
<td>$1,175 per annum</td>
<td>$900 per annum</td>
<td>$800 per annum</td>
<td>if no breaks in svce</td>
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<tr>
<td>IT SENIOR ASSOCIATE - 2- 04880</td>
<td>$1,175 per annum</td>
<td>$900 per annum</td>
<td>$800 per annum</td>
<td>if no breaks in svce</td>
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<td>IT SENIOR ASSOCIATE - H- 04880</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT SENIOR ASSOCIATE 1H</td>
<td>n/a</td>
<td>$0.47 c*</td>
<td>n/a</td>
<td>*if hours min is met</td>
</tr>
<tr>
<td>IT SENIOR ASSOCIATE 2H</td>
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<td>n/a</td>
<td>*if hours min is met</td>
</tr>
<tr>
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<td>n/a</td>
<td>$0.47 c*</td>
<td>n/a</td>
<td>*if hours min is met</td>
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</tbody>
</table>

Longevity Differential (5 and 10 yrs.) is pensionable after 2 years

*For Longevity increment eligible are: Active FT employees with 15 years or more of "City" service (combined). Pensionable in 15 months.
<table>
<thead>
<tr>
<th>Title</th>
<th>Contract</th>
<th>Union</th>
<th>Job subfunction type</th>
<th>Work week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Superintendent of Campus Buildings and Grounds</td>
<td>UNRP</td>
<td>UNRP</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>Assistant Campus Security Director</td>
<td>UNRP</td>
<td>UNRP</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>Broadcast Associate</td>
<td>WC</td>
<td>DC 37, Local 375</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>Business Data and Reporting Analyst</td>
<td>WC</td>
<td>DC 37</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>Campus Peace Officer</td>
<td>BC</td>
<td>IBT, Local 237</td>
<td>Classified Competitive</td>
<td>40 hrs</td>
</tr>
<tr>
<td>Campus Public Safety Sergeant</td>
<td>BC</td>
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<td>Classified Competitive</td>
<td>40 hrs</td>
</tr>
<tr>
<td>Campus Security Assistant (FT and PT)</td>
<td>BC</td>
<td>IBT, Local 237</td>
<td>Classified Competitive</td>
<td>40 hrs</td>
</tr>
<tr>
<td>Campus Security Director</td>
<td>UNRP</td>
<td>UNRP</td>
<td>Classified Non-Competitive</td>
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<tr>
<td>Carpenter</td>
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<td>Carpenters</td>
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<td>UNRP</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>College Print Shop Associate</td>
<td>WC</td>
<td>DC 37, Local 384</td>
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</tr>
<tr>
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<td>Computer Systems Manager</td>
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<tr>
<td>CUNY Administrative Assistant (also called Gittleson title)</td>
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<td>Classified Competitive</td>
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</tr>
<tr>
<td>CUNY Office Assistant (also called Gittleson title)</td>
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<td>Custodial Assistant (CUNY) (FT and PT)</td>
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<tr>
<td>Custodial Supervisor (CUNY)</td>
<td>BC</td>
<td>DC 37, Local 1797</td>
<td>Classified Competitive</td>
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<tr>
<td>Electrician</td>
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<td>IBEW, Local 3</td>
<td>Classified Competitive</td>
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</tr>
<tr>
<td>IT Assistant (FT and PT)</td>
<td>WC</td>
<td>DC 37, Local 2627</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>IT Associate (FT and PT)</td>
<td>WC</td>
<td>DC 37, Local 2627</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>IT Senior Associate (FT and PT)</td>
<td>WC</td>
<td>DC 37, Local 2627</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td>IT Support Assistant (FT and PT)</td>
<td>WC</td>
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<td>Laborer</td>
<td>Labor</td>
<td>DC37, Local 924</td>
<td>Labor (non competitive)</td>
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<td>Title</td>
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<td>Work week</td>
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<td>--------------------------------------------</td>
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<td>------------------------</td>
<td>----------------------------</td>
<td>-----------</td>
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<td><strong>Lead Theater Technician (FT and PT)</strong></td>
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<td>IATSE, Local 1</td>
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<td><strong>Locksmith</strong></td>
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<tr>
<td><strong>Mail Message Service Worker</strong></td>
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<td>DC 37, Local 384</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td><strong>Maintenance Worker</strong></td>
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<td>IBT, Local 237</td>
<td>Classified Competitive</td>
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<tr>
<td><strong>Oiler</strong></td>
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<td>Classified Competitive</td>
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<td><strong>Painter</strong></td>
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<tr>
<td><strong>Plumber</strong></td>
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<td>Plumbers , 1</td>
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<tr>
<td><strong>Purchasing Agent</strong></td>
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</tr>
<tr>
<td><strong>Senior Custodial Supervisor (CUNY)</strong></td>
<td>BC</td>
<td>DC 37, Local 1797</td>
<td>Classified Competitive</td>
<td>40 hrs</td>
</tr>
<tr>
<td><strong>Senior Stationary Engineer (CUNY)</strong></td>
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<tr>
<td><strong>Stationary Engineer (CUNY)</strong></td>
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<td>IUOE, Local 30</td>
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<td><strong>Stock Worker</strong></td>
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<tr>
<td><strong>Stock Worker Supervisor</strong></td>
<td>BC</td>
<td>IBT, Local 237</td>
<td>Classified Competitive</td>
<td>35 hrs</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>BC</td>
<td>DC 37, Local 1797</td>
<td>Classified Competitive</td>
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</table>
### The City University of New York Employee Holiday and Annual Leave Periods

