
The College of Staten Island
Office of Human Resources
Higher Education Officer Series Handbook



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www.csi.cuny.edu/faculty-staff/human-resources

Table of Contents

Welcome	5
A Message from the College of Staten Island	6
Orientation	7
Duties and Responsibilities	7
Claiming Your CUNYFirst Account	7
Employment Requirements	8
Employment Eligibility	8
Proof of College Degree	8
Background Checks	8
Included and Excluded Titles	9
Appointments/Reappointments	10-11
Initial Appointments	10
Reappointments	10
Appointment from One College to Another	11
Appointment from an Excluded to an Included Position	11
Certificate of Continual Administrative Service	11
Non-Reappointment	12
Performance Evaluations	13
Reclassification	14
Reassignments	14
Substitute Appointments	15-16
Service Credit	15
Evaluations	16
Benefits	16

Compensation	17-20
Pay Dates	17
Salary Charts	17
Five-Year and Seven-Year Steps	17-18
Step Movement Date/Anniversary Date	19
Salary above Base	19
Salary Differential– Advanced Degree	19
Salary Differential– Performance/Increased Responsibilities ...	20
Workload & Compensatory Time	20
Multiple Positions for HEOs	21
FLSA Status and Overtime/Compensatory Time	22-23
Use of Compensatory Time	23
Payment of Overtime	23
Time and Leave	24-27
Annual Leave/Vacation	24
Use of Annual Leave	24
Unscheduled Holidays	25
Scheduled Holidays	26
Emergency Closings	26
Temporary Disability/Sick Leave	26
FMLA	27
Jury Duty	27
NYS Family Leave	27

Benefits	28-30
Health Coverage	28
Welfare Fund Benefits	28
Tuition Fee Waiver	28
Retirement	29
Voluntary Benefits	29
Voluntary Retirement Plans	29
CUNY Wellness	30
Professional Development	30
University Policies	31-34
Affirmative Action Equal Employment Opportunity	31
Sexual Harassment Prevention	31
Workplace Violence	32-33
Who to Contact at CSI	34
Affirmative Action/Sexual Harassment	34
Emergency Closing	34
Security	34
Resources	34
Campus Committees	35

Welcome



The College of Staten Island was founded in 1976 through a merger of Staten Island Community College, founded in 1955, and Richmond College, founded in 1967. Staten Island Community College, the first community college in CUNY, offered two-year terminal and transfer degrees; Richmond College, CUNY's only upper-division college, offered four-year degrees in the liberal arts and sciences, engineering science, and medical technology, and also prepared students for certification as teachers. The merger of these two colleges created a BA/MA-granting institution, the only public institution of higher education on Staten Island.

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of The City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

A Message from the College of Staten Island

This handbook is presented to you as an adaptation of the handbook already available to Higher Education Officers from PSC/CUNY and CUNY's Code of Practice for the Higher Education Officer Series. The Professional Staff Congress (PSC) represents more than 5,000 members of the instructional staff in the Higher Education Officer (HEO) series titles across the 25 campuses and the Central Offices of The City University of New York (CUNY). The PSC represents HEOs in all facets of their employment through the PSC/CUNY Collective Bargaining Agreement.

The purpose of this handbook is to provide a general guide to the rights and benefits of members of the HEO series covered under the Collective Bargaining Agreement. This handbook is not a substitute for the contract and in no way usurps or replaces any content found in the Collective Bargaining Agreement and subsequent addendums. For a full description of the terms and conditions associated with the HEO Series, please view the [PSC/CUNY Collective Bargaining Agreement](#) or you may review [CUNY's Code of Business Practice: Higher Education Officer Series](#).

HEOs with concerns or questions about employment within the HEO series should contact the Office of Human Resources at 718.982.2379 or one of the HEO Grievance Counselors employed with PSC who are experienced and have been trained to solve particular problems that occur among HEO Series employees. HEO Grievance Counselors can be reached at 212.354.1252.

Orientation

The Office of Human Resources will host periodic orientations for our HEO Series employees. The specific date, time, and place will be communicated prior to the event. Please retain this handbook as a reference tool. If you have questions, you may call the Office of Human Resources at 718.982.2379 or visit us at CSI Human Resources, 2800 Victory Blvd., Building 1A, Room 201, Staten Island, NY 10314.

Duties and Responsibilities

The titles in the HEO series are: Assistant to Higher Education Office (aHEO); Higher Education Assistant (HEa); Higher Education Associate (HEA); and Higher Education Officer (HEO). The University's By-Laws (<https://policy.cuny.edu/bylaws>) provides a broad general description of the levels of responsibility and qualifications for each of the four HEO titles. Each particular HEO position should have a functional job description. This description is generally given to the HEO at the time of hiring or reclassification. Requests for job descriptions may be made to the HEO's supervisor or the Office of Human Resources.

