

# **NYPD**



# **CIVILIAN EMPLOYEE REFERENCE MANUAL**

**JAMES P. O'NEILL**

Police Commissioner

# **CIVILIAN EMPLOYEE REFERENCE MANUAL**



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**Please Note:** All civilian employees are responsible for reading the Civilian Employee Reference Manual which is located on the Department's Intranet.

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## INTRODUCTION

In 1844, Manhattan was a cosmopolitan community struggling to house 400,000 people. The community was in a state of dynamic growth; crime was high. To cope with this crisis, the Municipal Police, the forerunner of our modern Police Department, was established. The "Force" consisted of a uniformed corps of 200 men who were sworn to protect life and property at a salary of \$500 per year. By 1898, there were 3.6 million people in the City and they were serviced by 7,457 police.

Civilians have been employed by the Department for most of its history. In 1898, civilians were employed primarily in clerical and custodial positions. Today, the population of New York exceeds 8 million and sprawls over an area of more than 319 square miles. Although the City is dynamic and constantly changing, over the past few years the application of innovative crime control strategies has greatly reduced the crime rate throughout the five boroughs.

Our Department, headquartered at One Police Plaza in lower Manhattan, performs a vast array of functions which affect many areas of City life. Uniformed members of all ranks now number more than 36,000. In addition, the Department employs about 15,300 full time and 2,300 per diem civilians in over two hundred (200) titles.

### A. HISTORICAL NOTES AND DATES

**1844** Passage of the Municipal Police Act, which established the Municipal Robert Peel system. The system called for a full-time paid professional police force rather than part-time constables and night watchmen.

**1853** Police Board formed to regulate and appoint members of the force.

**1857** New York State took police powers from the City. A cap-and-ball pistol became mandatory equipment for all Police Officers.

**1870** Police powers restored to the City.

**1872** Police Department charged with cleaning the streets. Officers were given the duty of collecting garbage and acting as the neighborhood "broom".

**1882** Detective Bureau formed.

**1887** Street cleaning duties transferred to newly formed Street Cleaning Department.

**1891** First female appointed to uniformed force.

**1898** All boroughs consolidated as the City of New York. Borough Police Departments governed by a unified Police Board. Civilians employed as custodial workers.

**1901** Police Board abolished and Police Commissioner appointed by the Mayor to head the Department.

**1920** First Civilianization programs to use civilians to free police officers for patrol began in this decade.

**1924** Bureau of Policewomen established.

**1934** First major, large-scale civilianization effort.

- 1968** Police Administrative Aide civil service title created for police agencies.
- 1972** Large scale civilianization program instituted in December 1972. The Department's civilian staff almost doubled in its first year.
- 1974** City-wide budgetary crisis and hiring freeze halt tax levy hiring and eventually lead to layoffs.
- 1979** Civilianization efforts resumed.
- 1986** Principal Administrative Associates (PRAAs) assigned to precincts to assist operations coordinators.
- 1991** Implementation of community policing program which necessitated large-scale hiring of uniformed and civilian employees.
- 1994** Crime Control Strategies developed; sharp reduction in crime rate registered. Budget gap worsened; severance programs for civilian employees implemented.
- 1994** Principal Police Communications Technician title created.
- 1995** Merger of Transit and Housing Police Departments with NYPD accomplished; uniformed strength reaches 38,310; baseline civilian staff levels off at 6,700.
- 1996** Merger of 1,500 Department of Transportation's Bureau of Traffic Operations with NYPD accomplished; baseline civilian staff increases to 9,029.
- 1997** Criminalist title created.
- 1998** Merger of the School Safety Division.
- 2001** September 11 Terrorist Attacks in New York City; collapse of the Twin Towers
- 2002** Creation of the Counterterrorism Bureau; reorganization of Intelligence Division; Intelligence Research Specialist title created.
- 2013-2016** Historic low crime rates

## **B. ORGANIZATIONAL STRUCTURE**

The Police Department is one of the largest and most visible of all City agencies. Its primary function is to protect human life, maintain order, and uphold the law. However, the Department performs countless other tasks, all of which require conscientious administrative and support personnel. As a civilian employee, it is your responsibility to work diligently toward the smooth operation of the Department, regardless of the nature or location of your assignment.

It is also important that you understand the organizational structure of the Department. The Police Department resembles and operates similar to the military with a chain of command, rank structure, 24 hour clock, and a Department disciplinary system.

This section discusses the basic command organization of the Department, beginning with the highest authority, the Police Commissioner.

## **C. DEPARTMENT ADMINISTRATION**

### **THE POLICE COMMISSIONER**

The Police Commissioner is appointed by the Mayor for a five (5) year term. The Police Commissioner manages the Department to ensure it meets the public's needs for police services. The Commissioner provides leadership, direction, and control of the government, administration, disposition and discipline of the Department. The Police Commissioner has a First Deputy Commissioner, fifteen (15) Deputy Commissioners, a Chief of Staff, a Chief of Department, ten (10) major Bureau Chiefs, and one (1) Assistant Chief in the Criminal Justice Bureau who assist in the day-to-day operations of the Police Department.

### **FIRST DEPUTY COMMISSIONER**

The First Deputy Commissioner serves as the executive aide to the Police Commissioner and as Acting Police Commissioner in the Commissioner's absence. The First Deputy Commissioner assists the Police Commissioner in the administration of the business affairs of the Department.

The First Deputy Commissioner also directly oversees the Department Advocate's Office, Criminal Justice Bureau, Office of Equal Employment Opportunity, Firearms Discharge Review Board, Force Investigations Division, Office of Labor Relations, Personnel Bureau, Risk Management Bureau, Training Bureau, Office of Deputy Commissioner, Trials, and Support Services Bureau.

### **THE CHIEF OF DEPARTMENT**

The Chief of Department is the highest ranking uniformed member of the Department. The primary mission of the Chief of Department is to direct and oversee the activities and resources of seven (7) operational bureaus: Patrol Services, Housing, Transit, Transportation, Detectives, Citywide Operations, and Community Affairs. The activities of these bureaus are the foundation of the Department's crime control efforts.

The Chief of Department monitors current incidents, develops special programs, evaluates and reviews written orders and correspondence, and performs confidential investigations and administrative functions. Operational situations are monitored for compliance with Department policies to facilitate responses, while ensuring the accurate and timely flow of information.

Additionally, the Chief of Department plans, coordinates and presides over the **COMPSTAT** meetings where senior commanders share tactical and strategic information and recommend plans of action to achieve the Department's goals of continuing to reduce crime, fear, and disorder.

### **DEPUTY COMMISSIONER, COUNTERTERRORISM AND INTELLIGENCE**

The Deputy Commissioner, Counterterrorism and Intelligence serves as the senior confidential advisor on counterterrorism and intelligence matters to the Police Commissioner and the Department at large, has the highest level of input into the formulation, implementation, and review of Department policies and procedures to combat the threat of future terrorist attacks in New York City, assesses the Department's intelligence capabilities, and establishes, coordinates and maintains liaison relationships with local, state, and federal level enforcement agencies and intelligence officials to ensure that proper information gathering protocols are in place.

The Deputy Commissioner, Counterterrorism and Intelligence has overall command responsibilities for the direction, performance, effective leadership and the management of the Department's Counterterrorism and Intelligence Bureaus, in conjunction with the Counterterrorism and Intelligence Chiefs. He pays particular attention to counterterrorism and intelligence matters, and ensures that the capabilities of the Department are heavily focused on its mission. In this regard, all the resources

under his command will work closely and collaboratively with the Chiefs of Intelligence and Counterterrorism Bureaus, and each of the subordinate elements in regards to the operational programs, information exchange, investigative support, and counterterrorism and intelligence collection capabilities.

#### **DEPUTY COMMISSIONER, OPERATIONS**

The Deputy Commissioner, Operations acts as confidential staff advisor and facilitator to the Police Commissioner on a broad range of extremely complex, confidential, and highly sensitive managerial and administrative matters affecting key programs, policies, and procedures in the Department. The Deputy Commissioner is also responsible for formulating, implementing, evaluating, coordinating, planning and facilitating complex, multifaceted and often controversial agency programs and strategies of the highest priority. The programs cut across agency organizational lines, and are designed to effectively combat crime.

#### **DEPUTY COMMISSIONER, PUBLIC INFORMATION**

The Deputy Commissioner, Public Information advises the Police Commissioner regarding press and public relations, acts as a liaison with media representatives to promote a professional and productive relationship between the Department and the media, and supervises the Public Information Division. The Public Information Division is responsible for coordinating press relations at the scene of major incidents, disseminating information regarding newsworthy events, administering press credentials to members of the media, and responding to inquiries from domestic and foreign media outlets regarding the NYPD.

#### **DEPUTY COMMISSIONER, LABOR RELATIONS**

The Deputy Commissioner, Labor Relations is responsible for creating and maintaining harmonious and open relations with various unions, whose members work for the Department. These relationships promote the mutual resolution of disputes and provide employees with an avenue to address their concerns. To this end, the Deputy Commissioner also oversees and administers the formal grievance procedure.

The Deputy Commissioner, Labor Relations is the Department's chief liaison with the Mayor's Office of Labor Relations. Working with that agency, the Deputy Commissioner ensures that Department practices and procedures are in compliance with collective bargaining agreements, labor law, and the City's labor policies.

#### **DEPUTY COMMISSIONER, EQUAL EMPLOYMENT OPPORTUNITY**

The Deputy Commissioner, Equal Employment Opportunity is responsible for ensuring that Department policies, procedures and programs relating to selection standards, recruitment, training, promotion, assignment and personnel management practices are in compliance with local, state and federal laws, regulations, and guidelines which prohibit discrimination in employment. The Deputy Commissioner, Equal Employment Opportunity is empowered to investigate all complaints or allegations of employment discrimination based on: age, alienage or citizenship status, color, creed, disability, gender including gender identity, marital status, partner status, national origin, race, religion, sexual orientation, predisposing genetic characteristics, military status, or status as a victim of domestic violence, of a sex offense(s) and /or stalking; the Deputy Commissioner has the authority to initiate or recommend disciplinary procedures against any member of the service who violates the Department's equal employment opportunity policy.

The Deputy Commissioner is also responsible for assessing the Department's efforts to address and prevent employment discrimination and retaliation in the disciplinary process.

**DEPUTY COMMISSIONER, LEGAL MATTERS**

The Deputy Commissioner, Legal Matters (DCLM) serves as the General Counsel to the Police Commissioner and provides legal guidance to the Department and its executive staff. In addition, the DCLM regularly communicates with the Mayor's Office, the Corporation Counsel, the Criminal Justice Coordinator, the District Attorneys, and the United States Attorneys to address legal and operational issues as they arise.

**DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET**

The Deputy Commissioner, Management and Budget (DCMB) is the Department's chief fiscal officer. The Deputy Commissioner coordinates and oversees financial planning, management of expense and capital budgets, procurement of goods and services, capital construction, maintenance of facilities, payment of bills, payroll and contract processing.

The Deputy Commissioner, Management and Budget is the Department's liaison with the Mayor's Office of Management and Budget and interacts with that agency on an on-going basis throughout the year. In addition, the DCMB is responsible for monitoring and preparing the budget to determine the Department's operating and capital budgets for the coming fiscal year; ensuring compliance with the City's financial plan; documenting expenditure variances when actual expenditures are not in accordance with planned amounts; and overseeing fiscal year end close and finalization of expenditures.

The Office of Management Analysis and Planning (OMAP), a sub-division of the office of the DCMB ensures maximum organizational efficiency and effectiveness by conducting in-depth research, strategic planning, policy analysis, demonstration projects, and evaluation and performance monitoring. OMAP proposes policies, strategies, programs, organizational structures, and staffing to maintain maximum effectiveness. It is also responsible for the preparation of policy, program, and budget briefing materials for the Police Commissioner and senior Department managers.

**DEPUTY COMMISSIONER, STRATEGIC COMMUNICATIONS**

The Deputy Commissioner, Strategic Communications is responsible for executive and organizational communications, ensuring the delivery of information across various print, electronic and social media platforms. The Deputy Commissioner prepares speeches, articles, and other content on behalf of the Department, and manages content delivery to the Department's social media assets, intranet, and internet.

**DEPUTY COMMISSIONER, TRAINING**

The Deputy Commissioner, Training is responsible for the management and administration of all training programs for the Department. The Deputy Commissioner directs activities at all Department training facilities, and oversees the development, implementation, monitoring, evaluation and revision of all curricula, courses and training programs. The Deputy Commissioner confers directly with the Police Commissioner on special projects and proposes courses of action to implement the most viable and effective training programs.

**DEPUTY COMMISSIONER, INTERNAL AFFAIRS**

The Deputy Commissioner, Internal Affairs is responsible for the establishment of all policies, programs, procedures, and operations affecting the Department's efforts to eliminate corruption and serious misconduct. The Deputy Commissioner provides effective corruption controls by analyzing allegations and trends, and by conducting comprehensive investigations designed to ensure the highest standards of integrity. In addition, he/she directs all efforts to investigate, uncover, and prevent corruption and serious misconduct by all agency employees. The Deputy Commissioner reports directly to the Police Commissioner and advises all other Department executives on aspects of internal corruption and misconduct.

**DEPUTY COMMISSIONER, TRIALS**

The Deputy Commissioner, Trials conducts disciplinary trials for uniformed and civilian members of the Department, and submits written findings of fact and penalty recommendations to the Police Commissioner. Five (5) Assistant Deputy Commissioners assist the Deputy Commissioner in hearing these disciplinary cases.

**DEPUTY COMMISSIONER, DEPARTMENT ADVOCATE**

The Deputy Commissioner, Department Advocate is responsible for the review and analysis of Department disciplinary matters. This office provides guidance to other Department units aimed at enhancing coordination of efforts relative to the overall disciplinary process. The office is responsible for the presentation of facts to the Deputy Commissioner, Trials in matters adjudicated in the Department's Trial Room. The Deputy Commissioner, Department Advocate makes recommendations to the Police Commissioner relative to penalties associated with disciplinary matters.

**DEPUTY COMMISSIONER, ADMINISTRATION**

The Deputy Commissioner, Administration advises and counsels the Police Commissioner on a myriad of highly confidential and sensitive administrative issues and agency policies which impact all aspects of Department operations. The Deputy Commissioner, Administration manages the Office of the Deputy Commissioner of Administration, the Ceremonial Unit, the Employee Relations Section, and the Chaplains Unit.

**DEPUTY COMMISSIONER, COLLABORATIVE POLICING**

The Deputy Commissioner, Collaborative Policing, is responsible for the management, administration and complex coordination of all Department efforts to move forward with a new model of collaborative policing. The Deputy Commissioner serves as the Police Commissioner's expert advisor on all matters related to collaborative policing strategies to improve relationships with diverse communities, maximize existing resources, and develop new ones.

**DEPUTY COMMISSIONER, SUPPORT SERVICES**

The Deputy Commissioner, Support Services currently commands a Bureau that provides logistical and technical support to all commands within the Department. The Support Services Bureau undertakes these tasks through the operations of the Fleet Services Division, Property Clerk Division, Central Records Division, and Printing Section.

**MAJOR BUREAUS**

Twelve (12) of the Department's major bureaus are headed by uniformed and civilian members of the service. They are comprised of ten (10) Bureau Chiefs, one (1) Assistant Chief, and one (1) Deputy Commissioner. Below is a brief summary of their duties and responsibilities:

**Chief of Patrol** directs, coordinates, and controls patrol services by deploying resources to

effectively combat crime. The Patrol Services Bureau consists of seventy-seven (77) precincts.

**Chief of Transportation** develops and implements comprehensive initiatives which reflect the Department's overall strategies as they relate to the use of various forms of transportation in the City of New York; coordinates police response to the needs of vehicular traffic on the City's streets and highways, maintains order and public safety, and enforces all applicable laws and ordinances as they relate to the use of the City's streets and highways.

**Chief of Transit** commands the Transit Bureau, which leads efforts to reduce subway crime in four hundred sixty-nine (469) stations, twelve (12) Transit Districts; and various specialized units, and is responsible for enhancing the safety and security of all persons using or employed by the mass transit system. In addition, the Chief of Transit develops and implements comprehensive police initiatives, which reflect the Department's overall crime and counterterrorism strategies and are responsive to the needs of the riding public.

**Chief of Housing** is responsible for providing a safe and secure environment in nine (9) Police Service Areas which cover public housing facilities. This is in partnership with the public housing community through the impartial enforcement of laws and the sensitive delivery of dedicated police service.

**Chief of Detectives** manages the Detective Bureau which conducts in depth investigations of serious crimes at the local level and has the ability to muster diverse groups of investigators from throughout the City to coordinate large scale investigations. This Bureau is comprised of the Central Investigations Division, Gun Violence Suppression Division, Forensic Investigation Division, Special Victims Division, Grand Larceny Division, Special Investigations Division, Central Robbery Division, Fugitive Enforcement Division, Central Enforcement Division, eight (8) Detective Boroughs, Narcotics Boroughs, Detective Squads, Robbery Apprehension Squads, Auto Crime Squads, Gang Squads, Real Time Crime Center, and the Warrant Section.

**Chief of Citywide Operations** manages the Special Operations Division, Strategic Response Group, Disorder Control Unit, and Crisis Outreach and Support Unit. The Special Operations Division assists various Department resources in combating crime and terrorism on the ground, in the air, as well as in all navigable water surrounding New York City. The Special Operations Division is comprised of the following: the Aviation, Harbor, Mounted, and Disorder Control Units, as well as the Emergency Service Unit, which oversees the Department's Hazardous Materials/Weapons of Mass Destruction Unit, and the Canine Team.

**Chief of Personnel** oversees the Personnel Bureau and is responsible for all of the Department's personnel-related issues. The Personnel Bureau is the parent command of the Applicant Processing Division, Personnel Orders Section, Human Capital Division, Career Enhancement Division, and Medical Division.

**Chief of Community Affairs** advises the Police Commissioner on all aspects relating to community relations, as well as the development and implementation of programs and policies that foster positive police/community relations and reduce fear of crime. The mission of the Office of the Chief of Community Affairs is to create, strengthen, and maintain partnerships between the Department and all the communities it serves. The Chief of Community Affairs is responsible for the Office of the Chief of Community Affairs, the Community Affairs Investigations Unit, the Community Outreach Division, the Crime Prevention Section, the Juvenile Justice Division, the School Safety Division, as well as various civilian participation programs.

The **Criminal Justice Bureau** initiates, monitors, and evaluates criminal justice projects and procedures within the Department and those implemented jointly with other criminal justice agencies. It oversees borough court sections and police functions within Traffic Violations Bureau hearing offices.

The **Information Technology Bureau** is responsible for directing and providing all members of the Department with the most advanced technology available in order to enhance operational performance and promote personal safety. The use of technology in law enforcement contributes to officer effectiveness and efficiency and is to the benefit of all citizens of the City. The Information Technology Bureau is comprised of the following divisions: Administrative Division, Fiscal Affairs Division, Strategic Technology Division, Information Technology Services Division, Life-Safety Systems Division, and Communications Division.

#### D. DESIGNATIONS

Every employee, uniformed or civilian, is considered a member of the service (**MOS**). The proper, official designations are uniformed member of the service (**UMOS**), and civilian member of the service (**CMOS**).

#### UNIFORMED RANKS

Uniformed positions through the rank of captain are filled by civil service examinations and by review of eligible candidates. Ranks above captain are appointed by the Police Commissioner and are subject to annual review and renewal. Persons in the rank of Deputy Inspector and above hold major leadership positions and are therefore specially selected. Detective ranks are also designated by the Police Commissioner. These officers must demonstrate special talents in order to be designated as detectives. The insignias and shields worn by uniformed members of the service are noted in the Patrol Guide procedure **204-03: Uniforms**.

##### Chief of Department



##### Bureau Chief



##### Assistant Chief



##### Deputy Chief



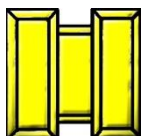
##### Inspector



##### Deputy Inspector



##### Captain



##### Lieutenant



##### Sergeant



### CIVILIAN RANKS WHO REQUIRE A UNIFORM

There are several civilian titles that require a uniform to be worn by the employee while performing their assigned duties. School Crossing Guards (SCGs), Traffic Enforcement Agents (TEAs), School Safety Agents (SSAs), and their supervisors are the most visible Department civilians who wear uniforms. Other civilian titles that require either a uniform or a lab coat/technician gown to be worn are: Police Chaplain, Public Health Assistant, Police Communications Technician, Horseshoer, Hostler, Motor Vehicle Operator, Motor Vehicle Supervisor, Case Management Nurse, Recreation Director, and Police Attendant. Below is the insignia worn by civilian members in the Traffic Control and School Safety Divisions. Traffic Enforcement Agents (TEAs) levels I-IV wear silver collar brass with the letters TCD. The insignia is the same as the uniformed members except that it is in silver.

#### INSIGNIA OF SCHOOL SAFETY DIVISION RANK



**Director**



**Deputy Director**



**Associate Supervisor of  
School Security Level II**



**Associate Supervisor of  
School Security Level I**



**Supervisor of School Security**



**School Safety Agent Level III**

#### INSIGNIA OF TRAFFIC ENFORCEMENT DISTRICT RANK



**Traffic Director**



**Traffic Deputy Director**



**Traffic Manager (TM 1 or TM 2)**



**Traffic Supervisor 3**



**Traffic Supervisor 2**



**Traffic Supervisor 1**

**E. ORGANIZATION CHART**

The following Organization Chart shows the various units of the Department. Organizational changes occur, but this chart will give you an overall picture and illustrate the Department's chain of command.

**Please Note:** This page is intentionally blank.

## INTRODUCTION

You have embarked on a civil service career. The key word is **service**. Helping the public is the goal of each City agency.

In an agency such as the Police Department, employee conduct reflects positively or negatively on the Department as a whole. As a civilian employee of the Police Department, you are part of a team and are expected to conduct yourself in a professional manner. You are required to comply with the provisions of the **Patrol Guide (PG)**, the **Administrative Guide (AG)**, which are posted on the Department's Intranet site, The New York Conflicts of Interest Law and Rules, the New York City Police Department Board of Ethics Rulings, and adhere to the rules and regulations of the Police Department insofar as they affect your job duties. Failure to do so, or failure to meet work standards, may result in the imposition of disciplinary procedures, including termination. You also have the right to be heard when you have a job-related problem. Additionally, serious misconduct may warrant legal action against you.

If you are involved in a police incident, you are mandated to report the facts to your Commanding Officer as per Patrol Guide procedure **206-11: Member of the Service Arrested (Uniformed or Civilian)** and Administrative Guide procedure **319-19: Civilian Member - Discipline**.

Members of the public may wish to allege misconduct by either a Uniformed or Civilian member of the service. Patrol Guide procedure **207-31: Civilian Complaints** explains the various steps and reports. Complaints made about civilian members are forwarded to the Internal Affairs Bureau (IAB) Command Center.

The Department utilizes computers, and to maintain the integrity and security of those computer systems, all members will be held strictly accountable for all entries on that system during the period they are signed on. Review Patrol Guide procedure **219-14: Department Computer Systems**.

Both the Patrol Guide and the Administrative Guide are located on the Department's Intranet site, under Department Manual heading.

**Note:** As a result of the World Trade Center attacks in 2001, and continued terrorist activities throughout the world, the law enforcement community has started an outreach program with New York City residents. Signs are posted throughout the transit system and in public buildings on what to do if you encounter an unattended/suspicious package/person. This campaign is known as "IF YOU SEE SOMETHING, SAY SOMETHING! Call 1-888-NYC-SAFE" or notify a uniformed member of the service. One Police Plaza also has a similar policy, please call Headquarters Security at (646) 610-7622/6573.

