Blue Collar, Security 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
- Uniform Allowance payments
- Civil Service guide
- CUNY Employees Holidays schedule for 2017 - 2018
- CUNY Payroll Calendar for 2017- 2018
- Payroll information
- Blue Collar Staff Timesheet sample
- Blue Collar Staff Overtime sheet sample
- Blue Collar Staff Timesheet submission schedule 2017-2018
- Essential Personnel information
- Employee Evaluation
- Employee Transfers
- Mandatory CUNY training
- Blue Collar Classified Titles Benefits Summary
- Visit our website for more information
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Faina Fradkin
HR Specialist /Classified Titles processing/Recruiter
212.237.8315
ffradkin@jjay.cuny.edu

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

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

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

Terencia Martin
HR Coordinator: FT PSC (Faculty, HEOs) ECPs, and Etc.
Phone: 212.237.8560
Email: temartin@jjay.cuny.edu

Contact for questions about: ADI timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, and etc.

Shirley Rodriguez
Administrator / White Collar, Classified Managerial Time and Leave
212.237.8480
srodriguez@jjay.cuny.edu

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

Gabrielle Calderella
HR Coordinator/ Blue Collar/Skilled Trades/Labor Time and Leave
Phone: 212.237.8552
Email: gcalderella@jjay.cuny.edu

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

Contact information for the HR representatives handling Classified Titles

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

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

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

**Contact for questions about**: Medical 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
Campus Public Safety Sergeant

Title Codes
04846
Special Officer Group (057)

FLSA Status
Non-Exempt (Overtime Eligible)

Date Issued
12/09/1998
Date Revised
10/09/2015

General Duties and Responsibilities

In accordance with the policies of The City University of New York and individual colleges/units, under limited supervision, incumbents perform and supervise duties supporting campus/location public safety and security.

Incumbents direct the activities of individuals in lower ranks. This is a uniformed, working supervisory title. This position reports to the College Security Director or designee.

Minimum Qualifications

1. Must be a permanent CUNY Campus Peace Officer with at least 2 years of permanent service AND HAVE ONE OF THE FOLLOWING COMBINATIONS OF EDUCATION AND EXPERIENCE:

   a. A Baccalaureate degree from an accredited college in Criminal Justice, Law Enforcement, Police Science or a related field.

   OR

   b. A Baccalaureate degree in ANY field AND One (1) additional year as a Campus Peace Officer (for a total of three (3) years).

   OR

   c. An Associate’s degree or sixty (60) college credits from an accredited college AND two (2) additional years as a Campus Peace Officer.

   OR

   d. Thirty (30) college credits from an accredited college and an additional four (4) years as a Campus Peace Officer (for a total of six (6) years)

   OR

   e. Thirty (30) college credits AND Three (3) years of full time active military experience, AND one (1) additional year of either active military service or Campus Peace Officer experience. (for a total of six (6) years)

   OR

2. Hold New York State Peace Officer Status.

3. Must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks.


5. Be a current resident of New York City.

6. Hold a valid New York State Driver’s License.
7. Must meet physical and medical requirements as defined in University examination standards. Candidates must successfully undergo a screen for drug usage and may be required to demonstrate physical readiness for performance of job tasks.

8. Must undergo a background check, including fingerprint screening.

Requirements for Continued Employment

Employees are expected to continue to meet the Qualification Requirements as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained.

Continued employment also depends on completing and passing training courses or programs. Training may be required by the Vice Chancellor for Faculty & Staff Relations or the University Director of Public Safety. Training may also be required to comply with The Peace Officer Statue of the State of New York and other laws and regulations.

All Campus Public Safety Sergeants are subject to random drug screening. Additionally, if warranted, they may be required to take a psychological examination at any time.

Direct Lines of Promotion

Promotion opportunity shall be limited to Permanent incumbents who meet requirements listed in the University Job Specification and Examination Notice for the respective title(s).

From: Campus Peace Officer (04844) To: Assistant College Security Director (04980)
**General Work Tasks**

**Daily Supervision**

Handle day-to-day personnel scheduling, ensure adequate tour coverage, and conduct roll call for a specified Public Safety tour.