Claiming Your CUNYfirst Account

All HEOs are given a CUNYfirst account. CUNYfirst is an essential tool for all faculty and staff at the College of Staten Island, regardless of title or function.

To claim your account, please visit:

https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html and click on "New User" under the Log-In panel. From this screen, simply follow the instructions. If you run into any problems, please contact the Office of Human Resources.

Employment Requirements

Minimum qualifications, including education requirements, vary by specific title and will be outlined in all posted job vacancies. In addition to meeting the minimum qualifications, HEOs will also be required to complete New Hire Paperwork and provide the following at the time of hire or transfer:

Employment Eligibility– Form I9

Under federal law, employees must be verified for both identity and employability within three business days of employment according to the Immigration Reform and Control Act (IRCA).

Proof of College Degree

All titles in the HEO Series require a college degree. The specific type of degree will vary based on needs for the position to be filled and will be specified in the job vacancy. Credentials are verified by Human Resources.

Employee Background Verifications

Any applicant who receives an offer of employment will be required to undergo a background check. The background check will consist of a national criminal record search (including a 50-state sex offender registry search), social security number verification, and home address verification. No background check will be conducted without prior written consent of the final candidate.

Included and Excluded Titles

There are titles within the HEO Series that are excluded from certain provisions of the Collective Bargaining Agreement. Exclusion is typically based upon title or function. The provisions discussed in this handbook are applicable to both included and excluded titles unless it is expressed otherwise. For a complete list of excluded titles and the provisions to which they are excluded, you may refer to Article 1 of the Collective Bargaining Agreement found here: <http://www.psc-cuny.org/contract/article-1-recognition>. You may also contact the Office of Human Resources at 718.982.2379 if you have additional questions.

Appointments/Reappointments

Initial Appointments

HEOs may not begin a work assignment until their employment requirements have been met and their appointment has been authorized by the applicable Division Head. Authorization requires that the Personnel Action Form (PAF) has been completed and approved and all required documents have been submitted to the Office of Human Resources. The initial appointment start and end date will be indicated on your Conditional Offer of Employment Letter that will be sent to you from the Office of Human Resources when a job offer is made.

Reappointments

The normal appointment year for employees in the HEO series shall be July 1 through June 30. Appointments effective on or after July 1 but on or before September 1 shall be considered as if they were full-year appointments for purposes of applying Article 13 of the PSC/CUNY Collective Bargaining Agreement.

Included employees who are hired effective September 1, 1987 or later who continue to serve in the same title and are covered by the PSC/CUNY Collective Bargaining Agreement shall be subject to the following appointment and reappointment schedule:

- First full-year appointment— one year
- First reappointment — one year
- Second reappointment— one year
- Third reappointment— one year
- Fourth reappointment— two years
- Fifth reappointment— two years

Excluded employees are subject to the reappointment process on an annual basis.

The schedule of reappointments vary for HEO series employees if they are subsequently reclassified to a higher title. Please consult the Collective Bargaining Agreement for further guidance: <http://www.psc-cuny.org/contract/article-13-appointments-and-reappointments-higher-education-officer-heo-series>

Appointments/Reappointments (continued)

Appointment from one college to another college

In the event an employee has continuous full-time service at more than one college or other CUNY unit, such service in the HEO series title shall be totaled and credited for the purpose of establishing eligibility for future appointments, including Article 13.3b appointments, provided that the first full-year appointment at the new college or unit shall be for one full year.

Appointment from an excluded HEO series position to an included position

An employee in the HEO series initially hired to serve in a position excluded from the bargaining unit who is thereafter appointed during the normal appointment year to a position within the bargaining unit shall, if subsequently reappointed, receive a one-year appointment for the first full year following such change. Thereafter, reappointments are to be made as if all prior service had been in a position included in the bargaining unit.

Reappointments and Certificate of Continual Administrative Service

Upon recommendation of the President and approval of the Board of Trustees, an included employee who is granted a subsequent reappointment after the fifth reappointment, shall receive a Certificate of Continual Administrative Service (“13.3b”). Such an employee shall not be subject to annual or multi-year reappointments.

This does not apply to employees who are in an excluded title. Employees in an excluded title are always considered for annual reappointments.

Non-reappointment

Written notice of non-reappointment must be given on or before April 1. For employees who first assumed their position on or after October 1 of the preceding year, the notice of non-reappointment (for first reappointment only) shall be given on or before May 1.

