Executive Compensation Plan (ECP) Onboarding Guide

Office of Human Resources
Executive Compensation Plan Onboarding Guide
Welcome to CCNY!

We are thrilled to have you become a part of the CCNY Team!
We look forward to a long and successful journey together.
City University of New York (CUNY)

The City University of New York is the nation’s largest urban public university, a transformative engine of social mobility that is a critical component of the lifeblood of New York City. Founded in 1847 as the nation’s first free public institution of higher education, CUNY today has 25 colleges spread across New York City’s five boroughs, serving 243,000 degree-seeking students of all ages and awarding 55,000 degrees each year. More than 80 percent of the University’s graduates stay in New York, contributing to all aspects of the city’s economic, civic and cultural life and diversifying the city’s workforce in every sector. The University’s historic mission continues to this day: provide a public first-rate education to all students, regardless of means or background.

The mission of The City University of New York is embodied in state education law, Article 125, Section 6201, as the finding and intent of the New York State Legislature. For more information, please follow the link- https://www.cuny.edu/about/
Félix V. Matos Rodríguez has served as the eighth Chancellor of The City University of New York (CUNY) since 2019, focusing his tenure on championing student equity across the University system. Chancellor Matos Rodríguez, whose historic appointment makes him the first educator of color and the first Latino to lead the nation's largest urban university, oversees a system of 25 colleges with an enrollment of over 243,000 degree-seeking students, over 185,000 adult and continuing education students, and an operating budget of $3.8 billion.
CUNY Central Offices

Doriane K. Gloria
Senior Vice Chancellor for University Human Resources
Office of Human Resources Management (OHRM)

205 East 42nd Street, New York, NY 10017
HR Operations
Strategic Planning
Recruitment and Diversity
Campus HR Advisory Services
Office of Labor Relations
Office of the General Counsel/Legal Affairs

395 Hudson Street, New York, NY 10014
CUNYfirst - HCM Client Support Services
Payroll Systems, Operations and Solutions
Professional Development and Learning Management
Project Management
Shared Services
Benefits
Unemployment Insurance
Workers Compensation

555 West 57th Street, New York, NY 10019
Payroll Systems Operations and Solutions
CUNY Central Office

205 East 42nd Street, New York, NY 10017

Derek Davis
Senior Vice Chancellor for Legal Affairs & General Counsel
Office of the General Counsel/Legal Affairs
- Legal Affairs
- General Counsel
- Ethics

Pamela S. Silverblatt
Senior Vice Chancellor for Labor Relations
Office of Labor Relations
- Instructional and Classified Staff Labor Relations
- Labor Hearings and Appeals

230 West 41st Street, New York, NY, 10036

Christina Chiappa, Interim
Vice Chancellor for Budget and Finance & Chief Financial Officer
Budget & Finance for the University

395 Hudson Street, New York, NY 10014
Eusebio Formoso
Vice Chancellor for Information Technology & University Chief Information Officer Computing & Information Services

555 West 57th Street, 16th Floor
Eusebio Formoso
Vice Chancellor for Information Technology & University Chief Information Officer Computing & Information Services
CUNY Colleges

- Baruch College
- Borough of Manhattan Community College
- Bronx Community College
- Brooklyn College
- College of Staten Island
- Craig Newmark Graduate School of Journalism
- CUNY Graduate Center
- CUNY Graduate School of Public Health and Health Policy
- CUNY School of Labor and Urban Studies
- CUNY School of Law
- CUNY School of Professional Studies
- Guttman Community College
- Hostos Community College
- Hunter College
- John Jay College of Criminal Justice
- Kingsborough Community College
- LaGuardia Community College
- Lehman College
- Macaulay Honors College
- Medgar Evers College
- New York City College of Technology (City Tech)
- Queens College
- Queensborough Community College
- The City College of New York
- York College

https://www.cuny.edu/about/colleges-schools
EXECUTIVE SALARY AND COMPENSATION PLAN (ECP)

• ECP members serve at the highest ranks of managerial and confidential employees, not subject to representation through collective bargaining
• The Plan enables the University to attract talent from outside the University, retain talent within the University’s ranks, and offer competitive salaries
• ECP staff serve in positions charged with leading the University and its constituent Colleges, under the policy direction of the Board of Trustees. Acting in accordance with the Bylaws, they shape, guide, interpret, and embody the mission of the institution, performing a public trust that extends beyond the particulars of their assignments. Through their knowledge, experience, and leadership, they transform that trust and that mission into academic programs, student services, and administrative systems.
• They are held accountable that these programs, services, and systems:
  i. Respond to the educational needs of the diverse student population served by CUNY
  ii. Support the responsibilities of the faculty
  iii. Are effectively implemented
  iv. Operate fairly and efficiently
  v. Conform to the highest principles of public service
  vi. Demonstrate a commitment to accountability and transparency
  vii. Conduct themselves in an ethical manner
The positions covered by the ECP Plan involve very significant independent management and executive responsibilities, including representation of the University and the Colleges to internal constituents and to external public and private entities. The ECP Plan:

I. Enables executives to align their individual goals with the CUNY system's and Colleges' goals
II. Creates a framework for goal setting and performance evaluation
III. Focuses on results and behaviors
IV. Creates connections between performance and rewards.
CUNY ECP Contract Titles

- Chancellor
- Executive Vice Chancellor
- Senior Vice Chancellor
- Vice Chancellor
- Associate Vice Chancellor
- Assistant Vice Chancellor
- University Administrator
- University Associate Administrator
- University Assistant Administrator
- President
- Senior Vice President
- Vice President
- Assistant Vice President
- Administrator
- Associate Administrator
- Assistant Administrator
- Dean
- Associate Dean
- Assistant Dean
- Dean and President of the CUNY School of Law
- Dean and President of the Graduate School of Journalism
- Dean and President of the Macaulay Honors College
- Dean and President of the School of Public Health and Health Policy
- Dean and President of the School of Professional Studies
- Secretary of the Board
- CUNY wide and Professional School Senior Associate Dean
- CUNY-wide and Professional School Assistant Dean
- CUNY-wide and Professional School Senior Associate Administrator
- CUNY-wide and Professional School Associate Dean
- CUNY-wide and Professional School Associate Administrator
- CUNY-wide and Professional School Assistant Administrator
<table>
<thead>
<tr>
<th>Name</th>
<th>Contract Title</th>
<th>Functional Title</th>
<th>Work Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Vincent Boudreau</td>
<td>President</td>
<td>President</td>
<td><a href="mailto:vboudreau@ccny.cuny.edu">vboudreau@ccny.cuny.edu</a></td>
<td>H E Wille Administration Bldg.</td>
</tr>
<tr>
<td>Tony Liss</td>
<td>Senior Vice President</td>
<td>Senior Vice President of Academic Affairs and Provost</td>
<td><a href="mailto:tliss@ccny.cuny.edu">tliss@ccny.cuny.edu</a></td>
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<td>Doliski (Dee Dee) Mozeleski</td>
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<td>Vice President and Executive Director of OOIAC</td>
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<td>Shepard Hall</td>
</tr>
<tr>
<td>Scott Gurba</td>
<td>Senior VP and COO</td>
<td>Senior Vice President and Chief Operating Officer</td>
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<tr>
<td>vacant</td>
<td>Vice President</td>
<td>Vice President and Chief Financial Officer</td>
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<td>Vice President of IT and Chief Information Officer</td>
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<td>Celia Lloyd</td>
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<td>Vice President of Student Affairs and Enrollment</td>
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<td>H E Wille Administration Bldg.</td>
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<td>Assistant Vice President</td>
<td>Associate Provost</td>
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<td>H E Wille Administration Bldg.</td>
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<tr>
<td>Paul Occhiogrosso</td>
<td>Administrator</td>
<td>Executive Counsel to President</td>
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<tr>
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<td>Ramon De Los Santos</td>
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<td>Student Affairs</td>
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</table>
## Current City College of New York ECP Employees: Dean Series

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Carmen Green</td>
<td>Dean</td>
<td>Dean of the CUNY School of Medicine</td>
<td><a href="mailto:carmeng@med.cuny.edu">carmeng@med.cuny.edu</a></td>
<td>Harris Hall</td>
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<tr>
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<td>Dean of Colin Powell School for Civic and Global Leadership</td>
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<td>North Academic Center</td>
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<td>North Academic Center</td>
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<td>North Academic Center</td>
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<tr>
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<td>Spitzer School of Architecture</td>
</tr>
</tbody>
</table>
The City College of New York Deans & Department Chairs  
(as of 8/2023)

**Division of Humanities and the Arts:** Interim Dean Renata Miller

- Art Department Chair: Thomas Thayer 7/1/2022 - 6/30/2025
- English Department Chair: Elizabeth Mazzola 7/1/2021 - 6/30/2024
- Classical and Modern Languages and Literatures Department Chair: Angel Estevez 7/1/2021 - 6/30/2024
- History Department Chair: Anne Kornhauser 7/1/2023 - 6/30/2026
- Media and Communication Arts Department Chair: Gerardo Blumenkrantz 7/1/2023 - 6/30/2026
- Music Department Chair: Michael Holober 7/1/2023 - 6/30/2024
- Philosophy Department Chair: Benjamin Vilhauer 7/1/2023 - 6/30/2026
- Theatre and Speech Department Chair: Jennifer Tuttle 7/1/2020 - 6/30/2023