September 1, 2019 through August 31, 2020

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, 2019 – August 31, 2020.** Employees should use their leave accruals within this period.

Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

### Holidays

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1 (Non-teaching Instructional)</th>
<th>GROUP 2 (Classified Service Blue Collar)</th>
<th>GROUP 3 (Skilled Trades Bargaining Unit)</th>
<th>GROUP 4 (CUNY Theatre Technician Titles)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(ECP, HEOs, CLTs, Research Assts/Assocs, Librarians)</td>
<td>(Custodial, Stores-Stock, and Security)</td>
<td>(Section 220) (except Laborers)</td>
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<tr>
<td>Classified Service White Collar</td>
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</tr>
<tr>
<td>(Clerical, Professional, Administrative, Managerial)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday 9/02/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday 10/14/19</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday 11/05/19</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Monday 11/11/19</td>
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<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday: Thanksgiving/Day After Thanksgiving</td>
<td>Thursday 11/28/19</td>
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<tr>
<td>Christmas Holiday: Christmas Eve, Christmas Day</td>
<td>Tuesday 12/24/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>New Year’s Holiday: New Year’s Eve, New Year’s Day</td>
<td>Tuesday 12/31/19</td>
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<td>N</td>
<td>Y</td>
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<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday 1/20/20</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Lincoln’s Birthday</td>
<td>Wednesday 1/22/20</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Presidents’ Day</td>
<td>Monday 2/17/20</td>
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<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/25/20</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Saturday 7/04/20</td>
<td>Observed Fri 7/3/20</td>
<td>Observed Fri 7/3/20</td>
<td>Observed Fri 7/3/20</td>
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<td>Unscheduled Holidays*</td>
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</tbody>
</table>

#### Employees normally scheduled to work on a Saturday or Sunday

For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday **instead of** the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.

Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.

Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.

Observe holidays as listed.

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

2/19/2019
# Institution Payroll Calendar

**April 1, 2019 – April 30, 2020**

<table>
<thead>
<tr>
<th>Period No.</th>
<th>APRIL 2019</th>
<th>OCTOBER 2019</th>
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<tr>
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</tr>
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<td>6 7 8 9</td>
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<td>11 12 13</td>
<td>10 11 12</td>
</tr>
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<td>21 22 23 24</td>
<td>20 21 22 23</td>
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<tr>
<td>6</td>
<td>25 26 27 28</td>
<td>24 25 26 27</td>
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<td>7</td>
<td>28 29 30</td>
<td>27 28 29 30</td>
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<table>
<thead>
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<th>MAY 2019</th>
<th>NOVEMBER 2019</th>
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<td>26 H 28 29 30 31</td>
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<table>
<thead>
<tr>
<th>Period No.</th>
<th>JUNE 2019</th>
<th>DECEMBER 2019</th>
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<td>15 16 17 18 19 20 21</td>
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<td>29 30 31</td>
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</table>

<table>
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<th>JULY 2019</th>
<th>JANUARY 2020</th>
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<td>19 H 21 22 23 24 25</td>
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<td>26 27 28 29 30</td>
<td>26 27 28 29 30 31</td>
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<table>
<thead>
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<th>FEBRUARY 2020</th>
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<tbody>
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<td>UN MON TUE WED THU FRI SAT</td>
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<tr>
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<td>1 2 3</td>
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<th>MARCH 2020</th>
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<td>UN MON TUE WED THU FRI SAT</td>
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<tr>
<td>5</td>
<td>29 30</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

**NEW FISCAL YEAR...2020-2021**

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.