## A. ETHICS

### I. Department of Investigation

The **Mayor's Executive Order No. 16** established the Department of Investigation for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence. The full text of **Mayor's Executive Order No. 16**, dated July 26, 1978, is contained in this manual in Appendix A. The Executive Order details standards of conduct for City employees. By direction of the Mayor, you are responsible to know and understand its contents. Knowledge of this order *may be tested on promotional examinations* and can be viewed on the internet at [www.nyc.gov/html/doi/html/report/whistleblower.shtml](http://www.nyc.gov/html/doi/html/report/whistleblower.shtml). In addition, Patrol Guide procedure **205-38: Investigation of Incidents of Retaliation Against Members of the Service** should be reviewed.

## II. Conflicts of Interest Board

Part of your responsibility is to refrain from activities which conflict with the proper performance of your duties. The **New York City Conflicts of Interest Law and Rules** provides standards against which your conduct is measured.

A member of the service wishing to resolve a question of propriety can call the Legal Bureau at (646) 610-5400 for guidance and instructions. In certain situations, the NYPD's Board of Ethics may consider the particular situation and all related facts. Questions submitted for resolution by the NYPD's Board of Ethics must be of actual concern. To request a Board of Ethics opinion, the member should write to the attention of the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406 A, New York, New York 10038.

**Do not** accept gifts or favors of any kind from anyone having business dealings with the City.

**Do not** disclose confidential information concerning the affairs of the City or use such information to advance your own or anyone else's financial or other private interest.

**Do not** hold an investment in any business which creates a conflict with the proper discharge of your official duties.

**Do not** accept private employment when such employment is incompatible with the proper discharge of your official duties.

**Do not** solicit or negotiate for future employment with any business with which you are involved on behalf of the City.

## III. Restrictions on Purchase of City-Owned Property

All members of the Department are reminded that the purchase of any City-owned property through negotiated sale, other than a City-owned residential building of six (6) units or less, is a prohibited act. Violation subjects member to fine, suspension or dismissal and member may be prosecuted for a misdemeanor. Patrol Guide procedures **203-13: Financial Restriction Prohibited Act** and **203-14: Prohibited Interests** discuss financial restrictions for members of the service.

Section 2604 (a)(1)(b) of the New York City Charter states: "No regular employee shall have an interest in a firm which such regular employee knows is engaged in business dealings with the City, except if such interest is in a firm whose shares are publicly traded, as defined by rule of the board." "Business dealings with the city" includes any transaction with the city involving the sale, purchase, rental, disposition or exchange of any goods, services, or property."

However, a City-owned residential building of six (6) units or less may be purchased through negotiated sale provided the employee buying such a property did not participate in the decisions affecting the disposition of the property during the course of his or her City employment.

**NOTE: NEGOTIATED SALE** includes auctions.

## B. RESIDENCY REQUIREMENTS

With certain exceptions noted below, any person who enters city service on or after September 1, 1986 must be a resident of the City, or establish city residence within 90 days after appointment, and maintain city residence as a condition of employment.

Employees who have completed over two years of city service shall be deemed to be in compliance with the residence requirements if they are residents of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam County.

Persons appointed prior to September 1, 1986, and who are currently serving in or being appointed or promoted to provisional, non-competitive, exempt, seasonal, labor class, temporary or part-time positions are required to maintain residence within the City of New York. Residence must be established within 90 days of the date of appointment.

Competitive class employees who entered City service prior to September 1, 1986 who are appointed to positions for which City residence is required must become residents within one year of the date of appointment.

Members are required to notify their commanding officer and complete and update their personal information via the Personal Data Forms Intranet System when they change their name, residence or social condition. Refer to Patrol Guide procedure **203-18: Residence Requirements**.

If you need additional information pertaining to residency requirements, you should contact the Selection and Processing Unit of the Employment Section at (646) 610-6810.

### C. PUBLIC CONTACT

The image you present is how the public will perceive you and the Department. Therefore, the Department's goal is to maintain a culture of professionalism where the principles of courtesy and respect are consistently applied in your interactions with peers, supervisors, subordinates, and the public that you have been sworn to serve. Remember, the average citizen feels that he or she is your boss and, to a degree, he or she is right. The taxpayer has a right to certain expectations. You must always keep in mind that because so much is expected of us, we must make a concerted effort to treat every citizen of the communities we serve with the same Courtesy, Professionalism, and Respect that you would like to receive in your daily contacts. This policy is known as CPR. Administrative Guide procedure **316-41: Courtesy, Professionalism, Respect (CPR) Recognition/Incentive Program** discusses CPR.

What might seem like a simple, minor problem to you may be an important, confusing matter to a member of the public. Give clear, patient responses to all requests. If a citizen becomes belligerent, call your supervisor.

If you cannot answer a caller's question, find out who can and direct the citizen to that person or office. The benefits of **CPR** go far beyond simply creating a more cordial relationship between the Department and the community at large. The cooperation and assistance of the citizens of New York City have been and always will be integral factors in our ability to fight crime. Much of the Department's contact with the public is over the telephone. Answer calls as quickly as possible. When answering calls, state:

- YOUR COMMAND;
- YOUR TITLE AND NAME;
- "MAY I HELP YOU?"

When answering the telephone, Police Administrative Aides (PAAs) and Senior Police Administrative Aides (SPAAs) can use the titles "Police Aide" or "Senior Aide", respectively. Take messages carefully on a message pad including the name of the caller, date and time, together with your initials so that you can be identified. Be sure to notify the person for whom the message is intended.

### D. DEPARTMENTAL GUIDES

The Department publishes guides that are important in governing you and your work. The **Administrative Guide** and the **Patrol Guide** govern your responsibilities and set restrictions on your activities. They also detail what procedures must be followed in specific situations. The guides are

constantly updated and each command maintains current copies. **Both guides are updated regularly and are located on the Department's Intranet site. It is your responsibility to locate and keep abreast of the content and changes, especially those pertaining to your duties.**

Much of the information in this manual is derived from these guides and you should also become familiar with those sections relating to civilians. **Again, check the guides periodically to see whether new material affecting you has been added.**

Each guide has an INDEX to assist you. Look under the word "civilian" or under the specific area you are interested in, such as "leave". **Series 319 of the Administrative Guide (AG)** is a major section pertaining to civilians. We have included relevant sections of both the Patrol and Administrative Guides in this manual. **However, be advised that you are responsible for all matters that affect you.**

#### **E. OFF-DUTY EMPLOYMENT**

You may engage in off-duty employment under certain conditions, including the following:

- It must be performed outside your regular duty hours with the Department
- It must not interfere or conflict with Department duties, availability or efficiency
- It must not require Department employment as a prerequisite for the off-duty employment
- It must not relate to or concern matters that the Department is required to inspect or license unless authorized
- You **may** work for another City Agency while employed by the Police Department. You must prepare "Certification of Compatibility or Dual Employment" (DP1021) and forward it to the Human Capital Division for processing.
- You must **not** work while on sick leave; and
- Except by operation of law, it must not involve directly or indirectly any business dealings of the City government.

If you wish to engage in off-duty employment, fill out two (2) copies of the **OFF-DUTY EMPLOYMENT APPLICATION** (PD407-164) and submit them to your supervisor. Your supervisor will interview you concerning your off-duty employment. If it is approved, a copy of the Off-Duty application is placed in your personnel folder. If your supervisor or commanding officer finds that the off-duty job conflicts with your Department responsibilities and advises you in writing that your off-duty employment is not appropriate, you may **appeal** the decision by forwarding a typewritten report with details to the Police Department's Board of Ethics, One Police Plaza, Room 1406A, New York, New York 10038.

Civilian members of the service who are attorneys shall be guided by the specific legal prohibitions listed in Patrol Guide procedure **205-40: Off-Duty Employment** and Administrative Guide procedure **319-23**.

#### **F. PROHIBITED POLITICAL ACTIVITIES**

Provisions of the City Charter, Civil Service Law and the Election Law place certain restrictions on political activity:

The City Charter (Section 2606) prohibits any City police officer or employee from paying or promising to pay any political assessment, subscription, or contribution.

No person employed under the Civil Service Law may be required to contribute to any political fund, nor may he/she suffer any adverse effect upon his/her employment for refusing to make a

contribution (Civil Service Law, Section 107[1]).

City officers and employees are prohibited from paying or promising to pay anything of value, including a political contribution, for the purpose of being nominated or appointed to, or retaining, a public position (City Charter, Section 2605, Election Law, Section 17-158 [4]).

No City officer or employee may use his/her authority or official influence, either directly or indirectly, to compel or induce any other officer or employee to pay or promise to pay any political contribution (Civil Service Law, Section 107-158 [3]), Election Law, Section 17-158 [2]).

No person shall make or offer to procure nomination or appointment to any public office or employment in return for payment or promise of a contribution or other valuable consideration (Election Law, Section 17-158 [3]).

In addition to these provisions of law, it is the policy of this Department not to be identified in any way with any political activities. In order to avoid said identification, Department employees are directed to refrain from utilizing their position as employees of the Department to further their political activities and/or to refrain from political activities on Department premises and during duty-hours. Review Patrol Guide procedure **203-10: Prohibited Conduct** for additional information.

#### G. DISCIPLINARY AND APPEAL PROCEDURES

It is your responsibility to abide by the rules and regulations of the Department, as well as all orders and instructions issued by supervisors. If you do not, you are subject to disciplinary action for violations. Misconduct in the Department can be more serious than in the private sector. The police function is often a lifesaving one and violations of Department regulations may result in critical delays or misinformation that prevents lifesaving or other crucial services. Serious misconduct by an employee can result in an arrest and/or suspension of that employee. Department employees are expected to obey all city, state and federal laws. Criminal charges by this or any other agency may result in discipline, suspension, or termination, in addition to any judiciary action against you. You **must** notify the Department if you are arrested as per Patrol Guide procedure **206-11: Member of the Service Arrested (Uniformed or Civilian)**. Failure to do so will result in additional Department charges. Administrative Guide procedure **319-19: Civilian Member - Discipline** should also be consulted.

There are three (3) basic types of disciplinary procedures:

1. For less serious violations your supervisor may **WARN** you and/or **ADMONISH** you, orally and/or in writing, or may **CHANGE YOUR ASSIGNMENT**.

2. Continued violations or violations of a more serious nature may result in **COMMAND DISCIPLINE** (CD) procedures. A command discipline is a non-judicial punishment available to a commanding/executive officer to correct deficiencies and maintain discipline within the command. It permits a Commanding Officer to correct minor violations without resorting to formal charges and a Department trial. Typical violations resulting in command discipline are sick leave abuse and reporting late for duty. A typical penalty is loss of vacation time.

A command discipline becomes part of your personnel folder filed in your command. There are two (2) kinds of command discipline violations: **Schedule A** and **Schedule B**. Records of Schedule A violations are removed from your folder and destroyed after one year, providing you have no other command disciplines in the interim; Schedule B remains part of your employment record.

*Provisional employees with less than twenty four (24) months of service and probationary employees may be terminated without a hearing.*

A permanent employee who receives a command discipline (CD) and who disagrees with the findings and/or the penalty may appeal.

3. For the most serious violations or continued violations with no improvement (Schedule B violations), there are **CHARGES AND SPECIFICATIONS**. These may result in termination of employment. Charges may be adjudicated by an informal hearing at the Borough or Bureau level, by a Department trial before the Deputy Commissioner, Trials, prosecuted by the Department Advocate's Office, or by the contractual grievance procedure. You can discuss your options with your union representative.

When you are being considered for promotion, your performance record will be reviewed. At that time, any disciplinary records in your folder will be considered. Discipline may have an important effect on your career.

#### **Command Discipline Appeal**

In the case of a command discipline, an employee who accepts a disciplinary finding but declines to accept the penalty may appeal to the commanding officer/supervisory head of the next higher command.

An employee who rejects both the finding and penalty may have the matter resolved through a formal charges and specifications trial or allow the union to pursue the matter in accordance with the procedure set forth in the collective bargaining agreement.

The guidelines relevant to civilian employee discipline are detailed and should be reviewed. They are: Patrol Guide procedures **206-01 through 07: Reporting Violations Observed by Supervisors, Command Discipline, Violations Subject to Command Discipline, Authorized Penalties Under Command Discipline, Preparation of Charges and Specifications, Service and Disposition of Charges and Specifications, Cause for Suspension or Modified Assignment; 206-09: Suspension from Duty - Civilian Member of the Service; 206-11: Member of the Service Arrested (Uniformed or Civilian); 206-13: Interrogation of Members of the Service and 206-14: Sealing Disciplinary Records**, as well as Administrative Guide procedure **319-19: Civilian Member - Discipline**.

#### **H. GRIEVANCE AND ARBITRATION PROCEDURES**

A grievance is a dispute concerning application or interpretation of the terms of a collective bargaining agreement. If you believe that you have a problem related to your work or working conditions, talk it over with your immediate supervisor. If this fails, discuss the matter with the personnel officer of the Borough or Bureau where you are assigned. In many cases, informal discussions may lead to a satisfactory resolution of problems. Administrative Guide procedure **320-14: Grievance - Civilian Member of the Service** explains the process.

For union members, grievance and arbitration procedures have been set up to handle those situations in which satisfactory solutions cannot be worked out with supervisors and personnel officers.

The procedure is as follows:

Step 1. You or your union representative presents your grievance in person or in a memo to your unit's commanding officer **within one hundred and twenty (120) days** after the date the grievance

arose. The commanding officer will try to resolve the grievance and reply in writing by the end of the third (3<sup>rd</sup>) workday following the date of your grievance. (Grievances pertaining to the operation of video display terminals should be first discussed informally with your supervisor prior to filing a formal grievance.)

- Step 2. If you are not satisfied with the results of Step 1, you can appeal in writing within five (5) days of the Step I decision to the Deputy Commissioner, Labor Relations whose representative must meet with you and/or your union representative and issue a written determination within ten (10) working days after you file your appeal.
- Step 3. You or your union can appeal the results of Step 2 in writing to the Deputy Commissioner, Labor Relations within ten (10) working days after you receive the Step 2 results. The Deputy Commissioner, Labor Relations will review your appeal and issue a written determination within fifteen (15) working days after you file. **Only your union can appeal a Step 3 decision.**
- Step 4. The union may appeal to the New York City Office of Collective Bargaining for impartial arbitration within fifteen (15) working days of receipt of Step 3 decision.

The Police Department can bring any grievance to arbitration at any time. A copy of the notice requesting impartial arbitration must be sent to the opposing party. The decision of the arbiter is final.

### **I. FEDERAL DRUG-FREE WORKPLACE ACT OF 1988**

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Violations of this policy will subject an employee to discipline which can result in termination. Review Patrol Guide procedure **205-30: Drug Screening Test for Cause**.

*The Federal Drug-Free Workplace Act of 1988* also requires that any employee convicted of a criminal drug statute violation occurring in the workplace must notify the agency within five (5) days of the conviction.

The Department requires that uniformed and civilian members of the service **immediately notify the Department when they are arrested**, either within or outside of the workplace, regardless of the nature of the offense. Refer to Patrol Guide procedure **206-11: Member of the Service Arrested (Uniformed or Civilian)**. The Federal Drug-Free Workplace Act does not affect the Department's notification requirement in cases of arrest.

### **On/Off-Duty Drug Use Policy**

The New York City Police Department has been in the forefront in this City's war against illegal drug use. Indeed, a substantial amount of Department resources are expended in this continuous effort. In addition, over the years, many police officers have been seriously injured and several have been killed during such enforcement efforts.

Because of this, and our Department's value to "maintain a higher standard of integrity than is generally expected of others because so much is expected of us", the Department has a **"ZERO TOLERANCE"** policy concerning drug usage by all members. Uniformed and civilian members who are found guilty of using illegal drugs, or who unlawfully possess illegal drugs or drug paraphernalia, whether on or off duty, will be terminated from employment. The determination of such guilt shall be made administratively, pursuant to the due process rights of the employee as determined by their

provisional, probationary, or tenured status.

Anabolic steroids are controlled substances. With limited exceptions, state law requires a written prescription and examination by a medical practitioner prior to the issuance of a controlled substance. Human Growth Hormone (HGH) is a powerful anabolic hormone that occurs naturally in the human body. Synthetic HGH, which is regulated by the FDA, is only available by prescription to treat a limited number of conditions. It is a misdemeanor under NY Public Health Law to obtain or attempt to obtain a controlled substance or prescription for a controlled substance by fraud, deceit, misrepresentation, or by the concealment of a material fact.

An important element of the Department's drug policy is to ensure workplace safety for each employee at all times. Indeed, workplace safety is so important that courts have consistently acknowledged it as justification for drug testing. Such testing is one of the tools used by the Department to ensure a drug free work environment.

In order to balance the individual's right to privacy with the public's interest in having a drug free Department, drug screening tests are conducted when there is reasonable suspicion that an employee is engaging in drug usage either on or off-duty. When a determination is made that reasonable suspicion does exist, the employee suspected of illegal drug usage must take the drug screening test as directed. **Refusal to take the test will result in immediate suspension, the service of charges and specifications, and termination of employment. Review Personnel Bureau Memo 23/08 for additional information.**

#### J. DEPARTMENT EMAIL POLICY

Department email provides all members of the service with an important formal communication system. In order to ensure integrity in the use of the Department's email system, refer to Patrol Guide procedure **203-27: Department Email Policy** regarding the Department's email policy which will be adhered to by all employees when using the Department's email system.

**NOTE:** *Members of the Service are advised that they do not maintain any right to privacy in email communications. All email communications sent or received by Department email are subject to review without notice to the user. Members of the service should understand that any email has the potential to be Rosario material, (material that can be submitted as the statements of witnesses set to testify at trial), and may be reviewed by the Department, outside agencies, District Attorneys and Criminal Defense attorneys.*

*All email communications may be stored and retrieved by the Department, regardless of whether a user intends or attempts to delete sent or received messages from the user's mailbox.*

*In addition to the standard signature block, all emails must also contain this concluding banner:*

**CONFIDENTIALITY NOTICE:** *This email and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, use or disclosure of it or its contents is prohibited and may violate laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of this communication.*

### Use of Social Media by Members of the Service

The New York City Police Department prohibits members of the service from using any Department email address in conjunction with social media, except as authorized by the Police Commissioner. Review Patrol Guide procedure **203-27: Department Email Policy and Operations Order 22, dated June 17, 2014 detailing the Use of Social Media by Members of the Service**. “Social media” is defined as online platforms that facilitate social networking, blogging and/or photo and video-sharing. Social media includes proprietary social media sites or applications such as Facebook, Instagram, LinkedIn, Snapchat, MySpace, and Twitter, as well as collaboration services such as Wikipedia and Blogspot or any emergent social media platform or service. In order to ensure that the Department complies with the New York City Social Media Policy, the following guidelines have been established concerning the use of social media by members of the service. All members of the service must be aware of and abide by the following:

- No member of the service is authorized to post social media content on an official Department social media platform, except those members specifically assigned to that task by the Office of the Deputy Commissioner, Public Information. All such social media usage will be clearly branded as official Department communication.
- No Department social media site or application is to be created or maintained, except that which has been authorized by the Police Commissioner.
- Members of the service are prohibited from posting photographs of themselves in uniform and/or displaying official identification, patches or badges, marked/unmarked vehicles on internet sites without authorization from the Department.

### K. EQUAL EMPLOYMENT OPPORTUNITY

The New York City Police Department is committed to providing a bias-free workplace where equal opportunity is mandated for all employees and applicants. Every employee of the Department has the right to work in an environment free of discriminatory practices. The Department strictly prohibits all discrimination in its workplaces and takes aggressive action against employment discrimination. The Department provides equal employment and promotional opportunities to all qualified people. The Office of the Deputy Commissioner Equal Employment Opportunity (DCEEO) is responsible for processing and resolving complaints of discrimination including, sexual harassment and related retaliation. This office protects members of the service who make such complaints, and those who cooperate in an EEO investigation. All information regarding protected rights and procedures are revised and distributed by the DCEEO on a regular basis. **The Equal Employment Opportunity Policy Booklet** and relevant forms are located on the Department’s Intranet site and on the DCEEO website.

It is the policy of the Department to ensure all employment decisions be made on the basis of equal opportunity and not on the basis of: **race, color, national origin, religion, creed, sex/gender (including gender identity), alienage or citizenship status, disability, age, military status, marital status, arrest or conviction record (under some circumstances), predisposing genetic characteristics or carrier status, sexual orientation, status as victim of domestic violence, sex offenses, or stalking, partnership status, unemployment status, consumer credit history and familial status\***. Any member of the Department who feels discriminated against in any aspect of employment due to his/her membership in one or more protected classes has the right to file a complaint. All members of the service should be aware and understand anti-discrimination procedures.

*\* Law covering familial status protection is effective January 19, 2016.*

**Duties and responsibilities of the Office of the DCEEO:**

- To prevent and correct violations of local, state, and federal EEO laws within the Department.
- To provide employees and applicants with an effective means of seeking resolution to EEO issues.
- To provide extensive EEO training to all members of the Department in order to foster compliance with Department EEO policies.
- To monitor EEO-related employment practices and affect changes as necessary.
- To disseminate information to line and fraternal organizations regarding EEO issues.
- To provide reasonable accommodations to employees and applicants when appropriate.

Each new employee receives an Equal Employment Opportunity Policy Booklet during the hiring/orientation process. The booklet is updated and provided to employees on a regular basis and it is also published on the Department's Intranet site and on the DCEEO website. Patrol Guide procedures **205-36: Employment Discrimination, 205-37: Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material, 205-38: Investigation of Incidents of Retaliation Against Members of the Service and Administrative Guide 320-47: Reasonable Accommodation for Employees and Applicants** discuss the Department's policies and guidelines on anti-discrimination and reasonable accommodations.

- Employees are **strongly** encouraged to report a complaint or discuss concerns related to employment discrimination matters with the DCEEO, a supervisor at any level, or an EEO Liaison.
- Any supervisor or EEO Liaison who observes conduct of a discriminatory nature, becomes aware of any allegation or complaint of discrimination, retaliation, or sexual harassment, **MUST** notify the DCEEO via phone or in person by the next business day.
- If the matter is issued a DCEEO case number, forward **Confidential** report on **Typed Letterhead** to the DCEEO (DIRECT) within five (5) business days.

**NOTE:** *A supervisor receiving an allegation of employment discrimination, sexual harassment and/or related retaliation against oneself must immediately notify the Office of the DCEEO.*

*All supervisors and managers must set an example of non-discrimination by their own behavior and support of this policy.*

**Prohibited Acts of Employment Discrimination**

It is the policy of the Department to ensure equal employment opportunity without discrimination or harassment based on actual or perceived status of a person's: race, color, national origin, religion, creed, sex/gender (including gender identity), disability, age, military status, marital status, arrest or conviction record (under some circumstances), predisposing genetic characteristics or carrier status, sexual orientation, status as victim of domestic violence, sex offenses, or stalking, partnership status, alienage or citizenship status, consumer credit history, unemployment status and familial status\*. Local, state, and federal laws prohibit the following types of discrimination based on your actual or perceived membership in a protected group:

- Discriminatory treatment in hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination.
- Any policy or directive that has a disproportionate impact on a group specifically protected by law, unless the policy is justified by a business necessity.
- Failure to provide a reasonable accommodation to an employee or an applicant, unless such accommodation would result in undue hardship to the Department.
- Repeated or severe verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (harassment).

*\* Law covering familial status protection is effective January 19, 2016.*

### **Harassment**

Harassment based on a protected class includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display of written or graphic material in the workplace that denigrates or shows hostility or aversion toward an individual or group.

### **Retaliation**

It is unlawful to retaliate against or harass any person for filing an EEO complaint, for seeking a reasonable accommodation, for cooperating in the investigation of an EEO complaint, or for objecting to a discriminatory practice. The Department will not tolerate any such retaliation. Any employee who engages in such retaliation or harassment shall be subject to discipline, which may include reprimand, suspension, probation, demotion, transfer, termination, or fine.

### **Sexual Harassment**

Sexual harassment is a form of sex/gender discrimination.

Sexual harassment occurs when:

- Submission to such conduct is made explicitly or implicitly as a term or condition of employment, or is used as the basis for employment decisions affecting the employee.
- Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

*Refer to the Equal Employment Opportunity Policy Booklet as to the broad range of behaviors that can be considered sexual harassment.*

### **Pregnancy**

Pregnant employees are entitled to the same treatment as other employees with similar temporary disabilities or limitations.

