DATE: September 3, 2013

TO: FIT Faculty and Staff

FROM: Arthur E. Brown, Jr.
Vice President for Human Resources Management and Labor Relations

SUBJECT: Updating Vital Statistics, Excused Leave, Time and Attendance and Other Helpful Information

The Office of Human Resources is here to help you – and one way to do that is to periodically provide FIT faculty and staff with some updates on personnel matters. Below you will find reminders of policies and practices that have been in place for some time. On-line links, where available, are provided for your convenience for more detail on each topic. Should you have any questions regarding this or any other human resource issue, please contact the HR Generalist assigned to your School or division. Their names and phone numbers may be accessed from the link below.

Covered in this memo:

- How to reach your HR Generalist
- Time and Attendance
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  - Full-time Employees and Evening Positions
  - Timesheet Submission Schedule
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How to reach your HR Generalist

The Office of Human Resources has several HR Generalists assigned to assist particular client groups. If you have HR related questions, or if you simply aren’t sure who to ask for assistance, call your HR Generalist! If you have any other questions, please feel free to call Eric Odin, Director of Human Resource Services at 7-3671 or the Office of Human Resources at 7-3650. We are committed to providing you with timely and accurate answers to your questions and concerns.

Time and Attendance:

- **College Business / Travel:**

Employees who represent the college at a function authorized by the senior administrator and/or at the request of the President or the President’s designee will be considered to be out on college business. These functions include but are not limited to authorization to attend a conference or meeting or fulfilling any other specific external assignment. **Employee must submit appropriate documentation to their supervisor/chairperson and senior administrator, and receive prior written approval to participate from the supervisor/chairperson and senior administrator.** If travel is involved, these costs must also be approved in advance. You can access the College Business and Travel Request forms on the [HR forms page](http://www.fitnyc.edu/13772.asp).

The current travel policy is available at: [http://www.fitnyc.edu/13772.asp](http://www.fitnyc.edu/13772.asp).

**Personal Business**

Personal Business days may be taken solely to attend to personal business that cannot be conducted outside of the work day such as medical appointments (may be charged to either the personal or sick banks), legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisor when possible. It is recognized that emergencies may arise which prevent such prior notification. However, an explanation must be furnished to the supervisor as soon as feasible.

Full-time employees may use up to five (5) personal business days per academic year (September through August).

Part-time employees may have two personal business absences during the Fall/Winterim period and two during the Spring/Summer period.

Days identified as personal days are drawn from the sick bank. Any unused personal days will be rolled back into the sick bank at the end of the academic year. In the event an employee has used up all personal business days, the President of the College or the President’s designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions may result in the loss of pay.
• **Full-time Employees and Evening Positions**

Full-time employees, who regularly work in evening positions, excluding teaching assignments, must submit timesheets for payment in the pay period directly following when the work was performed. This can be done by logging into MyFIT:

1. Click on the “Employee” tab.
2. On the right hand side, click on “Online Information System.”
3. Under the Main Menu, click on “Employee.”
4. Click on “Time Sheet.”

Please contact the Payroll Department at extension 7-3890, to be registered for online submission of time sheets.

• **Time Sheet Submission and Payroll Schedule:**

The Payroll timesheet submission schedule can be found on MyFIT:

1. Select, “Finance and Administration,”
2. Click on, “Payroll” on the left side column,
3. Select, “Payroll Schedules” and click the schedule that is appropriate for you.

• **Employees and Lunch Periods**

All full-time employees who work six (6) continuous hours or more a day generally will receive one hour (unpaid) for lunch midway through their shift. *Supervisors are not authorized to excuse individuals from taking a lunch break.*

All part-time employees will also generally receive a one hour (unpaid) lunch break, midway through their shift, when they work 6 continuous hours or more a day. Time sheets should reflect the lunch break. For example: While a part-time employee may work 9-5 (8 consecutive hours), he/she should have taken a one-hour unpaid lunch break. The number of hours worked in that day is 7 and should be recorded as 7 hours on the timesheet. *Supervisors are not authorized to excuse part-time individuals from taking a lunch break when they work 6 or more continuous hours.*

Lunch breaks may be reduced during the four-day summer workweek period to one-half hour, but a lunch break must be taken. Further details on summer hours and Friday Closing for the summer months will be distributed at the beginning of the Spring 2013 semester.

