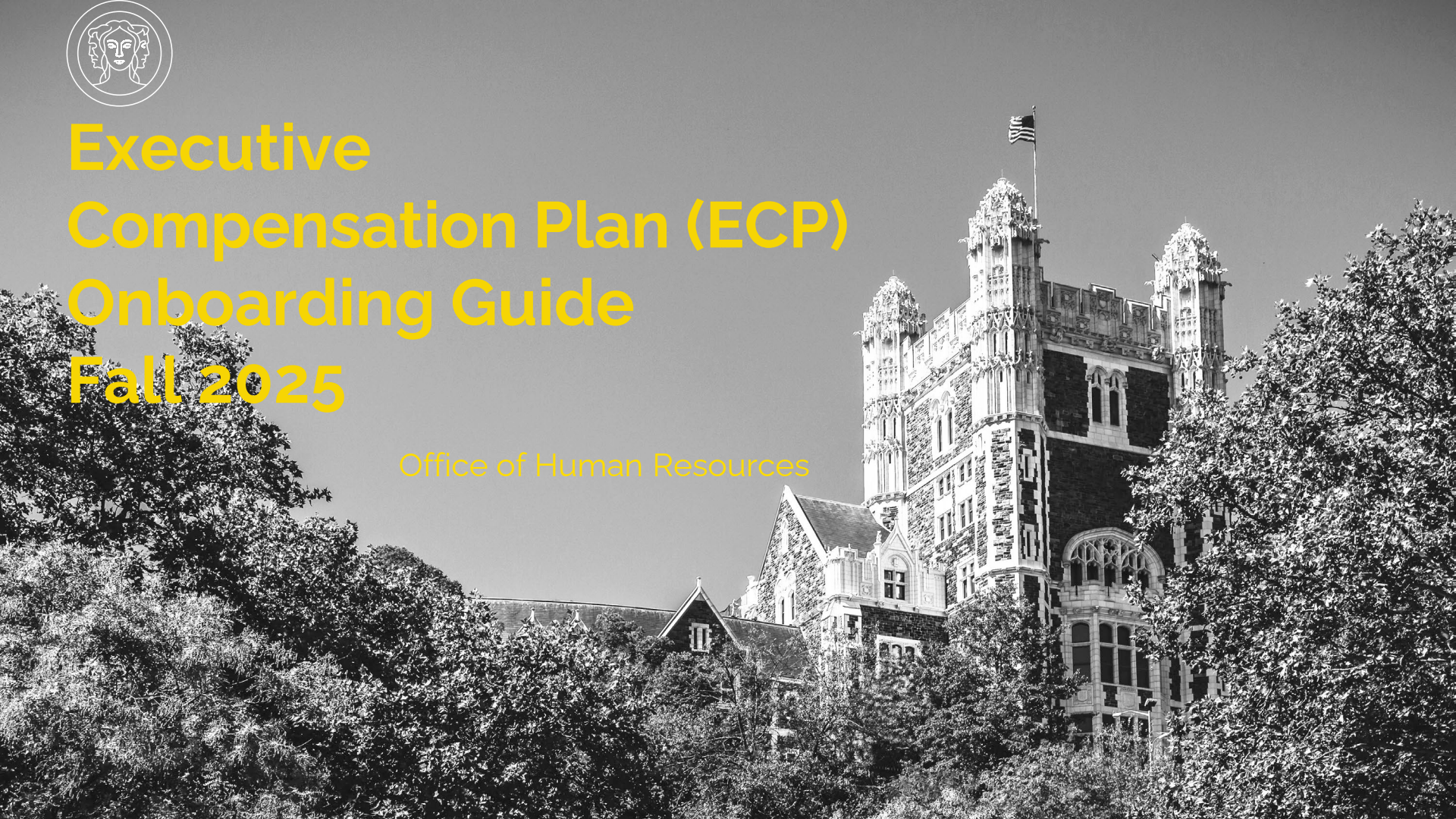




Executive Compensation Plan (ECP) Onboarding Guide Fall 2025

Office of Human Resources





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/>



CUNY Chancellor

205 East 42nd Street, New York, NY

Félix V. Matos Rodríguez, Chancellor

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

Kenneth Godiner

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

Kenneth Godiner

Senior Vice Chancellor for
University Human Resources &
Labor Relations

Office of Labor Relations

- Instructional and Classified
Staff Labor Relations
- Labor Hearings and Appeals