### **Disability**

A disability is a physical, medical, mental or psychological impairment, a history or record of such impairment, or being regarded as having such an impairment.

### **Reasonable Accommodation**

The Department provides reasonable accommodations to qualified employees and applicants with disabilities, religious observances/practices, those who are pregnant, recovering from childbirth or a related medical condition, and victims of domestic violence, sex offenses, or stalking unless providing such accommodations would create undue hardship for the Department. Whether the accommodation is reasonable generally depends on the circumstances of each situation. Some examples are: job restructuring, making facilities physically accessible and/or modifying work schedules. Failure of an employer to provide a reasonable accommodation can be a form of employment discrimination. Employees and applicants requesting a reasonable accommodation should follow the procedure in the DCEEO policy booklet or on the Department's Intranet site and on the DCEEO website.

Contact the Office of the Deputy Commissioner Equal Employment Opportunity at (646) 610-5330 or the Mayor's Office for People with Disabilities at (212) 788-2830 (voice) and (212) 788-2858 (TTY). The website is [www.nyc.gov/html/mopd/html/laws/ada.shtml](http://www.nyc.gov/html/mopd/html/laws/ada.shtml).

### **55-a Program**

Section 55-a of the New York State Civil Service Law permits the City to convert as many as seven hundred (700) competitive civil service positions to non-competitive civil service positions for people who can perform the job in question as needed by the Department, and who are certified as having a disability, but are unable to take the civil service test. To learn about job vacancies, and apply to any vacancy in the competitive class for which you qualify, visit [www.nyc.gov/jobs](http://www.nyc.gov/jobs) and [www.nyc.gov/careers](http://www.nyc.gov/careers).

### **Confidentiality and Complaint Procedures**

All Equal Employment Opportunity complaints will be handled under the direction of the Deputy Commissioner, Equal Employment Opportunity, who reports directly to the Police Commissioner. The Office of the Deputy Commissioner Equal Employment Opportunity, supervisory personnel, and EEO Liaisons will treat each complaint confidentially. This means that information obtained from the complainant will not be discussed with other personnel except as necessary to investigate and resolve the complaint, or as required by law. The complainant should make every effort to maintain the confidential nature of the process. Witnesses or respondents of an investigation shall not discuss the nature of the complaint being investigated by the DCEEO or any aspect of an open or closed DCEEO case with anyone, except a representative of a line organization and/or legal counsel.

A DCEEO complaint may be withdrawn at any time by the person who filed it. Prior to making the determination to end an investigation, the Deputy Commissioner, Equal Employment Opportunity assesses whether the complaint requires further investigation and takes corrective action to prevent or eliminate the behavior.

At the conclusion of the investigation, a confidential, written report with the finding(s) is prepared. If the allegation of discrimination is substantiated, appropriate corrective action will be recommended. The Police Commissioner may review and take any corrective action that is appropriate. Corrective action may include transfer and/or disciplinary measures such as formal reprimand, suspension, probation, demotion, fine, or termination. Disciplinary measures shall be taken in accordance with any applicable provisions of law, rules and regulations, and collective bargaining agreements.

Any employee who has a complaint about discriminatory practices, including sexual harassment, is urged to contact the Office of the Deputy Commissioner Equal Employment Opportunity, a supervisor, or an EEO Liaison. The Office of the Deputy Commissioner Equal Employment Opportunity is located at Police Headquarters, One Police Plaza, Room 1204, telephone (646) 610-5330, fax (646) 610-7229.

Any member of the service or applicant for employment who believes that he/she has experienced discrimination has a right to file a formal complaint with local, state, or federal agencies.

New York City Commission on Human Rights  
100 Gold Street, Suite 4600  
New York, NY 10038  
(212) 306-7450  
[www.nyc.gov/cchr](http://www.nyc.gov/cchr)

You may file up to one (1) year from the occurrence of a discriminatory action.

New York State Division of Human Rights Headquarters

One Fordham Plaza, 4th Floor  
Bronx, New York 10458  
(718) 741-8400  
[www.dhr.state.ny.us](http://www.dhr.state.ny.us)

55 Hanson Place, Room 1084  
Brooklyn, New York 11217  
(718) 722-2385

163 West 125 Street, 4th Floor  
New York, NY 10027  
(212) 961-8650

You may file up to one (1) year from the occurrence of a discriminatory action.

United States Equal Employment Opportunity Commission  
New York District Office  
33 Whitehall Street, 5<sup>th</sup> Floor  
New York, New York 10004  
(800) 669-4000, Fax (212) 336-3620, TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

You may file up to three hundred (300) days from the occurrence of a discriminatory action except in some instances where there has been a prior filing with either the New York City Commission on Human Rights or the New York State Division of Human Rights.

## INTRODUCTION

There are many facets of your employment with which you must be familiar. The intent of this chapter is to acquaint you with certain rules and procedures affecting your employment.

### A. IDENTIFICATION CARD

Your identification card shows that you are a civilian member of the service (CMOS). This card must be worn on the outermost garment of your clothing, above the waist, and below the shoulders. It must be affixed or displayed in the chest area for easy observation when entering or leaving a Department building, and must be worn at all times while you are within a Department facility. You may use it for identification to cash your payroll check; however, you may not use it to represent yourself as a police officer or to gain any special privilege. In fact, posing as a police officer is a crime which will result in arrest, suspension, and probable termination (immediate termination if you are on probation or are a provisional employee).

You may sometimes be addressed as "officer" by a citizen. If this should occur, briefly explain that you are not an officer, but a civilian employee and identify your civil service title.

If you lose your identification card, you must immediately notify your supervisor, and the desk officer of the precinct where you lost or discovered the loss of your ID. Loss of your ID card may result in disciplinary action.

### B. GUIDELINES FOR DRESS CODE

All personnel must convey a professional image. Appropriate attire must be worn in the workplace.

**Female**  
Dress  
Skirt or slacks  
Blouse or shirt

**Male**  
Suit  
Slacks & dress shirt  
Sports Jacket

#### Inappropriate Attire is as follows:

**Female**  
Shorts  
Tee Shirts  
Jeans  
Dirty or torn clothes  
Tank/sheer /halter tops  
Braless  
Unkempt hair  
Thongs/beach shoes  
Sneakers  
Forehead head bands

**Male**  
Shorts  
Tee shirts  
Jeans  
Dirty or torn clothes  
Tank tops  
Unkempt hair  
Thongs/beach shoes  
Sneakers  
Forehead head bands

Administrative Guide procedure **319-20: Civilian Member-Uniforms/Equipment** details certain civilian titles that are required to wear uniforms and carry equipment, including optional rain gear for members assigned to the Traffic Enforcement District. Several of those titles are: Motor Vehicle Operator, School Crossing Guard, Police Attendant, Traffic Enforcement Agent, Tow Truck Operator, and School Safety Agent. Refer to Patrol Guide procedure **203-07: Performance On Duty - Personal Appearance** in regards to on duty appearance. Beards may only be grown under these provisions. *Operations and Interim Orders should be checked for updates.*

### C. PERMANENT AND PROVISIONAL APPOINTMENTS

Initial permanent appointments are made to a "probable permanent" position. You attain permanent civil service status after you satisfactorily complete a probationary period. You will be notified if an extension is required

#### Provisional Appointees

A **provisional** appointment is made when no appropriate civil service list is available for filling a vacancy. A provisional appointee **must** meet the minimum job qualification standards. The New York City Department of Citywide Administrative Services (DCAS) reviews and evaluates education and experience before it approves an individual as qualified for a specific job title as a provisional. Provisional appointments are normally terminated following the establishment of an eligible civil service list for their titles.

Provisional employees with twenty four (**24 months or more of continuous service**) are entitled to due process before any disciplinary action is implemented and their union contract provides for disciplinary grievances. Provisional appointment is made at the salary set for the position being filled and is usually the same as that which would be received by a (competitive) permanent employee.

DCAS announces the opening of the filing period for civil service exams for various titles on the first (1<sup>st</sup>) Wednesday of the month. The filing period is traditionally open for twenty (20) days.

*All provisional employees must take and pass the civil service exam for their title if one is open for filing. Their list number must be reached on the resultant list in order to gain permanent status.*

**Provisional personnel are subject to the same Department rules and regulations as permanent employees.**

A **non-competitive** appointment is made when an employee serves in a title for which no competitive examination is required.

An **exempt** appointment is made when an employee is in a unique position for which there are no exams or specific requirements. Such positions are usually either at an executive level and require extreme confidentiality.

A **labor class** appointment is made when an employee is in an unskilled position which cannot be tested.

#### Class Specification

Every title and rank has a civil service class specification (often called a job spec) which describes, in broad terms, the general duties of the title and level. Your supervisor will assign you to your specific tasks. The civil service class specification can be found with your respective union.

### D. PROBATIONARY PERIODS

#### Probation for New Employees

The probationary period for *many* civilian titles is one year. During probation, you have a chance to adjust to your new work and your supervisor has an opportunity to see how well you adapt to your duties and responsibilities. You will be evaluated on the quality and quantity of your work, your attitude, your attendance record and your work habits. Probationary employees are evaluated upon completion of the **fourth (4<sup>th</sup>)** and **tenth month (10<sup>th</sup>)** of their first (1<sup>st</sup>) year's employment, except entry level School Safety Agents (SSAs) who are evaluated at the **sixth (6<sup>th</sup>)** and **tenth (10<sup>th</sup>) month**.

### End of Probation

If you satisfactorily complete probation, you will become a permanent employee. The probationary period **may be** automatically extended by the number of days you are not on a full duty status (i.e. sick, annual leave, or leave without pay.) For example, if you have taken four (4) vacation days and three (3) sick days, your probationary period may be extended by seven (7) days. You will be notified if an extension is requested.

In some cases, where additional time is required for a proper evaluation, (i.e., additional training), the probationary period may be extended for an additional six (6) months.

If your performance has proved unsatisfactory, your employment may be terminated during or before the end of the probationary period.

### Probation upon Promotion

You are subject to a one (1) year probation period whenever you are promoted from a civil service list. If you have been appointed off of a promotional list (as opposed to an open-competitive list), and have served in the same title and particular job assignment on a provisional or temporary basis for a continuous period equal to or greater than the probationary period for that title immediately prior to your permanent promotion, the probationary period may be reduced for up to nine (9) months or waived completely. It should be noted that employees appointed to an entry-level position from a civil service list after having served provisionally in the same title are still required to serve a one (1) year probation.

## E. EVALUATIONS

When you are assigned, your immediate supervisor should introduce you to the evaluation process. All supervisors can access the Online Evaluation System via the Department's Intranet site. Refer to Patrol Guide procedures **205-48: Evaluations-General-Members of the Service** and **205-53: Evaluation of Sub-Managerial Civilian Personnel** for evaluation procedures for sub-managerial civilians. You will be evaluated using a standard performance evaluation form. This form will list the tasks you are to perform and the standards you must meet in performing those tasks. At the beginning of the specific evaluation period, your supervisor will review these tasks and standards with you, after which you will sign the verification section.

If you are serving a one (1) year probationary period, your supervisor will evaluate you at the end of your **fourth** (4<sup>th</sup>) and **tenth** (10<sup>th</sup>) months of probation, with the exception of entry level School Safety Agents (SSA) who are evaluated at the end of the **sixth** (6<sup>th</sup>) and **tenth** (10<sup>th</sup>) month.

If you are serving an eighteen (18) month probationary period you will be evaluated at the end of your **tenth** (10<sup>th</sup>) and **sixteenth** (16<sup>th</sup>) month. Upon the completion of your one (1) year or eighteen (18) month probationary period, you will be rated annually. *The evaluation period for permanent employees ends September 15th each year, except for the School Safety Division.*

**If you are a provisional employee, you will be evaluated at the twelfth (12<sup>th</sup>) and twenty first (21<sup>st</sup>) month of your qualification period.** After the probation period, you will be evaluated annually (each September). *A below standards evaluation may be considered grounds for termination.*

**Note:** *School Safety Division (School Safety Agent, Supervisor of School Security, Associate Supervisor, Administrative School Security Manager (NM)) evaluation period ends **June 30<sup>th</sup>** each year.*

An example of a task and its standards for a Police Administrative Aide (PAA) is as follows:

**TASK I:** Types reports, forms, memos, lists, cards, etc., which are above average in difficulty.

**STANDARDS:**

1. Reports, general correspondence, etc., are typed with minor and easily correctable errors.
2. Material is completed in accordance with deadlines.
3. Follows Department format.
4. Typing is grammatically correct.

At the end of the rating period, you will be evaluated by your supervisor by utilizing the Online Evaluation System. You will be shown your performance evaluation and, after reading it, you will sign all copies to acknowledge receipt, and be given a copy. At this time, you and your supervisor will discuss your strengths and areas to be improved. Together, you should also set performance objectives for the future and sign the verification caption, confirming that you understand the tasks and standards that will be used to rate your performance during the ensuing rating period.

If you do not agree with the evaluation you received, you may appeal your evaluation to your commanding officer by choosing “appeal” in the Online Evaluation System, and then signing on the hard copy of the evaluation form. If an agreement cannot be reached at this stage, **Patrol Guide procedure 205-59: Appeal Of Evaluation - Civilian M.O.S.** discusses an appeal of evaluation for civilian members.

A civilian member has the right to appeal the contents, recommendations, or overall rating of his/her performance evaluation **ONLY** if cause for appeal stems from:

- Factual error
- Rater’s misinterpretation of instructions
- Bias or prejudice of the rater
- Evaluation is based upon **OTHER THAN** performance factors

A civilian member of the service has the right to review comments and recommendations made by the reviewer; however, such comments and recommendations are NOT cause for appeal. Such review is solely for the ratee’s informational purposes.

Performance evaluation appeals of employees assigned to Patrol Services Bureau that remain unresolved after review by the Commanding Officer will empanel a review board at the Borough or equivalent level consisting of:

- E. The Borough Personnel Officer
- F. The Borough Adjutant
- G. The Borough EEO Liaison
- H. A Commanding Officer from other than the command of the ratee

For employees assigned to Bureaus or Divisions other than those mentioned previously, the review board consists of:

- Personnel Officer
- Bureau Executive Officer
- EEO Liaison
- A Division Commander from other than the command of the ratee

**NOTE:** *The review board's determination may be further appealed to the Police Commissioner or designee for final resolution.*

**NOTE:** Probationary employees or provisional employees with less than two (2) years in the provisional title are not entitled to appeal their evaluation and their services can be terminated at any time during the probationary or qualification period.

### Civilian Monitoring Unit

Commanding Officers are responsible for the evaluation and supervision of permanent, probationary, provisional, and non-competitive civilian members in their command. The Civilian Monitoring Unit (CMU) assists Commanding Officers in fulfilling these responsibilities. The unit monitors civilian members who receive “below standards” performance evaluations, are suspended, have charges and specifications pending, or are referred by their Commanding Officer. They provide guidance involving proper documentation of poor performance, excessive absenteeism, and misconduct. There are various criteria for this type of monitoring. Call the Civilian Monitoring Unit at (212) 720-4800 for additional information. Guidelines for dismissal probation are referenced in Administrative Guide procedure **318-09: Dismissal Probation Guidelines**.

## F. PAYROLL PROCEDURES

You are paid every other Friday via paycheck or Direct Deposit. Paychecks are distributed at your worksite after 1500 hours the Thursday prior for wages earned up to and including the previous Saturday. A stub attached to each check shows your gross biweekly salary, the amount of each deduction (taxes, savings bonds, optional health benefits, etc.), your net salary, and leave balances. Leave balances are for vacation/sick time accumulated. Your leave balance is listed in hours and minutes (HH: MM). Examine your pay stub carefully. If there is a question about your pay, or if for some reason your leave balances are incorrect or not displayed, contact your timekeeper. You can file a pay/time inquiry form (**PD138-152**) with your timekeeper to start the correction process. If you have any questions about earnings or deductions, **do not** contact the Payroll Section directly; instead, speak to your immediate supervisor or timekeeper. Many questions may be answered by visiting the City’s payroll site at [www.nyc.gov/opa](http://www.nyc.gov/opa).

*Most new employees receive their first paycheck within two (2) weeks; however, should there be an initial delay, the check may be received within four (4) weeks.*

### Direct Deposit

Direct Deposit (electronic transfer) is a convenient way to have your pay automatically deposited into your bank account (checking, savings, money market or credit union account). Direct Deposit eliminates the risk of stolen or lost checks. To apply, use the website at NYCAPS Employee Self Service [www.nyc.gov/ess](http://www.nyc.gov/ess) or the City’s intranet site at [cityshare.nycnet/ess](http://cityshare.nycnet/ess). Then you can sign up on ESS for your Direct Deposit. When you complete the transaction on ESS, you then print out your receipt and return the receipt with a voided check or savings deposit slip to Central Payroll, 1 Police Plaza, Room 1018 for verification. Money is deposited in the account on Friday of payday. To answer any further questions visit the website at [www.nyc.gov/opa](http://www.nyc.gov/opa) or ask your timekeeper/payroll person at your command.

The City has implemented paperless pay stubs (Employee Self Service). You are able to access your pay stub and HR (human resources) information online. To access your information use the website at NYCAPS Employee Self Service [www.nyc.gov/ess](http://www.nyc.gov/ess) or the City’s intranet site at [cityshare.nycnet/ess](http://cityshare.nycnet/ess). Most updates/changes to any of your deductions can be done through this website.

### City Time

The Police Department has a new timekeeping program - City Time. This program supplies balances for annual leave, sick time, compensation time, etc. to the timekeepers of your command. If you have any inquiries about your time leave balances, you may ask your timekeeper at your command.

### **Loss of Paycheck**

If you lose your paycheck, report the loss to the desk officer in the precinct in which the loss was discovered or occurred. You must obtain a complaint number (UF61) and a stop payment/lost property report from the precinct and then telephone the Payroll Section, (646) 610-6160, to report the loss as per Administrative Guide procedure **324-06: Loss Of Paycheck**.

You can also download the form at [www.nyc.gov/opa](http://www.nyc.gov/opa). The Office of Payroll Administration will begin the process of obtaining a new check for you, which will generally be within ten (10) business days if the paycheck has not been cashed.

If you are issued a new check and then find the old one, have the old check delivered to the Payroll Section, One Police Plaza, Room 1018. If you find the check before you are issued a new check, deliver the check to the Payroll Accounting Office, Municipal Building, One Centre Street, Room 200N, NY, NY 10007 for validation or issuance of a new check. You will need to bring appropriate identification with you, such as your Department identification card or a driver's license. You must also inform your Commanding Officer and the precinct in which the loss occurred if the paycheck is found. Additional information can be found at: [www.nyc.gov/opa](http://www.nyc.gov/opa).

### **Child Support Direct Deposit**

The Child Support Direct Deposit allows for the transfer of funds directly from your paycheck for the purpose of paying child support. To answer any further questions visit the website at [www.nyc.gov/opa](http://www.nyc.gov/opa).

## **G. OPTIONAL PAYROLL DEDUCTIONS**

There are a number of payroll options and pre-tax benefit programs available to you through various payroll deductions. For additional information, contact your timekeeper. For enrollment information pertaining to a pre-tax benefits program, call (212) 306-7760 (Deferred Compensation Plan) between 0900 hours and 1700 hours, Monday through Friday. Additional information can be found at [www.nyc.gov/olr/deferredcomp](http://www.nyc.gov/olr/deferredcomp).

### **1. Commuter Benefits Program**

The Commuter Benefits Program offers access to various transit plans and transit providers throughout the Tri-State area. It is considered a benefit because it allows you to purchase the commuter card with pre-tax dollars, through payroll deductions. As a result, you do not pay City, State, Federal, Social Security or Medicare taxes on payments for the card. You may enroll, change, suspend payroll deductions, or discontinue your enrollment in the Commuter Benefits Program by either contacting the TransitBenefit Coordinator at the Payroll Section, One Police Plaza, Room 1018 for the enrollment forms (FISA Form PMSTC-001), visiting the NYCAPS Employee Self Service portal at [www.nyc.gov/ess](http://www.nyc.gov/ess), or [www.nyc.gov/opa](http://www.nyc.gov/opa), or calling the service line at (212) 669-8555.

Below is a brief description of each of the plans available to you in the Commuter Benefits Program.

#### **a. Commuter Card Plan**

The WageWorks Commuter Card is a stored value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the Tri-State area. This stored value card works just like a credit card at transit provider ticket vending machines, ticket windows, and online/web stores. It can also be used to apply for MTA programs such as the Reduced-Fare MetroCard and EasyPay Xpress. Your card is funded with your deductions each pay date.

1) **The Commuter Card plan offers two options:**

- **Commuter Card – No Admin Fee:** Under this option, you will have a set deduction amount equivalent to the cost of the MTA NYCT 30-Day Unlimited Ride MetroCard, pre-tax per month. You will receive a Commuter Card that can be used to purchase the 30-Day Unlimited Ride MetroCard at NYCT MetroCard vending machines or to enroll in the MTA Easy Pay Xpress program which supports an unlimited ride MetroCard.
- **Commuter Card – Unrestricted:** (Under this option, you can elect to have any amount, pre-tax per month, deducted up to federal pre-tax transit limits.) You will receive a Commuter Card that can be used to purchase qualified transportation media from local and regional carriers' vending machines, ticket booths, or websites, such as the Long Island Railroad, Metro-North Rail Road, and New Jersey Transit.

**b. Transit Pass Plan**

This plan allows you to arrange for home delivery of your transit provider passes and tickets through the City's provider, WageWorks. You can select from their extensive catalog of transit providers and transit passes covering the Tri-State area. To see a list of the providers available in the Transit Pass Plan visit [getwageworks.com/nyc/transitplan](http://getwageworks.com/nyc/transitplan).

**c. Access-A-Ride/Paratransit Plan**

This plan allows employees with disabilities who receive paratransit service from New York City Transit to select Access-A-Ride coupons or other paratransit options through WageWorks.

**d. Park-n-Ride Plan**

This plan allows employees to use their pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station that they use to commute to work. Only transit-related parking is eligible.

**2. Deferred Compensation Plan "457"**

The Deferred Compensation Plan (DCP) is an employee benefit available to City employees. It is comprised of two (2) programs - a 457 plan and a 401(k) plan. Eligible employees may choose to join either or both plans. Both plans encourage employees to save for retirement. The plans allow employees to defer a portion of pay before local, state, and federal income taxes are taken out. **An employee who is NOT a member of the City pension can agree to contribute less than 7.5% to either plan and it will be a supplement to Social Security.** As a member of a pension plan, an employee will be required to pay Social Security taxes. Your taxes will be reduced as a result of the contributions you make, and your contributions and the earnings on them will accumulate tax-free until you withdraw them.

As of March 2006 and April 2011, a Roth (after-tax) component was added to both the 401K and 457 Plans, respectively. Participants can now make contributions on both a pre-tax and Roth basis. Employees making contributions on a Roth basis pay income taxes up front, but all earnings on qualifying distributions are tax-free. Additional information can be viewed at the website: [www.nyc.gov/olr](http://www.nyc.gov/olr).

**3. Medical Spending Conversion Program**

This program allows City employees who have payroll deductions for health insurance premiums and optional riders to increase their take-home pay, since these payments are not subject to federal and FICA taxes. Enrollment in the program is automatic, but employees may opt out by filing a Medical Spending Conversion (MCS) Change Form during Health Benefits Program Fall Transfer Period. Members interested may call (212) 306-7760 or the Health Insurance Section at (646) 610-5122 and visit

the website at [www.nyc.gov/olr](http://www.nyc.gov/olr).