• **Leave Reports**

Please remember all full-time employees should submit their leave reports the first week of every month. They are found under the “Online Resources” of the Employee tab within the “MYFIT” portal.
• **Vacation Scheduling**

  Please remember to plan the use of vacation time throughout the academic year to avoid losing time.

  - Non-classroom faculty and classroom assistants are permitted to carry-over up to 15 vacation days from one academic year to the next.
  
  - Staff employees are permitted to carry-over up to 35 days of vacation accruals depending on their date of hire. Please contact HR if you have any specific questions regarding your carry over allowance.
  
  - Security personnel are permitted to carry-over up to a year of vacation accruals.
  
  - Non-bargaining unit employees should contact HR (7-3650) for the carry over policy for their specific title.

• **Sick time**

  Sick leave may be used only for personal illnesses, however, employees may use two (2) sick leave days for care of family members or domestic partners who are ill.

  If for any anticipated or unforeseen reason(s) an employee is unable to work for an extended period of time due to their own serious health condition, the employee will notify his/her supervisor and the Office of Human Resources by phone and file the requisite leave of absence forms with the Office of Human Resources as soon as possible. Supervisors should also inform the Office of Human Resources through their respective HR Generalist as soon as they are made aware that an employee is unable to work due to a serious health condition.

• **Overtime Authorization**

  **All overtime or extra hours require prior approval**

  Overtime requires prior approval before the work takes place to ensure that there is budget to cover payment and that the employee is working within policy limits. Authorization forms must be completed before any overtime or extra hours are worked. Supervisors who allow individuals to work overtime without prior authorization may be subject to disciplinary action.

  To access the [Overtime Authorization Form](http://www.fitnyc.edu/2603.asp) please visit our Forms webpage, scroll down to the Overtime Authorization Form, click to open and fill out the form. Please follow the directions on approval routing listed at the top of the form.
• **Prostate and Mammography Screenings**

New York State law mandates excused leaves of absences, not to exceed four (4) hours on an annual basis, for breast cancer screening (physical exams and mammograms) and prostate cancer screening.

To use the excused leave an employee will bring the *Excused Leave for Mammography and Prostate Screening Form* to their doctor for confirmation that the employee had an appointment for a breast or prostate cancer screening. The employee will submit the form to the Office of Human Resources. The employee will charge his/her sick bank for the four (4) or less hours. Once the Office of Human Resources receives the completed doctor’s form, the employee’s hours will be restored to their time banks.

To access the *Excused Leave for Mammography and Prostate Screening Form*, go to the HR Forms webpage and scroll down to the *Excused Leave for Mammography and Prostate Screening Form*, click to open and print.

• **Limitation of Hours**

Effective Spring 2008, the following policy on the maximum number of hours employees may work in more than one classification was implemented.

- **Part-time staff, non-classroom faculty or classroom assistants** whose scheduled hours are performed in the day may work up to an additional 4 hours per week in a different classification in the evening. Work hours for the primary job are not to be adjusted to accommodate additional employment.
- **Part-time staff, non-classroom faculty or classroom assistants** whose scheduled hours are performed in the evening, may work an additional 4 hours per week in a different classification during the day.
- **Part-time classroom faculty who only teach day** (no evening or weekends) may work up to a maximum of 4 additional hours per week in the evening as a staff, non-classroom faculty or classroom assistants.
- **Part-time classroom faculty who only teach evening** may work up to a maximum of 4 additional hours per week in the day as staff, non-classroom faculty or classroom assistant.
- **Part-time classroom faculty who teach up to 6 hours combined day and evening** may work up to a maximum of 4 additional hours per week in the day or evening as staff, non-classroom faculty or classroom assistant.
- **Part-time classroom faculty teaching day and evening who work more than 6 hours combined day and evening** per week are not eligible to work in any other classifications.
o **Full-time staff, non-classroom faculty and classroom assistants** may teach up to a maximum of 8 hours in the evening per week. Day schedules are not to be adjusted to accommodate evening work.

o **Full-time staff, non-classroom faculty and classroom assistants** who work in their own classification for additional hours in the evening and who may also teach in the evening, the maximum allowed will be 8 hours combined per week. HR must review these assignments on a case by case basis prior to the start of the assignment.

o **Full-time staff, non-classroom faculty or classroom assistants** who teach during the day, must charge their vacation bank for the day hours taught. These individuals require the approval of their supervisor prior to accepting a day teaching assignment. HR must review these assignments on a case by case basis prior to the start of the assignment.