At any point in your employment, if you receive a letter of non-reappointment and wish to appeal the decision, be advised that there are strict deadlines for filing an appeal.

For grievance related matters please access the PSC CUNY Higher Education Officer (HEO) handbook using the following link: [PSC CUNY HEO Handbook PDF](#) and contact Greg Douros, (gdouros@psccmail.org), your PSC HEO Grievance Counselor.

Performance Evaluations

Preferably once each semester, but at least once a year, employees in the HEO series are required to have an evaluation conference with their Chairperson or supervisor. No parties other than the evaluator and the employee are permitted to attend the conference unless otherwise requested by the employee. During the conference, the employee's total performance and professional progress shall be reviewed for the time frame indicated on the evaluation.

Following the conference, the evaluator shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. The evaluation memorandum should reflect both the employee's and the supervisor's input from the conference. A copy of the memorandum shall be given to the employee within ten (10) working days following the conference.

Employees are able to write a response to an evaluation provided by a supervisor. This response will be included in the employee's personnel file.

This policy and evaluation of job performance is pursuant to Article 18.3(b) of the PSC/CUNY Collective Bargaining Agreement. A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions.

Reclassification

Reclassification of currently occupied positions

The criterion for reclassification approval is that the preponderance of duties and job requirements currently fall appropriately in the higher HEO series title. This change in classification may be merited because of an accretion of duties, a significant increase in the volume of work that has the effect of transforming the scope of complexity of the work, a reorganization of functions, a legal mandate changing the nature of the work, or some other significant alteration in the duties previously assigned. A request for reclassification may be initiated by the College administration or by an employee or the appropriate supervisory personnel.

HEO series positions may not generally be reclassified into the Executive Compensation Plan (ECP), nor are reclassifications into the classified service permissible. If, in the opinion of the College, a change in job duties renders an existing HEO position more appropriate to either the ECP or to the classified service, removal of those duties from the HEO position is an option.

The HEO Screening Committee meets once every quarter. The schedule is posted on the Human Resources website, along with the application materials.

[HEO Screening Committee Schedule](#)
[HEO Committee Form for Reclassification](#)

Reassignments

Reassignments are the prerogative of the College; however, a person may only be reassigned to perform duties appropriate to his/her title. A reassignment is a significant change in duties or responsibilities resulting in a new functional title, but no change in HEO series title.

Substitute Appointments

Staff may be appointed temporarily to allow continuation of current operations and services and to address emergency situations. Substitute appointments may also be made to cover for individuals on certain leaves. An individual may serve at a particular college for no more than two (2) six-month periods out of any 24 months. Then, the individual may not serve as a substitute in an instructional staff position (teaching or non-teaching) at that college for at least 12 months.

All vacant positions must be eventually filled through either a search process or search waiver. Prior to making a substitute appointment to a vacant position, plans must be in place to fill the position as soon as practicable. Currently, the College must advertise the position when requesting approval for a second six-month substitute appointment.

Service Credit

Substitute service occurring between creditable service before and after the substitute service, with no break in service, acts as a bridge. Service counts for purposes of movement within the salary schedule.

An individual who has served as a substitute in a Higher Education series title and who then receives a consecutive regular appointment in a Higher Education series title at the same college may receive up to two (2) years of service credit toward a 13.3b appointment for the substitute service under two scenarios:

A) If an individual serves as a substitute for two consecutive years and then receives a consecutive regular appointment, both years of substitute service are creditable.

B) When substitute service is not consecutive, an individual may still earn up to two (2) years of creditable service provided that one year of substitute service immediately precedes the regular appointment and no more than one year intervenes between the years of substitute service.

Substitute Appointments (continued)

Evaluations:

Substitutes must be evaluated in accordance with the terms of Article 18 of the PSC-CUNY Agreement. Substitutes are not subject to the reappointment process. They do not receive notice of reappointment, inasmuch as they are not considered for reappointment. Substitutes may be given up to two (2) six-month appointments as substitute, consistent with the terms of the settlement agreement.

Benefits:

Substitute instructional staff members have the same welfare and pension benefits as regularly appointed, annual salaried instructional staff. Enrollment into pension is voluntary. For further details contact the Benefits Officer at the Office of Human Resources.

Substitute HEOs have the same leave entitlements as regularly appointed annual-salaried non-teaching instructional staff. For more information, you may contact the HEO Timekeeper at the Office of Human Resources.

Compensation

Pay Dates:

HEOs are paid on a bi-weekly pay schedule. Upon receiving your completed application package and a Personnel Action Form (PAF), a payroll record will be created for you. Your first paycheck will be issued about three-four weeks from the date the required documents are received in the Office of Human Resources. For example, to receive a check on a Thursday, HR would need all documents and approvals by the Tuesday three weeks prior.