205 East 42nd Street, 18th Floor
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



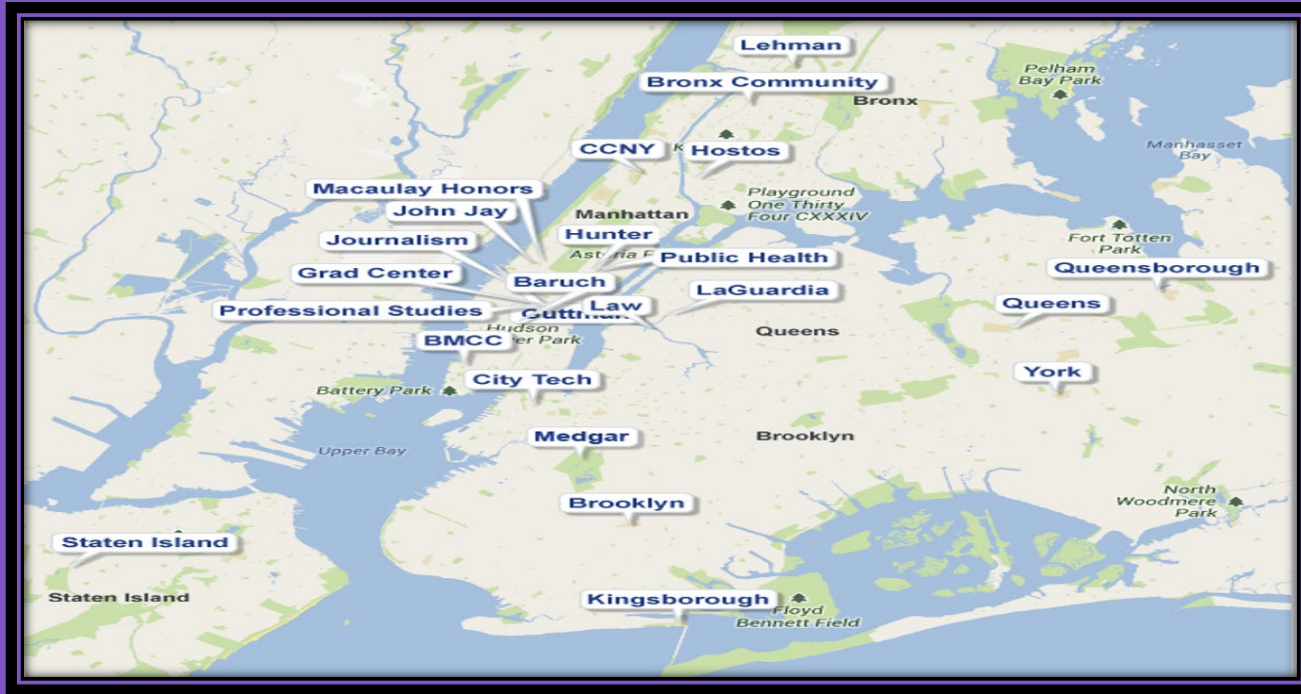
CUNY Colleges

- 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>



CUNY Colleges



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



EXECUTIVE SALARY AND COMPENSATION PLAN (ECP) Cont'd

- 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
- Senior University Dean
- University Dean
- University Associate Dean
- University Assistant Dean
- 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



Current City College of New York ECP Employees: President Series

Name	Contract Title	Functional Title	Work Email	Location
Vincent Boudreau	President	President	vboudreau@ccny.cuny.edu	H E Wille Administration Bldg.
Tony Liss	Senior Vice President	Senior Vice President of Academic Affairs and Provost	tliss@ccny.cuny.edu	H E Wille Administration Bldg.
Doliski (Dee Dee) Mozeleski	Vice President	Vice President and Executive Director of OOIAC	dmozeleski@ccny.cuny.edu	Shepard Hall
Scott Gurba	Senior VP and COO	Senior Vice President and Chief Operating Officer	sgurba@ccny.cuny.edu	H E Wille Administration Bldg.
Ismael Perez	Vice President	Vice President and Chief Financial Officer	iperez@ccny.cuny.edu	H E Wille Administration Bldg.
Kenneth Ihrer	Vice President	Vice President of IT and Chief Information Officer	kihrrer@ccny.cuny.edu	H E Wille Administration Bldg.
Jorge Yafar	Assistant Vice President	Assistant Vice President of Facilities Management	jyafar@ccny.cuny.edu	Compton - Goethals Hall
Naomi Nwosu-Stewart	Assistant Vice President	Assistant Vice President of Enrollment Management	nnwosu@ccny.cuny.edu	H E Wille Administration Bldg.
Ramon De Los Santos	Assistant Vice President	Assistant Vice President of Student Affairs	rdelosantos1@ccny.cuny.edu	H E Wille Administration Bldg.
Mary Ruth Strzeszewski	Assistant Vice President	Associate Provost	mrstrzeszewski@ccny.cuny.edu	H E Wille Administration Bldg.



