

September 25, 2012

Memorandum

To: Non-Teaching Instructional (including HEOs and CLTs)
and Classified Service Staff

From: Ella Kiselyuk *EK*
Director of Human Resources

Subject: **Work Day**

This memorandum is to update the written notice of The Graduate School and University Center's policy on work day and The City University of New York's revised Tobacco Policy.

You are expected to be in your office or work area and ready to work at the beginning of the work day which for most employees is at 9:00 A.M. Lateness disrupts college operations and lowers productivity, especially now when college resources are so important. If you are going to be late please notify your supervisor of your expected arrival time. When you are late you must charge the lateness to annual leave. All lateness should be properly recorded on the timesheet and signed by your supervisor. Chronic lateness may subject you to poor evaluations, penalties and possible disciplinary action.

You are expected to work the full day as scheduled unless your supervisor has approved your leaving early. Should you receive such approval, you must charge your absence to the appropriate accruals.

Please note the following:

Classified Service Staff: Your rest period of 15 minutes per day (coffee break) may be used if agreed upon by your supervisor and workload permits. Breaks may not be used to extend lunch hours, make up for lateness, or to leave early at the end of the day. Breaks should be scheduled between 10:00 A.M. and 11:00 A.M. for employees working from 9:00 A.M. to 5:00 P.M. Should your work schedule differ, coordinate your break with your supervisor.

Non-Teaching Instructional Service Staff (including HEOs and CLTs): The PSC/CUNY Agreement does not provide breaks for its employees.

Please also note the revised Tobacco Policy which prohibits the use of tobacco or any tobacco product. According to CUNY's policy, effective September 4, 2012 "*....the following shall be prohibited at The City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields;*

entrances and exits to buildings (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes."

Additional information on the Tobacco Policy can be found at:
<http://www.cuny.edu/about/resources/healthycuny.html>.

Should you have any questions please contact me at 212-817-7700 or email: hr@gc.cuny.edu.

Thank you.

c: Executive Officers
Department Heads