**Division of Science:** Dean Susan Perkins

- Biology Department Chair: David Lohman 7/1/2023 - 6/30/2026
- Chemistry and Biochemistry Department Chair: Stephen O'Brien 7/1/2023 - 6/30/2026
- Earth and Atmospheric Sciences Department Chair: Z. Johnny Luo 7/1/2022 - 6/30/2025
- Mathematics Department Chair: Alina Vdovina 7/1/2021 - 6/30/2024
- Physics Department Chair: Sebastian Franco 7/1/2022 - 6/30/2025
The City College of New York Deans & Department Chairs
(As of 8/2023) Cont’d

Colin Powell School for Civic and Global Leadership: Dean Andrew Rich

- Anthropology, Gender Studies and International Studies
  Department Chair: Irina Silber 7/1/2023 - 6/30/2026
- Economics and Business Department Chair: Prabal K. De 7/1/2021 - 6/30/2024
- Political Science Department Chair: Bruce Cronin 8/25/2023-8/27/2024
- Psychology Department Chair: Robert Melara 7/1/2022 - 6/30/2025
- Sociology Department Chair: Yana Kucheva 7/1/2021 - 6/30/2024

Division of Interdisciplinary Studies at CWE: Dean Juan Carlos Mercado

- Interdisciplinary Arts and Sciences Department Chair: Carlos Aguasaco 7/1/2021 - 6/30/2024

Library: Dean and Chief Librarian Mario H. Ramirez 7/1/2023-6/30/2024

Bernard and Anne Spitzer School of Architecture: Dean Marta Gutman

- Architecture Department Chair: Sean Weiss 7/1/2022-6/30/2025

SEEK Director and Chair: Sherri Rings 7/1/2021-6/30/2024
The City College of New York Deans & Department Chairs
(As of 8/2023) Cont’d

CUNY School of Medicine: Dean Carmen Green
● Community Health and Social Medicine Department Chair: Omrana Pasha-Razzak
● Medical Education Department Chair: Michael Iannuzzi
● Molecular, Cellular, and Biomedical Department Chair: John Martin

School of Education: Dean Edwin Lamboy
● Teaching & Learning Department Chair: Laura Gellert 7/1/2021 - 6/30/2024
● Learning, Leadership, and Culture Department Chair: Christopher Yawn 7/1/2021 - 6/30/2024

Grove School of Engineering: Dean Alexander Couzis
● Biomedical Engineering Department Chair: Mitchell Schaffler 7/1/2022 - 6/30/2025
● Chemical Engineering Department Chair: Marco Castaldi 7/1/2023 - 6/30/2026
● Civil Engineering Department Chair: Ann E. Wittig 7/1/2022 - 6/30/2025
● Computer Sciences Department Chair: Akira Kawaguchi 7/1/2021 - 6/30/2024
● Electrical Engineering Department Chair: Roger Dorsinville 7/1/2021 - 6/30/2024
● Mechanical Engineering Department Chair: Feridun Delale 7/1/2023 - 6/30/2026
INSTRUCTIONAL STAFF OVERVIEW
(TEACHING AND NON-TEACHING)

TEACHING STAFF
• Full-time Faculty (Professorial & Non-Professorial)
• Adjunct faculty (Professorial & Non-Professorial)

NON-TEACHING STAFF:
• Higher Education Officer Series (HEOs) – Administrative staff
• College Laboratory Technician Series (CLTs) and Adjunct CLTs – Academic departments only
• Research Associates and Research Assistants – Academic Departments only
• Non-Teaching Adjuncts

CLASSIFICATION AND APPOINTMENTS
• Fair Labor Standards Act (FLSA) – Exempt / Non-Exempt
• Excluded / Included (Collective Bargaining Unit - PSC)
• Appointments
  - Tenure track
  - Tenured
  - Certificate of Continuous Employment (CCE) for Lecturers
  - Certificate of Continual Administrative Service (CCA /13.3 b) for Higher Education Officer series
  - Acting
  - Annual (Excluded titles)
  - Substitute (specific periods for faculty, CLTs and HEO series)
INSTRUCTIONAL STAFF OVERVIEW
CLASSIFICATION AND APPOINTMENTS