Current City College of New York ECP Employees: Administrator Series

Name	Contract Title	Functional Title	Work Email	Location
Paul Occhiogrosso	Administrator	Executive Counsel to President	pocchiogrosso@ccny.cuny.edu	H E Wille Administration Bldg.
Doris Cintron-Nabi	Administrator	Senior Associate Provost	dcintron@ccny.cuny.edu	H E Wille Administration Bldg.
Sheryl Konigsberg	Assistant Administrator	Chief Diversity Officer	skonigsberg@ccny.cuny.edu	H E Wille Administration Bldg.
Yung-An (Andy) Wu	Assistant Administrator	Director of Accounting	awu@ccny.cuny.edu	Wingate Hall
Deborah Cheng	Assistant Administrator	Executive Director of Fellowship Programs & Office of Student Success	dcheng@ccny.cuny.edu	North Academic Center
Robert Derival	Assistant Administrator	Executive Director of Master of Public Administration	rderival@ccny.cuny.edu	North Academic Center
Pasquale Morena	Assistant Administrator	Executive Director of Public Safety & Security	pmorena@ccny.cuny.edu	North Academic Center
Kisha Shrouder	Assistant Administrator	Executive Director of Human Resources	kshrouder@ccny.cuny.edu	Shepard Hall
Nikisha Williams	Assistant Administrator	Executive Director of Institutional Research	nwilliams3@ccny.cuny.edu	H E Wille Administration Bldg.
Priscilla Daniel	Assistant Administrator	Executive Chief of Staff	pdaniel2@ccny.cuny.edu	Shepard Hall
Angelos Lampousis	Assistant Administrator	Executive Director of Charles B. Rangel Infrastructure Workforce Initiative	alampousis@ccny.cuny.edu	Shepard Hall



Current City College of New York ECP Employees: Dean Series

Name	Contract Title	Functional Title	Work Email	Location
Kevin Foster	Interim Dean	Dean of Colin Powell School for Civic and Global Leadership	kfoster@ccny.cuny.edu	North Academic Center
Edwin Lamboy	Dean	Dean of School of Education	elamboy@ccny.cuny.edu	North Academic Center
Alexander Couzis	Dean	Dean of Grove School of Engineering	acouzis@ccny.cuny.edu	Steinman Hall
Renata K. Miller	Dean	Dean of Humanities and the Arts	remiller@ccny.cuny.edu	North Academic Center
Juan Mercado	Dean	Dean of Interdisciplinary Professional Continuing Studies	jmercado@ccny.cuny.edu	25 Broadway
Stephen O'Brien	Dean	Dean of Science	sobrien@ccny.cuny.edu	Marshak Science Building
Marta Gutman	Dean	Dean of School of Architecture	mgutman@ccny.cuny.edu	Spitzer School of Architecture
Ardie Walser	Associate Dean	Associate Dean Graduate Studies and Research	walser@ccny.cuny.edu	Steinman Hall
Mario H. Ramirez	Associate Dean	Associate Dean and Chief Librarian	mmiller@ccny.cuny.edu	North Academic Center
Michael J. Miller	Associate Dean	Associate Dean Architecture	mmiller@ccny.cuny.edu	Spitzer School of Architecture



The City College of New York Deans & Department Chairs

(as of 8/2025)

Division of Humanities and the Arts: Dean Renata Miller

- ❖ Art Department Chair: Hajoe Moderegger 7/1/2025 - 6/30/2028
- ❖ English Department Chair: Daniel Gustafson 7/1/2024 - 6/30/2027
- ❖ Black Studies Department Chair: Jervette Ward 7/1/2024 - 6/30/2027
- ❖ Classical and Modern Languages and Literatures Department Chair: Carlos Riobo 7/1/2024 - 6/30/2027
- ❖ 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: Suzanne Pittson 7/1/2023 - 6/30/2026
- ❖ Philosophy Department Chair: Benjamin Vilhauer 7/1/2023 - 6/30/2026
- ❖ Theatre and Speech Department Chair: Jennifer Tuttle 7/1/2023 - 6/30/2026

Division of Science: Interim Dean Stephen O'Brien

- ❖ Biology Department Chair: David Lohman 7/1/2023 - 6/30/2026
- ❖ Chemistry and Biochemistry Department Chair: Ranajeet Ghose 7/1/2023- 6/30/2026
- ❖ Earth and Atmospheric Sciences Department Chair: Z. Johnny Luo 7/1/2025 - 6/30/2028
- ❖ Mathematics Department Chair: W. Patrick Hooper 7/1/2024 - 6/30/2027
- ❖ Physics Department Chair: Sebastian Franco 7/1/2025 - 6/30/2028



The City College of New York Deans & Department Chairs

(As of 8/2025) Cont'd

Colin Powell School for Civic and Global Leadership: Interim Dean Kevin Foster

- ❖ Anthropology, Gender Studies and International Studies
Department Chair: Irina Silber 7/1/2023 - 6/30/2026
- ❖ Economics and Business Department Chair: Prabal K. De
7/1/2024 - 6/30/2027
- ❖ Political Science Department Chair: Carlo Invernizzi Accetti
7/1/2023 - 6/30/2026
- ❖ Psychology Department Chair: Robert Melara
7/1/2025 - 6/30/2028
- ❖ Sociology Department Chair: Katherine Chen
7/1/2024 - 6/30/2027

