

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

**Stock Worker Supervisor**

**Title**

**Handbook**

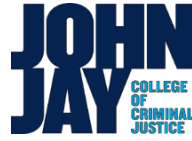
**Prepared by Office of Human Resources**





## **Blue Collar Titles Handbook Content**

- **HR Staff Contact information**
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## Office of Human Resources

### 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](mailto: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](mailto: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

[clee@jjay.cuny.edu](mailto: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.

#### **Bria Bruce (Classified Titles Benefits)**

HR Benefits Coordinator

212.237-8561

[bbruce@jjay.cuny.edu](mailto: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](mailto:ftindal@jjay.cuny.edu); 212-237-8966

M-Z Georgina Cruz [gcruz@jjay.cuny.edu](mailto: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.

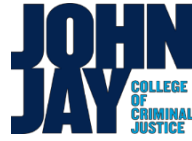
#### **Terencia Martin (alternate contact) Blue Collar/Skilled Trades/Labor, White Collar Time and Leave.**

HR Coordinator

Phone: 212.237.8560

Email: [temartin@jjay.cuny.edu](mailto: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](mailto: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](mailto: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** Stock Worker Supervisor  
**Title Code** 12202  
**FLSA Status** Non-Exempt  
**Date Issued** July 28, 1993

**General Duties and Responsibilities**

This class of positions encompasses supervisory work of varying degrees of difficulty with regard to the operation of a storehouse, storage yard, storage unit, stores division or a section thereof. There are three Assignment Levels within this class of positions. All personnel may perform the duties of subordinates; may assume the duties of the supervisor in the temporary absence of that individual, or may serve as principal assistant to the supervisor. All personnel perform related work. The following are typical assignments within this class of position.

**General Work Tasks**

Assignments Level I

Under direction, supervises; a major section of a storehouse or an equivalent storage unit; or the stores division of a small city hospital. Performs equivalent supervisory tasks in the field.

Is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment.

Supervises and assigns work to subordinate employees.

Supervises the maintenance of perpetual inventories, checking uniformity and accuracy of postings.

Prepares requisitions for stock replacement.

Develops methods and procedures for handling and storing stock.

Prepares lists of surplus, obsolete or obsolescent materials and arranges for their transfer or other disposition.

Takes necessary precautions to protect stock from deterioration or spoilage.

Supervises loading, unloading and dispatching of trucks.

May, when necessary load and unload at the storehouse and at the point of pick-up, delivery or distribution. For this purpose may travel to point of pick-up, delivery or distribution.

Also operates equipment necessary to perform loading and unloading.

May prepare data for budget estimates for materials, tools, supplies and equipment.

Performs field work by visiting, inspecting instructing, and advising stores personnel at various locations on the storage, distribution, inventory control, etc of materials, supplies and equipment.

Contacts vendors and discusses deliveries, shipments, and amounts of shortage, etc.

Keeps records and prepares reports.

### Assignment Level II

Under general direction, supervises a small to moderately large storehouse or storage yard or the storekeeping activities of a moderately sized city hospital.

Supervises and is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, supplies, and equipment in a small to moderately large storehouse or storage yard, a major division of a very large storehouse or the storekeeping activities of a large city hospital.

May supervise loading, unloading and dispatching of trucks.

Plans procedures and methods relating to inventory, delivery, storage, shipment, safety practices and fire prevention.

Recommends modifications of minimum and maximum stock levels on the basis of previous consumption and present orders.

Allocates storage space, coordinates procurement of supplies and makes recommendations regarding disposal of surplus or waste material.

Makes recommendations and suggestions on problems relating to space, trucking, stock control and personnel.

Meets with subordinate supervisors or section heads to discuss problems relating to effective storage.

Coordinates field work operations in storekeeping, supervising filed storekeepers and offering guidance and advice on inventory, delivery, storage, shipment and safety.

Analyzes records and prepares reports.

