

# MEMO

---

Date November 9, 2009

From Arthur E. Brown, Jr., Vice President

Department Human Resource Management and Labor Relations

To FIT Community

cc Dr. Joyce F. Brown, President

Subject Excused Leave, Work Hours, Substitutions and Other Helpful Information

The Office of Human Resources is here to help you – and one way to do that is to periodically provide the FIT community with some updates on personnel matters. Below you will find some new and revised policies and some reminders of policies and practices that have been in place for some time. On-line links, when applicable, are listed.

Covered in this memo:

- Updating Vital Statistics
- Excused Leave, Time and Attendance
  - Prostate and Mammography Screenings
  - College Business/Travel
  - Personal Business
  - Full-time Employees and Evening Positions
  - Part-time Employees and Meal Breaks
  - Leave Reports
  - Timesheet Submission
  - Vacation Scheduling
  - Overtime Authorization
- Limitation of Hours
- Unscheduled Closings

### Updating Vital Statistics

*Have you had a change in your address or phone number?  
Please be sure to update your records in the Office of Human Resources.*

To update your information, you may do it on-line at: [www.fitnyc.edu/hr](http://www.fitnyc.edu/hr)

- Click on Forms from the left-hand menu.
- Scroll down and select the *Personal Information Change Form*.
- Fill out the form and click on Submit.

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 to update your address with them as well.

### Excused Leave, Time and Attendance

*Are you unsure about the categories of excused leave?  
Do I have to take a lunch break?  
Where are overtime forms found?*

- Prostate and Mammography Screenings

*Excused leave for 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 forms page of our website: [www.fitnyc.edu/hr](http://www.fitnyc.edu/hr), click to open and print.

- 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 internal or 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. Please complete the new College Business Authorization Form by visiting the forms page of our website: [www.fitnyc.edu/hr](http://www.fitnyc.edu/hr).

- 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 supervisors when possible. It is recognized that emergencies may arise which prevent such prior notification. However, upon return to work an explanation must be furnished to the supervisor if requested.

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.

- Time Sheet Submission:

The Payroll timesheet submission schedule can be found on-line on InsideFIT:

- Scroll down on the left and select Departments
- Select Payroll
- Select Revised 2009 Payroll Schedule, Including PT Changes

- 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. 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 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. Further details on summer hours and Friday Closing this coming summer will be distributed at the beginning of the Spring, 2010 semester.

- Leave Reports

Please remember all full-time employees should submit their leave reports the first week of the month following when the work was performed.

- 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 for the carry over policy for their specific title.

### Sick Time

Sick leave may be used only for personal illness 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 should 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 as soon as they are made aware that an employee is unable to work due to his or her own 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*, go to the forms page of our website: [www.fitnyc.edu/hr](http://www.fitnyc.edu/hr), click to open and fill out the form. Please follow the directions on approval routing listed at the top of the form.

- Limitation of Hours

*I work in more than one classification –  
What are the limitations on hours I can work in each classification?*

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 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 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 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 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 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** are not eligible to work in any other classifications.

- **Full-time staff, non-classroom faculty and classroom assistants** may teach up to a maximum of 8 hours in the evening. Day schedules are not to be adjusted to accommodate evening work.
- **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.
- **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.

If you have any questions, please contact Laura Solomon in the Office of Human Resources at extension 7-3656.

#### Unscheduled Closings

*Will the college be closed if there is a bad snowstorm?  
How do I find out if the college has an unscheduled closing?*

From time to time, emergency circumstances such as severe weather conditions may require an unscheduled closing by the College. A decision on whether to cancel classes and/or shut down offices will be based on many considerations, so that it is important for faculty and staff to proceed in the belief that the college is open and operating until they can confirm definitely to the contrary. That is, 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:

- NYAlert:
  - Get timely announcements in the event of a campus emergency or a weather-related closure of the college. When you sign up for NYAlert, FIT's emergency messaging system, you will receive critical information via text message, email and voicemail. Go to the MyFIT link on the college's website, scroll to the right and click on "Emergency Messaging System" to sign up.
- Phone:
  - If you have a voicemail at the College, check your voicemail message. An announcement will be sent to all College voicemails. You access the voicemail by calling 212-217-8888 and follow the prompts. Or - you may call the Emergency Closing Number - 212-217-7792.
- Internet:
  - FIT Web site—[www.fitnyc.edu](http://www.fitnyc.edu)

- E-mail:
  - E-mail messages will be sent to your College e-mail account.
- Television:
  - NY1 News
  - WCBS(2)
  - WNBC(4)
  - WNYW(5)
  - WABC (7)
  - News 12 Long Island
  - News 12 Bronx
  - News 12 Westchester
  - WPIX (11)
- 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, no time banks will 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 your time off will be charged to your appropriate time bank. Failure to contact your supervisor and/or appropriately charge time banks may result in disciplinary action.

Please do not hesitate to contact the Office of Human Resources at 7-3650 with any questions. We are committed to providing you with timely, accurate and consistent answers to your questions and concerns.