#### **4. Health Benefits Buy-Out Waiver Program**

If the employee chooses to participate in the Health Benefits Buy-Out Waiver program, they will receive an incentive payment of up to \$1,000 in exchange for waiving their City health benefits. To join, the employee must be eligible to receive City covered health benefits. In addition, employees must provide information indicating that they are covered by another (non-City) health benefit program. For information and enrollment forms, contact the Health Insurance Section at (646) 610-5122, or the Medical Spending Conversion (MSC) Administrative Office directly at (212) 306-7760, or visit the website at [www.nyc.gov/olr](http://www.nyc.gov/olr). Counseling is by appointment only.

#### **5. Health Care Flexible Spending Account (HCFSA)**

The Health Care Flexible Spending Account (HCFSA) allows the employee to pay no taxes on up to \$2,500 worth of eligible medical expenses. HCFSA helps you pay for health-related expenses, not paid by your health insurance, with tax-free dollars. The amount you choose is taken out of your paycheck through a payroll deduction and put into a spending account. You submit a claim for any uninsured, eligible medical expenses, and then get a check back from your spending account. For additional information and an enrollment form call the Administrative Office of the Flexible Spending Accounts Program at (212) 306-7760 or visit the website at [www.nyc.gov/olr](http://www.nyc.gov/olr). Counseling is by appointment only.

#### **6. Dependent Care Assistance Program (DeCAP)**

The Dependent Care Assistance Program (DeCap) allows an employee to pay no taxes on up to \$5,000 worth of eligible dependent care expenses. Under the program, an amount is deducted from an employee's paycheck each pay period, and placed into a non-interest bearing account established for the employee. If an employee pays a qualified caregiver to take care of a dependent while they are working, then expenses are reimbursable from this account. The program is available to employees with New York City Health Insurance coverage. To obtain a brochure, contact the Dependent Care Assistance Program Administrative Office at (212) 306-7760, or visit the website at [www.nyc.gov/olr](http://www.nyc.gov/olr). Counseling is by appointment only.

#### **7. U.S. Savings Bonds Payroll Savings Plan**

U.S. Savings Bonds can be purchased through the Payroll Savings Plan. It is a safe and easy way to save. Enrollment is done through Employee Self Service (ESS), but the member of the service must set up an account with Treasurydirect.com. The funds deducted are forwarded to the Treasury and the bonds are sent directly to the member of service. Additional information is located at the website [www.nyc.gov/payroll](http://www.nyc.gov/payroll). The annual enrollment campaign is held each year in May.

#### **8. Combined Municipal Campaign**

The Combined Municipal Campaign solicits contributions for participating charities in support of various community services. The contribution is tax deductible. Employees can authorize a fixed sum to be deducted from their paycheck on a continuing basis to one or more of nine hundred and fifty (950) charitable organizations. The form can be downloaded from [www.nyc.gov/olr](http://www.nyc.gov/olr).

#### **9. College Savings Program**

New York's 529 College Savings Program provides families with a tax-advantaged way to save for college. It allows employees to save for college through easy payroll deductions. You may contribute as little as \$15 for each investment option for an account per pay period. You may add, change or stop deductions at any time. To enroll in the program use the website [www.nysaves.org](http://www.nysaves.org). Visit [www.nyc.gov/payroll](http://www.nyc.gov/payroll) for additional information.

## H. TOURS OF DUTY

Most civilian employees work a standard thirty five (35) hour week, consisting of a seven-hour day, or a forty (40) hour week, consisting of an eight-hour day, excluding your meal period. The length of your work schedule depends on your job title. Actual tours are determined by your supervisor. The most common tours of duty in **patrol commands** are:

First Platoon	0001 X 0800 hours
Second Platoon	0800 X 1600 hours
Third Platoon	1600 X 2400 hours

### 24 Hour Clock

The Department uses a twenty four (24) hour military clock. The information below will help you understand how to use it:

AM		PM	
0001	1 minute after midnight	1201	1 minute after noon
0005	5 minutes after midnight	1205	5 minutes after noon
0030	30 minutes after midnight	1230	30 minutes after noon
0045	45 minutes after midnight	1245	45 minutes after noon
0100	1:00 a.m.	1300	1:00 p.m.
0200	2:00 a.m.	1400	2:00 p.m.
0300	3:00 a.m.	1500	3:00 p.m.
0400	4:00 a.m.	1600	4:00 p.m.
0500	5:00 a.m.	1700	5:00 p.m.
0600	6:00 a.m.	1800	6:00 p.m.
0700	7:00 a.m.	1900	7:00 p.m.
0800	8:00 a.m.	2000	8:00 p.m.
0900	9:00 a.m.	2100	9:00 p.m.
1000	10:00 a.m.	2200	10:00 p.m.
1100	11:00 a.m.	2300	11:00 p.m.
1200	Noon	2400	midnight

### EXAMPLES:

3 o'clock in the afternoon is recorded as **1500 hours**; 3 o'clock in the morning is recorded as **0300 hours**.

9:30 in the evening is recorded as **2130 hours**; 9:30 in the morning is recorded as **0930 hours**.

### Roll Calls

To avoid errors regarding your time or tours of duty, always remember to sign in on your roll call when you arrive to work each day and sign out for meal periods and any other time you leave your command. It is, of course, expected that you observe your scheduled tour of duty.

### Night Shift Differential

Civilian employees receive a shift differential (or payment) of an additional 10% added to their hourly salary if more than one (1) hour over their tour duration is worked, excluding meal, between **1800 hours and 0800 hours**. For any employee hired after July 14, 1996, there shall be a shift differential of ten percent (10%) if more than one (1) hour is worked, excluding meal, between **2000 and 0800 hours**.

For any employee hired on or after July 1, 2004, night shift differential shall be in effect from **2000 hours to 0800 hours** for the first three (3) years of employment.

You **do not** receive night shift differential while on overtime, **unless** you are a thirty-five (35) hour employee, are receiving overtime in cash, and it is within the first five (5) hours of overtime. To receive night shift differential, complete Night Shift Differential Request-Civilian (**PD 138-069**), and submit to your timekeeper in a timely fashion.

### **FLSA Overtime**

Fair Labor Standards Act (FLSA) overtime is defined as time worked in excess of forty (40) hours actually worked in a given work week (0001 hours Sunday - 2400 hours Saturday). Sick time or vacation time are not computed as time worked for purposes of computing FLSA overtime. The City has been subject to these laws since April 15, 1986.

All employees fall into one of two categories: 1) those covered by the FLSA rules and 2) those exempt from the rules. The category you are in is governed by your title and/or the job duties you perform. Your supervisor should be able to tell you under which category your job duties fall. You can also review Administrative Guide procedure **320-41: Guidelines for Members of the Service (Uniformed and Civilian) Governed by the Fair Labor Standards Act (FLSA)**.

If you are in a covered title and work overtime, your overtime will be accounted for in the following banks:

- I. All pre-Fair Labor Standards Act (FLSA) compensatory time earned prior to April 15, 1986.
- II. Post - April 14, 1986, non-Fair Labor Standards Act compensatory time earned under forty (40) hours of time actually worked per week.
- III. Post - April 14, 1986, Fair Labor Standards Act (FLSA) compensatory time earned after forty (40) hours of time actually worked per week.

You may accumulate up to two hundred and forty (240) hours of FLSA compensatory time. This would be one hundred and sixty (160) hours at time and one half (1-1/2) pay. Once you have reached this maximum FLSA allowance, accumulation of FLSA compensatory time may not resume until after you have used a portion of the two hundred and forty (240) hours. After you have reached the maximum FLSA allowance of compensatory time, all overtime must be paid in cash.

### **Overtime General Rules**

Whether you are in a covered position or not, the following regulations apply:

- Overtime worked after forty (40) hours in a pay status (includes any paid leave) is earned at time and one half (1-1/2).
- You are not permitted to work your meal period without proper authorization.
- Your work week is defined as seven (7) calendar days beginning at 0001 hours Sunday and ending at 2400 hours Saturday.
- You may only work overtime when ordered by the agency head or designee.
- Any change of tour must be authorized by your supervisor.
- You may elect cash payment or time for overtime which you have worked.

**Effective July 15, 1996**, no credit shall be recorded for unauthorized overtime. Credit for all authorized overtime beyond the normal work week shall accrue in units of one-half (1/2) hour to the nearest one-half (1/2) hour, and only after one (1) hour, except for an employee covered by the provisions of FLSA who has actually worked in excess of forty (40) hours in said calendar week.

*Effective July 15, 1996*, employees recalled from home for authorized, ordered, involuntary overtime work shall be guaranteed overtime payment in cash for at least two (2) hours, if eligible for cash payment under Section 7 of the Citywide Agreement. When an employee voluntarily responds to a request to come from home for voluntary authorized overtime work, such overtime shall be compensated in time off on an hour-for-hour basis, with a minimum compensatory time of two (2) hours.

Any questions relating to FLSA should be directed to your payroll/time records clerk. If any questions cannot be answered at your command, the payroll clerk will contact the appropriate Department authority.

#### **Alternative Work Schedules**

**Mayoral Directive 92-2** dated March 12, 1992, encourages and promotes the implementation of alternative work schedules for civilian employees. The objective is to maximize the productivity of agencies' operations and improve the quality of services. The Department utilizes one type of alternative schedule – Flextime. It was authorized by Personnel Bureau Memo **13/92**.

“Flextime” provides civilian members of the service with the flexibility to deal with unexpected delays, or minor emergencies, by eliminating fixed starting times. It also assures the presence of a full staff during the busiest “core” time period (for most offices, 1000 x 1800 hours). **The flexband is always at the beginning of the tour.**

Those civilian members who can participate have job functions that **do not** mandate **face to face relief**. The employee is not required to inform management of his/her arrival time in advance, but he/she must work a full tour of duty. Employees scheduled for an eight (8) hour tour may come to work anytime within their “flexband” and leave eight (8) hours later (civilians are not paid for their meal period). For example, employee “A’s” “flexband” is 0800 x 0900 hours. Therefore, if employee “A” arrives at 0821 hours, his/her tour will end at 1621 hours.

Commands that wish to participate in a “flextime” work schedule should submit their request to the Office of Civilianization/Staff Development, One Police Plaza, Room 1014. The flextime guidelines are published on the Department’s intranet site.

#### **Shortened Summer Hours**

A shortened workday is authorized for certain civilian members of the service working day tours from July 1- Labor Day in a Department facility which does **NOT** have air conditioning or a Department building that has sustained an air conditioning breakdown. This Operations Order is revised each year around July.

#### **I. ANNUAL LEAVE**

Annual leave may be used for vacation, personal business, or religious holidays. It is accrued and granted according to the following schedule (except for personnel governed by Section 220 of the State Labor Law).

**NOTE:** *DURING YOUR FIRST FOUR (4) MONTHS OF CITY EMPLOYMENT, YOU ARE NOT PERMITTED TO USE YOUR ANNUAL LEAVE EXCEPT FOR RELIGIOUS HOLIDAYS. THEREAFTER, YOU MAY USE ANNUAL LEAVE, AS EARNED, WITH THE PERMISSION OF YOUR SUPERVISOR, WITHIN DEPARTMENT GUIDELINES. ANNUAL LEAVE IS NORMALLY CREDITED IN HOURS/MINUTES.*

Full time DC37 members hired **before July 1, 2004** and all Local 237 members regardless of hiring date shall accrue annual leave as follows:

<b>Work Week Hours</b>	<b>Years of Service</b>	<b>Monthly Accrual</b>	<b>Yearly Allowance</b>
<b>40 Hours</b>	Beginning of 15 <sup>th</sup> Year	18:00 hours	216:00 hours
	Beginning of 8 <sup>th</sup> Year	16:40 hours	200:00 hours
	Beginning of 5 <sup>th</sup> Year	13:20 hours	160:00 hours
	First Year	10:00 hours	120:00 hours
<b>37 ½ Hours</b>	Beginning of 15 <sup>th</sup> Year	16:53 hours	202:30 hours
	Beginning of 8 <sup>th</sup> Year	15:38 hours	187:30 hours
	Beginning of 5 <sup>th</sup> Year	12:30 hours	150:00 hours
	First Year	9:23 hours	112:30 hours
<b>35 Hours</b>	Beginning of 15 <sup>th</sup> Year	15:45 hours	189:00 hours
	Beginning of 8 <sup>th</sup> Year	14:35 hours	175:00 hours
	Beginning of 5 <sup>th</sup> Year	11:40 hours	140:00 hours
	First Year	8:45 hours	105:00 hours

Employees (full time) who fall under the DC37 Economic Agreement **hired on or after July 1, 2004** will have the following modifications to the annual leave accrual rate schedule:

<b>Work Week Hours</b>	<b>Years of Service</b>	<b>Monthly Accrual</b>	<b>Allowance</b>
<b>40 Hours</b>	Beginning of 17 <sup>th</sup> Year	18:00 hours	216:00 hours
	Beginning of 14 <sup>th</sup> Year	16:40 hours	200:00 hours
	Beginning of 13 <sup>th</sup> Year	16:00 hours	192:00 hours
	Beginning of 12 <sup>th</sup> Year	15:20 hours	184:00 hours
	Beginning of 11 <sup>th</sup> Year	14:40 hours	176:00 hours
	Beginning of 10 <sup>th</sup> Year	14:00 hours	168:00 hours
	Beginning of 9 <sup>th</sup> Year	13:20 hours	160:00 hours
	Beginning of 8 <sup>th</sup> Year	12:40 hours	152:00 hours
	Beginning of 7 <sup>th</sup> Year	12:00 hours	144:00 hours
	Beginning of 6 <sup>th</sup> Year	11:20 hours	136:00 hours
	Beginning of 5 <sup>th</sup> Year	10:40 hours	128:00 hours
<b>37 ½ Hours</b>	Beginning of 17 <sup>th</sup> Year	16:53 hours	202:30 hours
	Beginning of 14 <sup>th</sup> Year	15:38 hours	187:30 hours
	Beginning of 13 <sup>th</sup> Year	15:00 hours	180:00 hours
	Beginning of 12 <sup>th</sup> Year	14:23 hours	172:30 hours
	Beginning of 11 <sup>th</sup> Year	13:45 hours	165:00 hours
	Beginning of 10 <sup>th</sup> Year	13:08 hours	157:30 hours
	Beginning of 9 <sup>th</sup> Year	12:30 hours	150:00 hours
	Beginning of 8 <sup>th</sup> Year	11:53 hours	142:30 hours
	Beginning of 7 <sup>th</sup> Year	11:15 hours	135:00 hours
	Beginning of 6 <sup>th</sup> Year	10:38 hours	127:30 hours
	Beginning of 5 <sup>th</sup> Year	10:00 hours	120:00 hours
	First Year	9:23 hours	112:30 hours

<b>35 Hours</b>	Beginning of 17 <sup>th</sup> Year	15:45 hours	189:00 hours
	Beginning of 14 <sup>th</sup> Year	14:35 hours	175:00 hours
	Beginning of 13 <sup>th</sup> Year	14:00 hours	168:00 hours
	Beginning of 12 <sup>th</sup> Year	13:25 hours	161:00 hours
	Beginning of 11 <sup>th</sup> Year	12:50 hours	154:00 hours
	Beginning of 10 <sup>th</sup> Year	12:15 hours	147:00 hours
	Beginning of 9 <sup>th</sup> Year	11:40 hours	140:00 hours
	Beginning of 8 <sup>th</sup> Year	11:05 hours	133:00 hours
	Beginning of 7 <sup>th</sup> Year	10:30 hours	126:00 hours
	Beginning of 6 <sup>th</sup> Year	9:55 hours	119:00 hours
	Beginning of 5 <sup>th</sup> Year	9:20 hours	112:00 hours
	First Year	8:45 hours	105:00 hours

**Part-time per annum, hourly per diem, per session, and seasonal employees** who work at least one half (½) the regular hours of full time employees in the same title, and who have worked for at least one (1) month on a regular basis, shall accrue leave credits as set forth below:

Employees **hired before July 1, 2004** shall accrue one (1) hour of annual leave for every eleven (11) hours actually worked for a maximum accrual of two hundred and ten (210) hours

**Employees hired on or after July 1, 2004**

At the beginning of the 1st year	1 hour for 15 hours worked (154 hours maximum)
At the beginning of the 5th year	1 hour for 14 hours worked (165 hours maximum)
At the beginning of the 6th year	1 hour for 13 hours worked (176 hours maximum)
At the beginning of the 7th year	1 hour for 12 hours worked (199 hours maximum)
At the beginning of the 9th year	1 hour for 11 hours worked (210 hours maximum)

*You earn a full month's annual leave credit if you have been in full pay status for at least fifteen (15) calendar days, consecutive or non-consecutive, during that month. For purposes of calculating annual leave, the vacation year is interpreted to begin May 1st and ends April 30<sup>th</sup> for non-managerial employees; and for managerial employees it begins January 1st and ends December 31st.*

**When planning to use annual leave:**

- Complete a LEAVE OF ABSENCE REPORT (PD433-041) Rev 10-05.
- Submit the application to your immediate supervisor at least five (5) working days before the first day of your leave, but not more than ten (10).
- Approval must be obtained before your leave begins.
- Vacation time is granted according to the needs of the Department.

Decisions on requests for annual leave or for leave with pay shall be made within seven (7) working days of submission except for requests for leave during the summer peak vacation period or other such periods for which the Department has established and promulgated a schedule for submission and decision of leave requests. Once a leave request has been approved, the approval may not be rescinded except in writing by the Police Commissioner or the Deputy Commissioner, Personnel.

**Unused Annual Leave**

With the approval of the Deputy Commissioner, Personnel, **sub-managerial civilian employees** can carry over unused vacation balances from the previous year to current year. However, total vacation balance may not exceed a two (2) year accrual. Sub-managerial employees who have more than that

maximum, and do not use it before the new leave year begins, will have the accrual transferred to their sick leave balance. The leave year runs from May 1<sup>st</sup> through April 30<sup>th</sup>.

### J. SICK LEAVE

The Department furnishes the public with many vital services. Because of the critical nature of these services, any disruption or loss in efficiency due to excessive absences can have serious consequences for the public. An employee who is at home sick cannot perform his or her job; consequently, in order for the Department to fulfill its obligations and responsibilities, every employee should be on duty at the time he/she is scheduled to work.

**Approval of sick leave is discretionary** - Your Commanding Officer may request the sick/injured member to submit proof of such illness/injury or may approve/disapprove the leave based on the documentation provided.

When a civilian member has been recommended for relief from duty by a medical practitioner acting on behalf of the Medical Division, the time granted shall be considered documented sick leave for the day of the relief from duty only, unless otherwise specified by the Medical Division.

Sick leave is provided not as holiday or annual leave time, but solely to protect you from loss of salary when you are sick and unable to work. Just like insurance, sick leave is the protection you hope you will never need.

Sick leave procedures are outlined in Administrative Guide procedure **319-14: Civilian Member Reporting Sick**. On each occasion that you are sick you are required to make a telephone notification to your commanding officer/supervisory head **two (2) hours prior to scheduled tour, but no later than the start of tour** to indicate that you are taking sick leave or returning from sick report. If the command is closed, report illness/injury before the next business day. You will be required to make this notification once every five (5) working days while on sick report.

All civilian members of the service must provide a written note from a licensed health practitioner:

- When on sick leave more than three (3) consecutive work days.
- When on undocumented sick leave more than five (5) times in any sick leave period.
- When on undocumented sick leave more than four (4) times in a sick leave period on the day before or following a holiday or scheduled day off.
- When all accrued leave has been used and leave without pay is now requested due to illness/injury.
- When informed that a series of three (3) or more medical appointments for one (1) day or less are required. The treatment schedule **MUST** be listed. (Such visits are considered documented sick leave).
- When member is under the Absence Stepping Procedure.

The supervisor who accepts the sick report may inquire if the member is presently confined to a hospital, or will be so confined, as per Administrative Guide Procedure **319-14: Civilian Member - Reporting Sick**. Your answer to hospitalization is strictly voluntary, and the information is considered confidential and should be treated in the same manner as medical records.

Full time DC37 members hired before July 1, 2004 and all Local 237 members regardless of hiring date shall be credited with one day sick leave per month.

Full time employees covered by DC37 economic agreement hired on or after July 1, 2004 shall accrue ten (10) sick days for the first five (5) years of service. At the beginning of the sixth (6) year of service, the maximum sick leave accrual shall be twelve (12) days per year. Personnel governed by any other union please contact the Office of Labor Relations at 646-610-5060 for sick leave accruals.

Part time per annum, hourly per diem, per session and seasonal employees who work at least one half the regular hours of full time employees in the same title and who have worked for at least one month on a regular basis shall accrue credits as set forth below:

Sick leave:

**Employees Hired before July 1, 2004**

One hour of sick leave for every twenty (20) hours actually worked with no maximum accrual.

**Employees Hired on or after July 1, 2004**

One hour of sick leave for every twenty four (24) hours actually worked for the first five (5) years of service.

**Any employee hired on or after July 1, 1985, (effective July 1, 1991),** shall accrue one (1) hour of sick leave for every twenty (20) hours actually worked with no maximum accrual.

Except for personnel governed by Section 220 of the State Labor Law, such as carpenters/plumbers, **any employee newly hired on or after July 14, 1996** is subject to a maximum sick leave accrual of eleven (11) days per annum for the first three (3) years of service. At the beginning of the fourth (4<sup>th</sup>) year, the maximum sick leave accrual for employees shall be twelve (12) days per year, providing they are on full pay status for fifteen (15) calendar days per month.

**Employees hired on or after July 1, 2004** will have a maximum sick leave accrual of ten (10) days per year for the first five (5) years. At the beginning of the sixth (6<sup>th</sup>) year of service, the maximum sick leave accrual shall be twelve (12) days per year. Employees newly hired shall accrue sick leave at the rate of one (1) hour of sick leave for each twenty four (24) hours actually worked for the first five (5) years of service.

**Sick Leave Periods are divided into two (2) six (6) month periods: January 1 - June 30 and July 1-December 31.**

**Stepping Procedure**

When you have returned from sick leave you will be required to sign the *Absence and Tardiness Record (PD433-145)* located with your timekeeper, and submit a Civilian Sick Leave Report (**PD 429-123 (Rev. 1-07)**). Each entry on this form indicates numbers of days taken, reasons for sick leave, and "step" number you are at under the "stepping procedure". In addition, supervisors will submit a (**PD 433-1411**) - **Civilian Record of Supervisory Conferences** if **step 1** occurs. Administrative Guide procedures **318-15: Absence and Tardiness Record (CMOS)** and **319-29: Civilian Absence - Stepping Report** explain the form and the stepping procedure.

As written in Administrative Guide Procedure: 319-29, all civilians will be on a step numbered from "I" to "IV"

**Step I** - If the employee has gone sick and has not presented a doctor's note on three (3) occasions within a six (6) month period, (January 1 to June 30 and July 1 to December 31) **OR**

If the employee has gone sick and has not presented a doctor's note on two (2) occasions immediately before /after a holiday, vacation day or regular day off within a six (6) month period.

**Step II** - If the employee has three (3) undocumented absences before/after a holiday, regular day off, or vacation **OR**

If the employee has four (4) undocumented absences within a six (6) month period.

**Step III** - If the employee has four (4) undocumented absences before/after a holiday, regular day off, or vacation **OR**

If the employee has five (5) undocumented absences within a six (6) month period.

**Step IV** - If the employee has five (5) undocumented absences before/after a holiday, day off or vacation **OR**

If the employee has six (6) undocumented absences within a six (6) month period.

- **At Step IV, restrictions and penalties can be imposed** and may result in disciplinary action and a "no pay" status. An employee remains on this step until he/she has worked a **COMPLETE** six (6) month period with two (2) or fewer documented sick leave occurrences.
- If a member does **NOT** reach **Step IV** within the six (6) month period, he/she will start the next period with a clean slate.

At each step, the employee will sign a statement on the form entitled **Civilian Record of Supervisory Conferences (PD433-1411)** indicating that he/she is aware of these warnings prior to the imposition of any disciplinary action. Warnings will also be acknowledged on the **Absence and Tardiness Record (PD433-145)**. In some cases, excessive documented absences may be considered grounds for a charge of incompetency, which may lead to termination of services. Also noted on the report are instances of **lateness**. A form called **Civilian Lateness/Warning Notification (PD449-122)** is used to track lateness. Disciplinary action will be taken after the seventh (7<sup>th</sup>) lateness. Review Administrative Guide procedure **319-28: Civilian Member-Lateness Policy**.