### Assignment Level III

Under administrative direction, supervises and is responsible for all the storekeeping activities of a large storehouse, or supervises a major organizational segment of a very large storehouse; or supervises all of the storehouses of a City agency having a large storekeeping program; or acts as principal assistant to and Administrative Storekeeper.

Coordinates all stores activities internally and with relation to those of procurement agencies.

Is responsible for the maintenance of storehouse structures and equipment, the introduction of more efficient procedures, methods and equipment.

Conducts general inspections and spot checks maintenance of inventories and other storehouse activities.

Acts as liaison between the storehouse and other departments of the same agency as well as vendors and other City agencies.

Holds meetings with subordinates and conducts training.

Evaluates personnel and makes recommendations concerning labor relations problems.

Prepares reports and keeps records.

Reviews requisitions and purchase orders prepared by subordinates for stock replacement; reviews reports prepared by subordinates.

### **Qualification Requirements**

Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

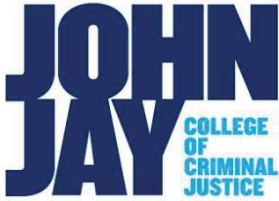
NOTE:

### **Direct Lines of Promotion**

FROM: Stock Worker (12200)

TO: Administrative Storekeeper (M10038)





## FACT SHEET FOR BLUE COLLAR – FULL TIME POSITIONS

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

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

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

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

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

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

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

**LEAVE PERIOD:** September 1<sup>st</sup> through August 31<sup>st</sup>.

**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).

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

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

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

**UNSCHEDULED HOLIDAYS:** As per Employee Holiday and Annual Leave Periods schedule (Group2). The number of Unscheduled Holidays is determined by the University. Unscheduled Holidays must be used by August 31<sup>st</sup> 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 31<sup>st</sup> will be converted to sick leave as of September 1<sup>st</sup> of each year. Accrual rates are based on employee's hire date.

Accrual Schedule for 40 hours per week employees:

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

Accrual Schedule for 35 hours per week employees:

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

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.

- ¾ More than 3 (three) consecutive work days requires the submission of a doctor's note
- ¾ 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.
- ¾ 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 10<sup>th</sup> 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:

- x Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent / grandchild
  
- x 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:**

[HTTP://WWW.CUNY.EDU/ABOUT/ADMINISTRATION/OFFICES/LR/LR-CONTRACTS/2006-2009\\_BC\\_CONTRACT.PDF](http://www.cuny.edu/about/administration/offices/lr/lr-contracts/2006-2009_bc_contract.pdf)

