

JOHN JAY COLLEGE OF CRIMINAL
JUSTICE

Painter
Title

Handbook

Prepared by Office of Human Resources



Handbook Content

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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

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

Toni Mason-Clarke

Payroll Specialist/ Payroll support, Time and Leave Manager

212.621.3788

tmason-clarke@jjay.cuny.edu

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

Christina Lee

Benefits Specialist/Benefits Manager

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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

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

Georgina Cruz, Francesca Tindal – Time Keepers

White Collar, Classified Managerial, Blue Collar, Skilled Trades, Labor Time and Leave

A-L Francesca Tindal ftindal@jjay.cuny.edu; 212-237-8966

M-Z Georgina Cruz gcruz@jjay.cuny.edu; 212-557-4774

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

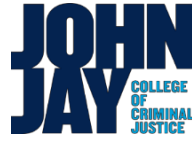
Terencia Martin (alternate contact) Blue Collar/Skilled Trades/Labor, White Collar Time and Leave.

HR Coordinator

Phone: 212.237.8560

Email: temartin@jjay.cuny.edu

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



Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Victor De Jesus

Payroll Assistant WC/BC Hourly Titles Time and Leave

Phone: 212.484.1330

Email: vdejesus@jjay.cuny.edu

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

Aneesa Lesley

HR Specialist /HRIS Manager

212. 237.8479

alesley@jjay.cuny.edu

Contact for questions about: HR Website, accessing your CUNYFirst account, employee self-service (name changes, address changes, phone number changes, degree update, marital status and emergency contact update), manager self-service: employee reporting structure.

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Painter
Title Code 91830
FLSA Status Non-Exempt
Date Issued 6/01/05

General Duties and Responsibilities

Under supervision, does inside and outside patching and painting of a general nature, including all coats, performs related work.

General Work Tasks

- Works on and from ladders, platforms and scaffolds as jobs may require.
- Erects ladders.
- May rig lines and scaffolds.
- Prepares, fills and primes surfaces for painting.
- Mixes paint components and matches colors.
- Applies paint with a brush, roller or spray gun to surfaces.
- Applies plasters to surfaces.
- Takes proper care of all materials, tools and equipment.
- Keeps records as required.
- May operate a motor vehicle in the performance as assigned duties.

Qualification Requirements

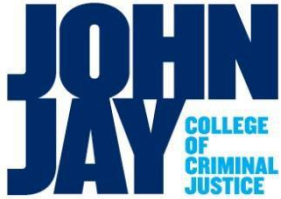
1. Five years of full-time satisfactory experience as a painter acquired within the last fifteen years; or
2. At least three years of experience as described in "1" above and sufficient full-time satisfactory apprentice painter experience to make up a total of five years of acceptable experience. Six months of acceptable experience will be credited for each year of apprentice painter experience.

NOTE: For appointment to certain positions, posses a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

FROM: None

TO: Stationary Painter (91873)



FACT SHEET FOR– FULL TIME POSITIONS

FULL-TIME SKILLED TRADE TITLES: PAINTER
SUPERVISOR PAINTER

TIMEKEEPING: Employees must fill out paper timesheets on a biweekly basis.

WORK WEEK:

For all full time employees the work week shall be 35 hours (7 hour day). Work week runs from Sunday through Saturday.

LEAVE PERIOD: September 1st through August 31st.

EVENING (NON-DAY) SHIFT ASSIGNMENT:

Pay at one time and one-half (1.5x) for hours worked between 4 p.m. and 8 a.m. (per side agreement).

OVERTIME:

Overtime shall be paid after seven (7) hours worked and overtime after thirty-five (35) hours worked at the rate of time and one-half (1 1/2x). All time during which an employee is in full pay status, except hours worked after a seven (7) hour shift and paid for as premium rate overtime, are to be counted toward computing the thirty-five (35) hours worked in a week for the purpose of earning overtime after thirty-five (35) hours worked.

HOLIDAYS:

New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, President's Day (Washington's Birthday), Memorial Day, Independence Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day and Labor Day continue to be a regular holiday with pay.