In addition to the above, *your attendance record is reflected in your performance evaluation*, as your supervisor will make comments on sick absences in the appropriate section of this report. Sick leave is granted to permanent, non-competitive, provisional, or temporary employees who work a regularly scheduled, standard work week of seven (7), seven and one half (7 1/2) or eight (8) hour days and can only be used for personal illness of employee. The normal minimal unit of sick leave which may be charged against the employee is one half (1/2) day, however, upon approval from the Commanding Officer, leave may be taken in units of one (1) hour. In such a case, a member will be considered sick "one time" when the units accumulated amount to one half (1/2) day.

**Effective July 1, 2004**, employees may use up to **three (3)** days per year from their sick leave balances for the care of ill family members. A family member is defined as: spouses; natural, foster, or step parents; children; brothers or sisters; fathers-in-law; mothers-in-law; any relatives residing in the household; or domestic partners, provided that the domestic partner is registered pursuant to the terms set forth in **Executive Order No. 48, dated January 7, 1993**. The approval of this leave is discretionary, and documentation satisfactory to the Department must be provided by the member concerned within five (5) working days of the member's return to work.

### Permanent Employees Only

If, due to personal illness, you have exhausted all earned sick leave and annual leave balances, you may request an advance of up to twelve (12) days sick leave allowance. This is granted at the **discretion** of the Deputy Commissioner, Personnel. The amount of sick leave advanced to you will be charged against future earned sick leave.

After **ten (10) years** of continuous City service, permanent employees may request a grant of *sick leave with pay* for up to three (3) months, after all other leaves have been used. This sick leave with pay is granted at the **discretion** of the Deputy Commissioner, Personnel, depending on the nature and extent of the illness as well as the length and character of service. In special instances, you may be granted further sick leave, with pay.

### K. MILITARY LEAVE

A member of the service must provide notice that they will be joining or accepting a commission in any reserve component of the Armed Forces, National Guard or Coast Guard, as per Patrol Guide procedure **203-10: Public Contact-Prohibited Conduct**.

You are entitled to a leave of absence from this Department for no more than five (5) years of military duty.

Military leave is granted if you are a reservist or National Guard member. Authorized reservists/National Guard members are entitled to thirty (30) workdays. See Patrol Guide procedures **205-22: Definite Military Leave** and **205-23: Indefinite Military Leave** for further information.

**Note:** The period of military service might be exempt from the five (5) year cumulative service limit on reemployment rights. Contact MELD (646) 610-5513 for further information.

#### Military Leave - More Than Thirty (30) Days

When requesting a military leave of absence of thirty (30) or more days, contact the Military and Extended Leave Desk (MELD), One Police Plaza, Room 1008, (646) 610-5513. All leave request packages can be viewed and printed via the **MELD intranet site**. In compliance with Patrol Guide procedures **205-22: Military Leave, Definite** and **205-23: Military Leave, Indefinite**, members granted extended leave of absence WITHOUT pay to perform military duty do NOT have to exhaust all their accrued leave prior to the start of such a leave of absence.

Upon return from extended (thirty (30) days or more) military duty, contact MELD (646) 610-5513 immediately so that you may arrange to be restored to active status. You will be informed at the time you report whether you are entitled to certain rights under the State Civil Service Law, the State Military Law, and the rules and regulations of the New York City Civil Service Commission.

### L. CHILD CARE LEAVE

Child care leave of absence without pay (for a period of up to forty eight (48) months) is granted to an employee (female/male) who becomes the parent by birth or adoption of a child up to four (4) years of age. The use of the maximum allowance of forty eight (48) months is limited to one (1) time in an employee's career. All other child care leaves are limited to thirty six (36) months maximum. In the case of a pregnant employee, such leave shall begin upon request and reasonable notification by the employee of her intent to take the leave. See Administrative Guide procedure **319-24: Combined Confinement and Child Care Leave**. For other employees, leave starts immediately before the birth or adoption or upon request and reasonable notification.

Before the beginning of child care leave the employee is continued in a full pay status for a period equal to the employee's unused accrued annual and other leave, except sick leave. Employees using accrued sick leave for a pregnancy-connected disability must provide the same documentation requirements as for any other illness. The time in full pay status is not included in child care leave. If you are pregnant, your doctor must provide a note stating the latest date that you can work. Employees who want to terminate the child care leave of absence prior to its expiration date must contact MELD thirty (30) days prior to the date they wish to return to duty. Please call (646) 610-5513 for more detailed information.

#### **M. FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) of 1993, entitles eligible employees to take a leave of absence for up to twelve (12) weeks to care for a sick child, spouse, parent, with a serious documented health condition. Additionally, Military Family Leave under the FMLA allows employees twenty six (26) weeks of FMLA to care for a service member who is on active military duty and undergoing medical treatment, if the employee qualifies as a covered relative of the service member. It should be noted that city policy requires that employees use accrued sick leave, annual leave, and compensatory leave with the approved FMLA Leave, this can lead to an unpaid status which will not count as service for pension purposes. Guidelines pertaining to the FMLA may be obtained from the FMLA Administrator at the command level (usually the Operations Coordinator) or the FMLA Unit at 646-610-5523. A copy of the fact sheet, "Employee Rights and Responsibilities Under the Family and Medical Leave Act" can be found in Appendix "A", and is also available on the Department's intranet, under the MELD website.

#### **N. PAID PARENTAL LEAVE FOR MANAGERS AND ORIGINAL JURISDICTION EMPLOYEES**

The Mayor's Personnel Order No. 2016/1, effective December 22, 2015 states that employees in eligible titles, Managers and Original Jurisdiction Employees, who are in active status shall, in addition to all other leave benefits currently received, receive up to thirty (30) work days of Paid Parental Leave ("PPL") once per rolling twelve (12) month period at 100% of regular salary. Paid Parental Leave is defined as leave for the birth of a child to an eligible employee (biological parent) or the placement of a child with an eligible employee for adoption or foster care (each of which is a "qualifying event") and excludes other types of family leave.

"Qualifying event" means the birth of a child(ren), the formal adoption of child(ren) under the age of eighteen (18), or the placement of child(ren) under the age of eighteen (18) in foster care. Eligible employees are entitled to Paid Parental Leave for one (1) qualifying event per child.

"One qualifying event per child" means in the cases of multiple births, all children are treated as one qualifying event. In the cases of multiple children being adopted or placed under foster care, all children being adopted or placed in foster care on the same day are treated as one qualifying event. In the cases of multiple qualifying events for the same child by the same employee, the eligible employee will be entitled to only one instance of PPL. For example, if the qualifying event is the placement of a child with an eligible employee for foster care, the eligible employee uses PPL during that qualifying event, and such placement subsequently becomes an adoption of that same child by the same employee, the adoption will not be considered a qualifying event, and the eligible employee will not be entitled to additional PPL for the adoption.

### General Provisions

1. The start date of an eligible employee's use of Paid Parental Leave is at her/his option, as long as no more than thirty (30) work days are used and the period of usage extends no longer than sixty (60) work days after the first day of usage. Any portion of the thirty (30) work days not taken in this sixty (60) work day period is forfeited. This leave can be used intermittently in units of at least one hour, but still must not extend beyond sixty (60) workdays after the first usage. In no event may Paid Parental Leave be used later than one hundred and twenty (120) workdays after the qualifying event.
2. For part-time eligible employees, the thirty (30) work days will be pro-rated based on their regular schedule.
3. Eligible employees may only use Paid Parental Leave once per rolling twelve (12) month period, which is the twelve (12) month period measured backward from the date the employee begins using Paid Parental Leave. Each additional qualifying event beyond the rolling twelve (12) month period will result in a new thirty (30) work day PPL entitlement.
4. An employee may use Paid Parental Leave without using accrued sick or annual leave. An employee will accrue annual and sick leave during the Paid Parental Leave period in accordance with the applicable leave regulations, provided, however, that the employee will not be credited with the annual and sick leave time accrued while on Paid Parental Leave until the employee returns from Paid Parental Leave or such other approved leave as shall continue after Paid Parental Leave. Eligible employees may use accrued leave, child care leave, and any other applicable leave benefits in accordance with existing rules and policies.
5. Eligible employees may use Paid Parental Leave immediately after hire, provided that the qualifying event occurs on or after the date they start working.
6. PPL shall run concurrently with leave provided pursuant to the Family and Medical Leave Act ("FMLA"), if the employee is eligible for FMLA leave.
7. If the Paid Parental Leave is interrupted or ceased as a result of the child(ren) no longer being under the care of the eligible employee, the eligible employee must immediately notify the Human Resources Department of his/her agency and end his/her PPL.
8. Employees who receive Paid Parental Leave, partially or in whole, must return to work for at least six months at the end of the period of Paid Parental Leave or any period of approved paid or unpaid child care or other leave that continues after the Paid Parental Leave. Any payments made for Paid Parental Leave to an employee who does not return to work must be returned to and are recoverable by the City.
9. An employee who returns from Paid Parental Leave must be restored to his or her previous position or to an equivalent position. An equivalent position is a position in the same civil service title which has the same pay, benefits, and working conditions (including the same worksite or a geographically proximate worksite). A geographically proximate worksite is one that does not involve a significant increase in commuting distance or time. If the employee is denied restoration or other benefits, the agency must be able to show that the employee would not have continued to be employed, or to have received the benefits, if the employee had been continuously employed during the leave period.

### Certification of Eligibility

1. When the Paid Parental Leave is foreseeable, an employee must give his/her Employer at least thirty (30) calendar days advance notice before the leave begins.

2. Eligible employees must provide timely documentation of the qualifying event, such as a birth certificate listing the eligible employee as a parent, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order that has been registered in New York State and lists the eligible employee as a parent, a certificate of adoption or adoption decree listing the eligible employee as a parent, or certified copies of initial and continuing family court orders of foster care placement naming the eligible employee as a foster parent. Such documentation must be provided within 15 calendar days from the Employer's request, where practicable. The leave may be applied retroactively following receipt and verification of the documentation.

3. Eligible employees will be required to sign an acknowledgment that indicates they are seeking to use Paid Parental Leave for the birth of a child to the eligible employee (i.e., a biological child born into the care and custody of the employee), or the placement of a child with the eligible employee for adoption or foster care. Where the qualifying event is the placement of a child with the eligible employee for adoption or foster care, the eligible employee will also have to certify that should the adoption or foster care placement cease during the PPL period, the employee will immediately notify the Employer. If a child ceases to remain in the employee's care during PPL, the employee shall notify the Employer and either return to work or apply to use other leave as appropriate.

### Computation of Leave Entitlement

1. The thirty (30) work day entitlement for normally scheduled work days will be converted into an hourly bank against which charges will be made in units of one (1) hour.

2. In order to make charges against the thirty (30) work day entitlement, an hourly bank must be established by multiplying the thirty (30) work days by the number of hours in the normally scheduled work day of each full-time employee. For part-time PPL eligible employees, the thirty (30) workdays of PPL will be pro-rated based on their regular schedule.

Only those hours the employee is absent during the normal work day are to be charged against the hourly bank.

### O. UNION LEAVE

Designated union representatives are granted leave of absence with and without pay for certain union activities. See Administrative Guide procedure **320-28: Union Release Time**.

### P. JURY DUTY

Employees of the Department are **NOT** exempt from jury duty service. If called to jury duty service, the Department will grant you leave of absence, with pay, for the period of time that you are called to serve. Under the 1989 revision to the State Judiciary Law, jurors are asked to complete a questionnaire indicating whether or not they are City employees.

If they indicate that they are City employees, monies for jury duty service are deducted beforehand, and *checks for travel expenses on public transportation only are mailed to employees approximately six (6) to eight (8) weeks after completion of jury duty service*. See Administrative Guide procedure **319-22: Reimbursement to City for Jury Service**.

When you receive a subpoena for jury duty, immediately show it to your supervisor, who will advise you of appropriate procedures.

You may use your annual leave time during jury services and keep the full jury fee.

**Note:** Employees not wishing to serve when subpoenaed may be excused for up to one-half ( ½ ) day with pay to request a postponement.

For those employees who are called to serve on jury duty within the Federal Court System or outside the New York State/New York City Court System, monies received for service **MUST** be remitted immediately upon receiving payment for the jury duty service.

In all cases and for all types of jury duty service, (City, state, federal, or a different state), employees are required to produce the check stub to enable the command's personnel officer to confirm dates of service and monies received.

All monies for jury duty service should be given to your payroll clerk. A personal check or money order payable to the City of New York, Department of Finance for the amount received less travel expenses is required. Employees are **NOT** permitted to deduct bank fees for money orders.

A member of the service who fails to remit monies received for jury duty to the City may be subject to disciplinary action and will have their annual leave balance reduced by the number of days of jury duty service. If the annual leave balance is insufficient, appropriate monies due will be deducted from the employee's paycheck.

#### Q. OTHER LEAVES

The Deputy Commissioner, Personnel may grant leaves of absence for other reasons for one (1) year and may extend them for an additional year. The City Personnel Director may grant further extensions. Contact MELD at (646) 610-5513 for instructions when applying for *other leaves*.

#### Excused Absences with Pay

The following absences are excusable without charge to sick or annual leave balances.

1. **Court attendance.** Leave is granted when you are under subpoena or court order and do not have a personal interest in the case and attendance is not related to other employment or employees.
2. **Civil service exams.** You are excused to take New York City Civil Service exams, and for official investigation and appointment, only for titles used by the Department. Attendance at all other examinations or interviews is charged to your annual leave balance or compensatory time. Appeals of examinations must be conducted on your own time.
3. **Labor-Management joint activities.** The Department may excuse, with pay, absences by employee representatives who are designated by their unions to engage in specified labor-management joint activities as per Mayor's Executive Order No. 75, 1973. For details, see Administrative Guide procedure **320-28: Union Release Time**.
4. **Health Department Quarantine.** A member affected by a Health Department quarantine ruling may be excused.
5. **Death in the immediate family.** An employee with a death in the immediate family may be excused for up to four (4) working days. Immediate family for this purpose is: spouse, domestic partner (if registered), parent, child, brother, sister, father-in-law, mother-in-law, or any relative residing in the household, parent or child of a domestic partner, or a relative of a domestic partner who resides in the household. Refer to Administrative Guide procedure **320-02: Bereavement Leave**.

**Note:** Domestic partners are two (2) persons, both of whom are eighteen (18) years of age or older and neither of whom is married, who have a close and personal relationship, including shared responsibilities, who have lived together for a period of one (1) year or more on a continuous basis at time of registration, and who have registered as domestic partners and have not terminated the registration in accordance with procedures established by the City Clerk.

#### **Leave of Absence without Pay**

The Department may grant various kinds of leaves of absence without pay, such as sick, child care, education, hardship and indefinite military leave. Review Patrol Guide procedure **205-21: Leave of Absence without Pay-Thirty (30) Calendar Days. City-paid health insurance ceases when you are on leave of absence without pay except under certain circumstances.** See "**Health Insurance Coverage While on Leave of Absence Without Pay**".

Employees on any leave of absence except vacation, suspension, or routine sick days (using your accumulated sick leave) for thirty (30) days or more, will be transferred to MELD and must report back to MELD upon return to active status. Be sure to find out what effect your leave will have on your health plan coverage, pension, and other benefits. You must contact MELD by phone at (646) 610-5513, or in person, before taking such leave.

#### **Unexcused Absences**

Failure to report to work without notifying your command will result in disciplinary action. Five (5) days of such unauthorized leave will result in automatic suspension. It is imperative that you notify your command whenever you are unable to report to work. Twenty (20) days of such unauthorized leave may result in termination.

#### **Holidays**

Most civilian employees are entitled to be excused with pay on the following legal holidays:

<b>HOLIDAY</b>	<b>DATE/DAY</b>
New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
<b>Lincoln's Birthday*</b>	Floating Holiday
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Election Day	1st Tuesday (after 1st Monday) in November
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

Additional information can be found in Administrative Guide procedure **319-13: Civilian Member-Holidays (Sub-managerial).**

**\*Lincoln's Birthday**, traditionally February 12<sup>th</sup>, is now a floating holiday, to be taken at the employee's discretion. Requests to take this holiday must be submitted at least thirty (30) days in advance. This floating holiday must be used in the calendar year in which it was earned, and may not be carried over to a succeeding year or cashed out upon separation of service, except when the Deputy Commissioner,

Personnel calls upon an employee not to take the floating holiday by the end of the calendar year; if that happens, the floating holiday shall be carried over to the following calendar year only.

Employees governed by District Council 37 Economic Agreement, and managerial employees **hired on or after July 1, 2004**, shall not be entitled to the floating holiday. This rule does not apply to School Safety Agents and many other titles in the Police Department. Questions concerning the floating holiday should be referred to the Office of Labor Relations at 646-610-5060.

Any employee may be ordered to work on a holiday if their job function is essential, such as the telephone switchboard, command clerk, or Police Communications Technician (911 Operator/Radio Dispatcher). Prior approval from the Chief of Department is necessary to work on a holiday in any position that has not been deemed essential.

When the holiday falls on a Saturday or Sunday, and it is the employee's regular day off (RDO), the designated day of excusal is as follows:

**Designated Day**

Friday	if holiday is Saturday
Monday	if holiday is Sunday
Either Monday or Friday	if facilities must be kept open on both days

**Note:** A member on leave **without pay** on both the day before and after the holiday is **not** entitled to compensation for the holiday.

## **R. ADVANCEMENT AND PROMOTION**

### **Training and Career Development**

There are many opportunities for advancement in the Department. A variety of training opportunities designed to help you develop your abilities and career are offered periodically by the New York City Department of Citywide Administrative Services (DCAS), the Department of Education (DOE), the Department, and your union. Departmental Orders frequently refer to various educational opportunities being offered to Department employees. Through such programs you will be able to strengthen your skills, accelerate your professional growth, and prepare for promotional examinations.

An employee can move from one City agency to another in order to advance in the City System. This is frequently achieved through civil service examinations, promotions, or appointment to other competitive titles. When civil service lists do **NOT** exist, employees may be appointed or promoted on a **provisional** basis, if they meet the qualification requirements. When a civil service exam is given for the title, provisional employees in the title must take and pass the test, as well as be reachable on the list to retain their position. The first (1<sup>st</sup>) Wednesday of the month, DCAS announces which exam(s) that will be open for filing during that month. **Each exam requires an application and filing fee using a credit card or money order.** The Department notifies members when a title pertaining to them is available through a Personnel Bureau Memo, and by contacting the Personnel Officer and employee via letters. You may also take exam(s) to be promoted. Not all members of the Department are eligible to take all exams. To obtain information about specific exams (you will need to know the exam number), the status of civil service lists, or the civil service exam process, call DCAS at **311** (the non-emergency NYC government hotline). You can also call **(212) 639-9675**, or visit the website at [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

**Police Academy**

For many of you, your career will begin at the Police Academy. The instructors will review much of the material in this manual, and you will receive instruction in various subjects to prepare you for your job assignment. Follow-up, remedial, and supervisory training is also offered by the Police Academy.

**Office of Civilianization/Staff Development**

The Office of Civilianization/Staff Development is responsible for providing centralized direction, coordination, and policy development for the Department's Civilianization programs, and manages and directs the Department's Annual Perfect Attendance and Longevity ceremonies.

**Career Ladders**

The opportunity to advance into a higher position within the same job category is called a career ladder. A career ladder is extremely important, it not only offers the employee the chance to advance in a satisfying career, but ensures that trained and talented employees have a future within the Department.

Advancement through career ladders offers salary increases, new challenges, and greater responsibility. The charts on the following pages show career ladders for some of the Department's most common titles. If your title is not listed, consult with your supervisor or personnel officer or call the Human Capital Division at (646) 610-6817 to find out about your career ladder.

<p><b>Clerical Aide Career Ladder</b></p> <p>Administrative Manager (Non-Managerial)   Principal Administrative Associate (Level I-III)   Clerical Associate (Level III)   Clerical Associate ( Level I-II)   Clerical Aide</p>	<p><b>Computer Programmer Analyst Career Ladder</b></p> <p>Computer Systems Manager   Computer Specialist ( Level I-IV)   Computer Associate Software (Level I-III)   Computer Programmer Analyst ( Level I-II)   Computer Programmer Analyst Trainee</p>
<p><b>Police Administrative Aide Career Ladder</b></p> <p>Administrative Manager (Non-Managerial)   Principal Administrative Associate (Level I-III)   Senior Police Administrative Aide   Police Administrative Aide</p>	<p><b>Traffic Enforcement Agent Career Ladder</b></p> <p>Administrative Traffic Enforcement Agent Managerial (Present Incumbent Only)   Administrative Traffic Enforcement Agent (Non-Managerial)   Associate Traffic Enforcement Agent (Traffic Supervisor) (Level I-III)   Traffic Enforcement Agent (Level I-IV)</p>
<p><b>Staff Analyst Career Ladder</b></p> <p>Administrative Staff Analyst   Administrative Staff Analyst (Non-Managerial)   Associate Staff Analyst   Staff Analyst (Level I &amp; II)   Staff Analyst Trainee ( Level I &amp; II)</p>	<p><b>School Safety Agent Career Ladder</b></p> <p>Admin. School Security Mgr III (Present Incumbent Only)   Associate Supervisor of School Security (Managerial Details)   Associate Supervisor of School Security (Level I –II)   Supervisor of School Security   School Safety Agent</p>
<p><b>Motor Vehicle Operator Career Ladder</b></p> <p>Senior Motor Vehicle Supervisor   Motor Vehicle Supervisor   Motor Vehicle Operator</p>	

### Salary Increases

Most titles have a salary range from minimum to maximum. New employees usually start at the minimum. In most other instances, salary increases are the result of collective bargaining agreements between the City and union representatives at which time the minimum may be increased. For current salaries on several titles visit the NYPD website at [www.nyc.gov/nypd](http://www.nyc.gov/nypd).

### S. THE RETIREMENT SYSTEM

When you contemplate retirement, you must call the Employee Benefits Unit (646) 610-6820 and contact your respective retirement system.

\*New York City Employees' Retirement System (NYCERS)  
Member Service at (718) 643-3000, (877) 669-2377(toll free), (347) 643-3501 (TTY) or visit their Website at [www.nycers.org](http://www.nycers.org).

\*Board of Education Retirement System (BERS)  
Member Services at (718) 935-5400, (800)843-5575 (toll free), or visit their website at [www.nycbers.org](http://www.nycbers.org).

The Employee Benefits Unit (646) 610-6820 will set up an appointment for you as per Administrative Guide procedure **319-30: Civilian Member- Retirement**. The Employee Benefits Unit will assist you in protecting your rights, advise you concerning earned benefits, and help you complete your retirement application.

There are a variety of pension plans affecting civilians. The plan that affects you depends on when you entered the Department and the retirement system. Many variations in individual sets of conditions relative to retirement exist and cannot be covered by blanket statements. Each set of conditions must be evaluated separately and should be discussed with the pension experts at NYCERS, BERS, and the Employee Benefits Unit.

### Date of Employment

- Tier 1- Prior to and including June 30, 1973
- Tier 2 - Between July 1, 1973 - June 30, 1976
- Tier 3 - Between July 1, 1976 - August 30, 1983
- Tier 4 - Between September 1, 1983 - March 31, 2012
- Tier 6 - On or after April 1, 2012

Pension loans are available to employees in each tier. You should consult with your retirement system for information on features of the loan program.

Employees who are permanently appointed to a position in the competitive or labor class **MUST** become members of the retirement system after serving six (6) months; however, they may join at any time before the six (6) month deadline.