Title	Contract	Union	Job subfunction type	Work week
<b>Admin Superintendent of Campus Buildings and Grounds</b>	UNRP	UNRP	Classified Competitive	35 hrs
<b>Assistant Campus Security Director</b>	UNRP	UNRP	Classified Competitive	35 hrs
<b>Broadcast Associate</b>	WC	DC 37, Local 375	Classified Competitive	35 hrs
<b>Business Data and Reporting Analyst</b>	WC	DC 37	Classified Competitive	35 hrs
<b>Campus Peace Officer</b>	BC	IBT, Local 237	Classified Competitive	40 hrs
<b>Campus Public Safety Sergeant</b>	BC	IBT, Local 237	Classified Competitive	40 hrs
<b>Campus Security Assistant (FT and PT)</b>	BC	IBT, Local 237	Classified Competitive	40 hrs
<b>Campus Security Director</b>	UNRP	UNRP	Classified Non-Competitive	35 hrs
<b>Carpenter</b>	SKDTRD	Carpenters	Classified Competitive	35 hrs
<b>Chief Admin Superintendent of Campus Buildings and Grounds</b>	UNRP	UNRP	Classified Competitive	35 hrs
<b>College Accountant</b>	WC	DC 37, Local 1407	Classified Competitive	35 hrs
<b>College Accountant Assistant</b>	WC	DC 37, Local 1407	Classified Competitive	35 hrs
<b>College Assistant (PT)</b>	WC	DC 37, Local 2054	Classified Non-Competitive	20 hrs
<b>College Graphics Designer</b>	WC	DC 37, Local 375	Classified Competitive	35 hrs
<b>College Print Shop Assistant</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>College Print Shop Associate</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>College Print Shop Coordinator</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>College Security Specialist</b>	BC	IBT, Local 237	Classified Competitive	40 hrs
<b>Computer Systems Manager</b>	UNRP	UNRP	Classified Competitive	35 hrs
<b>CUNY Administrative Assistant (also called Gittleston title)</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>CUNY Office Assistant (also called Gittleston title)</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>Custodial Assistant (CUNY) (FT and PT)</b>	BC	DC 37, Local 1597	Classified Non-Competitive	40 hrs
<b>Custodial Supervisor (CUNY)</b>	BC	DC 37, Local 1797	Classified Competitive	40 hrs
<b>Electrician</b>	SKDTRD	IBEW, Local 3	Classified Competitive	35 hrs
<b>IT Assistant (FT and PT)</b>	WC	DC 37, Local 2627	Classified Competitive	35 hrs
<b>IT Associate (FT and PT)</b>	WC	DC 37, Local 2627	Classified Competitive	35 hrs
<b>IT Senior Associate (FT and PT)</b>	WC	DC 37, Local 2627	Classified Competitive	35 hrs
<b>IT Support Assistant (FT and PT)</b>	WC	DC 37, Local 2627	Classified Competitive	35 hrs
<b>Laborer</b>	Labor	DC37, Local 924	Labor (non competitive)	40 hrs

<b>Title</b>	<b>Contract</b>	<b>Union</b>	<b>Job subfunction type</b>	<b>Work week</b>
<b>Lead Theater Technician (FT and PT)</b>	WC	IATSE, Local 1	Classified Non-Competitive	35 hrs
<b>Locksmith</b>	SKDTRD	DC37, Local 1087	Classified Competitive	40 hrs
<b>Mail Message Service Worker</b>	WC	DC 37, Local 384	Classified Competitive	35 hrs
<b>Maintenance Worker</b>	SKDTRD	IBT, Local 237	Classified Competitive	40 hrs
<b>Oiler</b>	SKDTRD	IUOE, Local 30	Classified Competitive	40 hrs
<b>Painter</b>	SKDTRD	Painters	Classified Competitive	35 hrs
<b>Plumber</b>	SKDTRD	Plumbers , 1	Classified Competitive	35 hrs
<b>Purchasing Agent</b>	WC	SEIU, Local 300	Classified Competitive	35 hrs
<b>Purchasing Agent Assistant</b>	WC	SEIU, Local 300	Classified Competitive	35 hrs
<b>Senior Custodial Supervisor (CUNY)</b>	BC	DC 37, Local 1797	Classified Competitive	40 hrs
<b>Senior Stationary Engineer (CUNY)</b>	SKDTRD	IUOE, Local 30	Classified Competitive	35 hrs
<b>Stationary Engineer (CUNY)</b>	SKDTRD	IUOE, Local 30	Classified Competitive	40 hrs
<b>Stock Worker</b>	BC	IBT, Local 237	Classified Competitive	40 hrs
<b>Stock Worker Supervisor</b>	BC	IBT, Local 237	Classified Competitive	35 hrs
<b>Supervisor</b>	BC	DC 37, Local 1797	Classified Competitive	35 hrs