Formally supervise Campus Peace Officers (Levels I and II), Campus Security Assistants, and Security Guards.

Provide guidance to subordinates in responding to emergencies.

Conduct post inspections and ensure that subordinates maintain a personal record (memo book) of daily job activities and incidents as they occur, in the manner determined by the Campus Public Safety Director.

Occasionally act as Tour Commander, in absence of a Lieutenant or other ranking officer.

Review Incident Reports and other Public Safety reports prepared by subordinates.

Make emergency notifications to the Campus Public Safety Director concerning various operations and emergencies on campus.

Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures as well as College and University rules, regulations, policies, and practices.

Supervise special details by coordinating security activities to ensure the safety of the college community at registration, special events, and other large or high-profile functions.

Clearly relay important and pertinent information to management and officers, in a timely fashion.

**Law Enforcement**

Enforce college rules and regulations as specified in departmental standard operating procedures.

Investigate crimes using Departmental procedures, in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc.).

Make arrests according to departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Perform arrest processing, including warrant checks, according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Provide testimony in College disciplinary and legal proceedings.

Voucher evidence using the prescribed procedures for securing evidence to ensure the chain of possession and evidence integrity.

**Administrative Duties**

Conduct inventory and inspections of Public Safety equipment to ensure that there is sufficient equipment in working order to perform security and other Public Safety functions.

Conduct annual performance evaluations of subordinates.

Conduct training on general peacekeeping topics and special safety and security issues.
Help administer the College’s Crime Prevention Program and provide information about campus crime to the public.

Serve on College committees, acting as a Departmental representative.

**Patrol**

Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.

Perform Fire Safety Director duties related to the maintenance of Fire Safety equipment and coordination of fire drills and building evacuations during times of hazardous conditions, including in response to bomb threats.

Conduct patrols of campus premises by driving marked cars or other vehicles with official markings.

**Job Characteristics**

**Required Knowledge**

Incumbents must possess the following knowledge:

**Administration and Management:** management principles of departmental planning, allocating and coordinating people and college resources, leadership techniques, providing effective feedback, and using time management techniques.

**Public Safety and Security:** relevant equipment, reports, policies, Standard Operating Procedures, and strategies to promote effective security operations for the protection of students, staff, faculty, and visitors.

**Laws, Rules, and Regulations:** laws, rules, and regulations that govern the operation of each college and of CUNY with special in-depth knowledge of the Henderson Rules and Penal Code.

**Arrest:** arrest procedures and arrest processing.

**Defensive Tactics:** legal defensive techniques to subdue and restrain suspects, while attempting to protect self from injury.

**First-Aid/CPR:** techniques, procedures, and laws governing the administration of basic First-Aid and CPR.

**Fire Safety:** relevant fire regulations and campus policies to act as Fire Safety Directors.

**Campus:** major facilities, functions, and persons on campus, being able to provide the location of offices and hours of operation.
**Required Skills**  
Incumbents must be skilled in:

- Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates; choosing the most appropriate action considering the relative costs and benefits. Often incumbents must make critical decisions with limited information, under time constraints.

- Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used by themselves and subordinates to perform job duties. Also, responsible for employee scheduling and organizing work details.

- Transmitting ideas and information, speaking so others will understand.

- Providing customer service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University policies and practices.

- Listening actively in person or via the telephone, giving full attention to what others say, taking time to understand the points being made, asking questions as appropriate without limiting the flow of the information.

- Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using the proper grammar, spelling, syntax, and composition.

- Using due caution and obeying all traffic laws when operating department vehicles.

- Resolving disputes.

- Observing carefully, displaying vigilance, paying attention to details, and noticing when things are out of the ordinary.

- Interviewing suspects and witnesses to legally elicit information.

- Providing training to Campus Security Assistants and Security Guards in performing routine and basic Public Safety duties.

- Delegating work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.

- Counseling employees to motivate them and improve job performance; also proactively addressing job issues to increase employee retention.

**Required Abilities**  
Incumbents require the ability to:

- Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time (e.g., 8-hour shift with two fifteen-minute breaks and a half-hour meal period.).

- Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.

- Read and understand information and ideas presented in writing.

