

HR Update - Week of April 5, 2021

NEW HR TEAM MEMBER

Please join me in welcoming Mr. Elgin Ford, who joined York as our Manager of Payroll & Benefits this past week. Elgin brings over 10 years of experience in the public and private sectors, as well as higher education. Elgin's skillset includes recruitment, employee relations, policy administration, and expertise providing management oversight for both the payroll and benefits functions; a role he will take on here at York. He will provide much needed support and expertise to our team. Please do send him a quick note to welcome him (eford@york.cuny.edu)!

COVID-19 Related Information

From Central Office: Effective Friday, 4/2/21, we are reducing CUNY's quarantine requirement for employees to return to work from 14 to 10 days. This will apply to all quarantines including symptoms, positive test, exposure and travel both domestic and international.

We will continue to require a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance in order to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date.

We understand that some of these requirements may go beyond the minimally recommended measures, but CUNY has steadfastly expressed and acted in a very conservative and thoughtful manner throughout this pandemic and will continue to do so.

Thanks to CIS, the Everbridge app has already been updated to reflect this change.

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Effective March 12, 2021, the Governor's Office announced a total of 4 hours per injection. For those who receive the two-dose vaccination, this would allow up to 8 hours of paid time off. This will be in line with [NYS guidelines including non-retaliation for those who avail themselves of this benefit](#).

Similar to time off for COVID testing, these hours will be tracked at the campus level and will have no impact on payroll. Appropriate documentation of both appointments is required and should be submitted to the supervisor to substantiate time taken from work. Hours taken for this purpose must be reported in HR-ASSIST as 'Other Leave' and noted as 'vaccination' in the comments section of the timesheet.

Supporting documents can be shared with HR via our [secure document portal](#).

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As a reminder, in an ongoing effort to ensure the health and safety of all CUNY faculty, staff and students during this pandemic, CUNY has worked with the City of New York to secure priority COVID-19 testing at designated NYC Health + Hospitals testing sites.

Priority testing is available for faculty, staff and students working, living and/or attending classes on campus. For a list of these sites, visit the [City's Priority Testing for School-Based Staff and Students page](#).

Priority testing is available for CUNY faculty, staff or students who:

- currently reside in a CUNY dorm; or
- regularly work on a CUNY campus; or
- attend or teach in-person or hybrid classes including those at clinical sites off-campus.

Eligible CUNY staff can work with their managers to schedule a 45-minute work break twice a month in order to get tested. Be sure to request and retain proof of testing at every visit as it may be required for timekeeping purposes. Proof of testing should be retained by the supervisor, to support approval of the employee timesheet.

Everyone must present a valid campus identification card at the testing site. **Staff and faculty working or learning in person can request a letter from Human Resources to take with them to the testing site stating eligibility for priority testing.** Please contact Ms. Marilyn Williams (mwilliams@york.cuny.edu) in order to request the referenced letter.

If you are not eligible for CUNY's priority testing, free testing can be accessed by calling 311 or visiting a [NYC Health + Hospitals testing site](#). New Yorkers can also call the NYS COVID-19 hotline at 1-888-364-3065, or find a test site [here](#).

On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law. Under this legislation, employers may continue to provide FFCRA Emergency Paid Sick Leave and Emergency FMLA Expansion leave through September 30, 2021. **CUNY will continue to provide FFCRA Leaves to eligible employees who fill out the appropriate attestation and request forms, which can be found on the CUNY University Benefits Office and on the York HR webpage. This continues to be a one-time provision.**

SECURE DOCUMENT PORTAL

REMINDER: the Office of Human Resources now has a Document Portal, for transmitting documents containing sensitive information to the staff of Human Resources. The HR Document Portal will allow faculty and staff to submit forms, such as those routinely used for employee verification requests, securely through any web server. The portal can also be used to return documents directly to the employee once completed.

The HR Document Portal is accessible via this link or by going to the HR webpage: <https://hrdocs.york.cuny.edu>

We have also included a Request Form to use for specific types of sensitive requests:

<https://www.york.cuny.edu/administrative/human-resources/forms/documentreturnform1.docx/view>

Please visit the HR web page to review all of the forms available to you for conducting business with Human Resources.

EMPLOYEE ASSISTANCE PROGRAM ('CCA')

The wellbeing of our employees and their family members continues to be of genuine concern.

Please remember that the CUNY Work/Life Program 'CCA@Your Service' – our confidential, 24/7 employee assistance program provider, is a readily accessible resource. Think of CCA@YourService as an individualized resource for providing practical, around-the-clock information and assistance to manage your daily life. From emotional health and wellness support to assistance with daily work/life concerns like dependent care and financial/legal challenges, CCA@YourService is here to help. They can even help with personalized consumer resources and referrals like pet care, home improvement, budgeting and travel.

Additionally, all the benefits from CCA@YourService are available to your family members and those you love. This includes a significant other, children, parents, siblings, grandparents, aunts, uncles, cousins, roommates—anyone who has an impact on your life. Knowing your loved ones are supported can improve your wellbeing and peace of mind.

We hope that you will take this opportunity to familiarize yourself with the benefit. It is truly a resource that everyone can use!

Please visit the York College HR webpage under 'Additional Benefits Programs and Information' for additional information including scheduled manager and employee orientation sessions.

<https://www.york.cuny.edu/administrative/human-resources/benefits-1>

800-833-8707

www.myccaonline.com

Company Code: CUNY

From the entire HR Team -Be well and be safe!

**Sabrina Johnson Chandler, SHRM-SCP
Executive Director, Human Resources**