Blue Collar Title

## STOCK WORKER SUPERVISOR

Bargaining Unit: IBT Local237 / Teamsters City Employee

Job Subfunction type: Classified Competitive

Work Week FT: 35 hours

### 2016 Compensation and Contractual steps:

Civil Service Employee Title	2016 New Hire Yr1	2016 New Hire Yr2	Incumb min	Incumb Maximum	Long Incr Elig 15 yrs of service	Comments	BU Description
SUPERVISOR STOCK WORKERS - 12202							IBT, Local 237/Teamsters City Employee
SUPERVISOR STOCK WORKERS 1-12202	\$35,494	\$36,461	\$40,107	\$54,823	\$500	Pensionable immediately	
SUPERVISOR STOCK WORKERS 2-12202	\$41,652	\$42,786	\$47,064	\$63,905	\$500	Pensionable immediately	
SUPERVISOR STOCK WORKERS 3-12202	\$50,254	\$51,624	\$56,785	\$77,533	\$500	Pensionable immediately	

**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). Longevity is paid no later than Jan 1, or July 1, following employment anniversary date.

Max Salary: is never awarded. It is a number showing a maximum rate employee in this title may achieve during the length of employment, if merit increases were awarded and added to the incumb rate during the CUNY employment.



# 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 than 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, 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			GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs, Research Assts/Assocs, Librarians) Classified Service White Collar (Clerical, Professional, Administrative, Managerial)	GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)	GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)	GROUP 3L Laborers Only (Section 220)	GROUP 4 CUNY Theatre Technician Titles	
Labor Day	Monday	9/02/19	Y	Y	Y	Y	Y	
Columbus Day	Monday	10/14/19	Y	Y	Y	Y	N	
Election Day	Tuesday	11/05/19	N	Y	Y	Y	N	
Veterans Day	Monday	11/11/19	N	Y	Y	Y	N	
Thanksgiving Holiday: Thanksgiving/ Day After Thanksgiving	Thursday	11/28/19	Y	Y	Y	Y	Y	
	Friday	11/29/19	Y	Y	N	N	N	
Christmas Holiday: Christmas Eve, Christmas Day	Tuesday	12/24/19	Y	Y	N	N	Y	
	Wednesday	12/25/19	Y	Y	Y	Y	Y	
New Year's Holiday: New Year's Eve, New Year's Day	Tuesday	12/31/19	Y	Y	N	N	Y	
	Wednesday	1/01/20	Y	Y	Y	Y	Y	
Martin Luther King, Jr. Holiday	Monday	1/20/20	Y	Y	Y	Y	Y	
Lincoln's Birthday	Wednesday	2/12/20	Y	Y	Y	N	N	
Presidents' Day	Monday	2/17/20	Y	Y	Y	Y	N	
Memorial Day	Monday	5/25/20	Y	Y	Y	Y	Y	
Independence Day	Saturday	7/04/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Y	
<b>Unscheduled Holidays*</b>			4	1	0	0	0	
<b>Employees normally scheduled to work on a Saturday or Sunday</b>			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <b>instead of</b> 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.	

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

Office of the State Comptroller  
 BUREAU OF STATE PAYROLL SERVICES  
**INSTITUTION PAYROLL CALENDAR**  
**APRIL 1, 2019 – APRIL 30, 2020**  
**CURRENT**

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

Period No.

Period No.

Period No.

▽

APRIL 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

▽

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

▽

APRIL 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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.

3

MAY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

16

NOVEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	29	30

○ = PAYROLL PERIOD ENDING DATE

**H = HOLIDAY**

**INSTITUTION AGENCIES 2019-2020**  
**ON A CURRENT BASIS**  
 (Refer to Payroll Bulletins for Submission Dates)

5

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18

DECEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

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

7

JULY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20

JANUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

10

AUGUST 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23

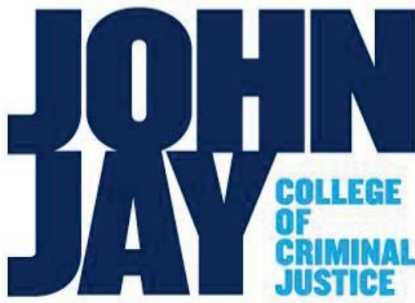
FEBRUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29

12

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25

MARCH 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Office of Human Resources

524 West 59<sup>th</sup> Street,  
The Annex, Suite 704A  
New York, NY 10019  
T. 212.237.8517  
F. 212.237.8939

Civil Service/Classified Staff: \_\_\_\_\_ For the Period Ending: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date								
Sick Leave								
Annual Leave								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date								
Sick Leave								
Annual Leave								

(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.