Division of Interdisciplinary Studies at CWE: Dean Juan Carlos Mercado

- ❖ Interdisciplinary Arts and Sciences Department Chair: Carlos Aguasaco
7/1/2024 - 6/30/2027

Library: Dean and Chief Librarian Mario H. Ramirez 7/1/2024- 6/30/2027

Bernard and Anne Spitzer School of Architecture: Dean Marta Gutman

- ❖ Architecture Department Chair: Frank Melendez 7/1/2025 - 6/30/2028

SEEK Director and Chair: Sherri Rings 7/1/2024 - 6/30/2027



The City College of New York Deans & Department Chairs

(As of 8/2025) Cont'd

School of Education: Dean Edwin Lamboy

- ❖ Teaching & Learning Department Chair: Laura Gellert
7/1/2024 - 6/30/2027
- ❖ Learning, Leadership, and Culture Department Chair:
Christopher Yawn 7/1/2024 - 6/30/2027

Grove School of Engineering: Dean Alexander Couzis

- ❖ Biomedical Engineering Department Chair: Susannah Fritton
7/1/2025 - 6/30/2028
- ❖ Chemical Engineering Department Chair: Marco Castaldi
7/1/2023 - 6/30/2026
- ❖ Civil Engineering Department Chair: Anil Agrawal
7/1/2025 - 6/30/2028
- ❖ Computer Sciences Department Chair: Akira Kawaguchi
7/1/2024 - 6/30/2027
- ❖ Electrical Engineering Department Chair: Fred Moshary
7/1/2024 - 6/30/2027
- ❖ 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 / I3.3 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

Important Links:

- [Personnel Policy Bulletins](#)
- [White Collar Agreement 2016-2021; 2017-2021 and 2017-2022](#)
- [Blue Collar Agreement 2016-2021 and 2017-2021](#)
- [CUNY 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



CLASSIFIED STAFF OVERVIEW & BARGAINING AGREEMENTS

- 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
- Competitive and Non-Competitive Class Titles



IMPORTANT KEY WORDS

- 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 a 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.
- Brightspace – 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.

THE CITY UNIVERSITY OF NEW YORK CITY COLLEGE PERSONNEL ACTION FORM					
Template Payroll Action		Date			
TYPE OF APPOINTMENT	CATEGORY	WAIVERS	SEPARATIONS	TYPE OF LEAVE	LEAVE STATUS
If Other Appointment:		If Other Waiver:		Leave Percentage:	
Name _____		Dept. _____			
Home Address _____		Payroll Title _____			
Postal Code: _____ State: _____		Functional Title _____			
Home Telephone _____		CF Position# _____			
Social Security # or EMPL/NR _____		PS Position# _____		IL# _____	
Date of Birth _____		Combo Code/TASS _____			
Emergency Contact _____		Supervisor Name _____			
Relationship (optional) _____		Supervisor CCNY E-Mail _____			
Effective Date: From _____ To _____		Employee Personal E-mail _____			
Salary _____ ☐ Per Hour ☐ Per Year Differential _____		Employee Est. _____			
Appointed Hours _____		Work location: BLDG _____ Room# _____			
Professional Hours _____					
Total Hours _____					
Gender: _____					
Ethnic Background: _____					
American U.S. Citizen: Yes ☐ No ☐					
Resident Alien: ☐ Visa Type: _____ Country of Birth: _____					
Veteran Status: ☐ Yes ☐ No					
HIGHEST DEGREE _____ Major _____		DATE _____		INSTITUTION _____	
Currently a matriculated CUNY Student: Graduate ☐ Undergraduate ☐ No ☐					
If yes, College or Unit _____ Program _____					
☐ Full Time ☐ Part Time					
Concurrent CUNY employment: Yes ☐ No ☐					
If yes, Title _____ Department: _____ College: _____					
Prior City Service (including CCNY) ☐ Yes ☐ No					
Retired from City Service (New York City or New York State) ☐ Yes ☐ No (If yes, attach details)					
Prepared by: _____		Date _____			
Approved by: _____		Date _____			
Comments: _____					



ONBOARDING – CUNY NEW HIRE APPLICATION PART I THROUGH 4

- The CUNY New Hire Application consists of four parts that must be completed and signed.
- Part I – Educational and Professional Background
- Part 2 – Confidential Criminal Background
- Part 3 – Public Service Certifications and Pension/Retirement Benefits
- Part 4 – Additional Licenses and Certifications

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART ONE

Last Name: _____ First Name: _____
 College: _____ Department: _____

Check here if you are a CUNY Student Teacher: ☐

Important Notice to Applicants

The University of the City of New York (CUNY) is an Equal Opportunity Employer. It is the policy of the University to provide equal employment opportunities to all qualified persons without regard to race, color, sex, age, religion, marital status, sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, disability, or any other basis prohibited by law. The University also provides reasonable accommodations for persons with disabilities. For more information, please contact the Office of Human Resources at (212) 312-3000.