- See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
- Know their location in relation to the environment and know where other objects are in relation to themselves.
- Understand and follow directives issued in person, via radio, or in writing.
- Properly assert themselves by speaking with confidence and clarity to convey messages in a precise and professional manner.
- Examine past events and learn from past experiences.

**Other Work Requirements**

Work must often be performed in crowded public areas.

A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

Campus Public Safety Sergeants must be exact or accurate in the performance of their work.

Often Campus Public Safety Sergeants face conflict situations and physical injury is possible.

Acting as a front-line supervisor is often stressful. Incumbents must balance demands of superiors and subordinates.

Peacekeeping is often stressful work that requires Campus Public Safety Sergeants to make decisions and function under difficulty.

Decisions often impact the functioning of the Department, as well as the reputation of Public Safety on campus.

Decisions directly impact the health and safety of the college community.

**Work Values and Interests**

People who are drawn to the Campus Public Safety Sergeant job typically value:
- Career advancement and receiving professional training.
- Being dependable and being sought out for their advice and opinion.
- Cooperation.
- Flexibility.
- Displaying discipline and self-control.
- Doing a good job.
- Compassionately helping people.
- Integrity.
- Maintaining a professional appearance.
- Organizations with supportive management.
- Supervisors who train their workers well.
- Working with co-workers in a friendly, non-competitive environment.
- Personal initiative.

People who are drawn to the job of Campus Public Safety Sergeants typically like being in positions of authority with set procedures and routines. They also like solving problems. They enjoy making decisions, taking risks, and having a great deal of responsibility. Additionally, they have a strong service orientation. They enjoy sharing their experience and communicating with people in general.
FACT SHEET FOR BLUE COLLAR – FULL TIME POSITIONS

FULL-TIME BLUE COLLAR TITLES:  
CAMPUS SECURITY ASSISTANT  
CAMPUS SECURITY OFFICER  
CAMPUS PEACE OFFICER  
COLLEGE SECURITY SPECIALIST  
CAMPUS PUBLIC SAFETY SERGEANT

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>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>

WORK WEEK: For all full time employees the work week shall be 40 hours (8 hour day). Work week runs from Sunday thru Saturday.

NIGHT DIFFERENTIAL: Ten percent (10%) of hourly rate for all scheduled hours worked between 6 pm and 8 am with more than one hour of work between 6 pm and 8 am.

LEAVE PERIOD: September 1st through August 31st.
**MEAL BREAK:** Full time employees must take a one hour (1) unpaid meal break after five consecutive hours of work. Employees in Facilities Department must take a one-half hour (1/2) unpaid meal break after five consecutive hours of work. Full time employees cannot work through a meal break in order to arrive late, leave early, or to work extra time.

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

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

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

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

a) Labor Day - First Monday in September  
b) Columbus Day - Second Monday in October  
c) Election Day- First Tuesday in November  
d) Veteran’s Day- Second Wednesday in November  
e) Thanksgiving Holiday - Fourth Thursday in November, Friday following  
f) Christmas Holiday – December 25  
g) New Year’s Holiday - January 1  
h) Martin Luther King, Jr.’s Birthday - Third Monday in January  
i) Lincoln’s Birthday - February 12  
j) Presidents’ Day - Third Monday in February  
k) Memorial Day - Last Monday in May  
l) Independence Day - July 4
**UNSCHEDULED HOLIDAYS:** As per Employee Holiday and Annual Leave Periods schedule (Group 2). The number of Unscheduled Holidays is determined by the University. Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period. Unscheduled Holidays must be used in 8-hour increments.

**ANNUAL LEAVE:** Annual leave may be accrued at two times (2x) the maximum annual leave allowance up to fifty-four (54) days. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year. Accrual rates are based on employee’s hire date.

Accrual Schedule for 40 hours per week employees:

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

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

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

- More than 3 (three) consecutive work days requires the submission of a doctor’s note
- Employees are allowed to use 3 sick days per leave year to care for a family member; family is defined as employee’s spouse, domestic partner, child, or parent.
- Employees are advised that sick days of more than 5 consecutive work days may qualify as FMLA and must be discussed with their time keeper and the Benefit’s Division of the department of Human Resources.
  * Please be advised that per CUNY rules the Director of Human Resources reserves the right to request medical documentation at any time when reasonably considering that abuse has, is or will occur.

