

DATE: September 27, 2011

TO: FIT Community

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 the FIT community with some updates on personnel matters. Below you will find new information on the tuition exemption policy 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:

- ***NEW – Tuition Exemption***
- Updating Vital Statistics
- Excused Leave, Time and Attendance
 - Prostate and Mammography Screenings
 - College Business / Travel
 - Personal Business
 - Full-time Employees and Evening Positions
 - Timesheet Submission Schedule
 - Employees and Lunch Periods
 - Leave Reports
 - Vacation Scheduling
 - Sick Time
 - Overtime Authorization
- Limitation of Hours
- Unscheduled Closings

Tuition Exemption - NEW

What documents do I need to submit to Human Resources to register my spouse, domestic partner or dependent child for a course?

One of the benefits FIT offers to its full-time employees and employees working at least one half (1/2) of a full-time work load 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 do not have these documents, please contact Human Resources to discuss other acceptable documents in lieu of the above. If you have further questions, please call 7-3650.

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.*

There are two ways to update your information:

1. You may 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. You may do it on-line at: www.fitnyc.edu
 - a. Click on About from the menu.
 - b. Click on Human Resources on the left-hand side.
 - c. Click on Forms.
 - b. Scroll down and select the *Employee Personal Information Change Form*.
 - c. 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 Prostrate 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 Prostrate Screening Form*, go to the Forms webpage, as in the directions above for Updating Vital Statistics, and scroll down to the *Excused Leave for Mammography and Prostrate Screening Form*, 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 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 HR Forms webpage.

- 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. This can be done by logging into the My FIT portal:

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 Angela Palumbo, Director of Payroll, at extension 73897, to be registered for online submission of time sheets.

- Time Sheet Submission Schedule:

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

1. Select Departments
2. Scroll down and select Payroll
3. Select 2011 Payroll Schedule

- 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.

- 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* hours 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 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 whenever possible and subsequently 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 during 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*, 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.

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. HR must review these assignments on a case by case basis prior to the start of the assignment.
- **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.

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:

Register for the SUNY Emergency Alert Notification System by logging into the My FIT portal:

1. Under My FIT Web Resources, 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

Television:

- NY1 News
- WCBS (2)
- WNBC (4)
- WNYW (5)
- WPIX (11)
- WWOR (9)
- 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, 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. Your time off must be charged to the 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.