Provisional, exempt, and non-competitive employees may join the retirement system at any time, but are not required to; however *as of July 1, 1991*, membership in the social security system is mandatory for all employees, whether members of a pension system or not. **Any election to join NYCERS is irrevocable after the first payroll deduction contribution has been made to the retirement plan.**

Retiring employees should also apply for benefits under Social Security. Call your local Social Security Office at (800) 772-1213 or (800) 325-0778 (TTY) for information or visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov)

#### **Terminal Leave**

Terminal leave shall be granted prior to final separation to employees who have completed at least ten (10) years of New York City service on the basis of one (1) day of terminal leave for each two (2) days accumulated sick leave up to a maximum of one hundred and twenty (120) days of terminal leave. This leave is computed on the basis of work days rather than calendar days.

For Employees covered under citywide contract hired on or after July 1, 2004 terminal leave with pay shall be granted prior to final separation to employees who have completed at least ten (10) years of service on the basis of one (1) day of terminal leave for each three (3) days of accumulated sick leave. Such leave shall be computed on the basis of work days rather than calendar days.

Prevailing rate or 220 labor class employees are entitled to terminal leave at the rate of one month for every ten (10) years of service. If the employee elects, he/she may choose to have terminal leave computed on the basis of one (1) day of terminal leave for each two (2) days of unused sick leave accumulation with the maximum of one hundred (100) days. This leave is computed on the basis of work days rather than calendar days.

#### **Where to Get More Information**

You may get information concerning the subjects listed below by calling the Employee Benefits Unit at (646) 610-6820 or contacting the Office of Labor Relations at (646) 610-5060 and/or your union.

- Counseling and final time computation for members resigning and retiring.
- Counseling for new employees regarding retirement system options.

#### **T. CHANGE OF NAME, RESIDENCE, TELEPHONE NUMBER, OR SOCIAL CONDITION**

You must utilize the Personnel Data Forms by accessing the Department's intranet site to view and/or update your personal information. Data pertaining to a member of the service regarding name, address, social condition, emergency notification information, and any other relevant information must include supporting documentation. Additional notifications to the various respective units such as the Health Insurance Section and the Office of Labor Relations will need to be made for processing. Failure to do so may result in disciplinary action. Refer to Patrol Guide procedure **203-24: Personal Information via Department Intranet**.

#### **U. RESIGNATION PROCEDURE**

A civilian member of the service planning to resign shall complete a **Resignation and Exit Interview** form (**PD452-151**) and present it to either their commanding officer or the Employment Section's Authorization Unit, Room 1014, Police Headquarters. On his or her last day of work, the resigning member must also return his/her identification card, this manual and any other Department property in his/her possession. Failure to do so may result in the employee's paycheck being held until all property is returned. For more information, contact the Human Capital Division's Authorization Unit at (646) 610-6813 and review Administrative Guide procedure **319-17: Civilian Member-Resignation**.

**V. PERSONNEL OFFICERS**

Personnel Officers serve as the link between the Personnel Bureau and every other unit. They advise Commanding Officers on the selection, assignment and transfer of personnel, and help to resolve grievances and facilitate communication among employees. Along with your supervisor, your personnel officer is a person to go to for help in solving job-related problems. The main telephone numbers are as follows:

<b><u>COMMAND</u></b>	<b><u>PHONE NUMBER</u></b>
Office of Police Commissioner	(646) 610-5410
Office of First Deputy Commissioner	(646) 610-5420
Office of Chief of Department	(646) 610-6710
Deputy Commissioner, Administration	(646) 610-8170
Deputy Commissioner, Collaborative Policing	(646) 610-8363
Deputy Commissioner, Department Advocate	(646) 610-5140
Deputy Commissioner, Equal Employment Opportunity	(646) 610-5330
Deputy Commissioner, Intelligence and Counterterrorism	(646) 610-5403
Deputy Commissioner, Internal Affairs	(646) 610-6650
Deputy Commissioner, Labor Relations	(646) 610-5060
Deputy Commissioner, Legal Matters	(646) 610-5336
Deputy Commissioner, Management and Budget	(646) 610-6670
Deputy Commissioner, Strategic Communications	(646) 610-4787
Deputy Commissioner, Operations	(646) 610-6100
Deputy Commissioner, Public Information	(646) 610-6700
Deputy Commissioner, Training	(646) 610-4675
Deputy Commissioner, Trials	(646) 610-5424
Deputy Commissioner, Support Services	(646) 610-5763
Citywide Operations Bureau	(646) 610-6741
Communications Division	(347) 250-1337
Community Affairs Bureau	(646) 610-5323
Criminal Justice Bureau	(646) 610-5305
Detective Bureau	(646) 610-5430
Housing Bureau	(646) 610-5548
Information Technology Bureau	(646) 610-6873
Patrol Services Bureau	(646) 610-6735
Personnel Bureau	(646) 610-6612
Transit Bureau	(718) 694-4050
Transportation Bureau	(646) 610-5500
Police Academy (College Point)	(718) 670-9100
Patrol Borough Manhattan South	(212) 477-7436
Patrol Borough Manhattan North	(212) 678-1851
Patrol Borough Bronx	(718) 299-4314
Patrol Borough Brooklyn South	(718) 287-3231
Patrol Borough Brooklyn North	(718) 573-5035
Patrol Borough Queens South	(718) 969-8602
Patrol Borough Queens North	(718) 520-6777
Patrol Borough Staten Island	(718) 667-2220
Traffic Operations District	(212) 239-2234
School Safety Division	(718) 730-8888
Special Operations Division	(718) 677-8238

## INTRODUCTION

Full-time, per annum employees of the Department are eligible for certain Health, Welfare, and Education benefits. Many of these benefits also cover your spouse and children. In some cases, new employees become eligible for benefits on the first day of the pay period after they have completed ninety (90) days of employment; for most, however, coverage begins on the date of appointment. It is very important that you consult your union representative and/or personnel officer to find out exactly what benefits you are entitled to receive.

### A. HEALTH INSURANCE PROGRAMS

You have the opportunity to choose from different health insurance plans. Details of these programs are contained in the Summary Program Description Booklet, prepared by the City of New York Employee Benefits Program, which you can view on The Office of Labor Relations website at: [www.nyc.gov/olr](http://www.nyc.gov/olr).

A number of the health insurance plans provide basic benefits without cost to the employee: GHI/CBP and HIP Prime/HMO. The other plans will have payroll deductions for the basic program. Employees may purchase optional benefit riders for additional health insurance benefits through payroll deductions. Current rates for the basic plans and for the optional riders are also found on the website: [www.nyc.gov/olr](http://www.nyc.gov/olr).

Once each year, the City has a health insurance transfer period, usually in November, (look for an Operations Order). During this period, employees have the opportunity to transfer from their present health insurance coverage into any other City health plan in which they are eligible or to add optional benefits rider coverage to their present plan. For additional information on the health insurance transfer period, contact the Health Insurance Section at (646) 610-5122.

**For all permanent employees**, health insurance coverage begins on their appointment date provided that a Health Insurance Application Form has been received by the Health Insurance Section **within thirty one (31) days of that date**. Health insurance coverage for provisional, temporary, and those non-competitive employees for whom there is no experience or education requirement begins on the first (1<sup>st</sup>) day of the pay period following the completion of ninety (90) days of continuous employment provided that the Health Insurance Application Form has been submitted within that period. Employees may enroll in a health insurance program if they work a regular schedule of at least twenty (20) hours a week and employment is expected to last for more than six (6) months.

#### Late Enrollment

For employees and their dependents, filing an application **later than thirty one (31) days after** the date of a birth, constitutes a late enrollment. Coverage will begin on the first (1<sup>st</sup>) day of the payroll period following the receipt of the application by the Health Insurance Section.

Participation in the Medical Spending Conversion (MSC) Program may limit health plan enrollment and/or status changes. If such changes affect your health plan deductions, they must be made within sixty (60) days of the qualifying event, or they cannot be made at all until the next transfer period.

#### Who May Enroll in a City-Sponsored Health Insurance Program

Employees cannot be covered by two (2) family health insurance contracts for which the City of New York pays for, or to which the City contributes. Employees whose spouse is covered by a City health insurance plan should waive participation in the plan by checking the waiver of membership box on the Health Application Form.

The following are eligible to enroll in a City-sponsored health insurance program:

**Legally married husband or wife**, or domestic partner, provided domestic partner is registered pursuant to the terms set forth in **Executive Order No. 48**, dated January 7, 1993.

**Unmarried children under age 26.** The term “children” for purposes of this and following definitions includes: natural children; children for whom a court has accepted a consent to adopt, and for the support of who an employee has entered into an agreement; children for whom a court of law has made an employee legally responsible for support and maintenance, and children who live with an employee in a regular parent/child relationship and are supported by the employee.

**Unmarried, dependent children age 26 and over who cannot support themselves.** If a child cannot support himself/herself due to mental illness, developmental disability, mental retardation, or physical handicap, and the disability occurred before the date on which the dependent coverage would normally terminate, coverage will continue upon submission of medical evidence of the disability. Employees should contact the health insurance carrier to request the necessary forms to continue health insurance coverage for a disabled child.

*An ex-spouse is never eligible for coverage regardless of the provisions of any legal settlement.*

Children must fit into one of the preceding categories. Stepchildren must live in the household and be supported by the employee or his/her spouse. Natural children of the City employee can be covered regardless of residence. Grandchildren, nieces, nephews or other children under the age of 26 can be covered only if they live in the household and the City employee has legal custody.

#### **Documentation Required to Enroll a Dependent**

Appropriate documentation is required to enroll **ALL** dependents listed by the employee on the Employee Health Benefits Application. The required documentation **MUST** be submitted to the Health Insurance Section when an employee seeks to add a dependent spouse and/or children. The required documentation will consist of: birth certificate, marriage certificate, adoption, or guardianship papers. Photocopies of original or certified copies of documents are acceptable. If the necessary documentation is not available at the time of submission, a statement of dependence form (EB 10), properly completed and **notarized**, may be submitted in lieu of the necessary documentation for up to **sixty (60)** days, or until it is available. Copies of these forms can be obtained from the Health Insurance Section, located at 90 Church Street in Manhattan, on the 12<sup>th</sup> floor. All documents submitted will be maintained by the Health Insurance Section. Health benefits applications can also be obtained from your timekeeper or downloaded from the website: [www.nyc.gov/olr](http://www.nyc.gov/olr).

#### **Registration of a Domestic partnership requires the following steps:**

- Obtain Affidavit of Domestic Partnership from the Office of City Clerk and have it notarized.
- Bring notarized affidavit and one form of personal identification (valid driver's license, non-driver's identification issued by the Department of Motor Vehicles, passport or original birth certificate, employee ID card) to the Office of the City Clerk.
- The Clerk will issue a signed Certificate Affixed with the City Seal. You will receive a copy and a copy will be retained for City Records.
- The required registration fee is \$35 by credit card or money order payable to the City Clerk of New York.
- The Office of the City Clerk is located at 141 Worth Street in Manhattan; they are open from 0830 hours to 1545 hours, telephone number (212) 669-2400.
- Contact the Health Insurance Section at (646) 610-5122.

- Visit the website at [www.cityclerk.nyc.gov](http://www.cityclerk.nyc.gov) for additional information.

**Registration of a spouse under the New York State Marriage Equality Act requires the following steps:**

- Notify the Health Benefits Program in writing. Send a letter which includes your Social Security Number, Employee ID Number (if applicable) and the name of the agency in which you work, along with a copy of your marriage certificate to the NYC Office of Labor Relations.
- Once that information is provided, your status will change to married and the status of your domestic partner will change to spouse. They will then continue to receive health benefits as your spouse.
- Please visit the website at [www.nyc.gov/olr](http://www.nyc.gov/olr) for additional information.

**Health Insurance Coverage While on Leave of Absence Without Pay**

The City of New York will continue to provide health insurance coverage for employees who go into a no pay status for up to four (4) months for their own serious illness or disability (NOT that of a dependent or close relative). This benefit is called **Special Leave of Absence Coverage (SLOAC)** and will be granted only when the employee is on authorized leave without pay under the following conditions:

- Authorized sick leave after exhausting all sick leave balances
- Worker's Compensation Leave

If you are enrolled in a health insurance program that requires payroll deductions for the basic insurance, or selected the optional benefits rider, you will be responsible for the premium that is normally deducted from your paycheck during the period in which you are on SLOAC. Your health insurance carrier will make retroactive deductions for health insurance benefits granted to employees who were placed on SLOAC once you return to an active duty status with the Department.

Eligible employees taking extended leave under the Family and Medical Leave Act for a qualifying family member will also be entitled to continued health insurance for up to twelve (12) weeks.

**In all other cases, when an employee goes into a leave without pay status, health insurance benefits will terminate at the end of the current payroll cycle in which they are entitled to be paid.**

Upon returning to active duty with the Department, employees must complete a new Employee Health Insurance Application found at: [www.nyc.gov/olr](http://www.nyc.gov/olr) and send it to the Health Insurance Section within thirty one (31) days. Failure to do so will result in the loss of health insurance benefits.

**Consolidated Omnibus Budget Reconciliation Act (COBRA)**

If your health insurance benefits have been terminated for any reason, **except** gross misconduct, you may choose continuation coverage under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**. Through COBRA you will be eligible for all City-sponsored health benefits, including optional riders. COBRA provides health insurance coverage for up to thirty six (36) months, in which the subscriber pays 102% of the normal group rates. **The Police Department will not pay for any part of COBRA benefits.**

**ELIGIBILITY:** You are eligible for **COBRA** if your City coverage has been terminated for any reason, except gross misconduct. If you lost your coverage due to a termination of employment, or reduction in hours, you are only eligible for a maximum of eighteen (18) months. Spouses of employees or retirees may continue their group health coverage in the event of:

- Death of the covered employee or retiree
- Termination of the employee’s job or a reduction in hours causes the coverage to cease
- Divorce from the employee or retiree

***Note:** Coverage for a spouse will be extended for a maximum of thirty six (36) months if coverage is lost due to death or divorce. If coverage is lost due to a layoff, or reduction in hours, COBRA will only last a maximum of eighteen (18) months.*

Dependent children of eligible employees or retirees may continue coverage through COBRA in the event of:

- Death of the employee or retiree parent
- The dependent ceases to be a “dependent child” under the terms of the Employee Benefit Program. For example: the child reaches the age of 26 and is not enrolled as a full-time student
- Termination of parent’s job or a reduction in hours worked causes the coverage to cease.

A spouse or a dependent child may extend coverage for up to thirty six (36) months for the reasons listed above with the exception of the termination of employment or reduction of hours, in which case benefits can be extended only up to eighteen (18) months.

*Covered persons who are disabled, under the definition established by the Social Security Law, at the time of the COBRA qualifying event, of termination of employment or reduction of hours, are entitled to continue coverage for up to a total of twenty nine (29) months from the date of the initial qualifying event. The cost of coverage during the last eleven (11) months of this extended period is 150% of the City cost for the benefit. Persons so disabled must inform the health plan within sixty (60) days of the disability determination and within thirty (30) days of the disability ceasing. You should refer to the Health Benefits Summary Program Description Booklet or contact the Health Insurance Unit for additional information on COBRA.*

Under the law, the charge for continuation of coverage is 102% of the cost. Also, at the end of or any time during the continuation period, the covered person will be allowed to convert to a self-paid direct payment policy.

#### **Special Provision for Medicare-Eligible Employees**

The City is required to offer all employees and their dependents, over the age of sixty five (65), who are covered by Medicare through the Special Provisions of the Social Security Act for the Disabled, the same health coverage offered to employees not yet age sixty five (65) and under the same conditions. Your City health plan will automatically become your primary coverage and Medicare will provide secondary coverage.

If you want Medicare to be your primary coverage, you are not eligible for the City’s group health plan. You must complete the waiver section of the Employee Health Benefits Application and return it to the Health Insurance Section.

For more information concerning primary and secondary health coverage contact the Health Insurance Section at (646) 610-5122.

### **Layoff Legislation**

A New York State law has authorized the State Insurance Fund to administer a program to assist laid off workers (when the layoff affects fifty (50) or more City employees) in payment of their health insurance premiums. The program will provide up to four (4) months premiums or \$500 (whichever is reached first). If there is a mass layoff you will be further informed of your right to this benefit.

### **B. OCCUPATIONAL VISION CARE PROGRAM (VDT-VIDEO DISPLAY TERMINAL PROGRAM)**

Eligible employees who regularly spend twenty (20) or more hours per week using **video display terminals** (VDTs) and experience visual symptoms (such as eyestrain) may be entitled to periodic vision examinations and eyeglasses prescribed specifically for use with a VDT. A VDT vision examination is available as a fully paid benefit every two (2) years when performed at the same time as a regular vision examination. To learn if you are eligible, contact your appropriate union welfare fund for additional information. Review Administrative Guide procedure **319-32: Video Terminal/Occupational Vision Care Program and Guidelines For Operators** for additional information.

### **C. WORKERS' COMPENSATION**

Under the Workers' Compensation Law, you are entitled to receive benefits if you become disabled by accident or disease occurring as a result of your employment.

**Within the first seven (7) calendar days of absence you must choose either:**

**1. *Receive the difference between the amount of my weekly salary and the compensation rate, subject to the following conditions:***

- a) A pro-rated charge shall be made against my sick leave and/or annual leave balances equal to the number of working days of absence less the number of working days represented by the Workers' Compensation payments and;
- b) My accrued sick leave and/or leave balances, or such leave credits advanced to me in accordance with the Career and Salary Plan Leave regulations, are adequate to meet the charges made against them for supplementary pay and;
- c) The injury sustained by me was not the result of my willful gross disobedience of safety rules or my willful failure to use a safety device, nor was I under the influence of alcohol, or narcotics at the time of injury, nor did I willfully intend to bring about injury or death upon myself or another and;
- d) Such medical examinations will be undergone by me as requested by the Workers' Compensation Division of the Law Department and my agency, and when found fit for duty by the Workers' Compensation Board I shall return to my employment.

**2. *Receive Workers' Compensation benefits in their entirety with no charge against sick and/or annual leave.***

**NOTE: AN EMPLOYEE MUST NOTIFY THEIR SUPERVISOR OF THE WORK RELATED INJURY OR ILLNESS WITHIN SEVEN (7) CALENDAR DAYS. IN ADDITION COMPLETED WORKERS COMPENSATION PACKAGE MUST BE SUBMITTED TO EMPLOYEE BENEFITS UNIT WITHIN SEVEN (7) CALENDAR DAYS. LATE NOTIFICATION TO A SUPERVISOR WILL ADVERSELY AFFECT THE EMPLOYEE'S SELECTION OF AN OPTION.**

*EMPLOYEES ARE REQUIRED TO NOTIFY TIMEKEEPERS OF THEIR RETURN TO DUTY ON THE DATE THAT THEY RETURN AND ENSURE THAT THE INFORMATION IS FORWARDED TO THE EMPLOYEE BENEFITS UNIT.*

In addition, the **Chief of Personnel**, has the **discretion** to grant a leave of absence, with pay, for your first (1<sup>st</sup>) week of absence if you are covered by Workers' Compensation. There are two (2) types of leave with pay grants available to eligible employees who have sustained a work related injury:

- 7.2A grant, available to employees who have been assaulted while in the performance of duty.
- 7.2B grant, available to employees who have sustained injury while in the performance of duty.

Specific criteria must be met prior to receiving this type of grant; most importantly, the injury must have been accepted as a work related injury by the New York City Law Department Workers' Compensation Division. Questions concerning these types of sick leave with pay grants may be directed to the employee's union. Employees who wish to apply for this grant may do so by calling the Extended Sick Leave Grant Review Board, located at One Police Plaza, Employee Benefits Unit, telephone number (646) 610- 6820.

#### **D. LIFE INSURANCE AND DEATH BENEFITS**

##### **Union Benefit**

If your job title is unionized, check with the appropriate union to find out about life insurance and death benefits.

##### **Management Benefits Fund**

You are eligible for life insurance, dental, and vision benefits provided by the City-administered Management Benefits Fund if:

Your title is ineligible for collective bargaining, or  
Your duties are managerial and/or confidential, or  
Your title has been approved for inclusion in the fund by the New York City Department of Citywide Administrative Services.

The Health Insurance Section at (646) 610-5122 provides forms and can answer questions for Management Benefits Fund employees.

#### **New York City Employees' Retirement System Death Benefit / Board of Education Retirement System**

Membership in the New York City Employees' Retirement System (NYCERS) and in the Board of Education Retirement System (BERS) covers you with a death benefit in the case of non-work-connected death prior to retirement. The benefit varies, depending on the number of years of service rendered, and the date you entered the retirement system.

Upon the death of a civilian member of the service, the employee's command **must** notify the Employee Benefits Unit (via telephone and in writing) of the employee's death. The Employee Benefits Unit is located in the Human Capital Division, One Police Plaza, Room 1014, telephone number (646) 610- 6820.

### Accidental Death Benefit

In the case of accidental work-connected death while a City employee, most are insured by the City for \$25,000. The City makes payment to your designated beneficiary or to your estate. This payment is in addition to any other payments which the City may make as a result of such a death. Contact your union for additional information.

### Cash Payment to Beneficiary

**Mayor’s Executive Order No. 34, March 26, 1971**, “Regulations Governing Cash Payments for Accrued Annual Leave and Accrued Compensatory Time or Death of an Employee While in the City’s Employ” provides that if an employee dies while in the City’s employment, the beneficiary or the estate of the deceased civilian employee will receive payment for accrued annual leave or other compensatory time, within specified limits, owed to the deceased on the date of death. The designation of beneficiary for cash payments under this provision is independent of any other designation an employee has made for his or her pension or other benefits. You choose a beneficiary when you are hired. The Employee Benefits Unit at (646) 610-6820 must be notified of any changes thereafter.

## E. THE WORLD TRADE CENTER (WTC) PROGRAM

The Department has created a “WTC Resources” website to provide assistance to all members of the service and their families who may be in need of direction, information, and assistance in dealing with concerns relating to 9/11. The World Trade Center Health Program offers information on disability legislation which was signed into law on August 7, 2008. Members of the service who served in the aftermath of the attacks on the World Trade Center may be eligible for disability benefits. Additional information is available at: [www.nyc.gov/html/doh/wtc/html/home/home.shtml](http://www.nyc.gov/html/doh/wtc/html/home/home.shtml).

## F. DEPARTMENT BLOOD PROGRAM

In an effort to assist our community and to provide a safe and adequate blood supply, employees are encouraged to participate in the New York City Employee Blood Program through our Department’s Blood Drive program.

Those members (active or retired) who wish to donate blood, may call the American Red Cross Blood Center at (800) 448-3543 or visit the website [www.nybloodcenter.org](http://www.nybloodcenter.org) for an appointment. Please identify yourself as a current or former employee of the Department. Upon donating blood, please provide our agency’s number, 5239.

Civilian employees who donate blood through the New York City Employee Blood Program during scheduled working hours, with the approval of the Commanding Officer, urgency of the services permitting, at a **Department sponsored blood drive**, will be granted three (3) hours of compensatory time. In addition, employees are excused only for the time it actually takes to donate blood, including travel to and from the donation site, up to a maximum of three (3) hours. Any additional time off must be charged to the employee’s leave balances.

**Note:** *Only those civilians who donate at a **Department sponsored blood drive** are entitled to receive compensatory time. This compensatory time may be used at the employee’s discretion, subject to the approval of the Commanding Officer, immediately after the donation or up to one year from the date of the donation. An employee **cannot be paid** for this time in lieu of taking it.*

The Department sponsors several blood drives at One Police Plaza each year and at the Police Academy during recruit classes. Additional blood drives are conducted throughout the boroughs as critical needs occur. These drives will be announced through Finest messages. Please contact the Personnel Bureau at (646) 610-6612 for additional information.

Employees who have donated blood must present the receipt from the donation site to their Commanding Officer or equivalent upon return to duty. At **no time** will a civilian be compensated for three (3) hours if his/her form is marked “PP” (postponed) at the mini-medical and **blood was not actually donated**.

A civilian who donates blood during non-working hours shall **not** be credited with compensatory time for such donation.