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 (Washington's Birthday) - Third Monday in February
- k) Memorial Day - Last Monday in May
- l) Independence Day - July 4

ANNUAL LEAVE:

Annual leave may be accrued at two times (2x) the maximum annual leave allowance up to forty-nine (49) days for painter title and up to forty-eight (48) days for supervisor painter title. 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.

The annual leave accrual rate shall be as follows:

	Bi-Weekly (hrs/2 weeks)	Days per Annum	Annual Leave Cap
Painter	6.60	24.5	49
Supervisor Painter	6.46	24	48

SICK LEAVE: Sick leave allowance accrues at the rate of one (1) day per month for a total of twelve (12) days per year or 3.23 hours per Bi-Weekly Pay Period for 35 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 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.

OTHER LEAVE:

There shall be no other leave benefits except those promulgated and mandated by statute.

PAINTERS SPECIALTY ASSIGNMENT:

Painters and Supervisor Painters who are assigned to do taping, decorative, fire escape or scaffold and spray painting, uninterrupted for at least four (4) hour working day, are to receive rates provided for in discharge of these duties:

1. Preparation and cleanup shall be included as spray time performed by the spray operator.
2. The scaffold rate set forth herein shall be payable for a) interior and exterior swing scaffold work; b) work done with window belts or from boatswain chairs; and c) work that is twenty feet or more in height including work done from extension ladders or from stationary or rolling platforms. In determining the height of the work, the highest point of work on the particular surface shall govern and all work on that surface shall be compensable at the rate so determined.
3. Decorating work shall constitute designing ornaments, flowers, and figured, stenciling, fresco painting, marbleizing, graining and decorative stenciling.
 - Rates are as follows:
 - Painter: \$3.82 per hour
 - Supervisor Painter: \$4.36 per hour

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.

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).

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

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

Skilled Trades Title

PAINTER

Bargaining Unit:

LOCAL UNION 1969 CIVIL SERVICE EMPLOYEES DISTRICT COUNCIL 9, IUPAT
(Painter's Union) 45-15 36 Street Long Island City, New York 11101 (718) 937-7440 fax (718) 937-4320

Job Subfunction type: Classified Competitive

Work Week: 35 hours

2017 Compensation :

Civil Service Employee Title	Title Code	Annual Rate	Hourly Rate	Overtime Rate	Scaffold, Spray paint, decorating, fire escape, taping rate
Painter	91830	\$76,350	\$41.79	\$62.69	\$45.61

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	
Unscheduled Holidays*			4	1	0	0	0	
Employees normally scheduled to work on a Saturday or Sunday			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday instead of the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.		Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.		Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	

* 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		

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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.

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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)

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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

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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			

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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				



DEPARTMENT OF FACILITIES MANGEMENT
 524 West 59th Street Room L2.68.00
 New York, NY 10019
 T. 212-237-8541 F. 212-237-8994

Overtime / Double-time Approval

Overtime Saturday Rate Double Time/Sunday Rate Holiday Rate

Pay Period From: _____ To: _____

Employee Name: _____ Pay Serve ID#: _____ JJAY MHC

Title: (Check One)

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

Date Worked: 11/2/01 6:-- --Time Worked From: _____ DAM DPM to: _____ DAM DPM
 (Ex: Monday, May 2, 2016) (Ex: From 10:00AM to 5PM)

Employee (check One)

- Was called in on Regular Day Off
 Additional Hours Worked

Hours Worked To Be Paid

Total Hours Worked including Lunch: _____

Deduct Lunch: _____

Total Hours Worked To Be Paid: 0

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

- Staff/Shift Coverage for: _____ (Employee Name/ Vacancy Title)
 Annual Leave Sick Leave Meeting/Training Film/Movie Vacancy Shortage LOA
 Movie/Event Support: _____ (Film/Event Name)
 Student Event CUNY Event
 External Event Film/Movie
 Charging: No Yes to: _____

Meeting/Training _____ (Meeting Name / Name of Training) Special Project: _____ (Name Project: ex: Pres. Office)

- Inclement Weather Repairs
 Renovation/Move: _____ (Move name, ex HH Back) Preventive Maintenance

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

 Tahera Jaffer- Admin. Mgr Date

Action of Human Resources/Payroll Office: (The below is in accordance with the Guidelines for Overtime)

Approved Denied Request modified as follows:

Cost: _____ Rate of overtime Pay _____
 Fringe Benefits _____
 Total: _____

Chargeable to:
 Tax Levy Non-Tax Levy

DATE PAID

 Signature of Human Resources/Payroll

 Print Name Date

FOR FACILITIES DEPT ONLY

1) Original - Human Resources/Payroll

2) After HR Approval, Make copies on:

- a. Yellow paper, give to Admin. Supt to give to Employee
 b. White Copy for Timekeeper for Employee File

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

WORK PERIOD END DATES	WORK DAYS COVERED	DUE DATES
9/1/2018	(8/19 to 9/1)	*9/4/2018
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)	*12/26/2018
1/5/2019	(12/23 to 1/5)	1/7/2019
1/19/2019	(1/6 to 1/19)	*1/22/2019
2/2/2019	(1/20 to 2/2)	2/4/2019
2/16/2019	(2/3 to 2/16)	*2/19/2019
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)	*5/28/2019
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).



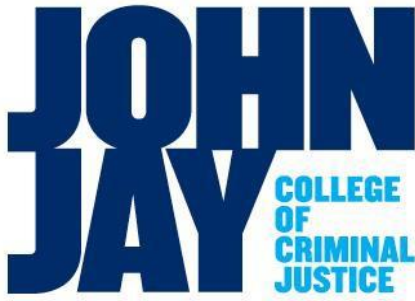
Classified Titles

Payroll Specific Information

Skilled Trades 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.



*Raj Singh
AVP for Administration*

*524 West 59th Street-
Suite 713 – Annex Building
New York City, NY 10019
T. 212.237.8512
F. 212.237.8939
rsingh@jjay.cuny.edu*

All Facilities Titles employees 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 letters will also be sent.

October 4, 2017

Dear Jane Doe:

Please be advised that due to your position at John Jay College of Criminal Justice, you have been deemed “ESSENTIAL STAFF” and may be required by Management to report to work during emergencies. This includes days when classes are cancelled and days when all college operations are suspended.

In accordance with Personnel Policy Bulletin (PPB) 2/16, which refers to Emergency Closings, essential employees are required to report to work during college emergency closings, including, but not limited to, closings due to inclement weather (“snow closings”) or other circumstances requiring the college to close and suspend operations. In the event that you fail to report to work as required, management reserves the right to take appropriate action for any unauthorized or unexcused absence, in accordance with the University PPB.

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

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

Sincerely,

Raj Singh
AVP for Administration

cc: Employment File

By my signature below, I acknowledge receipt of this Essential Staff designation letter.

Signature

Date

Classified Titles Employee Evaluation

Performance evaluations is required to be completed for all Classified Titles Employees.

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

Performance Evaluation schedule

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

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

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

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

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

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

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

Classified Titles Inter-College Transfer

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet **all** of the following eligibility requirements:

- 1) At least two (2) years of permanent service at present college following appointment from a civil service list or after a voluntary transfer; or
- 2) At least one (1) year of permanent service following a promotion or reassignment unless the transfer is at the employee's former assignment level. (**Note:** Mandatory reassignment shall not bar immediate placement on the roster); and
- 3) Must have no disciplinary action pending or in process against him/her and have had no disciplinary penalties imposed in the preceding three (3) years; and
- 4) At least a satisfactory annual performance evaluation during the immediately preceding two-year period.