- Fair Labor Standards Act (FLSA) – Exempt / Non-Exempt
- Excluded / Included (Collective Bargaining Unit - PSC)
- Appointments
  - Tenure track
  - Tenured
  - Certificate of Continuous Employment (CCE) for Lecturers
  - Certificate of Continual Administrative Service (CCA /13.3 b) for Higher Education Officer series
  - Acting
  - Annual (Excluded titles)
  - Substitute (specific periods for faculty, CLTs and HEO series)
- Minimum qualifications for most titles are listed in the Code of Practice
- Recruitment and retention efforts are assigned to college search committees under affirmative action guidelines
- Campus HR coordinates recruitment and retention efforts with various constituent offices on campus – for e.g., faculty recruitment is coordinated with the campus Office of Academic Affairs):
  - CUNYFirst Talent Acquisition Management
  - College Governance process
  - HEO Screening Committee
CLASSIFICATION OF CLASSIFIED STAFF

THERE ARE 4 CLASSES WITHIN THE CLASSIFIED STAFF:

COMPETITIVE CLASS:
- Positions are filled through competitive examination governed by CUNY and New York State civil service rules and law
- Positions are filled from lists of candidates based on examination scores
- Positions are filled on a PROBABLE PERMANENT basis for one year with evaluations scheduled periodically
- If the employee successfully completes the probable permanent appointment, he/she becomes PERMANENT, which gives employee certain rights under the law
- If there is no list, a search may be conducted to fill a position as PROVISIONAL
- Some positions may be filled as TEMPORARY for three months, subject to limitations

NON-COMPETITIVE CLASS:
- Employees are not subject to examinations because of minimal qualifications and high turnover (Custodial Assistant) or if the title is otherwise licensed (Nurse)
- Positions are filled through a search

LABOR:
- Positions reserved for certain titles that do not have minimum education or experience requirements
- Laborer-only title used at CCNY
- Positions are filled through a search

CIVIL SERVICE EXEMPT
- Rare exceptions to Civil Service processes for 3 Central Office titles only
- Secretary to the Civil Service Commission
- University Security Director
- Deputy University Security Director

www.cuny.edu/about/administration/offices/hr/policies-and-procedures/personnel-policy-bulletin/
Blue Collar Agreement 2009-2016 and 2009-2017
https://www.cuny.edu/about/administration/offices/labor-relations/labor-contracts/
CLASSIFIED STAFF OVERVIEW & BARGAINING AGREEMENTS

- Subject to Civil Service Rules and Personnel Policy Bulletins (PPBs) which are online and accessible through the CUNY’s Office of Human Resources Management (OHRM) website
- Classified positions default to the Competitive Class, which means that candidates must compete for jobs through the exam process
- CUNY Civil Service Commission is required to place positions in Non-competitive, Exempt, or Labor classes

Classified Managerial – non-union (See PPBs)

White Collar Contract
- Accounting
- Clerical
- College Assistant
- Information Technology

Blue Collar Contract
- Public Safety
- Custodial
- Motor Vehicle Operators

Skilled Trades are subject to the City of New York Comptroller’s determination
CUNY’s Classified Staff Titles are covered by the various Labor Contracts. Specifically, White Collar and Blue Collar Agreements and NYC Comptroller’s Consent Determinations.

Classified Titles are also subject to Civil Service Rules and Regulations and Personnel Policy Bulletins (PPBs) which are online and accessible through the CUNY’s Office of Human Resources Management (OHRM) website.

Most Classified positions default to the Competitive Class, which means that candidates must compete for jobs through the exam process.

Other title classifications include Non-competitive or Labor Classes, in which positions are filled through the search process.

White Collar Titles categories include the following:
- Accounting
- Clerical
- Information Technology
- College Assistant (Part-time title)

Blue Collar Titles categories include the following:
- Public Safety
- Custodial
- Motor Vehicle Operators

NYC Comptroller’s Consent Determinations cover Skilled Trades Titles, such as the following: Carpenter, Electrician, Plumber, Stationary Engineer.

Classified Managerial Titles
- Managerial Civil Service Titles.
- No union representation.
• CUNYfirst (CUNY’s Fully Integrated Resources & Services Tool) – PeopleSoft based resource that manages the daily activities of students, faculty, and staff through three main work pillars – Campus Solutions, Human Capital Management (HR), and Financials.

• EMPL ID – Employee Identification number is a unique numerical identifier assigned to each CUNY employee. It is used in lieu of the social security number to identify employees in CUNYfirst.

• N Number – Payroll Identification number is unique identifier assigned to CUNY (State) employees by The Office of the New York State Comptroller (OSC), NYS Payroll System. It is used in lieu of the social security number, to identify employees in the NYS Payroll System. The N Number can be found on a NYS OSC issued paystub. Questions regarding N Numbers may be addressed to CCNY’s Payroll Services at payrollservices@ccny.cuny.edu.