Active or retired employees and their families needing assistance regarding blood transfusions (including outside of New York State) should call the Medical Division at (718) 760-7615 during business hours and the Sick Desk Supervisor at (718) 760-7606 at other times.

**Galloneers Club** – members of the New York City Employee Blood Program who have donated a total of eight (8) pints of blood or more are members. An annual ceremony is held each year to present members with pins and certificates of appreciation.

### G. OCCUPATIONAL SAFETY AND HEALTH PROGRAM

The Occupational Safety and Health Unit is responsible for coordinating Department occupational safety and health programs and initiatives, ensuring compliance with all City, state, federal and occupational safety and health regulations, and recognizing, evaluating and controlling workplace hazards through field inspections, interviews, and research. All members of the service who have questions related to health and safety issues at their work site should contact their safety officers for advice. Request for further technical assistance, safety inspection, and smoking complaint forms may be obtained by contacting OSHU at (718) 760-7647 at One Lefrak City Plaza, Room 1660, Monday through Friday between 0800-1700 hours. Additional information can be found in Administrative Guide procedure **320-27: Occupational Safety and Health**. The Department also has a smoke-free workplace policy which is referenced in Administrative Guide procedure **316-42: Department Smoking Policy**.

### H. EMPLOYEE ASSISTANCE AND COUNSELING SERVICES

The New York City Police Department Supervisor’s Guide to Civilian Monitoring and Employee Assistance Programs can be found on the Department’s Intranet site. If a civilian member wishes to avail themselves to such services, one of your supervisors should be able to direct you to the appropriate assistance program based on the information contained in the book.

Civilian employees who do **not** wish to avail themselves of the Department’s services are advised to contact their union representatives for referral to union-sponsored services. If a civilian employee is referred to an outside program via a Department program, the counselor will monitor the employee’s progress. For information, assistance, service, and self-referrals, contact the appropriate unit as follows:

#### Employee Relations Section

The Employee Relations Section was initially created to assist the families of members killed in the line of duty. Its scope has broadened and the unit currently assists families of members who become seriously ill or die, as well as members with family medical hardships. The members of this unit are not trained mental health professionals or peer counselors, instead they offer logistical assistance. There are liaisons in each patrol borough, as well as transit and housing bureaus, including a civilian representative. Assistance is available to all employees and includes, but is not limited to, the following areas: accommodation of job assignment relating to the employees well-being by making temporary hardship transfers, or temporary special tours, or temporary assignments, and advice on available resources to assist members and their families with personal or professional problems. Contact them at (646) 610-

5434. In addition to providing for members with hardships, the Employee Relations Section manages the Police Commissioner's Sports Leagues.

### **Counseling Services Unit**

The Counseling Services Unit is a sub-unit of the Employee Relations Section and is an intervention resource that offers assistance to members who are experiencing difficulties with alcohol, prescription drugs, gambling, or finances. Members may enter the program through self-referral or through direct supervisory referral. The unit also provides follow-up monitoring to members who have completed the counseling program. The monitoring is designed to lend support. Records are confidential. Contact the unit at (718) 834-8433 between the hours of 0700 hours and 1800 hours. At all other times, call the Sick Desk Supervisor at (718) 760-7606.

### **N.Y.C.P.D. HELPLINE**

**N.Y.C.P.D. Helpline** is a 24 Hour Referral and Information Service. Call for assistance if you or someone you know is inquiring about employee assistance services within the Department. Trained members of the service will be available to speak with you about a problem or concern which may be affecting you, a family member, or a friend. Call the helpline phone number (718) 271-7777 for the following issues:

- Suicidal tendencies
- Alcohol
- Family/Marital concerns
- Emotional difficulties
- Health issues, i.e. A.I.D.S.
- Gambling
- Finances

If appropriate, you may be referred to a physician, psychologist, or counselor for an additional evaluation.

### **Psychological Evaluation Unit**

The Psychological Evaluation Unit is located at 59-17 Junction on the 15<sup>th</sup> floor, in Corona (Queens), New York. They provide the following counseling:

- Individual psychological consultations and referrals for treatment.
- Consultation for marital/domestic problems.
- Consultation for parent/child conflict.
- Trauma debriefing.
- Alcohol evaluation for official referral

They can be contacted at (718) 760-7553.

### **Chaplains Unit**

There are nine (9) Department Chaplains representing various faiths and denominations who administer to the spiritual needs of Department personnel. They are located at 130 Avenue C (PSA 4), Room 409. NY, NY 10009. All calls and appointments are kept strictly confidential. Contact them at (212) 473-2363 or fax (212) 375-8107. Their services include:

- Visit the seriously ill or injured

- Counsel with employees on a confidential basis
- Preside at Department ceremonies and funerals

### **I. CAREER ENHANCEMENT DIVISION**

The Career Enhancement Division (CED) was created to serve as a positive component for all members of the service. This comes from the paramount principle that human resources are the most important assets of the Department. The Career Enhancement Division's mission is to assist, enhance, guide, and develop employees whose talents and desires are compatible with the needs and future goals of the Department, and is devoted to shaping an appropriate Department culture by introducing reward programs and aspects which reflect and support the core values of the Department and ensure its success. The Career Enhancement Division will be concerned with the development of both individuals and the Department by creating a clear path to success, and will also be engaged in not only in securing and developing the talents of Department employees, but also implementing programs that enhance communication and cooperation between those individual workers in order to nurture and develop the employee.

The Career Enhancement Division manages and assists in facilitating the activities of the following sub-units which include: the Paid Detail Unit, Cardiovascular Fitness Program, Employee Assistance Unit (EAU), Police Officers Providing Peer Assistance (P.O.P.P.A.) Liaison, Education Tracking Unit (ETU), Employee Suggestion Program and the newest sub-unit the Members Outreach Section (MOS), which consists of a Civilian Members Outreach Services (CMOS) and a Uniform Members Outreach Services (UMOS).

The Career Enhancement Division can be contacted at (646) 610-5505 or please visit them at One Police Plaza (10th Floor - Room 1000), New York, N.Y. 10038.

### **Cardiovascular Fitness Program**

The Cardiovascular Fitness Program was created in 1989 to assist all members of the Department. The Cardiovascular Fitness Program promotes the positive benefits of physical fitness, proper nutrition, a healthy lifestyle, stress reduction, and overall good health.

- All members are able to access the Cardiovascular Fitness Program's fourteen (14) fitness centers, twenty-four (24) hours a day/seven (7) days a week. There are locations in each of the five (5) Boroughs.
- Each of the fourteen (14) fitness centers has a trained Fitness Instructor on site and members are able to schedule a session with a Fitness Instructor to tailor a personalized fitness regimen right for them.
- All members are also able to access free medical examinations (through the Medical Division), and the various health and fitness initiatives offered.
- The process of gaining membership into the Cardiovascular Fitness Program entails the following:
  - A \$40.00 yearly fee.
  - An application form signed by the member's physician.
  - An appointment with a fitness instructor to measure:
    - ❖ Body fat.

- ❖ Flexibility.
- ❖ Muscular strength.
- ❖ Muscular endurance.
- ❖ Cardiovascular endurance.

Members interested in obtaining medical and membership forms can contact any fitness center directly. For additional information regarding the Cardiovascular Fitness Program, contact the Police Headquarters Fitness Center which is located at One Police Plaza (C-Level, Room A-14), New York, N.Y. 10038 and can be reached at (646)-610-6301. The fourteen (14) fitness center locations and contact numbers are as follows:

LOCATION	ADDRESS	PHONE NUMBER
Police Headquarters	One Police Plaza, C-Level, Room A-14, New York, N.Y. 10038	(646) 610-6301
Applicant Processing Division	4201 4th Avenue, Brooklyn, 2nd Floor New York, N. Y. 11232	(718) 972-7337
Internal Affairs Bureau	315 Hudson Street, 3rd Floor, New York, N.Y. 10014	(212) 741-8400
Former Police Academy	235 20th Street, 2nd Floor, New York, N.Y. 10014	(212) 477-9228
Traffic Operations Division	138 West 30th Street, 5th Floor, New York, N.Y. 10001	(212) 239-2239
Leadership Training Section	300 Gold Street, 6th Floor, Brooklyn, N.Y. 11201	(718) 330-3471
Police Service Area 3	Central Avenue, Basement, Brooklyn, N.Y. 11206	(718) 386-4273
Police Service Area 6	2786 Fredrick Douglas Blvd., 4th Floor, New York, N.Y. 10039	(212) 694-8237
Police Service Area 9	155-10 Jewel Avenue, Basement, Flushing, New York, NY 11367	(718) 969-3696
43 Precinct	900 Fteley Avenue, 2nd Floor, Bronx, N.Y. 10472	(718) 542-5590
50 Precinct	3450 Kingsbridge Avenue, Basement, Bronx, N.Y. 10463	(718) 543-5196

71 Precinct	421 Empire Boulevard, Basement, Brooklyn, N.Y. 11225	(718) 735-5724
113 Precinct	167-02 Baisley Boulevard, Basement, Jamaica, N.Y. 11434	(718) 712-5788
122 Precinct	2320 Hylan Boulevard, E.S.U. Building, Staten Island, N.Y. 10306	(718) 667-3803

### Employee Assistance Unit

The Employee Assistance Unit (EAU) [formerly known as the Early Intervention Unit] has been providing career and emotional guidance for all members of the Department for more than thirty (30) years. This unit began as a resource for uniform members that exhibited poor work behavior, with the concept of addressing the personal problems in a non-punitive fashion. The Employee Assistance Unit has become a prime source for conflict resolution for all members of the Department that may experience trauma, relationship issues, grief/bereavement and other issues that affect their position in the New York City Police Department. The Employee Assistance Unit serves as the critical peer support catalyst for the New York City Police Department.

The Employee Assistance Unit’s “peer counseling” staff is comprised of civilian and uniform members of the service. The goal here is to effectively address the issues/concerns of both civilian and uniform members. The counselors have been trained to work with members of the Department that have experienced critical incidents. Critical incidents are traumatic events that impact and overwhelm a person’s normal coping skills and feeling overwhelmed is usually the first reaction. In these situations, swift responses are paramount, with follow-up as the situation dictates. In each case, members have been counseled and, if appropriate, are referred to a mental health resource.

Following certain large scale and newsworthy events, EAU counselors are trained to conduct critical incident debriefings. In these meetings, the primary members of the service involved are brought together for an informal discussion of the event. By using the debriefing model developed by the International Critical Incident Stress Foundation Inc., our members are walked through a specific protocol for increasing the coping skills in dealing with an emotional crisis. Done in a non-threatening environment, these sessions offer those involved a chance to express their thoughts and emotions, which speeds the recovery time for anyone distressed by the event. All involved are also educated in a healthy approach to processing any post-traumatic stress, including resources for further assistance if necessary. Research shows that the debriefing process has resulted in a positive outcome and will aid the members back to a state of normalcy.

The Employee Assistance Unit works closely with both the Operations Unit and Medical Division to ensure that all incidents are addressed efficiently. Administrative Guide procedure **320-22: Employee Assistance Monitoring and Counseling Guidelines** will help assist you in monitoring the performance of members who may be experiencing personal or work-related difficulties. The Employee Assistance Unit is available twenty-four hours (24) a day/seven (7) days a week. The Employee Assistance Unit can be reached at (646)-610-6730 and NYPDEAU@NYPD.org or visit them at 90 Church Street (12th Floor), New York, N.Y. 10007.

### Members Outreach Section

The Career Enhancement Division's newest sub-unit, Members Outreach Section (MOS) was born and created from ideas and recommendations members made during Reengineering in order to help enhance and improve the careers of our members. The Members Outreach Section seeks to improve the overall quality of life for all members of this Department, both civilian and uniform, through various methods of outreach. They strive to increase morale, offer guidance and resources, afford members opportunities for career advancement and encourage future success. Above all, the counselors at MOS endeavor to improve the operational efficiency of the Department in ways that will promote a positive working outlook for the overall well-being of our members. The Members Outreach Section is "Helping those who have chosen a profession to help others". The Members Outreach Section has two (2) components, one of which is dedicated toward helping our civilian workforce and they are as follows:

### Civilian Members Outreach Services

The Civilian Members Outreach Services (CMOS) became fully functional on Monday, October 12, 2015, and is responsible for helping civilian members of the service in advancing their careers within the NYPD. They assist in Career Path transfers; provide information on applying to specialized units, and help civilian members by providing resume building assistance and offer career counseling services. CMOS strives to develop and implement new programs to benefit the civilian employee such as the newly created Civilian Advancement Program, which will oversee salary adjustments for sub-managerial civilian employees as well as promotions/upgrades and title changes to further enhance our civilian members' careers. The CMOS staff consists of dedicated civilian career counselors with many years of experience that are ready to provide guidance and assistance to all civilian members of the Department.

On October 30, 2015, the Application for Transfer process was updated from the manual Application for Transfer (paper UF-57)- Patrol Guide procedure **205-14: Application for Transfer** to an electronic submission via the Personnel Online System for Transfers (P.O.S.T.). P.O.S.T. can be utilized to apply to specialized units as well. P.O.S.T. is a user friendly database that can be accessed through the Department's Intranet. When a member of the service requests a transfer to a non-specialized command, i.e. Housing PSA, Transit District, Precinct or a specialized unit such as ESU, Highway, I.A.B., School Safety Division, Mounted, Detective Bureau etc., the member will:

- Log on to the Department's Intranet homepage utilizing their own user name and password.
- Select "Career".
- Select "Members Outreach Section".
- Apply to any of the specialized units/commands by clicking on their unit logo or by clicking apply in the "Current Openings" section.
- Fill out the application and click "submit".
- Submit a separate application for each specialized unit.

An application will not be received unless the applicant clicks "submit". The applicant will receive a message verifying that the application was successfully submitted. Civilian members **MUST** submit an application through (P.O.S.T.). An application to a non-specialized unit may include up to three (3) choices of Patrol, Housing, or Transit Bureau commands. Once the application is submitted through P.O.S.T. it cannot be edited and/or changed. If changes are needed after it is submitted, prepare and forward a request to void the application, on Typed Letterhead (UF-49) to the Commanding Officer, Career Enhancement Division. A new application must then be submitted through P.O.S.T. All Applications for Transfer will be active for one (1) year.

Civilian Members Outreach Services (CMOS) administers the Department's Career Program for sub-managerial civilian members of the service. The unit is responsible for monitoring and maintaining the Personnel Online System for Transfers (P.O.S.T.). P.O.S.T. enables all sub-managerial civilian members of the service to submit an application for transfer, electronically. To ensure that eligible civilian members of the service Applications for Transfer are received and forwarded in a timely manner, the unit on a daily basis accesses the database to print and vet (utilizing CPI, PEPR, CCRB and evaluations) various applications for units that are attached to a current/open Department Bulletin. The unit strives to increase morale by providing counseling, career guidance and the proper resources to afford civilian members the opportunity to enhance their career and to encourage future success.

The Members Outreach Section, which includes Civilian Members Outreach Services and Uniform Members Outreach Services, is available to assist members with this process. The Members Outreach Section is located at One Police Plaza (10th Floor - Room 1010C), New York, N.Y. 10038. Civilian and Uniform Counselors are available from 0700 to 1800 hours Monday through Friday and they can be contacted at (646) 610-5505 or MOS@NYPD.org.

### **Education Tracking Unit**

In April of 1997, the Department instituted the requirement of sixty (60) college credits for newly hired police officers. Prior to the college credit requirement, the Department would track education manually. With the onset of the mandatory college requirement, the Department began tracking education through the creation of the Education Tracking Unit (ETU) and the Education Tracking database. The main goal of the Education Tracking Unit is to be a viable, educational and informational resource for both civilian and uniform members of the service.

The Education Tracking Unit (ETU) is the sole repository for all post-secondary educational records for the Department. The unit tracks and manages a member's college education by inputting the degree type and/or credit level into the Education Tracking database. Subsequently, this can be viewed in read only mode via Education Tracking database. Additionally, this information is also fed into other personnel data information systems, such as PEPR. The unit also monitors the education eligibility of candidates for promotion and incoming probationary police recruits.

The Education Tracking Unit streamlines daily operations to improve the overall efficiency of the Unit and promotes awareness of educational opportunities available to our members. The Education Tracking Unit promotes awareness among members of the service, who may be contemplating taking promotional examinations, but may feel overwhelmed about taking exams, because of a lack of education. Members may become frustrated and defer taking promotional exams, since the arduous task of working, raising a family and returning to school is too taxing.

Additionally, ETU increases awareness of educational opportunities for members of the service with military training. The unit aims to develop initiatives to educate members with prior military, by providing information, on how to convert their previous military training into college credits. ETU provides outreach to members by participating in seminars at various locations throughout the Department for all members of the service and those returning from overseas deployment.

The Education Tracking Unit also increases awareness of how college credits are acquired through the Department. Members of the service are under the impression that specialized training is automatically transferred onto their education profile as college credits. Although the Police Academy is accredited under the National College Credit Recommendation Services (NCCRS), it is still not recognized as regionally accredited or as a higher education granting institution. Therefore, college credits cannot automatically be acquired from the Police Academy. Credits acquired while attending recruit training school or specialized training have to be forwarded to an accredited college. Then the

training will be reviewed and a recommendation will be made with regard to the number of credits determined by the institution. The Education Tracking Unit acts as the liaison for the Training Records Unit. Contact the Education Tracking Unit at (212) 477-7122 and [Eductrk@NYPD.org](mailto:Eductrk@NYPD.org) or visit them at 235 East 20<sup>th</sup> Street (8th Floor -Room 808), New York, N.Y. 10003.

#### **Employee Suggestion Program**

The Department's Employee Suggestion Program receives suggestions/proposals made by members of the service seeking to improve some aspect of police operations, public service, community relations, working conditions or safety concerns. Proposals are considered on a case by case basis on their merit to result in a substantial savings in time, money, personnel, equipment or elimination of waste. Suggestions that are implemented and result in improved safety or labor and material savings are eligible for cash rewards up to \$250.00. Those ideas that enhance courtesy, professionalism, respect and administrative procedures or morale are eligible for non-monetary recognition. Members can utilize the Department Intranet to download an Employee Suggestion Program Form (PD 115-161) which is located under Department Forms and Reports and be guided by Patrol Guide Procedure 205-41 "Employee Suggestion Program". Contact the Employee Suggestion Program at (646) 610-8237 or visit them at One Police Plaza (10th Floor - Room 1010C), New York, N.Y. 10038. Review Patrol Guide procedure **205-41: Employee Suggestion Program**.

#### **Domestic Incident Education Program**

This program was established in 1999 to educate uniform members about the causes and effects of domestic violence. Referrals to this program may be made by a member's Commanding Officer, as well as by other members of the Department or through self-referral. For additional assistance, contact the Counseling Services Unit at (718) 834-8433.

#### **Non-Department Resources**

The Department has developed a collaborative relationship with outside assistance organizations.

**Safe Horizon** - assists victims of domestic violence. It provides a variety of services and information and refers members to counselors with experience in domestic and family issues. Safe Horizon can be reached at (212) 577-7700 or (800) 621-HOPE, 24 hours/7 days a week.

#### **Police Commissioner's Sports League**

To improve the physical fitness and enhance the team spirit of members of the service, the Police Commissioner's Sports League coordinates and manages the intra-Department unit competition in three (3) sports leagues: basketball, softball and roller hockey.

Members interested in forming teams to compete in one (1) of the above leagues should contact the Police Commissioner's Sports League for additional details concerning cost factors and registration procedures. The unit can be contacted at (646) 610-5236.

#### **Nutritional Counseling**

A Department nutritionist offers all members of the service nutritional counseling specifically tailored to foster weight reduction and lower high blood pressure through a low sodium diet. The office is located at One Police Plaza, C level. The office hours are between 0800-1600 hours and the phone number is (646) 610-6595.

## J. OPPORTUNITIES IN EDUCATION

Education opens doors in civil service and contributes to your success on the job. Your progress up the career ladder and your own personal satisfaction depend to a great degree upon the use you make of the existing educational opportunities. Contact the Scholarship Unit at (718) 670-9412 to obtain the Scholarship and Educational Opportunities offered to members of the New York City Police Department. You can also view it on the Department's intranet site. This guidebook provides valuable information regarding the educational opportunities available through this Department as well as scholarships offered by the City and programs administered through DC 37 and other unions. All active scholarship programs are announced by Department Bulletins. The Department also provides an online education profile via the Department's Intranet site.

### Scholarships and Financial Aid

The following are some of the scholarship opportunities available to permanent civilian Department employees and their dependent children. The traditional scholarship program offers an opportunity to obtain a Bachelor's or a Master's Degree. There are also other scholarship programs offered by the City or other law enforcement agencies. The Scholarship Unit sponsors an Annual College Fair, usually at the Police Academy. *Department Bulletins should be checked for information regarding scholarships.*

### NYPD TRADITIONAL SCHOLARSHIP PROGRAM

**Long Island University - Brooklyn Campus** offers several scholarships to members with a minimum of three (3) years of service. Contact the Registrar's Office at (718) 488-1011 for information or the website [www.brooklyn.liunet.edu](http://www.brooklyn.liunet.edu)

**NYU Wagner Graduate School** - Offers a half scholarship for civilian or uniformed members who are interested in obtaining a Master's Degree in Public Administration. Contact the Registrar's Office at (212) 998-7400 or the website at [www.nyu.edu/wagner](http://www.nyu.edu/wagner).

### Other Scholarships

**DCAS Leadership Institute** - An executive development program offered to civilian managers.

**DCAS Management Academy** - offered to supervisory civilian titles.

**Department Educational Leave Scholarship** - offered to uniformed and civilian members who are pursuing a master's degree relevant to the NYPD mission.

**Mayor's Graduate Scholarship Program** - offered by several participating colleges and universities to full-time City employees; for more information, visit the DCAS website at [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

**Educational Leave Scholarship Program** - Twenty four (24) Educational Leave grants are available to members who are enrolled in postgraduate programs. The program awards a member annual paid leave grants of eighteen (18) days, nine (9) per academic semester. Leave is taken to attend class, prepare for exams or participate in internships or other aspects of academic development. Contact the Scholarship Unit at (718) 670-9412 for additional information and requirements.

### Union Sponsored Programs for Civilians

**District Council 37 Education Fund Tuition Reimbursement** - Eligible members of DC37 may be able to receive up to \$700 in tuition reimbursement annually tuition for attending college. For further information call the Education Fund at (212) 815-1663.

**Worker Education Program (DC 37 and other unions)** - Queens College, in conjunction with several worker's unions, offers educational benefits. Contact your union's Educational Benefits Department to see if you are eligible. Questions about the tuition-free Urban Leadership Program can be directed to the Worker Education Program at (718) 997-3060 or 3029.

**CWA Local 1180 Education Fund/College Tuition Refund** - Provides reimbursement to Local 1180 members of up to \$200 per semester for tuition and/or registration fees for successfully completed courses for which college credits are earned at any accredited college. Contact the Benefits Department at (212) 966-5353. In addition, CWA offers college scholarships for members and their families. Visit the website [www.cwa1180.org](http://www.cwa1180.org) for additional information.

**Union Plus Scholarship Program** - CWA 1180 members, spouses and children are eligible for one-time grants from \$500-\$4,000 each. Visit the website to view deadlines and applications.

**CWA Local 1180 - Queens College Urban Leadership Program** - Offers Local 1180 members twenty four (24) tuition free credits towards the completion of either a Bachelor's or Master's Degree in several areas.

A number of universities and colleges offer tuition reduction and scholarships to civilian members and their families. Contact the Scholarship Unit at (718) 670-9412 for a complete listing and review Department Bulletins.

#### **Non-traditional Education Options**

**Empire State College-State University of New York** is a unique alternative to traditional college studies. Students, with the help of a mentor, can take college courses at home, attending only limited sessions. For further information, view the website at [www.esc.edu](http://www.esc.edu) or call (800) 847-3000.