To view the current Payroll calendar please [click here](#) and scroll down to “*Holiday & Payroll Calendars*”

Salary Charts:

Salary schedules applicable to HEOs are included in the PSC/CUNY Collective Bargaining Agreement and may not be modified for employees covered by the Collective Bargaining Agreement. Salary charts apply to both included and excluded HEO positions.

The colleges have considerable discretion in determining compensation; all salary steps are regarded as appropriate within a HEO title. HEOs will receive annual salary increases *up until the last two steps* of their respective title’s salary schedule. These increases are effective on January 1 or July 1 of a given year depending on the employee’s start date.

The HEO salary chart can be found here: [Salary Schedules for HEO Series - PSC CUNY](#)

Five-year and Seven-year Steps:

The last two steps on the salary schedule are known as the five-year and the seven-year step. The five-year step derives its name from the fact that, in general, an employee must serve five years on the step immediately preceding it before becoming eligible for the increment. Similarly, the seven-year step derives its name from the fact that an employee must, in general, serve two additional years, at the five-year step, before becoming eligible for it. An employee appointed at the last one-year step or five year

step will move to the next salary step exactly five years or two years, respectively, on the completion of the required years of service for step movement. The outlined conditions apply only to continuous service in the HEO Series title. If you have additional questions, please contact the Office of Human Resources.

Compensation (continued)

Step Movement Date/Anniversary Date:

HEO series employees are subject to the step movement outlined in the salary schedule. A HEO's step movement date is either January 1 or July 1 subsequent to when they have served for 11 months in their respective title.

A HEO's anniversary date is the date of hire.

For example, a HEO who starts on May 1, 2025 will have an anniversary date of May 1 of each subsequent year but a step movement date of July 1 beginning the year after the HEO's one-year anniversary (2026 in this example).

Salary above Base:

In rare and unusual circumstances, a college may request a salary above the base for a HEO series employee in the High Education Assistant, Higher Education Associate, and Higher Education Officer titles for the purpose of recruitment and retention. The college must provide extensive justification for the request of salary above base to be approved by the Office of Human Resources Management. This policy follows the guidelines as defined in the PSC/CUNY Collective Bargaining Agreement Appendix C.

Salary Differentials– Advanced Degree:

Section 24.8 of the PSC/CUNY Collective Bargaining Agreement provides that Assistants to HEO who hold a master's degree from an accredited university in a field related to their work will receive an annual salary differential of \$1,000. Employees in the Assistant to HEO title who hold a doctorate in a job-related field from an accredited university will receive an annual salary differential of \$2,500. Employees reclassified to other titles will no longer be eligible for the salary differential. Employees appointed to *substitute* Assistant to HEO titles are not eligible for the annual Advanced Degree Salary Differentials.

Compensation (continued)

Salary Differentials– Based on Performance or Increased Responsibilities:

Section 22.5 of the PSC/CUNY Collective Bargaining Agreement provides that included Assistants to HEO, HEO Assistants, or HEO Associates who have completed one or more years of service at the top salary step in their respective salary schedules shall be eligible for a discretionary assignment differential of \$2,500 to be added to their annual base salary, based upon excellence in performance or increased responsibilities within their title. Eligible employees may be nominated by their supervisors or may nominate themselves to receive the differential.

Workload & Compensatory Time:

As per Article 15.4 (b), members of the non-classroom Instructional staff shall have a workweek of thirty-five (35) hours assigned. Employees assigned to a non-air-conditioned facility shall end their work day one hour earlier than scheduled commencing on the Monday following the Spring Commencement through August 29 of that year.

Employees shall not be required to work an excessive number of hours, or be assigned an unreasonable schedule. Members of the staff have the obligation to perform their responsibilities in keeping with the proper staffing of the day session, evening session, summer session, extension divisions and special programs of the University. Split schedules do not meet the definition of a reasonable schedule.

Workload Concerns:

HEO Series employees who have workload concerns should submit the [Workload Concerns for Higher Education Series Employees Form](#) to the College Labor Designee. College Labor Designee will forward the Workload Concern Form and any attached documents to the Chair of the Labor-Management Committee for appropriate action.

Multiple Positions for HEOs

A multiple position is an assignment to a different job than the employee's regular full-time employment. A continuation of the employer's normal work at the employee's college of full-time employment beyond the hours specified in the collective bargaining agreement is not a multiple position.

No multiple positions may be assigned during the employee's normal working hours.