• PAF – Personnel Action Form is used to process employee actions such as, but not limited to appointments (hires), terminations, transfers and salary changes.

• VRB – Vacancy Review Board, created by CUNY to review personnel action requests from campuses that are considered exceptions relative to the University’s hiring freeze. Personnel actions in question during a hiring freeze include new positions and promotions.

• Tumbleweed – Secure transport system used to provide secure file transfer of critical business files, financial transactions and sensitive personal data. The College’s Payroll is submitted to CUNY Payroll via Tumbleweed every two weeks.

• Research Foundation (RF) – is a non-profit education corporation that assists the University in the identification of opportunities, procurement, use and disposition of funds from the federal, state, and municipal government and other sources to support all research and sponsored programs at the University.

• Blackboard – is a web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning.

• HRC (Human Resources Coordinator) – Department specific liaison to Human Resources
ONBOARDING

• The Onboarding Process begins with HR’s New Hire Packet.

• The New Hire Packet consists of the following documents:
  ✓ PAF
  ✓ Payroll forms
  ✓ CUNY Employment Application
    Parts One through Four
  ✓ CUNY Print & Sign Forms
  ✓ Form I-9
ONBOARDING – CUNY PRINT & SIGN FORMS

- The CUNY Print & Sign forms consist of the following:
  - Personal Data Form
  - Emergency Contact Information
  - Statement of Citizenship
  - Emergency Evacuation Assistance
  - Voluntary Self-Identification for Employees
  - Veteran Status
  - Voluntary Self-Identification of Disability
  - Orientation for IT Security
  - Oath Upon Appointment
  - CUNY Policy Checklist
  - Authorization to Release Reference Information
ONBOARDING – PERSONNEL ACTION FORM (PAF)

• The PAF is what informs HR of what action to take.
• This document is typically completed by your department and partially completed by you.
• It includes biographical, pay, and other important information.
ONBOARDING – CUNY NEW HIRE APPLICATION
PART 1 THROUGH 4

• The CUNY New Hire Application consists of four parts that must be completed and signed.

• Part 1 – Educational and Professional Background

• Part 2 – Confidential Criminal Background

• Part 3 – Public Service Certifications and Pension/Retirement Benefits

• Part 4 – Additional Licenses and Certifications
ONBOARDING – PAYROLL FORMS

- Payroll Forms include the IRS Form W-4, NYS IT-2104, and a Direct Deposit form.
- W-4 – Federal Tax Withholding Form
- IT-2104 – NY State Tax Withholding Form
- Direct Deposit Form – The form needed to enroll in direct deposit. This form MUST be paired with a copy of a voided check.
- If you require any assistance with completing a tax withholding form, you should consult a tax professional.
ONBOARDING – FORM I-9

• Form I-9 verifies your identify and your authorization to work.

• Page 1 must be completed by you, the employee.

• Page 2 must be completed by your Department HRC

• Page 3 is the List of Acceptable Documents you may present to your Department HRC to verify your identity and your authorization to work.
CHOOSING A PENSION PLAN!
YOUR CHOICES ARE...

• Teachers’ Retirement System of the City of NY (TRS)
• TIAA-CREF - (Optional Retirement Program)
• NYC Employees’ Retirement System (ERS) (only as a Transferred Contributor)
• Board of Education Retirement System (BOERS) (only as a Transferred Contributor)

*Please note: New employees have 30 days from appointment date to choose a retirement plan. If no choice is made within 30 days, New York State Education Law Section 6253 mandates that the employee be assigned to TRS*
UNIVERSITY BENEFITS

- University Health Benefits program
- PSC-CUNY Welfare Fund Benefits
- Pension plans
- Alternative Funding Vehicles
- Tax Deferred Annuity Savings
- Flexible Spending Accounts
- FMLA, Annual and Temporary Disability Leaves
- Other Leaves – Paid Parental Leave, Donated Sick Leave, Catastrophic Leave
- Retirement and Retiree Health Benefits
- Other benefits – COBRA
- College Savings Plans
- Federal Credit Unions
- Transit Benefit
- Tuition Waivers
You’ve Completed and Submitted all of your onboarding paperwork. Now what?
EMAIL, CUNYFIRST (CF) & BLACKBOARD ACCESS

• Once your Onboarding Paperwork is processed, your CUNYFirst and email accounts will be created.

• IT will notify your supervisor of your email address and CUNYFirst EMPL ID, which is required to access your CF and Blackboard accounts.