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

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

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

CUNY Human Resources - Full-Time Skilled Trades Benefits Summary

<p>Health Insurance Benefits</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 http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf. Additional information and rates are available online at http://www.nyc.gov/html/olr/html/home/home.shtml (Click on "Health Benefits Program" on the left-hand side menu.) If appointment is expected to last at least six months, effective dates for health insurance are as follows:</p> <table border="1" data-bbox="487 370 1925 467"> <thead> <tr> <th data-bbox="487 370 961 402">Employment Status</th> <th data-bbox="970 370 1925 402">Benefit Effective Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="487 402 961 435">Probable Permanent / Permanent</td> <td data-bbox="970 402 1925 435">Date of hire (if paperwork received within 31 days of hire)</td> </tr> <tr> <td data-bbox="487 435 961 467">Provisional / Temporary</td> <td data-bbox="970 435 1925 467">91st day from the date of hire (if paperwork is submitted in that timeframe)</td> </tr> </tbody> </table>	Employment Status	Benefit Effective Date	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)
Employment Status	Benefit Effective Date						
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>Welfare Fund Benefits</p>	<p>Please contact the appropriate union Welfare Fund for your title.</p> <p>For contact information, visit: http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html or see the list below.</p>						
<p>Retirement Benefits</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 www.nycers.org for detailed information on NYCERS.</p>						
<p>Tax-Deferred Annuity (TDA) 403(b) Plans</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>New York State Deferred Compensation 457(b) Plan</p>	<p>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 for more information. Employees have two options:</p> <ul style="list-style-type: none"> • 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). 						
<p>Flexible Spending Accounts (FSA) Program</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 www.nyc.gov/fsa for detailed information and enrollment forms.</p>						
<p>Tuition Fee Waiver</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" data-bbox="487 1312 1925 1409"> <thead> <tr> <th data-bbox="487 1312 961 1344">Employee Category</th> <th data-bbox="970 1312 1276 1344">Service Requirement</th> <th data-bbox="1285 1312 1925 1344">Course Type & Credit Limit</th> </tr> </thead> <tbody> <tr> <td data-bbox="487 1377 961 1409">Skilled Trades</td> <td data-bbox="970 1377 1276 1409">1 year</td> <td data-bbox="1285 1377 1925 1409">Undergraduate Only - no limit</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	Skilled Trades	1 year	Undergraduate Only - no limit
Employee Category	Service Requirement	Course Type & Credit Limit					
Skilled Trades	1 year	Undergraduate Only - no limit					

CUNY Human Resources - Full-Time Skilled Trades Benefits Summary

Voluntary Benefits	<ul style="list-style-type: none">• Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)• 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 for more information• Transit Benefit Program through WageWorks – Visit https://www.wageworks.com/employees.aspx for more information
Time & Leave	Time and Leave for All Other Full-Time Classified Titles: http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html

CUNY Human Resources - Full-Time Skilled Trades Benefits Summary

Unions Representing Classified Staff Employees:

<p><u>Carpenter:</u> UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA 395 Hudson Street New York, NY 10014 (212) 366-7500 fax (212) 675-3118 www.carpenters.org</p>	<p><u>Oiler / Stationary Engineer (CUNY):</u> INTERNATIONAL UNION OF OPERATING ENGINEERS, Local 30 16-16 Whitestone Expressway Whitestone, NY 11357 (718) 847-8484 fax (718) 805-2172 www.iuoe30.org</p>
<p><u>Electrician:</u> INTERNATIONAL BROTHERHOOD OF ELECTRICAL WOKERS, LOCAL 3 158-11 Harry Van Arsdale Jr. Avenue Flushing, NY 11365 (718) 591-4000 fax (718) 570-1004 www.local3.com</p>	<p><u>Painter:</u> LOCAL UNION 1969 CIVIL SERVICE EMPLOYEES DISTRICT COUNCIL 9, IUPAT (Painter's Union) 45-15 36 Street Long Island City, New York 11101 (718) 937-7440 fax (718) 937-4320</p>
<p><u>Locksmith (local 1087) & Laborer (local 924):</u> AMERICAN FEDERATION OF STATE, COUNTY AND MINICIPAL EMPLOYEES DISTRICT COUNCIL 37, AFL-CIO 125 Barclay Street New York, NY 10007 (212) 815 -1000 www.dc37.net</p> <p>Local 924 Local 983 Local 1087</p>	<p><u>Plumbers:</u> PLUMBERS LOCAL 1 50-02 5th Street Long Island City, NY 11101 (718) 738-7500 fax (718) 835-0896 www.ualocal1.org</p>
<p><u>Maintenance Worker:</u> INTERNATIONAL BROTHERHOOD OF TEAMSTERS Local 237 216 West 14th Street New York, NY 10021 (212) 924-2000 www.local237.com</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?

- 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:

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. The e-mail will contain a personalized link to launch the Online Training Program.

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

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

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

Thank you in advance for your participation.



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

John Jay College Human Resources website link:

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

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.

For inquiries, please feel free to e-mail at

AskHR@jjay.cuny.edu