Employment on a multiple position for extra compensation is limited to three classroom contact hours per week for teaching assignments or six hours per week for non-teaching assignments, University-wide.

Employees shall receive the appropriate contractual non-teaching adjunct rate for non-teaching assignments and the appropriate contractual teaching adjunct rate for teaching assignments and psychological counseling. The payment for the multiple position will be on a separate check on the Adjunct and hourly payroll. This check will be pensionable. To avoid mandatory retirement plan deficits, please review the check to make sure the retirement plan contribution are deducted.

FLSA Status and Overtime/Compensatory Time

FLSA Status and Overtime/Compensatory Time:

Included HEO Series employees represented by the PSC who are exempt and non-exempt under the Fair Labor Standards Act (FLSA) and who are assigned by their supervisor to work more than 35 hours during the workweek shall receive compensatory time, on an hour-for-hour basis, for hours assigned between 35 and 40 hours. Excluded employees generally do not qualify for compensatory or overtime. Contact your timekeeper in the Office of Human Resources for more information.

Employees who are exempt under the FLSA and who are assigned by their supervisor to work in excess of 40 hours during the workweek shall receive compensatory time, on an hour-for-hour basis for hours assigned in excess of 40 hours a week.

Employees who are non-exempt under the FLSA shall receive overtime payment at the rate of time and one-half for the hours worked more than 40 hours in a week.

For a HEO series employee to be eligible for compensatory time, the following standards apply:

- ◆ Assigned hours calculated toward compensatory time or overtime are defined as hours a HEO series employee is assigned to work in excess of his/her usual 35-hour workweek. To the extent possible, the supervisor shall provide the employee with 48 hours' notice of the assigned additional time.
- ◆ Assigned hours calculated toward compensatory time or overtime could also be hours a supervisor assigns to a HEO series employee to perform a specific project in addition to his/her usual responsibilities, which the supervisor feels will require the employee to work beyond his/her regular scheduled 35-hour workweek.
- ◆ The general rule for HEOs is that any assigned hours beyond the 35-hour workweek must be approved in advance in writing by the manager or supervisor and by such administrator(s) as designated by the College President. The employee's time record must reflect the additional hours worked. Any urgent or emergency situations that result in extended hours should be approved as soon as possible, within the bi-weekly period in which they occur.

Overtime/Compensatory Time

Use of Compensatory Time:

Included HEOs whose FSLA status is non-exempt are eligible to earn compensatory time for hours worked above the normal 35 hours in a work week up to a maximum of 40 hours. Compensatory time earned during a quarter of the contractual HEO “leave year” (September 1-August 31) shall be scheduled to be used as promptly as possible within the quarter but no later than thirty (30) calendar days after the end of the quarter in which the compensatory time was earned. The use of compensatory time shall be scheduled by the supervisor, in consultation with the employee. In the event a supervisor is not able to schedule the compensatory time or any part thereof within the timeframes of 30 days, any such compensatory time shall be either (1) carried over up to a maximum of 60 days until such time as it can be used or (2) upon mutual agreement of the employee and the college, paid out at the employee’s current rate of pay.

All represented HEOs shall be provided with a quarterly balance statement of compensatory time. This will include accrued and used compensatory time, if any. If you are unsure if your title is FSLA exempt or included, please contact the Human Resources Benefits Manager.

To request the use of compensatory time, employees must complete and submit the [HEO Compensatory Time Timesheet](#), available on the Human Resources website.

Payment of Overtime:

Employees in a HEO series title who are non-exempt shall receive overtime payment at the rate of time and one-half for the hours worked in excess of 40 hours in a workweek. Payment of overtime will be added to an employee’s regular paycheck.

Time and Leave

Annual Leave and Vacation

HEO series employees accrue annual leave as follows:

- ◆ During the first year of service— 15 days
- ◆ During the second through 11th year of service and thereafter— 15 days plus one additional day for each year of service to a maximum of 25 days.

Employees who have had full-time continuous service in the classified Civil Service shall receive credit for the years of service to determine the annual leave entitlement. The date determining the accrual rate is the original classified full-time hire date.

Employees who have had previous continuous service in any hourly classified Civil Service only, shall not receive credit for the years of service to determine the annual leave entitlement. The date which will determine the rate of accrual is the date of the HEO series hire date.

Use of Annual Leave

Employees are expected to use their annual leave time within the annual leave year (9/1-8/31) in which it is earned. Included employees are allowed to accumulate earned but unused annual leave up to a maximum accrual not to exceed 45 working days as of December 31st of any given year. By March 1 of each year employees who anticipate having an annual leave accrual in excess of 45 days as of August 31st must submit to their Department Head a minimum two alternatives for utilizing their excess days by December 31. Excluded employees can accumulate earned but unused annual leave up to a maximum accrual not exceeding 50 working days as of December 31 of any year.