- **H = HOLIDAY**

**INSTITUTION AGENCIES 2019-2020**

**ON A CURRENT BASIS**

(Refer to Payroll Bulletins for Submission Dates)

**PAYROLL PERIOD**

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

**CHECK DATES**

- April 11
- April 25
- May 9
- May 23
- June 6
- June 20
- July 3
- July 18
- August 1
- August 15
- August 29
- September 12
- September 26
- October 10
- October 24
- November 7
- November 21
- December 5
- December 19
- January 2
- January 16
- January 30
- February 13
- February 27
- March 12
- March 26
### Civil Service/Classified Staff:

For the Period Ending: ________________

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<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td></td>
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<tr>
<td>Sick Leave</td>
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<tr>
<td>Annual Leave</td>
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<td></td>
</tr>
</tbody>
</table>

(Use Decimals 1/4=.25, 1/2=.5, 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 to the deceased)</td>
<td>UH- Unscheduled Holiday- always 7 hours, if using UH during the long summer hours, then an additional 1.75 hours of AL must be charged with UH</td>
</tr>
</tbody>
</table>

**Employee's Certification:** I certify that the entries on this record accurately and completely reflect my service to John Jay College during the stated period.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Supervisor's Certification:** I certify that the employee was in full attendance in accordance with the administrative calendar except as noted above.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Note:** (Time sheets must be forwarded to the Department of Human Resources by the Monday following the close of the pay periods). Please use the below listed dates for the **Work Period Ending Date**.

- 9/2/17
- 9/16/17
- 9/30/17
- 10/14/17
- 10/28/17
- 11/11/17
- 11/25/17
- 12/9/17
- 12/23/17
- 1/6/18
- 2/20/18
- 2/17/18
- 3/3/18
- 3/17/18
- 3/31/18
- 4/14/18
- 5/12/18
- 6/9/18
- 6/23/18
- 4/28/18
- 5/26/18
- 6/9/18
- 6/23/18
- 7/7/18
- 7/21/18
- 8/4/18
Classified Titles

Employee Payroll Specific Information

**White 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.
**TIME & LEAVE**
**CIVIL SERVICE/CLASSIFIED STAFF**
**BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE**
**FY 2018 – 2019**

<table>
<thead>
<tr>
<th>WORK PERIOD END DATES</th>
<th>WORK DAYS COVERED</th>
<th>DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2018</td>
<td>(8/19 to 9/1)</td>
<td>*9/4/2018</td>
</tr>
<tr>
<td>9/15/2018</td>
<td>(9/2 to 9/15)</td>
<td>9/17/2018</td>
</tr>
<tr>
<td>9/29/2018</td>
<td>(9/16 to 9/29)</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>10/13/2018</td>
<td>(9/30 to 10/13)</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>10/27/2018</td>
<td>(10/14 to 10/27)</td>
<td>10/29/2018</td>
</tr>
<tr>
<td>11/10/2018</td>
<td>(10/28 to 11/10)</td>
<td>11/12/2018</td>
</tr>
<tr>
<td>11/24/2018</td>
<td>(11/11 to 11/24)</td>
<td>11/26/2018</td>
</tr>
<tr>
<td>12/8/2018</td>
<td>(11/25 to 12/8)</td>
<td>12/10/2018</td>
</tr>
<tr>
<td>12/22/2018</td>
<td>(12/9 to 12/22)</td>
<td>*12/26/2018</td>
</tr>
<tr>
<td>1/5/2019</td>
<td>(12/23 to 1/5)</td>
<td>1/7/2019</td>
</tr>
<tr>
<td>1/19/2019</td>
<td>(1/6 to 1/19)</td>
<td>*1/22/2019</td>
</tr>
<tr>
<td>2/2/2019</td>
<td>(1/20 to 2/2)</td>
<td>2/4/2019</td>
</tr>
<tr>
<td>2/16/2019</td>
<td>(2/3 to 2/16)</td>
<td>*2/19/2019</td>
</tr>
<tr>
<td>3/2/2019</td>
<td>(2/17 to 3/2)</td>
<td>3/4/2019</td>
</tr>
<tr>
<td>3/16/2019</td>
<td>(3/3 to 3/16)</td>
<td>3/18/2019</td>
</tr>
<tr>
<td>3/30/2019</td>
<td>(3/17 to 3/30)</td>
<td>4/1/2019</td>
</tr>
<tr>
<td>6/8/2019</td>
<td>(5/26 to 6/8)</td>
<td>6/10/2019</td>
</tr>
<tr>
<td>6/22/2019</td>
<td>(6/9 to 6/22)</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>7/6/2019</td>
<td>(6/23 to 7/6)</td>
<td>7/8/2019</td>
</tr>
<tr>
<td>7/20/2019</td>
<td>(7/7 to 7/20)</td>
<td>7/22/2019</td>
</tr>
<tr>
<td>8/3/2019</td>
<td>(7/21 to 8/3)</td>
<td>8/5/2019</td>
</tr>
<tr>
<td>8/17/2019</td>
<td>(8/4 to 8/17)</td>
<td>8/19/2019</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, *Wednesday, if Monday/Tuesday is a Holiday).
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
- Special Evaluation may be done at any time