**BREAST / PROSTATE CANCER SCREENING:** Full-time employees are entitled to take up to four hours (including travel time) of paid leave in a calendar year for breast or prostate cancer screening during regular work hours. JJAY requires medical documentation for verification.

**BLOOD DONATIONS:** Full-time employees are entitled to paid leave for blood donations. Off premises up to 3 hours. On premises, a reasonable amount of time allowed to get to location, rest and eat before returning to duty. JJAY requires medical documentation for verification.
**JURY DUTY:** Employees receive regular salary for absences due to jury duty. Jury duty must be reported on the employee’s timesheet and a copy of the certificate of jury duty service must be submitted to the appropriate time keeper in Human Resources by the 10th of the following month.

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

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

An immediate family member can be defined as:
- Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent / grandchild
- A child or parent of the domestic partner or any other relative of the domestic partner residing in the same household. Any other relative residing in the same household (if the relative, i.e., uncle, aunt, etc. resides in the household, the employee must submit proof that the relative resides in their home (i.e. copy of a photo ID or bill with name and address matching the employee address on file).

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

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

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

**BLUE COLLAR CONTRACT:**
Blue Collar Title: Campus Public Safety Sergeant

Bargaining Unit: International Brotherhood of Teamsters, Local 2627
Job Subfunction type: Classified Competitive
Work Week: 40 hours

2016 Compensation and Contractual steps:

<table>
<thead>
<tr>
<th>Civil Service Employee Title - BC</th>
<th>2016 New Hire Yr1</th>
<th>2016 New Hire Yr2</th>
<th>Incumbent min</th>
<th>Maximum</th>
<th>Long Increment Elig 15 yrs of service *</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS PUBLIC SAFETY SERGEANT -04846</td>
<td>$49,000</td>
<td>$50,335</td>
<td>$55,370</td>
<td>$66,087</td>
<td>$500</td>
<td>Pensionable immediately</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)
UNIFORM ALLOWANCE FOR FULL TIME SECURITY TITLES

This memorandum will authorize the June 2017 biannual uniform allowance payment for employees in CUNY campus security titles. Employees in the CUNY titles listed below are entitled to a uniform allowance payment as follows:

<table>
<thead>
<tr>
<th>Full-Time Title</th>
<th>Uniform Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Assistant</td>
<td>$247.50 biannually</td>
</tr>
<tr>
<td>Campus Security Officer</td>
<td>$379.00 biannually</td>
</tr>
<tr>
<td>Campus Peace Officer</td>
<td>$379.00 biannually</td>
</tr>
<tr>
<td>Campus Public Safety Sergeant</td>
<td>$379.00 biannually</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hourly Title</th>
<th>Uniform Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Assistant (H)</td>
<td>$227.00 biannually</td>
</tr>
<tr>
<td>Campus Peace Officer (H)</td>
<td>$227.00 biannually</td>
</tr>
</tbody>
</table>

For the aforementioned campus security titles, payments are authorized and requested for June 2017 for those officers who have already received their first three uniform allowance payments. Such employees should now be on a June and December payment schedule. Please refer to the attached chart for eligibility.

**The First Three Uniform Allowance Payments:**

**Full-Time Employees:**

All newly appointed employees in the titles of Campus Security Assistant, Campus Peace Officer and Campus Public Safety Sergeant, who have completed the required period(s) of service, are eligible to receive the first three uniform allowance payments. Each uniform allowance payment is to be paid at the biannual rate set forth above. The

The first payment:
First payment is made **two (2) months from** the appointment date

The second payment:
Second payment is **made four (4) months from** the first payment or **six (6) months from** the appointment date

The third payment:
Third payment is made either **in June or December that follows the second payment by six (6) months or more.**

After the first three Uniform Allowance payments are made, employees in titles of Campus Security Assistant, Campus Peace Officer and Campus Public Safety Sergeant shall receive the regular **biannual** uniform allowance payment in **June and December** on the second pay date of the month.
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.
### THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

**September 1, 2017 through August 31, 2018**

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group.