However, any employee, who has, as of August 1, 1987, accumulated annual leave in excess of 45 days shall have a personal accrual maximum equal to the number of days accrued as of August 31, 1987.

Annual leave periods, including leave taken to reduce excess accruals, must be scheduled with the approval of supervisors, subject to review and approval by a senior executive of the College, at times when there will be no disruption of the normal functioning of the College. Except when used for personal emergencies, annual leave must be scheduled and approved in advance.

Unscheduled Holidays

In most cases, there are four unscheduled holidays in the period September 1– August 31 to be taken within the annual leave year. A request to take a specific day as an unscheduled holiday is made in accordance with the usual practices at the College. Unscheduled holidays must be taken within the annual year in which they are earned, and they may not be carried into the next annual year.

To view HEO time and leave summaries please [click here](#) and scroll down to “*Employee Time and Leave Summaries.*”

To view Article 14 of the PSC contract, which details leaves and holidays, [click here](#)

Time and Leave (continued)

Scheduled Holidays

Employees in the HEO series are paid for the following holidays:

Independence Day; Labor Day; Columbus Day; Thanksgiving; Day after Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Martin Luther King Jr's Birthday; Lincoln's Birthday; President's Day; Memorial Day; Juneteenth.

If a holiday falls on a Saturday or a Sunday, that is not a regular work day for the employee, it is observed on the Friday before or the Monday following as designated by the University.

To view the current holiday calendar please [click here](#) and scroll down to "*Holiday & Payroll Calendars*"

Emergency Closing

Employees in the HEO series are paid for all emergency closings on days that they are regularly scheduled to work.

Temporary Disability Leave (Sick Leave)

Temporary Disability Leave is defined as any temporary physical or mental incapacity. Employees are granted temporary disability leave of 20 calendar days. The unused portion of such temporary disability leave shall be cumulative to a maximum of 160 calendar days during which the College is in regular session.

To view HEO time and leave summaries please [click here](#) and scroll down to "*Employee Time and Leave Summaries.*"

Time and Leave (continued)

Family and Medical Leave of Absence (FMLA)

Employees are covered under the provisions of the Family and Medical Leave Act, which permits an eligible staff member to take leave for the following purposes:

- ◆ Birth of a son or daughter and to care for a newborn child
- ◆ For placement with the employee of a child for adoption or foster care
- ◆ To care for the employee's spouse, domestic partner, or parent with a serious medical condition
- ◆ The employee's own serious medical condition
- ◆ Any qualifying exigency resulting from the spouse, child, or parent of the employee who is on active duty in the Armed Forces in support of a contingency operation.

Jury Duty

HEO series employees required to serve on a jury or are required to report to court in person in response to a jury duty summons or are required to report for jury examination or to qualify for jury duty shall receive their regular salary during such absences, provided that they remit to the University an amount equal to the compensation received by them, if any, for jury duty.

New York State Paid Family Leave

New York State Paid Family Leave Benefits (PFL) is an employee-funded insurance policy that provides job-protected, paid time-off to:

- ◆ Bond with a newly born, adopted, or fostered child;
- ◆ Care for a family member with a serious health condition;
- ◆ Assist loved ones when a family member is deployed in a foreign country on active military service.

For more information, please [click here](#), scroll down to “Senior College Employees,” and click on “PSC Employees (NYS).”

Benefits

Health Coverage

HEOs have the option to choose one of several plans, which include HMOs, PPOs, and POS', which are provided through the City of New York. If an appointment is expected to last at least six months, health insurance benefits are effective on the date of hire as long as paperwork is received within 31 days.

The "Summary Program Description" booklet is available at:

<http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spд.pdf>

For additional questions, please contact the Benefits Officer in the Office of Human Resources.

Welfare Fund Benefits

Dental coverage, prescription drug coverage, and vision benefits are provided through the PSC-CUNY Welfare Fund. The effective date of Welfare Fund Benefits is the first of the month following the date of hire. In cases where an employee is hired on the first of the month, Welfare Fund Benefits are effective on the date of hire.

A full list of Welfare Fund Benefits beyond the dental, prescription, and vision cited above can be found at: [Actives - PSC CUNY Welfare Fund \(psccunywf.org\)](http://psccunywf.org)

For additional questions, please contact the Benefits Officer in the Office of Human Resources.