- **Unscheduled Closings**

From time to time, emergency circumstances such as severe weather conditions may require an unscheduled closing by the College. While a decision on whether to cancel classes and/or shut down offices will be based on many considerations, it is important for faculty and staff to proceed in the belief that the college is open and operating until they can otherwise. Do not assume that because other organizations are closing FIT will follow suit.

There are several information sources available where you can check the college’s operating status:

Register for the SUNY Emergency Alert Notification System by logging into [MyFIT](#):

1. Click on the “Announcements & Web Resources” tab, click on “Emergency Messaging System”.
2. Follow the prompts to register how you would like to be notified of an emergency situation.

Phone: Emergency Closing Number—212-217-7792

Internet: FIT Web site—[www.fitnyc.edu](http://www.fitnyc.edu)

While we will continue to notify television and radio stations of our closings, the three methods above will generally have the most accurate and timely information.

Television:

- NY1 News
- WCBS (2)
- WNBC (4)
- WNYW (5)
- WPIX (11)
- News 12 Long Island
- News 12 New Jersey
- News 12 Bronx
- News 12 Westchester
Radio:

- WCBS-AM (880)
- WOR-AM (710)
- WINS-AM (1010)

Please note that the communications will indicate day and/or nighttime class cancellations as well as closure of administrative and service offices.

If the College is officially closed, time banks do not have to be charged. If the College is open and you are unable to come to work due to inclement weather or other emergency situation, you must contact your supervisor immediately or as soon as possible and charge your time off to the appropriate time bank. Failure to contact your supervisor and/or appropriately charge time banks may result in disciplinary action.

**Benefits:**

This year some changes were made to our health benefits. You can access those changes at: [http://www.fitnyc.edu/2099.asp](http://www.fitnyc.edu/2099.asp)

- **Tuition Exemption:**

  One of the benefits FIT offers to its full-time employees, faculty employees working at least 6 hours for and hourly employees working at least 17.5 hours, is exemption from paying tuition and registration fees for all courses offered at the college for their spouse, domestic partner, dependent child/children and retirees.

  As a reminder, employees wishing to register their spouse, domestic partner, dependent child or children for courses at the college must submit a copy of the following documents to the Office of Human Resources:

  - **Dependents** - 1040 (U.S. Individual Income Tax Return) listing the dependent(s)
  - **Spouse** - Marriage certificate
  - **Domestic Partner** - Affidavit or certificate of domestic partnership

  The Office Human Resources will keep the copy of the document on file for any future course registration. If you have further questions, please call 7-3650.

- **Updating Vital Statistics**

  Employees may now update their Home Address and Emergency Contact Information via MyFIT. Your new information will be sent to your Healthcare Provider and to Payroll. If you are
enrolled in any benefits, you may also have to update your records with the Benefits Carriers
directly.

There are two ways to update your Human Resources information:

1. You may choose to come in person to the Office of Human Resources, located at
   236 West 27th Street, 11th floor, and fill out a **Personal Information Change Form**.

2. Or, you may elect to change your information on-line using **MyFIT**:
   a. Click on “Employees” from the tabs menu.
   b. Click on “Online Information System” on the right hand side of the
      screen.
   c. Click on “Personal Information.”
   b. Here you’ll have various options to view your current information as
      well as change your contact information.
   c. Click the option that you want, complete the form and click the Submit
      button.

While we can update your electronic Human Resources records, your direct signature and
authorization is required to update any tax related information. Any changes to your W-4 & IT-
2104 need to be submitted directly to the Payroll Office, located at 236 W. 27th St, 5th Floor.

Please be advised: If you are changing your name, you must first report this to Social Security
Administration and request a new Social Security card. For more information visit the
[Social Security Administration website](#).

If you are a member of the UCE of FIT and/or a member of the UCE of FIT Welfare Trust Fund,
you should also contact that Office at (212) 217-3370 to update your address with them as well.

If you have any questions regarding any of the above information, please contact your HR
Generalist.

**Best wishes for the academic year!**