• Your supervisor will provide you with your email address and CF EMPL ID.
ACTIVATE YOUR EMAIL ACCOUNT

• All official CCNY communications will be sent to your CCNY email account.
• You must activate your email account in order to begin using it.
• To activate your email account, visit https://www.ccny.cuny.edu/it/e-mail, under Faculty/Staff click ‘Activate Account’
• On the following page, select Option A to activate your email account.
• You will then be prompted to enter your personal information and a new password.
• Once completed, your email account will be activated.
CLAIM YOUR CUNYFIRST ACCOUNT

- To begin using CUNYfirst and Blackboard you must first claim your CF account.
- To claim your CF account, go to https://home.cunyfirst.cuny.edu/.
- On the Login page, click ‘New User’ (first name.last name.last two digits of EMPL ID @login.cuny.edu)
- You will then be prompted to enter your personal information and a new password.
- Once completed, your CUNYfirst account will be activated.
TIMESHEET

• Employees must complete the electronic timesheet via the e-Central Timekeeping portal on a monthly basis: https://portal.ccny.cuny.edu/depts/hr/timesheet/signin.php
• Timesheets are due the following Monday after payday
• An Instructional videos are available online: https://www.ccny.cuny.edu/hr/electronic-central-timekeeping-portal-e-ct
• For questions: Please contact-timeandleave@ccny.cuny.edu
WORKLOAD

- The work week for employees in the ECP plan consists of no fewer than 35 hours, as assigned by the Chancellor or President (or his/her designee). It is expected that staff in ECP positions will devote the time necessary to accomplish all required work. Regulations established by the College or the University's Office of Human Resources Management concerning time and leave accounting and record-keeping shall be observed by persons in positions in the ECP.
The primary obligation of staff in ECP positions is to provide service to The City University of New York. As executives, all ECP staff members are expected to be available to fulfill their professional obligations at all times. Thus, staff in ECP positions shall not normally receive extra compensation for teaching or non-teaching work performed for the University. A request from a President or from a member of the Chancellery for an exception to permit an ECP staff member to receive additional compensation for teaching or other work performed outside of normally assigned hours requires the approval of the Vice Chancellor for Human Resources Management.

Staff in ECP positions shall, upon approval of the President or, in the case of the University’s Central Office, the Chancellor, be permitted to engage in outside consultation and professional activities up to a maximum of two (2) work days per month, for a total of 24 work days per year. Work days on which such consultation activities occur shall be charged to annual leave. Outside activities may not interfere with the executive’s primary commitment to CUNY.
The Service Desk’s mission is to effectively and efficiently serve as the primary point of contact for students, faculty, and staff seeking a resolution to IT services provided by the college and IT services provided by the Office of Information Technology (e.g. laptops, mobile devices, software, hardware, and operating systems). We ensure that all possible measures are taken to troubleshoot and resolve the issue in a timely manner.

To submit a service request or incident e-mail us at the Service Desk (servicedesk@ccny.cuny.edu). Please make sure to include a full description of your problem. Please make sure include the following information:

- Description of Incident/Request: Name:
- Department:
- Work Number:
- Cell Phone Number:
- CCNY Email:
- Location(s):
- Model #s of the device and/or computer: (If Applicable)
- CIT #s: (If Applicable)
- Availability

servicedesk@ccny.cuny.edu
PAYROLL

• Payments are produced by the NYS Office of the State Comptroller.
• We strongly encourage submitting your new hire paperwork early to your department HRC to avoid any delays in your first paycheck.
• Your first paycheck will be mailed to the home address indicated on your PAF and is expected to arrive on or close to the day your paycheck is due.
• For subsequent payments, we strongly encourage you to enroll in Direct Deposit to avoid any paychecks becoming lost in transit. Please note that check replacements may take 6-8 weeks.
• Paystubs are mailed to your home address on or close to the day your direct deposit is due.
• For any additional questions regarding your payroll, please contact payrollservices@ccny.cuny.edu.
CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

How to submit the request via CUNYfirst to activate the NY.gov account:
• Log into CUNYfirst - After logging in, select the following:
  • Human Capital Management from the CUNYfirst homepage menu.
  • Click on top center drop down menu and click on Employee Self Service
  • Select Other Employee Tasks (1). From the left hand side menu, select New York State Payroll Online.
  • Review the content under New York State Payroll Online (NYSPO) – NY.gov Account Activation Request. To submit your request, select the checkbox confirming that you’ve read the content and Submit.