Statement of Interest

I am applying for the position of _____ in the Department of _____ at the City University of New York. I am a resident of _____ and I am currently employed by _____.

Verification of Credentials

I am providing the following information to verify my credentials: _____

Consent to Employment

I hereby consent to be employed by the City University of New York on the condition that I will accept the terms and conditions of employment as set forth in the CUNY Employee Handbook and any other applicable policies and procedures.

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THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART TWO
POST CONDITIONAL OFFER OF EMPLOYMENT

This form should be completed only after a conditional job offer has been made.

Last Name: _____ First Name: _____
 College: _____ Department: _____
 Address: _____

Check here if you are a CUNY Student Teacher: ☐

Post-Conditional Offer Information and Details

Employment History and Security Clearance Information

I am providing the following information to verify my employment history and security clearance: _____

Verification of Credentials

I am providing the following information to verify my credentials: _____

Consent to Employment

I hereby consent to be employed by the City University of New York on the condition that I will accept the terms and conditions of employment as set forth in the CUNY Employee Handbook and any other applicable policies and procedures.

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THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART THREE
CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS

Under New York State Retirement and Social Security Laws, persons seeking a position from New York State or the City University of New York must certify that they have complied with the requirements of the New York State Retirement and Social Security Laws. This form is to be completed by the applicant and submitted to the Office of Human Resources at the City University of New York.

Public Pension Fund Collection

I am providing the following information to certify that I have complied with the requirements of the New York State Retirement and Social Security Laws: _____

Consent to Employment

I hereby consent to be employed by the City University of New York on the condition that I will accept the terms and conditions of employment as set forth in the CUNY Employee Handbook and any other applicable policies and procedures.

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THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART FOUR
LICENSE OR PROFESSIONAL REGISTRATION VERIFICATION

LICENSE AND PROFESSIONAL REGISTRATION MAY BE REQUIRED FOR CERTAIN POSITIONS.

Applicants for positions requiring a license or professional registration must provide the following information to verify their credentials: _____

License or Professional Registration Information

I am providing the following information to verify my license or professional registration: _____

Consent to Employment

I hereby consent to be employed by the City University of New York on the condition that I will accept the terms and conditions of employment as set forth in the CUNY Employee Handbook and any other applicable policies and procedures.

Page 4/4



- 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.



- 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 (TDA) Savings
- Flexible Spending Accounts (FSA)
- 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) & BRIGHTSPACE 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.

Faculty and Staff Password Reset

Select One of Two Options Below:

Option A
Choose this option if:

- › You need to activate your email account

OR

- › Forgot your password and need to reset it
- › Want to look up your EMPLID and/or email address

Select ›

Option B
Choose this option if:

- › You know your password and would like to change it or
- › Want to test your password or

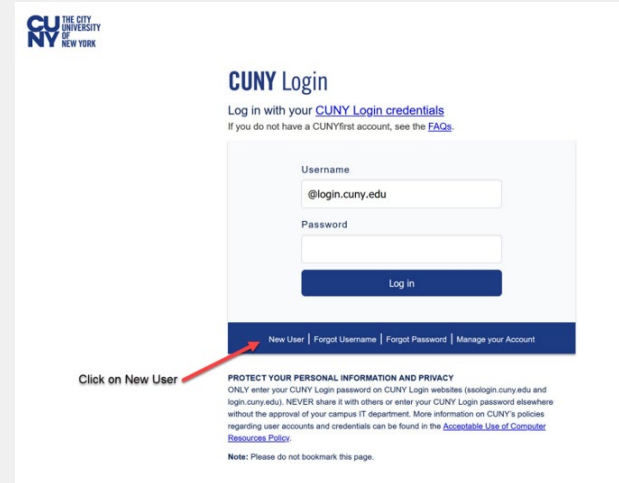
Select ›

Click on Option A to activate your email account



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' (firstname.lastname.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.



The screenshot shows the CUNY Login page. At the top left is the CUNY logo. The main heading is 'CUNY Login'. Below it, text reads 'Log in with your [CUNY Login credentials](#). If you do not have a CUNYfirst account, see the [FAQs](#).' There is a login form with fields for 'Username' (containing '@login.cuny.edu') and 'Password', followed by a 'Log in' button. Below the form is a navigation bar with links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'. A red arrow points to the 'New User' link with the text 'Click on New User' next to it. At the bottom, there is a privacy notice titled 'PROTECT YOUR PERSONAL INFORMATION AND PRIVACY' and a note: 'Note: Please do not bookmark this page.'