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

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

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

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

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

Employees have an option to write a response to the evaluation provided by the supervisor. This response will be attached to the evaluation, and stored in the employee personnel file.
Classified Titles Inter-College Transfer

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet all of the following eligibility requirements:

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

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

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

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

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

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

You will receive notification via email of your eligibility determination, and, if eligible, your name will be placed on the college transfer roster as requested.
Reclassification process for White Collar Contract titles

- Reclassification recognizes that new higher-level duties have been added over time, which impact the scope and level of responsibility of the job, making a higher level in the title more appropriate.
- Classified titles can only receive “Discretionary Level Change”, they cannot be reclassified into the HEO series.
- The only way to be appointed to HEO title is to be selected as a Substitute (temp) or appointed from search.
- White Collar titles, as well as other Classified titles may receive “Discretionary Level changes” - changes in salary and/or duties related to an assignment to a higher level in the same classified title.
- Level changes are not reclassifications, or appointments to higher titles or reinstatements.
- To initiate the “Discretionary Level Change” request and forward it for the College Screening & Review Committee employee’s manager needs to submit a package to HR Director and VP of the area.
- Packet includes:
  - A justification letter/memorandum
  - A current job description
  - A proposed job description
  - A current organizational chart
  - A proposed organizational chart
  - Most current employee evaluation
  - Most current resume (work experience & education)
  - Any other documents that the supervisor/employee would like to include that will assist and enhance the review.
- If VP of the area and HR Director approve the request it then goes for review to College Screening & Review Committee. After Committee approval it goes to the College President for approval.
- Most common Level changes are 1 step:
  - Discretionary level change (from Lvl1 to Lvl2,) or
  - Discretionary level change (from Lvl2 to Lvl 3 when applicable)

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

**Example:** a manager requests a level move from IT Assoc Lvl1 to IT Assoc Lvl3 (bypassing IT Assoc Lvl2) for an employee, most likely it will not be approved by the University.

Sometimes a title (in the same group of titles) change may be requested, if it can be sufficiently justified in the memo.

**Example:** a manager requests an employee move from IT Assoc Lvl3 title to IT Sr Assoc Lvl1 title. This request may or may not be approved. Most of the time in cases like these a search will be required.

Please note:
- The fact that the request was approved by area VP/HR and submitted to the College Screening & Review Committee does not guarantee request approval by that Committee.
- The fact that the College Screening & Review Committee/College President approved the level change/title change request does not guarantee University approval of the request.
## CUNY Human Resources – Full Time White 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     | For titles covered by District Council 37 (DC 37), Welfare Fund benefits are effective on date of hire (provided that enrollment card is submitted in a timely fashion). See [www.dc37.net](http://www.dc37.net) for more information on the Welfare Fund benefits. Some benefits include:
|                           | • Dental - Provided by DC 37 (will not receive an ID card)
|                           | • Optical (Vision) – Provided by DC 37 (will not receive an ID card; contact DC 37 for Optical Voucher – voucher valid for 90 days only)
|                           | • Prescription Drugs - Provided by Prescription Solutions (will receive an ID card)
|                           | • Tuition Reimbursement - $800 per employee per calendar year provided by DC 37
|                           | *Depending on your title will depend on which local you are covered under by DC37.
|                           | For all other titles, contact the appropriate union Welfare Fund. 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 Credit Service. Go to [www.nycers.org](http://www.nycers.org) for detailed information on NYCERS.

| Tax- Deferred Annuity (TDA) 403(b) Plans | The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information.

| New York State Deferred Compensation 457(b) Plan | The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to [https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp](https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp) for more information. Employees have two options:
|                                                   | • Tax-Deferred Contributions - not subject to current federal or New York State income taxes; contributions and any earnings grow tax deferred; withdrawals will be taxed as ordinary income when you make 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 (HCFSAP), 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.

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Updated January 2017
### CUNY Human Resources – Full Time White 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/ohm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf](http://www.cuny.edu/about/administration/offices/ohm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf)

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 (where you can find White Collar Contract) link:
http://www2.cuny.edu/about/administration/offices/labor-relations/labor-contracts/

White Collar titles 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 at AskHR@jjay.cuny.edu