Tuition Fee Waiver

Employees in the HEO series are eligible to receive a tuition waiver for their own study at a CUNY school. Limitations are imposed based on length of service and type of courses as follows:

- ◆ For Undergraduate Courses: an employee must have served for at least one year. There is no limit to the number of credits covered by the tuition waiver.
- ◆ For Graduate Courses: there is no minimum service requirement. Up to six credits per semester will be covered.

Tuition waivers are not available for any winter or summer sessions. For more information, please [click here](#).

Benefits (continued)

Retirement

Fully appointed employees are required to join the TIAA Optional Retirement Program or the NYC Teachers' Retirement System (TRS). Those who do not enroll in a plan within 30 days from their date of appointment will be defaulted into TRS. Members covered through TIAA are vested after 366 days of employment. Members covered through TRS should contact TRS directly for inquiries regarding the minimum years of service required to vest.

For more details, please refer to the Summary Comparison Chart found here:

[TRS Membership for CUNY Employees \(trsnyc.org\)](https://www.trsnyc.org)

You may contact the TRS at 1.888.869.2877

You may contact TIAA at 1.800.842.2252

Or you may consult with the Benefits Officer in the Office of Human Resources who will be able to provide additional information to you.

Voluntary Retirement Plans

A listing of available Retirement Plans can be found in the [Universal Availability Notice](#).

Voluntary Benefits

CUNY offers a wide range of benefits that employees may take advantage of. These benefits include a Work/Life Program through CCA@yourservice, the CUNY e-mail, Edenred, financial services through Municipal Credit Union, and many more. Contact your HR Benefits Officer for more details.

Benefits (continued)

CUNY Wellness Programs

As part of CUNY's goal to offer a comprehensive benefits package that meets both the present and future needs of our employees and their families, CUNY is happy to provide a wellness program to assist and support your ongoing health and well-being.

From competitive benefits to on-site wellness programs, the CUNY Employee Wellness Program provides resources to support you and your family's health and well-being. For more information, please contact the HR Benefits Officer.

Professional Development

CSI Professional Development Fund is available to Tax-Levy CSI staff who are full-time in the HEO series, Non-Teaching titles covered by the PSC, Classified Managerial, Skilled Trades, & White & Blue Collar Classified titles who are interested in attending external conferences and/or professional development training (either in-person or virtual). The amount of money allocated to the fund will vary from year to year based on a July – June fiscal year. The funds are distributed on a first come first serve basis with preference given to first time requests.

Information on Trainings and Professional Development are available on the Human Recourses website: [Training and Professional Development | Human Resources | College of Staten Island Website](#)

The PSC negotiated a Professional Development Fund to provide financial support (up to \$3,000 per year) for HEOs to enhance their professional skills, conduct research and attend professional conferences. Activities should be related to development of skills relevant to performing your professional duties at CUNY. Such activities include: conferences, seminars, training, workshops, course fees, and tuition. The application and guidelines are available on the PSC website: <https://psc-cuny.org/benefits/heo-clt-professionaldevelopment-fund>.

HEO-series employees are also eligible to apply for PSC-CUNY Research Awards, under Article 25.2 of the contract. <https://psc-cuny.org/benefits/psc-cuny-research-award-program/>

University Policies

Affirmative Action Equal Employment Opportunity Policy

The College of Staten Island of The City University of New York is committed to the principles of affirmative action and equal employment opportunity. The College of Staten Island recruits, employs, retains, and promotes employees in all job classifications on the basis of ability and without regard to race, color, religion, sex, age, national origin, handicap, marital status, veteran status, sexual orientation, or status of a victim of domestic violence. To ensure equal employment opportunities and non-discrimination against minorities and women in accordance with CUNY's policy and federal, state, and local requirements, The College of Staten Island implements an affirmative action program.

Sexual Harassment Policy and Complaint Procedure

Under the policy of The City University of New York, harassment of employees or students on the basis of sex is prohibited. Investigation of allegations will be made promptly and on a confidential basis to ascertain the veracity of complaints and to take appropriate action.

It is a violation of the University and College policy for any member of the College community to engage in sexual harassment and to take action against an individual who reports an incident of sexual harassment.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, and verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when submission or rejection to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work or academic environment.

It is the responsibility of each person with supervisory responsibility to disseminate this policy within his/her area. CUNY policy and compliance procedures for sexual harassment are distributed College-wide and are published on the Office of Human Resources' Website.

If you have any questions regarding Sexual Harassment/Affirmative Action, Contact:

Tara Mastrangelo, Esq.
Director of the Office of Diversity, Equity, and Inclusion and Title IX and ADA/Section 504
718.982.2688 or email: Tara.Mastrangelo@csi.cuny.edu

Workplace Violence Policy

The College of Staten Island of The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior toward people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.