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
- 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

The City College of New York

Sign-in to Access Fulltime Employees Timesheet

Sign in with your CCNY Account

ccny username

password

Sign in

I can't access my account

ECP Monthly Timesheet

EMPLOYEE: [dropdown] EMPLOYEE ID: [dropdown] DEPARTMENT: [dropdown]

POSITION: [dropdown] POSITION ID: [dropdown] DEPARTMENT: [dropdown]

TIME PERIOD: [dropdown] TIME PERIOD ID: [dropdown] DEPARTMENT: [dropdown]

Please verify that all the information on this page is correct before submitting. Submitting incorrect information may result in a delay in your pay and other issues.

Submit: Ryan Ryan (Click to expand)

NO DAYS TAKEN THIS MONTH

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT
Monday 1/1/2020				
Tuesday 1/2/2020				
Wednesday 1/3/2020				
Thursday 1/4/2020				
Friday 1/5/2020				
Saturday 1/6/2020				
Sunday 1/7/2020				
Monday 1/8/2020				
Tuesday 1/9/2020				
Wednesday 1/10/2020				
Thursday 1/11/2020				
Friday 1/12/2020				
Saturday 1/13/2020				
Sunday 1/14/2020				
Monday 1/15/2020				
Tuesday 1/16/2020				
Wednesday 1/17/2020				
Thursday 1/18/2020				
Friday 1/19/2020				
Saturday 1/20/2020				
Sunday 1/21/2020				
Monday 1/22/2020				
Tuesday 1/23/2020				
Wednesday 1/24/2020				
Thursday 1/25/2020				
Friday 1/26/2020				
Saturday 1/27/2020				
Sunday 1/28/2020				
Monday 1/29/2020				
Tuesday 1/30/2020				
Wednesday 1/31/2020				

Show Leave Balances (pdf) (Click to expand) Please read Employee Leave Policy (pdf) (Click to expand)

Print and Save Printings

Print/Save Printings

Print your timesheet now

Submit Timesheet



TIME AND LEAVE YEAR

- Also known as the “Annual Leave Period”
- Begins September 1st – August 31st ; Currently in 2025 – 2026

THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS September 1, 2025 - August 31, 2026								
Holidays			Non-Teaching Instructional ECP, HEOs, CLTs, Research Assts/Assocs, Librarians Classified Service White Collar Clerical, Professional, Administrative, Managerial	Classified Service Blue Collar * Custodial, Stores-Stock, and Security	Skilled Trades Bargaining Unit (Section 220) ** except Laborers, Supervisor Electricians, Electricians and Electrician's Helpers	Skilled Trades Bargaining Unit (Section 220) ** Supervisor Electricians, Electricians and Electrician's Helpers	Skilled Trades Bargaining Unit (Section 220) ** Laborers	CUNY Theatre Technician *** Titles
Labor Day	Mon	09/01/25	Y	Y	Y	Y	Y	Y
Columbus Day	Mon	10/13/25	Y	Y	Y	Y	Y	N
Election Day	Tue	11/04/25	N	Y	Y	Y	Y	N
Veterans Day	Tue	11/11/25	N	Y	Y	Y	Y	N
Thanksgiving & Day After Thanksgiving	Thu Fri	11/27/25 11/28/25	Y Y	Y Y	Y N	Y N	Y N	Y N
Christmas Eve	Wed	12/24/25	Y	Y	N	N	N	Y
Christmas Day	Thu	12/25/25	Y	Y	Y	Y	Y	Y
New Year's Eve	Wed	12/31/25	Y	Y	N	N	N	Y
New Year's Day	Thu	01/01/26	Y	Y	Y	Y	Y	Y
Martin Luther King, Jr. Day	Mon	01/19/26	Y	Y	Y	Y	Y	Y
Lincoln's Birthday	Thu	02/12/26	Y	Y	Y	N	N	N
Presidents' Day	Mon	02/16/26	Y	Y	Y	Y	Y	N
Memorial Day	Mon	05/25/26	Y	Y	Y	Y	Y	Y
Juneteenth	Fri	06/19/26	Y	Y	Y	Y	Y	Y
Independence Day	Sat	07/04/26	observed Fri 7/3/26	observed Fri 7/3/26	observed Fri 7/3/26	observed Fri 7/3/26	observed Fri 7/3/26	Y
Unscheduled Holidays			4	1	N/A	1	N/A	N/A

CUNY Employee Holiday Calendar 2025



UNSCHEDULED HOLIDAYS PRO-RATED DATES

- Unscheduled holidays eligibility are based on the Annual Leave year (September 1 – August 31). An employee must be working the below dates to be eligible:

1 st Qtr.	September	
1 st Qtr.	October	10/15 - 1 UH
1 st Qtr.	November	
2 nd Qtr.	December	
2 nd Qtr.	January	1/15 - 1 UH
2 nd Qtr.	February	
3 rd Qtr.	March	
3 rd Qtr.	April	4/15 - 1 UH
3 rd Qtr.	May	
4 th Qtr.	June	
4 th Qtr.	July	7/15 - 1 UH
4 th Qtr.	August	