The Annual Leave Period of all employees is September 1, 2017 – August 31, 2018. Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

#### Holidays

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs).</th>
<th>GROUP 2 Classified Service Blue Collar (Clerical, Professional, Administrative, Managerial)</th>
<th>GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Carpenters, Supervisor Carpenters, &amp; Laborers)</th>
<th>GROUP 3C Carpenters &amp; Supervisor Carpenters Only (Section 220)*</th>
<th>GROUP 3L Laborers Only (Section 220)</th>
<th>GROUP 4 CUNY Theatre Technician Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Election Day</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>N</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>N</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>Y</td>
<td>Y</td>
<td>Y</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>Y</td>
<td>Y</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>N</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

#### Unscheduled Holidays**

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

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

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

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

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

Observe holidays as listed.

---

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

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

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

<table>
<thead>
<tr>
<th>Period No.</th>
<th>APRIL 2017</th>
<th>OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUN MON TUE WED THU FRI SAT</td>
<td>SUN MON TUE WED THU FRI SAT</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2 3 4 5 6 7 8</td>
<td>8 H 10 11 12 13 14 15</td>
</tr>
<tr>
<td>3</td>
<td>9 10 11 12 13 14 15</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>4</td>
<td>16 17 18 19 20 21 22</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>5</td>
<td>23 24 25 26 27 28 29</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Period No.</th>
<th>APRIL 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUN MON TUE WED THU FRI SAT</td>
</tr>
<tr>
<td>1</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>2</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>3</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>4</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>5</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

**PAYROLL PERIOD**

<table>
<thead>
<tr>
<th>No.</th>
<th>PAYMENT PERIOD</th>
<th>CHECK DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>March 30 – April 12</td>
<td>April 13</td>
</tr>
<tr>
<td>No. 2</td>
<td>April 13 – April 26</td>
<td>April 27</td>
</tr>
<tr>
<td>No. 3</td>
<td>April 27 – May 10</td>
<td>May 11</td>
</tr>
<tr>
<td>No. 4</td>
<td>May 11 – May 24</td>
<td>May 25</td>
</tr>
<tr>
<td>No. 5</td>
<td>May 25 – June 7</td>
<td>June 8</td>
</tr>
<tr>
<td>No. 6</td>
<td>June 8 – June 21</td>
<td>June 22</td>
</tr>
<tr>
<td>No. 7</td>
<td>June 22 – July 5</td>
<td>July 6</td>
</tr>
<tr>
<td>No. 8</td>
<td>July 6 – July 19</td>
<td>July 20</td>
</tr>
<tr>
<td>No. 9</td>
<td>July 20 – August 2</td>
<td>August 3</td>
</tr>
<tr>
<td>No. 10</td>
<td>August 3 – August 16</td>
<td>August 17</td>
</tr>
<tr>
<td>No. 11</td>
<td>August 17 – August 30</td>
<td>August 31</td>
</tr>
<tr>
<td>No. 12</td>
<td>August 31 – September 13</td>
<td>September 14</td>
</tr>
<tr>
<td>No. 13</td>
<td>September 14 – September 27</td>
<td>September 28</td>
</tr>
<tr>
<td>No. 14</td>
<td>September 28 – October 11</td>
<td>October 12</td>
</tr>
<tr>
<td>No. 15</td>
<td>October 12 – October 25</td>
<td>October 26</td>
</tr>
<tr>
<td>No. 16</td>
<td>October 26 – November 8</td>
<td>November 9</td>
</tr>
<tr>
<td>No. 17</td>
<td>November 9 – November 22</td>
<td>November 22</td>
</tr>
<tr>
<td>No. 18</td>
<td>November 23 – December 6</td>
<td>December 7</td>
</tr>
<tr>
<td>No. 19</td>
<td>December 7 – December 20</td>
<td>December 21</td>
</tr>
<tr>
<td>No. 20</td>
<td>December 21 – January 3</td>
<td>January 4</td>
</tr>
<tr>
<td>No. 21</td>
<td>January 4 – January 17</td>
<td>January 18</td>
</tr>
<tr>
<td>No. 22</td>
<td>January 18 – January 31</td>
<td>February 1</td>
</tr>
<tr>
<td>No. 23</td>
<td>February 1 – February 14</td>
<td>February 15</td>
</tr>
<tr>
<td>No. 24</td>
<td>February 15 – February 28</td>
<td>March 1</td>
</tr>
<tr>
<td>No. 25</td>
<td>March 1 – March 14</td>
<td>March 15</td>
</tr>
<tr>
<td>No. 26</td>
<td>March 15 – March 28</td>
<td>March 29</td>
</tr>
</tbody>
</table>