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 to the deceased)	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

**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.*

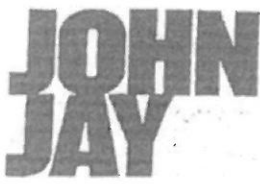
\_\_\_\_\_  
Name (please print) Signature Date

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

\_\_\_\_\_  
Name (please print) Signature Date

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



**OVERTIME RECORD KEEPING FORM**

Classified Service: Clerical, Administrative, Professional (White Collar), and Classified Managerial

Employee's Name: \_\_\_\_\_ Title: Supervisor of Stock Workers  
 Department/D vision: Campus Office Services FLSA:  Exempt  Nonexempt

Date	Day	Time Actually Worked		Total Hours Worked (Deduct lunch)
		From	To	
	Sunday			
10/30/17	Monday	7:00am	3:00pm	7
	ADDITIONAL HRS	6:30am	4:00pm	1.5
10/31/17	Tuesday	7:00am	3:00pm	7
	ADDITIONAL HRS	6:30am	4:00pm	1.5
11/01/17	Wednesday	7:00am	3:00pm	7
	ADDITIONAL HRS	6:30am	4:00pm	1.5
11/02/17	Thursday	7:00am	3:00pm	7
	ADDITIONAL HRS	6:30am	4:00pm	1.5
11/03/17	Friday	Unscheduled	Holiday	7
	ADDITIONAL HRS			
	Saturday			

Total Time Actually Worked	41.0	hours	Comensatory Time Coml)ntatjon	
Regular Work Week	-35.00	hours		
Total Overtime	6	hours		
Amount of overtime to be compensated at straight time. ( up to 5 hours - 40 hours total)	5	hours	x 1	hours
Amount of overtime to be compensated as required by FLSA (at time and one-half hours over 40 in one week )	1	hours	x 1.5	1.5 hours
				Total hours
				6.5

Supervisor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Officer's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please Note\*\***

'Date' is to be filled out for the appropriate authorized 7-day work week Sunday at 12:01 AM through Saturday at Midnight.  
 'Total Hours Worked' is to be recorded in units not less than quarter hours and lunch must be deducted. Justification must be attached for any overtime or comp time.

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

<b>WORK PERIOD END DATES</b>	<b>WORK DAYS COVERED</b>	<b>DUE DATES</b>
9/1/2018	(8/19 to 9/1)	<b>*9/4/2018</b>
9/15/2018	(9/2 to 9/15)	9/17/2018
9/29/2018	(9/16 to 9/29)	10/1/2018
10/13/2018	(9/30 to 10/13)	10/15/2018
10/27/2018	(10/14 to 10/27)	10/29/2018
11/10/2018	(10/28 to 11/10)	11/12/2018
11/24/2018	(11/11 to 11/24)	11/26/2018
12/8/2018	(11/25 to 12/8)	12/10/2018
12/22/2018	(12/9 to 12/22)	<b>*12/26/2018</b>
1/5/2019	(12/23 to 1/5)	1/7/2019
1/19/2019	(1/6 to 1/19)	<b>*1/22/2019</b>
2/2/2019	(1/20 to 2/2)	2/4/2019
2/16/2019	(2/3 to 2/16)	<b>*2/19/2019</b>
3/2/2019	(2/17 to 3/2)	3/4/2019
3/16/2019	(3/3 to 3/16)	3/18/2019
3/30/2019	(3/17 to 3/30)	4/1/2019
4/13/2019	(3/31 to 4/13)	4/15/2019
4/27/2019	(4/14 to 4/27)	4/29/2019
5/11/2019	(4/28 to 5/11)	5/13/2019
5/25/2019	(5/12 to 5/25)	<b>*5/28/2019</b>
6/8/2019	(5/26 to 6/8)	6/10/2019
6/22/2019	(6/9 to 6/22)	6/24/2019
7/6/2019	(6/23 to 7/6)	7/8/2019
7/20/2019	(7/7 to 7/20)	7/22/2019
8/3/2019	(7/21 to 8/3)	8/5/2019
8/17/2019	(8/4 to 8/17)	8/19/2019