Scenario 1: An employee puts in a resignation for July 16, 2025

They would be eligible for all 4 UH

Scenario 2: An employee puts in a resignation for January 5, 2025

They would be eligible for only 1 UH

Scenario 3: A new employee start date is August 1, 2025

They would be eligible for 0 UH



UNDERSTANDING UNSCHEDULED HOLIDAYS (UH)

- Unscheduled holidays are allotted at the beginning of the leave year and must be used by the end of the same leave year
- Unused Unscheduled Holidays cannot be carried over to the new leave year (not cumulative)
- The number of Unscheduled Holidays allotted for the year is listed on the Holiday Schedule
- Newly hired employees receive a pro-rated amount of Unscheduled Holidays, based on their start date, during the first annual leave year of employment
- Separating employees receive a pro-rated amount of Unscheduled Holidays, based on their last day.
- Excess usage of Unscheduled Holidays will be charged to Annual Leave



ECP – ANNUAL LEAVE

- **Annual Leave**
 - 25 days/year (2.084 days/month)
- **Maximum Cap:** 50 days
- **Excess Annual Leave**
 - Your annual leave maximum cap is 50 days, regardless of your years of service
 - Days in excess of your cap must be used by end of the annual leave year – August 31st
 - Unused excess days will be forfeited or can be donated



ECP – SICK LEAVE

- **Sick Leave**
 - 20 days/year (1.667 days/month)
- **Maximum Cap:** 160 days
- Once the sick leave cap has been met, no more sick leave hours may be earned
- **Required Documentation**
 - For employees who take more than 5 sick leave days must contact Human Resources to complete sufficient medical documentation before you can return to work without restrictions
 - May use up to three days of accrued sick leave per Annual Leave year to care for an ill family member



HEALTH SCREENING

- **Cancer Screening**
- All employees are entitled to take up to four hours of paid leave in a calendar year for cancer screening, provided that the screening is performed during regular work hours.
 - The four hours include travel time
 - This leave is not cumulative and shall be deemed forfeited if not used in a particular calendar year.
 - An absence for this purpose beyond four hours must be charged to an employees leave accruals or without pay if none is available.
- Previously, leave was available for breast and prostate cancer screening only. The amendment allows for "cancer screening".



HEALTH SCREENING

- **Blood Donation**
- **Off-premises donation**
 - Employees taking leave for off-premise blood donation shall be permitted at least one unpaid leave period of 3 hours per calendar year during an employee's regular work schedule.
 - Such leave is not cumulative and will be forfeited if not used within a particular calendar year
- **On Premise or employer designated location and time:**
 - Employees are entitled to take paid leave for blood donation at the college designated location. Such leave can be taken at leave twice in any calendar year.
 - Employees will be allowed sufficient paid leave time to donate blood, recover, partake in nourishment and return to work.



TIME TO VOTE ON ELECTION DAY

- **Time to Vote Policy**

- Employees are eligible for voting leave only if they do not have four (4) consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls
- Employees who do not have a four (4) hour window are eligible to take off up to three (3) hours without loss of pay to vote.
- Time off to vote is not available for early voting
- Employees must notify the employer at least two working days prior to their intention to take paid time off to vote, but not more than ten working days. If an employee plans to take time off to vote per the guidelines above, the employee should indicate the hours on their corresponding timesheet.



ADDITIONAL BENEFITS

Benefits	Paid	Documentation/Eligibility	Comments
Jury Duty	Yes – 100% at regular salary	Yes	Summons or letter from court
Holiday Pay	No – Comp day only	Yes	Pre-approval from Department Head and budget
Paid Parental Leave (PPL)	ECP: Yes – 12 weeks (both parents)	FMLA	PSC employees can go on a LOA up to 1 year to care for a new born
Bereavement Leave	Yes	Yes	Immediate family member or relative residing in the same household
Dedicated Sick Leave	N/A	Minimum 5 years of service to donate sick. No minimum to donate annual	Recipient must have at least 2 years full-time service and on a LOA
Catastrophic Sick Leave	Up to 90 days paid leave	At least 2 years full-time service	University pool of sick leave and annual leave voluntarily donated by individuals
Retirement	Yes Travia Leave up to 5-months	Yes – Minimum 5 years of service and 55 years of age	Must be at the 160 sick leave cap to be entitled for the full allotment, otherwise, Travia will be calculated at ½ of sick leave balance.

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.



ECP MULTIPLE POSITIONS

- 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.



SERVICE DESK

- 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.
- <https://www.ccny.cuny.edu/it/help>

Account Login



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.



NEW YORK STATE PAYROLL ONLINE

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 NYSP0. All employees must verify their identities within NY.gov in order for NYSP0 to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYfirst, you will experience issues accessing NYSP0. 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 NYSP0 to, please contact [University Payroll Security at University_Payroll_Security_Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu).