After you formally submit your request in CUNYfirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYfirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYFirst, you will experience issues accessing NYSPO. Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information. For additional information and New York State Payroll Online (NYSPO) resources, please visit https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb. For inquiries pertaining to NYSPO to, please contact University Payroll Security at University_Payroll_Security_Adm@cuny.edu.
Accessing Campus
Accessing Campus

Campus Map

- Shepard Hall
- Steinman Hall - The Grove School of Engineering
- Bascom Hall
- Compton-Goethals Hall
- Townsend Harris Hall - CUNY School of Medicine
- Wingate Hall
- North Academic Center (NAC)
- Marshak Science Building
- Wible Administration Building
- Spitzer Hall - The Spitzer School of Architecture
- Aaron Davis Hall
- Schiff House - Child Development Center
- The Towers
- City College Center for Innovation & Entrepreneurship
- CUNY Advanced Science Research Center

CCNY Shuttle Bus
Shuttle will pick up and drop off at the location. Shuttle runs between W125, W145 and Marshak.

Handicapped Access
Access to Nat Holman Gym and Rooms 20 thru 28 only.
PARKING

THE PARKING DESK - NAC 4/201

- Our hours are 9:00 AM to 4:30 PM Monday to Friday (except for Summer Hours)
  Please feel free to email parking@ccny.cuny.edu
- Live Parking Information is available Monday to Friday 9:00 AM to 4:30 PM by calling (212) 650-7183 or drop by NAC 4/201

PARKING SALES JULY 1 to JUNE 30.

Parking sales for the period July 2022 to June 2023 went on sale on Monday, May 9th. Day parking permits and St. Nicholas Terrace permits are for CCNY Faculty and Staff only. They are not available to students including students working part time as College Assistants or similar titles. Students may purchase evening permits. As always parking permits are available on a first come first served basis. Once we sell out you will have to put your name on a waiting list.

PLEASE FEEL FREE TO PICK YOUR PERMIT UP AFTER YOU PAY AT THE BURSAR

THERE WILL BE NO REDUCED RATE FOR PARKING PERMITS THERE IS NO DISCOUNT FOR ALTERNATE FUEL VEHICLES

THE PERMITS WILL COST: DAY PERMITS: $600 for the year with the option to pay in 2 installments of $300 (the 2nd installment will be due before January - look for the email) EVENING PERMITS: $300 for the year payable in 2 installments of $150 ST. NICHOLAS TERRACE PERMITS: Free to CCNY Faculty and Staff (Not to Students)

- Payment must be made at the College Bursar in person, or you can have a co-worker or other designee pay for you as long as they have copies of your ID card with EMPL ID number (the Bursar needs EMPL ID numbers for all transactions). Please check the Bursar’s website for their hours https://www.ccny.cuny.edu/bursar. The Bursar does not accept online or mail in payments for parking. Payments must be made with cash, check or money order made out to THE CITY COLLEGE OF NEW YORK. Credit cards or debit cards are not accepted for Parking payments but there are ATM machines located throughout the campus.
- To save time at the Bursar please fill out the form below and present it to the cashier: https://www.ccny.cuny.edu/sites/default/files/2022-05/BURSAR%20Parking%...

Pay at the Bursar then bring your original Bursar’s receipt to the Public Safety Office, NAC 4/201 Monday to Friday from 9:00 AM to 4:00 PM, along with your completed parking application and photocopies of the required documentation. Bringing photocopies will cut the time you spend at the Parking Desk to less than half. You can send your document packet using the College's SECURE TRANSFER email (see below for the links). If you are applying for a paid parking permit then the document package you send MUST INCLUDE a copy of your paid Bursar’s receipt. You or your designee will still have to pay at the Bursar and you will still have to pick up your physical parking permit.

WE WILL NOT HOLD A PERMIT FOR YOU WITHOUT A COPY OF YOUR PAID BURSAR’S RECEIPT.

THE SECURE TRANSFER LINK: https://securetransfer.ccny.cuny.edu/

INSTRUCTIONS FOR SECURE TRANSFER: https://www.ccny.cuny.edu/it/sending-and-receiving-sensitive-or-large-files-secure-transfer

REQUIRED DOCUMENTS: Fillable applications for parking can be found online at BURSAR PARKING FORM
Our mission is to provide a safe environment to work, live and learn. We do this by protecting the life and property of all students, faculty, staff and visitors. We carry out our mission regardless of one’s race, color, religion or creed, national origin, ancestry, citizenship status, sex, pregnancy, sexual orientation or gender identity, age, physical or mental disability or veterans’ status.

The Department of Public Safety employs highly trained, full time Peace Officers and Security Guards. We maintain close ties with the New York City Police Department; we are in regular contact with the local precincts where incidents are reviewed, and deployment is analyzed in order to better serve the College. We are here to serve our community 24 hours a day, 365 days a year by patrolling the campus and surrounding area in marked vehicles, by staffing fixed posts, by monitoring closed circuit television cameras, and other protective measures. We are trained to be both proactive and reactive. We also advise our community of crime trends and other safety issues via emails, by posting alerts on this web page and by using CUNYAlert, a mass notification system.