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).



## Classified Titles

### Blue Collar Employee Payroll Specific Information

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

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

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

**Blue Collar PT (Custodial Asst hourly) titles** are paid with a lag for example:  
Period Worked 9/3/17 – 9/16/17 is paid 9/28/17



## 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

- x New Employees – after serving three (3) months of service
- x Probable Permanent Employees - Quarterly
- x Permanent Employees – Annually
- x Provisional Employees – Annually
- x 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](mailto:ffradkin@jjay.cuny.edu)) to request the inter-college transfer application.

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

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

CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

<p><b>Health Insurance Benefits</b></p>	<p>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 <a href="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</a>. Additional information and rates are available online at <a href="http://www.nyc.gov/html/olr/html/home/home.shtm">http://www.nyc.gov/html/olr/html/home/home.shtm</a> (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:</p> <table border="0" data-bbox="415 342 1753 435"> <tr> <td><u>Employment Status</u></td> <td><u>Benefit Effective Date</u></td> </tr> <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> </table>	<u>Employment Status</u>	<u>Benefit Effective Date</u>	Probable Permanent / Permanent	Date of hire (if paperwork received within 31 days of hire)	Provisional / Temporary	91st day from the date of hire (if paperwork is submitted in that timeframe)
<u>Employment Status</u>	<u>Benefit Effective Date</u>						
Probable Permanent / Permanent	Date of hire (if paperwork received within 31 days of hire)						
Provisional / Temporary	91st day from the date of hire (if paperwork is submitted in that timeframe)						
<p><b>Welfare Fund Benefits</b></p>	<p>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.</p> <p>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 <a href="mailto:white@local237.org">white@local237.org</a> Link to webpage on welfare benefits: <a href="http://local237.org/benefits/overview">http://local237.org/benefits/overview</a></p> <p>For contact information, visit <a href="http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html">http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html</a>.</p>						
<p><b>Retirement Benefits</b></p>	<p>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 <a href="http://www.nycers.org">www.nycers.org</a> for detailed information on NYCERS.</p>						
<p><b>Tax-Deferred Annuity</b></p>	<p>The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information.</p>						
<p><b>New York State Deferred Compensation 457(b) Plan</b></p>	<p>The NYSDCP 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to <a href="https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp">https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp</a> for more information. Employees have two options:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> </ul>						
<p><b>Flexible Spending Accounts (FSA) Program</b></p>	<p>If eligible for Health Insurance Benefits, employee is eligible for the Dependent Care Assistance Program (DeCAP), Health Care Flexible Spending Accounts Program (HCFSA), Medical Spending Conversion (MSC) Buy-Out Waiver (BOW) Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days for probable permanent and permanent employees and within 90 days for provisional and temporary employees. Go to <a href="http://www.nyc.gov/fsa">www.nyc.gov/fsa</a> for detailed information and enrollment forms.</p>						