Accessing Campus



Accessing Campus



Campus Map



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.

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%20Form.pdf>

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](#)



PUBLIC SAFETY

- 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: PUBLISSAFETY@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
- Manual of General Policy http://policy.cuny.edu/manual_of_general_policy/#Navigation_Location
- PCS Contract <https://psc-cuny.org/salary-schedules/>
- Collective Bargaining Agreements - PSC; DC-37 White Collar; DC-37 Blue Collar
<https://www.cuny.edu/about/administration/offices/hr/labor-relations/labor-contracts/>
- CUNY Office Of Human Resources Management <https://www.cuny.edu/about/administration/offices/hr/>
- CUNY Office Of Labor Relations <https://www.cuny.edu/about/administration/offices/hr/labor-relations/>
- CUNY Academic Affairs Website <https://www.cuny.edu/academics/academic-programs/>
- Campus Governance Plan
 - Campus Faculty And Chairperson's Handbooks
 - Campus Employee Handbooks:
 - Instructional
 - Classified



Division of Human Resources		
General Email - humanresources@ccny.cuny.edu ext 7226	Extension	Email
Kisha Shrouder, <i>Executive Director of Human Resources</i>	7505	kshrouder@ccny.cuny.edu ;
Marija Jankovic, <i>Director of Operations</i>	8438	mjankovic@ccny.cuny.edu ;
Debbie Chen, <i>Confidential Executive Assistant</i>	7511	dchen1@ccny.cuny.edu ;
Joshua Gamo, <i>HR Assistant</i>	7512/7226	jgamo@ccny.cuny.edu ;
HR Information Systems		
Bryantdolph Deleon, <i>Associate Director/HRIS & Hourly Services</i>	7672	bdeleon@ccny.cuny.edu ;
Chelsey Tejeda, <i>HR Coordinator</i>	7123	cteveda@ccny.cuny.edu ;
Jasmine Luna, <i>HR Coordinator</i>	5094	jluna2@ccny.cuny.edu
Marta Palacio, <i>IT Business Data Representative Analyst</i>	8134	mpalacio@ccny.cuny.edu ;
Employee Relations		
Cornel Clarke, <i>Associate Director/Employee Relations</i>	7548	cclarke@ccny.cuny.edu ;
Andrea Yarde, <i>HR Coordinator</i>	7669	ayarde@ccny.cuny.edu ;
Recruitment		
Safia Hibbert, <i>Talent Acquisition and Engagement Manager</i>	7506	shibbert@ccny.cuny.edu ;
Classified Services		
Shamaya Green, <i>HR Generalist</i>	6065	sgreen@ccny.cuny.edu ;
Carolyn Strange, <i>HR Generalist</i>	7670	cstrange@ccny.cuny.edu ;
HEO Services		
Daniel Ahmed, <i>HR Generalist</i>	5242	dahmed@ccny.cuny.edu ;
Terine Persad, <i>HR Generalist (SH53A)</i>	5787	tpersad@ccny.cuny.edu
Instructional Staff Services		
Darren Tavares, <i>HR Generalist</i>	7739	dtavares@ccny.cuny.edu ;
Lizbeth Zuniga, <i>HR Assistant</i>	5096	lzuniga@ccny.cuny.edu ;
Raymond Huang, <i>College Assistant</i>	7515	rhuang1@ccny.cuny.edu ;
Benefits ext 7796		
Jamila Best, <i>Benefits Officer</i>	7963	jbest@ccny.cuny.edu ;
Lami Hoff, <i>Benefits Specialist</i>	7671	lhoff@ccny.cuny.edu ;
Kristina Seecharran, <i>Benefits Specialist</i>	6347	kseecharran@ccny.cuny.edu ;
Javier Murcia, <i>Benefits Coordinator</i>	5194	jmurcia@ccny.cuny.edu ;
Lashana Simmons-Taylor, <i>Benefits Coordinator</i>	5057	lsimmonstaylor@ccny.cuny.edu ;
Yamilie Reyes, <i>College Assistant</i>		yreyes1@ccny.cuny.edu ;
Time & Leave		
Chantell Wallace, <i>Time & Leave Supervisor</i>	8650	cwallace@ccny.cuny.edu ;
Bernice Guillaume, <i>Time & Leave Associate</i>	7673	bguillaume@ccny.cuny.edu ;
Japera Smith Henderson, <i>Time & Leave Assistant</i>	7068	jsmith5@ccny.cuny.edu ;
Ayanna Zambouri, <i>Time & Leave Assistant (Skilled Trades, Cust. Asst., Stat Engineers)</i>	8337	dzambouri@ccny.cuny.edu ;
Tatiana Moronta, <i>HR Assistant</i>	7668	tmoronta@ccny.cuny.edu ;
Gershon Salzberg, <i>College Assistant</i>		gsalzberg@ccny.cuny.edu ;



THANK YOU



www.ccny.cuny.edu