**INSTITUTION AGENCIES 2017-2018**

**ON A CURRENT BASIS**

(Refer to Payroll Bulletins for Submission Dates)
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 (CSA hourly) titles are paid with a lag for example:
   Period Worked 9/3/17 – 9/16/17 is paid 9/28/17
# CIVIL SERVICE/CLASSIFIED STAFF

## TIME SHEET FOR WORK PERIOD ENDING: 10/29/2016

<table>
<thead>
<tr>
<th>Sunday 10/16/2016</th>
<th>Monday 10/17/2016</th>
<th>Tuesday 10/18/2016</th>
<th>Wednesday 10/19/2016</th>
<th>Thursday 10/20/2016</th>
<th>Friday 10/21/2016</th>
<th>Saturday 10/22/2016</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SICK LEAVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANNUAL LEAVE</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMP TIME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SICK LEAVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANNUAL LEAVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMP TIME</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Use Decimals: ¼ = .25, ½ = .50, ¾ = .75)

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

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

**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 Last Name (Please Print Clearly):**

**Employee First Name (Please Print Clearly):**

**NYS Emplid ID #:**

**Employee 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>04/16/16</th>
<th>07/23/16</th>
<th>10/29/16</th>
<th>02/04/17</th>
<th>05/13/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/30/16</td>
<td>08/06/16</td>
<td>11/12/16</td>
<td>02/18/17</td>
<td>05/27/17</td>
</tr>
<tr>
<td>05/14/16</td>
<td>08/20/16</td>
<td>11/26/16</td>
<td>03/04/17</td>
<td>06/19/17</td>
</tr>
<tr>
<td>05/28/16</td>
<td>09/03/16</td>
<td>12/10/16</td>
<td>03/18/17</td>
<td>06/24/17</td>
</tr>
<tr>
<td>06/11/16</td>
<td>09/17/16</td>
<td>12/24/16</td>
<td>04/01/17</td>
<td>07/09/17</td>
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<tr>
<td>06/25/16</td>
<td>10/01/16</td>
<td>01/07/17</td>
<td>04/15/17</td>
<td>07/22/17</td>
</tr>
<tr>
<td>07/09/16</td>
<td>10/13/16</td>
<td>01/21/17</td>
<td>04/29/17</td>
<td>08/05/17</td>
</tr>
<tr>
<td>WORK PERIOD END DATES</td>
<td>WORK DAYS COVERED</td>
<td>DUE DATES</td>
<td></td>
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<tr>
<td>-----------------------</td>
<td>-------------------</td>
<td>-----------</td>
<td></td>
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</tr>
<tr>
<td>9/2/2017</td>
<td>(8/20 to 9/2)</td>
<td>*9/5/2017</td>
<td></td>
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</tr>
<tr>
<td>9/16/2017</td>
<td>(9/3 to 9/16)</td>
<td>9/18/2017</td>
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<tr>
<td>9/30/17</td>
<td>(9/17 to 9/30)</td>
<td>10/2/2017</td>
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<tr>
<td>10/14/2017</td>
<td>(10/1 to 10/14)</td>
<td>10/16/2017</td>
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<tr>
<td>10/28/2017</td>
<td>(10/15 to 10/28)</td>
<td>10/30/2017</td>
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<tr>
<td>11/11/2017</td>
<td>(10/29 to 11/11)</td>
<td>11/13/2017</td>
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<tr>
<td>12/9/2017</td>
<td>(11/26 to 12/9)</td>
<td>12/11/2017</td>
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<tr>
<td>12/23/2017</td>
<td>(12/10 to 12/23)</td>
<td>*12/26/2017</td>
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</tr>
<tr>
<td>1/6/2018</td>
<td>(12/24 to 1/6)</td>
<td>1/8/2018</td>
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<td>1/22/2018</td>
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<tr>
<td>2/3/2018</td>
<td>(1/21 to 2/3)</td>
<td>2/5/2018</td>
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<tr>
<td>2/17/2018</td>
<td>(2/4 to 2/17)</td>
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<tr>
<td>3/3/2018</td>
<td>(2/18 to 3/3)</td>
<td>3/5/2018</td>
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<tr>
<td>3/17/2018</td>
<td>(3/4 to 3/17)</td>
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<tr>
<td>3/31/2018</td>
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<tr>
<td>4/14/2018</td>
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<td>4/16/2018</td>
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<tr>
<td>4/28/2018</td>
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<tr>
<td>5/12/2018</td>
<td>(4/29 to 5/12)</td>
<td>5/14/2018</td>
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<td>5/26/2018</td>
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<td>(6/24 to 7/7)</td>
<td>7/9/2018</td>
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</tr>
<tr>
<td>7/21/2018</td>
<td>(7/8 to 7/21)</td>
<td>7/23/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/4/2018</td>
<td>(7/22 to 8/4)</td>
<td>8/6/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/18/2018</td>
<td>(8/5 to 8/18)</td>
<td>8/20/2018</td>
<td></td>
<td></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).
**OVERTIME RECORD KEEPING FORM**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time Actually Worked</th>
<th>Total Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

