

From: Manuela Alongi
Sent: Tuesday, September 17, 2019 1:03 PM
To: HEONotify <HeoNotify@csi.cuny.edu>
Subject: HEO Compensatory time notification (June-August 2019)

Based on a settlement agreement for HEO-series employees represented by the Professional Staff Congress/CUNY (PSC) concerning quarterly reports of compensatory time, Human Resources will notify all HEO's on a quarterly basis of their compensatory time balances. In addition, HEO's who have not accrued or used comp time within a given quarter will be informed of those facts.

Please find below your compensatory time balances for the quarter covering June-August:

Balance Forward: 0 hours

	Hours Accrued	Hours used
June 2019	0	0
July 2019	0	0
August 2019	0	0

Ending Balance as of 8/31/19: 0 hours

Please see the HEO Compensatory Time guidelines below that are currently in effect for the HEO Series titles.

Non-exempt employees^[1]

HEO Series employees represented by the PSC who are non-exempt under the Fair Labor Standards Act (FLSA) and who are assigned by their supervisor to work more than 35 hours in the workweek shall receive compensatory time, on an hour for hour basis, for hours assigned between 35 and 40. Employees who work in excess of 40 hours in the work week shall receive payment at the rate of time and one-half.

Exempt employees^[2]

HEO Series employees represented by the PSC who are exempt under the FLSA and who are assigned by their supervisor to work more than 35 hours in the workweek shall receive compensatory time, on an hour for hour basis, for hours assigned by their supervisor in excess of 35 hours in a week.

^[1] Non-exempt employees are entitled to overtime pay under the Fair Labor Standards Act (FLSA) for all hours worked over 40 in one workweek.

^[2] Exempt employees are not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

Assigned hours beyond the 35 hour work week must be authorized in advance and in writing by the appropriate administrator (i.e., President, Provost, or Vice President). In cases of emergencies such authorization shall be put in writing as soon thereafter as practicable. A separate weekly timesheet (supplied by HR), must be completed by the employee and signed by the supervisor and the appropriate authorized administrator. Once the timesheet is signed it should be submitted to Human Resources; timesheets should be submitted to HR

weekly, if necessary. HR will track and report out on the accumulation and usage of comp time on a quarterly basis. The contractual HEO “leave year” is September 1 – August 31; therefore the quarters are designed as September – November, December – February, March – May, June – August. **Compensatory time should be used within the quarter in which it is earned but no later than 30 calendar days after the end of the quarter in which it was earned.**

If you should have any questions, please contact Manuela Alongi x2713.

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^[2] Exempt employees are not entitled to overtime pay under the Fair Labor Standards Act (FLSA).