MEMORANDUM

To: CUNY College Presidents
Deans of Professional Schools

From: Allan Dobrin

Date: March 7, 2016

Subject: Planning for possible New Jersey Transit Strike

New Jersey Transit faces the prospect of a system wide strike of its rail operations on Sunday, March 13, 2016 at 12:01 a.m. This would result in the complete suspension of the New Jersey Transit rail service. The MTA Metro-North's Port Jervis and Pascack Valley Line will also be affected. New Jersey Transit and the MTA have developed contingency plans that include adding capacity to existing bus routes, light rail systems, PATH and ferry services to accommodate their ridership.

In the event of a transit strike, or serious disruption of the public transit system, the University will remain open and operational, and all employees are expected to report to work. As a reminder, I have included the summaries of relevant time and leave guidelines:

Classified Staff

The time and leave rules set forth in the Blue and White Collar contracts apply. Full-time classified staff members who are unable to report to work will be allowed to use their annual leave, unscheduled holidays, or compensatory time to cover absences. College Assistants are paid only for time worked, but will be offered the opportunity to make up the hours lost, if possible.

Higher Education Officer Series (HEOs), College Laboratory Technicians (CLTs) and Non-Teaching Adjuncts

Full-time employees in the HEO series or CLT series who are unable to report to work may use annual leave, unscheduled holidays or take a salary deduction. Staff members in Non-Teaching Adjunct titles are paid only for time worked. They will be offered the opportunity to make up lost hours, if possible.

Advance of Annual Leave

Annual leave will be advanced to staff members who do not have sufficient accrued time, and who must use annual leave as a consequence of strike conditions, or serious disruption of the public transit system.
Lateness

Staff members who are not within walking distance may encounter delays in getting to work. You should allow extra time for travel, and reasonable lateness caused by the failure of public transportation will be excused.

Early Departures

The immediate supervisor may grant permission for a staff member to leave work before the end of the regular workday, when necessary. Such time will be charged to annual leave or where appropriate, to compensatory time.

Please share this information with your staff and encourage those who may be affected by New Jersey Transit strike to plan ahead and allow plenty of time to get to work. The New Jersey Transit website (www.njtransit.com/railstoppage) and the MTA Metro North website (http://www.mta.info/mnr) will provide links to emergency information on strike contingencies, and alternate travel routes and transportation status. These links will also be available on the CUNY website (www.cuny.edu/risk). Should you have any questions, please contact Howard Apsan, University Director of Environmental, Health, Safety and Risk Management at howard.apsan@cuny.edu.

Thank you

cc: Chancellor Milliken
    Cabinet
    Howard Apsan