There is a free College Shuttle Service that loops around the campus. It also goes to the nearest subway stations. Check this website for exact stops and times.

You can reach us 24 hours a day at (212) 650-6911. FOR EMERGENCIES (212) 650-7777. General Number (212) 650-7991. Email: PUBLICSAFETY@CCNY.CUNY.EDU

Location: North Academic Building (NAC) 4/201
LIST OF RESOURCES

CUNY Board of Trustees’ Bylaws  http://policy.cuny.edu/bylaws/#Navigation_Location


PCS Contract  https://psc-cuny.org/salary-schedules/

Collective Bargaining Agreements - PSC; DC-37 White Collar; DC-37 Blue Collar  http://www.cuny.edu/about/administration/offices/lr/lr-contracts.html

CUNY Office Of Human Resources Management  http://www.cuny.edu/about/administration/offices/ohrm.html

CUNY Office Of Labor Relations  http://www.cuny.edu/about/administration/offices/lr/olr.html

CUNY Academic Affairs Website  http://www.cuny.edu/academics.html

- Campus Governance Plan
- Campus Faculty And Chairperson’s Handbooks
- Campus Employee Handbooks: Instructional
  Classified
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<tr>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Kisha Shrouder, Executive Director of Human Resources</td>
<td>7505</td>
<td><a href="mailto:kshrouder@ccny.cuny.edu">kshrouder@ccny.cuny.edu</a></td>
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<tr>
<td>Amrita Saimpla, HR Generalist for Non-Teaching</td>
<td>7515</td>
<td><a href="mailto:asaimpla@ccny.cuny.edu">asaimpla@ccny.cuny.edu</a></td>
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<td>Bryant Dohm, Business Data &amp; Reporting Analyst for</td>
<td>6065</td>
<td><a href="mailto:sdohm@ccny.cuny.edu">sdohm@ccny.cuny.edu</a></td>
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<td>Classified Staff Services</td>
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<tr>
<td>Marta Palacio, IT Business Data Representative Analyst 2</td>
<td>7672</td>
<td><a href="mailto:bpalacio@ccny.cuny.edu">bpalacio@ccny.cuny.edu</a></td>
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<tr>
<td>Joshua Gano, HR Assistant</td>
<td>7512</td>
<td><a href="mailto:jgano@ccny.cuny.edu">jgano@ccny.cuny.edu</a></td>
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<tr>
<td>Daniel Ahmed, HR Coordinator</td>
<td>7226</td>
<td><a href="mailto:dahmed@ccny.cuny.edu">dahmed@ccny.cuny.edu</a></td>
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<tr>
<td>Chelsey Tejeda, HR Coordinator</td>
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<tr>
<td>Rita Brackeen, HR Assistant</td>
<td>6128</td>
<td><a href="mailto:rbrackeen@ccny.cuny.edu">rbrackeen@ccny.cuny.edu</a></td>
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<td><strong>Labor Relations</strong></td>
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<td>Cornel Clarke, Associate Director of HR Employee</td>
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<td>Andrea Yarde, HR Coordinator</td>
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<td><strong>Instructional Staff Services</strong></td>
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<td>Erica Stephen, Associate Director/Teaching</td>
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<td>Anisha Bonner, HR Assistant for Instructional,</td>
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<td>Lizbeth Zuniga, HR Assistant</td>
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<td>Shea Hall, Room 92</td>
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<td>Benefits - Kelly Landrigan - Benefits Assistant -</td>
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<tr>
<td>Lami Hoff, Benefits Specialist - Full-time</td>
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<tr>
<td>Javier Murcia, Benefits Coordinator - Part-time</td>
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<td>Lashana Simmons-Taylor, Leave Coordinator -</td>
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<td>Time &amp; Leave- <a href="mailto:Timemadangdav@ccny.cuny.edu">Timemadangdav@ccny.cuny.edu</a></td>
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<td>Apa Smith Henderson, IT Business Data &amp; Reporting</td>
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<tr>
<td>Sonam Guillaume, Time &amp; Leave Associate</td>
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<td>Tatianna Moronta, Time &amp; Leave Assistant (Public</td>
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<td>Ayanna Zambour, Time &amp; Leave Assistant (Skilled</td>
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<td>Baskerville Hall, Room 301</td>
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<td>Payroll Services- Main Line 7238 - Payrollservices@</td>
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<td>Helbert Castro, Payroll Manager</td>
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<td>Cherian George, Payroll Coordinator</td>
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<td>Jashica Rondon, Payroll Coordinator</td>
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THANK YOU

www.ccny.cuny.edu