**REASON FOR OT OR CT:**

Monday  

Tuesday  

Wednesday  

Thursday  

Friday  

Saturday  

**Total Time Actually Worked**  

**Regular Work Week**  

**Total Overtime**  

Amount of overtime to be compensated at straight time (up to 5 hours - 40 hours total)  

Amount of overtime to be compensated as required by FLSA (at time and one-half hours over 40 in one week)  

**Compensatory Time Computation**  

---

**Employee’s Name:**  

**NYS Emplid #**  

**Department/Division:**  

PUBLIC SAFETY  

**Title:**  

**FLSA:**  

☐ Exempt  

☐ Nonexempt  

---

**Supervisor’s Signature**  

**Title**  

**Date**  

**Payroll Officer’s Signature**  

**Title**  

**Date**
All Security 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.
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; ffadkin@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.
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.
### Health Insurance Benefits

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

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

### Welfare Fund Benefits

The following titles are covered under the International Brotherhood of Teamsters (IBT), Local 237 for Welfare Fund Benefits: Campus Security Assistant, Campus Security Officer, Campus Peace Officer, College Security Specialist, Campus Public Safety Sargent, Stock Worker and Supervisor of Stock Workers.

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

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

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

### Retirement Benefits

Probable permanent and permanent employees are required to join a pension plan, while provisional and temporary employees have the option to join the New York City Employees’ Retirement System (NYCERS). Vesting is provided after 10 years of Credited Service. Go to [www.nycers.org](http://www.nycers.org) for detailed information on NYCERS.

### Tax-Deferred Annuity

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

### New York State Deferred Compensation 457(b) Plan

The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to [https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp](https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp) for more information. Employees have two options:

- **Tax-Deferred Contributions** - not subject to current federal or New York State income taxes; contributions and any earnings grow tax deferred; withdrawals will be taxed as ordinary income when you may be in a lower tax bracket (generally at retirement).
- **Roth After-Tax Contributions** – contributions are made after tax so withdrawals are tax free (as long as you’re at least age 59½ and do not take withdrawals from your Roth account for at least five years after your first Roth contribution is made to the plan).

### Flexible Spending Accounts (FSA) Program

If eligible for Health Insurance Benefits, employee is eligible for the Dependent Care Assistance Program (DeCAP), Health Care Flexible Spending Accounts Program (HCFSA), Medical Spending Conversion (MSC) Buy-Out W aiver (BOW ) Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days for probable permanent and permanent employees and within 90 days for provisional and temporary employees. Go to [www.nyc.gov/fsa](http://www.nyc.gov/fsa) for detailed information and enrollment forms.

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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/ohm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf](http://www.cuny.edu/about/administration/offices/ohm/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/ohm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf](http://www.cuny.edu/about/administration/offices/ohm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf)

Time and Leave for All Other Full-Time Classified Titles: [http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html](http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html)
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.