All employees must participate in training on the risks of workplace violence in their workplace at the time of initial employment and at least annually thereafter. The employee training and information program includes information regarding how to locate the Policy and Program as well as survey forms. The College informs and provides training to its employees.

Workplace Violence is defined as any behavior that is violent, threatens violence, coerces, harasses, or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the College's ability to provide services to the public. Examples of workplace violence include, but are not limited to, microaggressions, disruptive behavior intended to disturb, interfere with, or prevent normal work activities (*such as yelling, using profanity, verbally abusing others, or waving arms and fists*); intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack); menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property; and

possessing firearms, imitation firearms, knives, or other dangerous weapons, instruments, or materials.

University Policies (continued)

Workplace violence may be perpetrated by individuals or groups in internal and external campus settings. This includes all members of the College community as well as visitors.

No one within the College community shall have in their possession a firearm or other dangerous weapon, instrument, or material that can be used to inflict bodily harm on an individual or damage to College property without specific written authorization from the College President regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the Office of Public Safety.

Additionally, faculty, staff, and students are encouraged to report behavior that they reasonably believe possesses a potential for workplace violence as defined in the preceding paragraphs. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

- ◆ You may report workplace violence to:

Office of Public Safety
718.982.2111
718.982.2116— Emergencies Only

- ◆ [PSC Grievance Counselors](#)

Greg Douros, Coordinator of Contract Administration,
gdouros@pscmail.org

For accessibility regarding elevator use or transportation, you may contact Facilities Management at 718.982.3210

All other accessibility concerns may contact the Office of Accessibility Services at 718.982.2510

University Policies: Who to Contact at CSI

Affirmative Action/Sexual Harassment:

Tara Mastrangelo, Esq.
Director of the Office of Diversity, Equity, and Inclusion and Title IX and
ADA/Section 504
718.982.2688 or email: Tara.Mastrangelo@csi.cuny.edu

Emergency Closing

The College of Staten Island is always open unless a specific announcement is made to the contrary. You may contact the College at 718-982-2111 or visit the Website at www.csi.cuny.edu for up-to-date information regarding closings. If weather conditions or other emergencies should occur, announcements will be made through CUNY Alert. Please sign up for CUNY Alert using your CUNYFirst account.

Security

Office of Public Safety
718.982.2111
718.982.2116— Emergencies Only

Resources:

1. [CCA@Your Service](#) (Employee Assistance Program) -Company Code: CUNY
2. [College Council: HEO Steering Committee and HEO Resources](#)
3. [Human Resources](#)
4. [PSC Faculty & Staff Rights](#)

College Committees

- ◆ *CSI HEO Cross Campus Chapter of the PSC:*
Holds monthly virtual meetings and occasional in-person gatherings each semester. HEOs are also invited to attend Zoom and in-person meetings and other activities throughout the year at the PSC Central Office. These meetings may feature presentations by chapter and union leaders on rights and benefits, current campaigns, local and state politics, and other topics. They provide an opportunity for members to speak to each other and their PSC representatives about issues of importance at the campus. The chapter has one delegate per 100 members as well as alternate delegates and four CUNY-wide officers at large. CSI has two HEO delegates and one alternate delegate. Delegates serve on behalf of HEOs at the union's Delegate Assembly. The names of officers and delegates can be found here: [Leadership - PSC CUNY](#).

- ◆ *HEO Steering Committee:*
Convene and conduct meetings; coordinate HEO-series activities; establish ad hoc committees; receive and distribute to all employees in the HEO series (HEOs) reports of its committees; and serve as a vehicle for bringing HEO concerns to the President, Council, and other appropriate College constituencies.
Membership: Seven members elected by and from the HEO-series staff, for staggered three-year terms. Two Co-Chairs shall be elected by the Committee each academic year. Alternates shall be elected at the same time as Steering Committee Members, to act as substitutes on the Council and other committees when needed.

- ◆ *EO Labor Management Committee:*
Each college must have a HEO Labor Management Committee composed of three HEOs appointed by the PSC and three appointed by the college president. The committee chair will alternate annually between the PSC and CUNY. The committee makes non-binding recommendations to the President concerning workload. The committee also must recommend to the College HEO Screening Committee all applications for the \$2,500 salary assignment differential.

- ◆ *CSI Health & Safety Committee:*
Effective 2025, CUNY and the PSC established a safety and health committee at each college to discuss local safety and health workplace issues. The committee meets at least once per semester and consists of up to three individuals selected by the college President or their designee and up to three individuals selected by the PSC.