CUNY Human Resources - Full-Time Blue Collar Classified Benefits Summary

<p><b>Tuition Fee Waiver</b></p>	<p>Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations:</p> <table border="1"> <thead> <tr> <th data-bbox="485 269 1003 297">Employee Category</th> <th data-bbox="1003 269 1283 297">Service Requirement</th> <th data-bbox="1283 269 1898 297">Course Type &amp; Credit Limit</th> </tr> </thead> <tbody> <tr> <td data-bbox="485 297 1003 324">CUNY Office &amp; Administrative Assistants</td> <td data-bbox="1003 297 1283 324">6 months</td> <td data-bbox="1283 297 1898 324">Undergraduate - no limit, Graduate - 6 credits</td> </tr> <tr> <td data-bbox="485 324 1003 352">White Collar Employees</td> <td data-bbox="1003 324 1283 352">1 year</td> <td data-bbox="1283 324 1898 352">Undergraduate - no limit, Graduate - 3 credits</td> </tr> <tr> <td data-bbox="485 352 1003 380">Blue Collar Employees</td> <td data-bbox="1003 352 1283 380">1 year</td> <td data-bbox="1283 352 1898 380">Undergraduate - no limit, Graduate - 3 credits</td> </tr> </tbody> </table> <p>Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.</p>	Employee Category	Service Requirement	Course Type & Credit Limit	CUNY Office & Administrative Assistants	6 months	Undergraduate - no limit, Graduate - 6 credits	White Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits	Blue Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits
Employee Category	Service Requirement	Course Type & Credit Limit											
CUNY Office & Administrative Assistants	6 months	Undergraduate - no limit, Graduate - 6 credits											
White Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits											
Blue Collar Employees	1 year	Undergraduate - no limit, Graduate - 3 credits											
<p><b>Voluntary Benefits</b></p>	<ul style="list-style-type: none"> <li>• Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)</li> <li>• Personal Service Unit – for DC 37 titles only, visit <a href="http://www.dc37.net/benefits/health/personal.html">http://www.dc37.net/benefits/health/personal.html</a></li> <li>• CUNY e-MALL (discounts for CUNY employees)</li> <li>• Municipal Credit Union - Savings &amp; Checking accounts and many other financial services</li> <li>• New York’s 529 College Savings Program – Visit <a href="https://www.nysaves.org/content/home.html">https://www.nysaves.org/content/home.html</a> for more information</li> <li>• Transit Benefit Program through WageWorks – Visit <a href="https://www.wageworks.com/employees.aspx">https://www.wageworks.com/employees.aspx</a> for more information</li> <li>• Voluntary Insurance Program - DC 37 titles only are eligible. Call 1-800-347-6071 for more information</li> </ul>												
<p><b>Time &amp; Leave</b></p>	<p>Time and Leave for DC 37 Full-Time White Collar Classified Titles:  <a href="http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf">http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_WhiteCollar.pdf</a></p> <p>Time and Leave for DC 37 Full-Time Blue Collar Classified Titles:  <a href="http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf">http://www.cuny.edu/about/administration/offices/ohrm/cohr/payrollandleave/TimeLeaveSummary_FullTimeClassifiedEmployees_BlueCollar.pdf</a></p> <p>Time and Leave for All Other Full-Time Classified Titles:  <a href="http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html">http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html</a></p>												

# 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?

- x We are required by law to protect the privacy of personal data belonging to our faculty, staff and students.
- x 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.
- x We must maintain accurate University data and prevent unauthorized changes.

### **To take the program:**

1. Visit <http://www.enterprisetraining.com/cunycourse.htm>
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](mailto: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](mailto:ViolencePrevention.Training@cuny.edu).

Thank you in advance for your participation.



**Please visit our HR website where you can find important information related to your titles**

**John Jay College Human Resources website link:**

<http://www.jjay.cuny.edu/human-resources>

**CUNY Labor Contracts website link (contains the Blue Collar contracts and other contracts):**

<http://www2.cuny.edu/about/administration/offices/labor-relations/labor-contracts/>

**IBT Blue Collar Salary Schedule link:**

[http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/2009-2016\\_IBT\\_Local\\_237\\_Salary\\_Schedule.pdf](http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/2009-2016_IBT_Local_237_Salary_Schedule.pdf)

**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](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](mailto:AskHR@jjay.cuny.edu).**