**Excelsior College** is an evaluating and assessing institution. This college is based on the philosophy that college-level learning which has been acquired in a variety of settings, can be objectively and comprehensively documented through transcripts, written or performance examinations, and other academically sound procedures. For further information, view the website at [www.excelsior.edu](http://www.excelsior.edu), call (888) 647-2388, or write to Excelsior College, 7 Columbia Circle, Albany, New York, 12203-5159.

The Department offers guidance services through the College Scholarship Unit at the Police Academy. This unit also maintains an extensive library of college catalogues. Please call (718) 670-9412 for information or an appointment.

#### **District Council 37 Education Program**

DC 37 represents a majority of civilian Department employees and offers a variety of programs and services free of charge to eligible employees. Call (212) 815-1650 or email [edfund@dc37.net](mailto:edfund@dc37.net) for current course offerings. Visit the website at [www.dc37.net](http://www.dc37.net) for more information.

#### **CWA Local 1180 Education Program**

CWA Local 1180 represents civilian administrative and supervisory employees in the Department and offers the following after-hours education program and benefits free or on a tuition refund basis:

**Workplace Literacy Program** courses, including administrative skills, computers, time management, effective communications and supervision.

- Exam preparation courses

- College Tuition Reimbursement
- Adult Education Tuition Refund
- Conferences/Seminars Reimbursement
- Urban Leadership Program with Queens College
- Personal Development courses, including pre-retirement planning

For additional information, call (212) 966-5353 or visit the website at [www.cwa1180.org](http://www.cwa1180.org)

### Department of Education Courses

The primary goal of the Office of Adult and Continuing Education is to improve the total Adult Education delivery system with an emphasis on life-long learning, family literacy, and work. They also offer career and technical courses. For more information call a school in your borough, or view the website at [www.adultednyc.org](http://www.adultednyc.org).

### K. CIVIL SERVICE AWARDS

#### Annual Incentive Awards Program

In 1989, the Department established an Incentive Committee as part of the Mayor's Citywide Employee Incentive and Recognition Program. One of the many goals of the Incentive Committee is to develop programs that recognize members of the service, uniformed and civilian, who have achieved various levels of longevity and perfect attendance. The Department holds formal annual recognition awards ceremonies to acknowledge members who have attained significant longevity (thirty (30) or more years) and perfect attendance milestones (fifteen (15) or more years). The Office of Civilianization/Staff Development organizes and facilitates the program. Each year, this office publishes a Personnel Bureau Memo notifying those civilian members of the service who qualify to submit for a perfect attendance recognition award. Any questions concerning the program should be directed to the Office of Civilianization/Staff Development at (646) 610-6607.

The Department issues certificates for members who have **NO** sick time usage for one (1) or more calendar years (January 1 - December 31). Employees with milestone achievements, **i.e., five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30) or more years of perfect attendance** receive a gift, as well as a framed certificate.

**Note:** Sick records for civilian members of the service are not maintained by the Information Technology Systems Division (ITSD). Therefore, civilian members with at least one (1) year of continuous perfect attendance for the previous calendar year **MUST** request, in writing, recognition of this achievement by using the Perfect Attendance Recognition form. **Civilian members who have reached significant milestones of five (5), ten (10), fifteen (15), or more years of perfect attendance should clearly indicate that on the form and forward supporting documentation i.e. (absence & tardiness record).**

Longevity achievements are also recognized for all members of the Department. Framed certificates are awarded beginning on the employee's 20<sup>th</sup> anniversary. Milestone achievements at each additional five (5) year increment are also recognized with a framed certificate of achievement and a gift depending on the accomplishment.

If you have previously served in any other City agency, notify the Office of Civilianization/Staff Development at (646) 610-6607.

### Civilian Recognition Awards

There are various Civilian Recognition Awards which the Department implements. Administrative Guide procedure **319-26: Departmental Recognition - Civilian Members of the Service** details the recognition process for those civilian members within School Safety Division and Parking

Enforcement District assigned to enforcement units who have performed extraordinarily. Administrative Guide procedure **319-35: Department Awards - Civilian Members of the Service**, describes all the awards that all civilian members of the service may be awarded through the Department's Departmental Recognition procedure and Administrative Guide procedure **305-03: Presentation of Departmental Recognition Awards** lists all departmental recognition and the presentation of awards.

#### **Communications Awards**

The Communications Section has a ceremony to highlight those members who acted quickly and whose actions resulted in a positive outcome.

#### **Hundred Year Association Awards**

The Hundred Year Association sponsors two prestigious awards affiliated with City civil service. The Association was founded in 1927 and is comprised of more than three hundred (300) companies and nonprofit organizations that have been in continuous operation in New York City for over 100 years.

The first of the aforementioned awards is the Isaac Liberman Public Service Awards for Career Civil Service Employees. This award, offered annually, is granted to permanent civil service employees whose work performance and accomplishments have notably improved the efficiency and quality of the services rendered to the people of the City and enhanced the prestige of City service.

Eligible candidates must have a current salary that does not exceed a certain cap. Nominations of deserving individuals may be made by subordinates, coworkers, supervisors, or Commanding Officers. Awards range from \$1,000 to \$6,000.

The second program is the E. Virgil Conway College Scholar Awards. Sponsored by the City, it awards tuition scholarships to the children of civil service employees with at least two (2) years of full-time employment.

Eligible students must have been accepted (or be enrolled) on a full-time, matriculated basis at a public or private college. Criteria for selection includes: school records, community service, financial needs, and their scores on the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) exams. The Hundred Year Association is solely responsible for the selection of recipients. The scholarship awards range from \$1,000 to \$6,000. *There is a maximum gross family income limit.*

Previous winners of both the scholarships and the awards are eligible for consideration during future years; their achievements will be given the same consideration as those of new nominees. Applications and information on both programs are usually available in April of each year. They can be viewed and downloaded at [www.nyc.gov/dcas](http://www.nyc.gov/dcas).

## INTRODUCTION

This chapter contains basic information on various other Department organizations. There is also a listing of Department abbreviations, forms, and telephone numbers, all of which may be helpful to you in the future.

### A. UNIONS

Most job titles are represented by a union. Upon entering the Department, you will be notified which union represents your title. It is important to contact the union to find out about educational, insurance, pension, health benefits, and longevity pay increases to which you may be entitled. Unions having the largest civilian membership in the Department are:

<u>UNION</u>	<u>TELEPHONE NUMBER</u>	<u>WEBSITE</u>
District Council 37	(212) 815-1000	<a href="http://www.dc37.net">www.dc37.net</a>
Local 1180	(212) 226-6565	<a href="http://www.cwa1180.org">www.cwa1180.org</a>
Local 1182	(718) 268-6353	<a href="http://www.cwalocal1182.org">www.cwalocal1182.org</a>
Teamsters Local 237	(212) 924-2000	<a href="http://www.local237.org">www.local237.org</a>
Organization of Staff Analysts	(212) 686-1229	<a href="http://www.osaunion.org">www.osaunion.org</a>
United Federation of Teachers (UFT)	(212) 598-6800	<a href="http://www.uft.org">www.uft.org</a>

The Department is an agency shop, which means that union dues are automatically deducted from your paycheck whether or not you are a union member.

### B. MUNICIPAL CREDIT UNION

The Municipal Credit Union (MCU) is a full service, financial institution that is similar to a bank. MCU is a member owned and directed financial cooperative. After payment of operating expenses and satisfaction of its reserve requirements, any income generated goes back to the membership in more favorable interest rates on savings and loans, and in low cost products and services, offering credit assistance, counseling, and paying competitive dividends to its members. Visit the website [www.nymcu.org](http://www.nymcu.org) for additional information.

You can become a member by opening a Municipal Credit Union savings account with a minimum deposit of \$5 by downloading the form at [www.nymcu.org](http://www.nymcu.org). There are several branches and multiple ATMs throughout the City.

The Municipal Credit Union suggests that you start an automatic savings plan through payroll deduction. Payroll deduction is automatic and facilitates regular savings once you have decided on a monthly savings plan. Accounts may be opened or added to by lump sum deposits at a credit union branch office, by mail, or by payroll deduction. All member accounts are federally insured up to \$100,000.

### C. RELIGIOUS AND FRATERNAL ORGANIZATIONS

A variety of fraternal, ethnic, and religious organizations are open to both uniformed and civilian members, active and retired. The names of these organizations, presidents, and telephone numbers can be viewed at the website: [www.nypdcops.org](http://www.nypdcops.org) or for more information, contact the Chaplains Unit at (212) 473-2363.

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Below are some of the religious and fraternal organizations:

### Religious Organizations

REGINA COELI SOCIETY  
Roman Catholic for female members  
[nypdrcs.org](http://nypdrcs.org)

SHOMRIM SOCIETY  
Jewish  
[www.nypdshomrim.org](http://www.nypdshomrim.org)

ST. PAUL'S SOCIETY  
Eastern Orthodox  
[www.nypdsaintpaulssociety.org](http://www.nypdsaintpaulssociety.org)

HOLY NAME SOCIETY  
[nypdholyname.org](http://nypdholyname.org)

POLICE OFFICERS FOR CHRIST  
[www.policeofficersforchristnypd.com](http://www.policeofficersforchristnypd.com)

### Fraternal Organizations

ADVANCEMENT OF CIVILIAN EMPLOYEES SOCIETY  
Civilians

P.O. Box 470  
Peck Slip Station  
New York, New York 10272-0470  
[Aces300k@Gmail.com](mailto:Aces300k@Gmail.com)  
[WWW.ACES300k.org](http://WWW.ACES300k.org)  
@Aces300k  
(646) 221-6608

The Advancement of Civilian Employees Society was created in 2009. ACES was established to build a spirit of cooperation among all members of the New York City Police Department; to promote continuing education for its membership and their families; to encourage a high standard of performance; protect the dignity of its members; and to establish a network of public servants that would foster cooperation and support while working toward the shared goal of excellence in the service to the citizens of New York City.

The Mission of ACES is to:

- Advance the welfare of Civilian Members of Service and promote causes beneficial to the membership.
- Empower one another through a network of support, education and shared cultural activities.
- Create a synergistic Civilian workforce through mutual understanding and cooperation.
- Foster greater respect for Civilian Members of Service through exemplary conduct.
- Provide a social outlet where members interact as equals, without regard for rank, title, seniority or union affiliation.
- Provide scholarships to a select number of qualified members; and children and/or grandchildren of members.

GUARDIANS ASSOCIATION  
African-American  
[www.nypdguardians.com](http://www.nypdguardians.com)

EMERALD SOCIETY  
Irish  
[www.nypdemeralds.com](http://www.nypdemeralds.com)

HISPANIC SOCIETY  
Hispanic  
[www.nypdhispanicsociety.com](http://www.nypdhispanicsociety.com)

GAY OFFICERS ACTION LEAGUE (GOAL)  
Lesbian, Gay and Bisexual  
[www.goalny.org](http://www.goalny.org)

AMERICAN LEGION  
POLICE POST 460  
Wartime Veterans  
[www.al460.org](http://www.al460.org)

ASIAN JADE SOCIETY  
Asian  
[www.nypdajs.org](http://www.nypdajs.org)

#### **D. ABBREVIATED CIVILIAN TITLES**

Adm. Man.	Administrative Manager
Adm. S.A.	Administrative Staff Analyst
Adm. T.E.A.	Administrative Traffic Enforcement Agent
A.F.P.T.	Associate Fingerprint Technician
A.R.B.E.	Assistant Retirement Benefits Examiner
A.S.A.	Associate Staff Analyst
ASSM	Administrative School Security Manager
ASSS	Associate Supervisor of School Security
Adm. T.E.A.S.	Administrative Traffic Enforcement Agent Supervisor (Traffic Supervisor)
C.A.	Clerical Associate
C.A.S.	Computer Associate Software
C.A.O.	Computer Associate Operations
C.S.M.	Computer Systems Manager
E.P.C.S.	Evidence and Property Control Specialist
M.V.O.	Motor Vehicle Operator
P.A.A.	Police Administrative Aide
P.C.T.	Police Communications Technician
Pr. A.A	Principal Administrative Associate
Pr. P.C.T.	Principal Police Communications Technician
S.A.	Staff Analyst
S.S.A.	School Safety Agent
S.S.S	Supervisor of School Security
S.P.A.A. or Sr.P.A.A.	Senior Police Administrative Aide
S.P.C.T.	Supervising Police Communications Technician
T.E.A.	Traffic Enforcement Agent

#### **E. FREQUENTLY USED DEPARTMENT ABBREVIATIONS**

1DC	First Deputy Commissioner
AC	Assistant Chief
ARCS	Automated Roll Call System
COB	Citywide Operations Bureau
CCRB	Civilian Complaint Review Board
CD	Communications Division
CJB	Criminal Justice Bureau
CMOS	Civilian Member of the Service

CO	Commanding Officer
COMPSTAT	Computerized Statistics (Abbreviation usually used when referring to COMPSTAT meetings, where commanding officers discuss their commands' current crime patterns)
COP	Chief of Personnel
COPA	Commanding Officer, Police Academy
DA	District Attorney
DAO	Department Advocate's Office
DC	Deputy Chief
DCA	Deputy Commissioner, Administration
DCCP	Deputy Commissioner, Collaborative Policing
DCDA	Deputy Commissioner, Department Advocate
DCEEO	Deputy Commissioner, Equal Employment Opportunity
DCCT	Deputy Commissioner, Intelligence and Counterterrorism
DCIAB	Deputy Commissioner, Internal Affairs Bureau
DCLR	Deputy Commissioner, Labor Relations
DCLM	Deputy Commissioner, Legal Matters
DCMB	Deputy Commissioner, Management and Budget
DCO	Deputy Commissioner, Operations
DCPI	Deputy Commissioner, Public Information
DCSS	Deputy Commissioner, Support Services
DCTR	Deputy Commissioner, Training
DCTRIALS	Deputy Commissioner, Trials
DI	Deputy Inspector
EPD	Excellent Police Duty
ESU	Emergency Service Unit
G.R.E.A.T.	Gang Resistance Education and Training
HCD	Human Capital Division
HB	Housing Bureau
IAB	Internal Affairs Bureau
ICAD	Intergraph Computer Aided Dispatch
INSP	Inspector
ITB	Information Technology Bureau
LT	Lieutenant
MELD	Military and Extended Leave Desk
MPD	Meritorious Police Duty (Award)
MTD	Motor Transport Division
MTN	Midtown Precinct North
MTS	Midtown Precinct South
OCD	Office of Chief of Department
OEEO	Office of Equal Employment Opportunity
OLR	Office of Labor Relations
OMAP	Office of Management Analysis and Planning
PA	Police Academy
PAL	Police Athletic League
PB	Personnel Bureau
PBBX	Patrol Borough Bronx
PBBN	Patrol Borough Brooklyn North
PBBS	Patrol Borough Brooklyn South
PBMN	Patrol Borough Manhattan North

PBMS	Patrol Borough Manhattan South
PBQN	Patrol Borough Queens North
PBQS	Patrol Borough Queens South
PBSI	Patrol Borough Staten Island
PC	Police Commissioner
PMS	Payroll Management System
PO	Police Officer
PSA	Police Service Area (Housing Bureau)
PSB	Patrol Services Bureau
SGT	Sergeant
SOD	Special Operations Division
SPIS	Stolen Property Inquiry Section
SSB	Support Services Bureau
SSD	School Safety Division
TB	Transit Bureau
TCD	Traffic Control Division
UMOS	Uniformed Member of the Service
VED	Vice Enforcement Division
XO	Executive Office

#### F. USEFUL TELEPHONE NUMBERS AND WEBSITES

##### Health and Welfare Plans and Services:

##### Telephone Numbers:

##### Websites:

CIGNA Healthcare	(800) 244-6224	<a href="http://www.cigna.com">www.cigna.com</a>
Empire HMO	(800) 767-8672	<a href="http://www.empireblue.com/nyc">www.empireblue.com/nyc</a>
GHI HMO	(877) 244-4466	<a href="http://www.emblemhealth.com">www.emblemhealth.com</a>
HIP PRIME HMO	(800) 447-6929	<a href="http://www.emblemhealth.com">www.emblemhealth.com</a>
Aetna	(800) 445-8742	<a href="http://www.aetna.com">www.aetna.com</a>
Vytra Health Plans	(800) 448-2527	<a href="http://www.vytra.com">www.vytra.com</a>
Deferred Compensation Plan	(212) 306-7304	<a href="http://www.nyc.gov/olr">www.nyc.gov/olr</a>
Department Blood Drive Program	(646) 610-6612	
Department Health Insurance Section	(646) 610-5122	

##### Pension

N.Y.C. Employees Retirement System	(347) 643-3000	<a href="http://www.nycers.org">www.nycers.org</a>
NYC Board of Education Retirement System	(718) 935-5400	<a href="http://www.nycbers.org">www.nycbers.org</a>
Department Employee Benefits Unit	(646) 610-6820	

##### Unions

DC 37 Benefits	(212) 815-1000	<a href="http://www.dc37.net">www.dc37.net</a>
CWA Local 1180	(212) 226-6565	<a href="http://www.cwa1180.org">www.cwa1180.org</a>
CWA Local 1182	(718) 793-7755	<a href="http://www.cwalocal1182.org">www.cwalocal1182.org</a>
Teamsters Local 237	(212) 924-2000	<a href="http://www.local237.org">www.local237.org</a>
OSA/OSART	(212) 686-1229	<a href="http://www.osaunion.org">www.osaunion.org</a>
United Federation of Teachers (UFT)	(212) 777-7500	<a href="http://www.uft.org">www.uft.org</a>

##### Education Aid and Career Development

Department Scholarship Unit (Police Academy)	(212) 477-9212
Department of Citywide Administrative Services City Wide Training Center	(212) 487-5600

Citywide Interactive Voice Response System (IVR) Call 311 or DCAS (212) 669-1357

**Counseling Services**

Chaplains Unit (212) 473-2363

Psychological Services Section (718) 760-7553

Employee Relations Section (646) 610-5434

Employee Assistance Unit (646) 610-6730

**Other Numbers**

Military and Extended Leave Desk (leaves for maternity, sick, education, etc.) (646) 610-5513

Cardiovascular Fitness Center – 1PP (646) 610-6301

You are invited to explore the Police Museum at 45 Wall Street, New York, N.Y. 10005. Please call (212) 480-3100, or visit the website at [www.nycpoliceuseum.org](http://www.nycpoliceuseum.org) for additional information.



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

**EXECUTIVE ORDER NO. 16**

JULY 26, 1978

**COMMISSIONER OF INVESTIGATION,  
INSPECTORS GENERAL AND STANDARDS OF PUBLIC SERVICE**

**Section 1. Responsibilities of Commissioner**

The Commissioner of Investigation (hereafter called the Commissioner) shall have general responsibility for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence

- i. by City agencies,
- ii. by City officers and employees, and
- iii. by persons regulated by, doing business with or receiving funds directly or indirectly from the City (hereinafter called persons dealing with the City), with respect to their dealings with the City. For these purposes the Commissioner shall:
  - a. assist agency heads in establishing and maintaining standards of conduct together with fair and efficient disciplinary systems;
  - b. direct the activities of the Inspectors General of all agencies of the City;
  - c. conduct background investigations of employees to be appointed to or holding positions of responsibility;
  - d. receive complaints and information from the public with respect to City agencies, officers, and employees, as well as persons dealing with the City, and to take appropriate action with respect to such complaints;
  - e. undertake any investigation or study of the affairs, functions, accounts, methods, personnel or efficiency or any agency; and
  - f. act as liaison with federal, state and local law enforcement and regulatory agencies concerning all matters within the scope of this Order.

**Section 2. Responsibilities of Agency Heads**

All agency heads shall be responsible for establishing, subject to review for completeness and inter-agency consistency by the Commissioner, written standards of conduct for the officials and employees of their

respective agencies and fair and efficient disciplinary systems to maintain those standards of conduct.

### **Section 3. Responsibilities of Inspectors General**

- a. All agencies shall have an Inspector General who shall report directly to the respective agency head and to the Commissioner and be responsible for maintaining standards of conduct as may be established in such agency under this Order. Inspectors General shall be responsible for the investigation and elimination of corrupt or other criminal activity, conflicts or interest, unethical conduct, misconduct and incompetence within their respective agencies.
- b. Except to the extent otherwise provided by law, the employment or continued employment of all existing and prospective Inspectors General and members of their staffs shall be subject to complete background investigations and approval by the Department of Investigation.

### **Section 4. Investigations**

- a. Within the scope of the general responsibility of the Commissioner set forth in Section 1 of this order, the Commissioner shall have authority to examine, copy or remove any document prepared, maintained or held by any agency except those documents which may not be so disclosed according to law. Inspectors General shall have the same authority in their respective agencies.
- b. The Commissioner and, with the approval of the Commissioner, the Inspectors General and any person under the supervision of the Commissioner or the Inspectors General, may require any officer or employee of the City to answer questions concerning any matter related to the Performance of his or her official duties or any person dealing with the City, concerning such dealings with the city, after first being advised that neither their statements nor any information or evidence derived there from will be used against them in a subsequent criminal prosecution other than for perjury or contempt arising from such testimony. The refusal of an officer or employee to answer questions on the condition described in this paragraph shall constitute cause for removal from office or employment or other appropriate penalty. Beginning September 1, 1978 all contracts, leases, licenses or other agreements entered into or issued by the City shall contain a provision approved as to form by the Corporation Counsel permitting the City to terminate such agreement or to take other appropriate action upon the refusal of a person dealing with the City to answer questions in relation to such agreements on the condition of testimonial or use immunity described in this paragraph.
- c. Every officer or employee of the City shall cooperate fully with the Commissioner and the Inspectors General. Interference with or obstruction of an investigation conducted by the Commissioner or an Inspector General shall constitute cause for removal from office or employment or other appropriate penalty.
- d. Every officer and employee of the City shall have the affirmative obligation to report, directly and without undue delay, to the Commissioner or an Inspector General any and all information concerning conduct which they know or should reasonably know to involve corrupt or other criminal activity or conflict of interest,
  - i. by another City officer or employee, which concerns his or her office or employment, or
  - ii. by persons dealing with the City, which concerns their dealings with the City. The knowing failure of any officer or employee to report as required above shall constitute cause for removal from office or employment or other appropriate penalty.
- e. Upon receipt of any information concerning corrupt or other criminal activity or conflict of interest related to his or her agency, the Inspector General of such agency shall report directly and without undue delay such information to the Department of Investigation, and shall proceed in accordance with the

Commissioner's directions.

- f. No officer or employee other than the Commissioner, an Inspector General, or an officer or employee under their supervision, shall conduct any investigation concerning corrupt or other criminal activity or conflicts of interest without the prior approval of the Commissioner or an Inspector General.

## **Section 5. Formal Disciplinary Proceedings**

- a. Within six months of the effective date of this Order, the Inspector General of each agency shall be responsible for the preparation and prosecution of all formal administrative proceedings, including removal and other disciplinary proceedings for misconduct or in competency, initiated by such Inspector General or any other person authorized by the agency head to initiate such proceedings on behalf of the agency. The Inspector General or an attorney-designee (including attorneys of the Department of Investigation) shall prosecute such matters. Any agency head may for good cause apply to the Commissioner for the modification or waiver of any provision of this paragraph.
- b. The Inspector General of an agency may, with the approval of the agency head, suspend any officer or employee of that agency, pending the timely service of formal charges.
- c. Officers or employees of the City convicted of a crime relating to their office or employment, involving moral turpitude or which bears upon their fitness or ability to perform their duties or responsibilities, shall be removed from such office or employment, absent compelling mitigating circumstances set forth in writing by the head of the employing agency. Proof of said conviction, as a basis for removal or other disciplinary action, must be established in accordance with applicable law.

## **Section 6. Informal Disciplinary Proceedings**

- a. Each agency head shall, with the advice of the Commissioner, establish appropriate reporting requirements, disposition standards and other administrative procedures for informal disciplinary proceedings to permit the fair and expeditious resolution of minor violations of the standards of conduct established by such agency head under this order, without prejudice to any rights provided to officers or employees of the City by law or by contract.
- b. Informal disciplinary proceedings may be undertaken on the following conditions: (i) the employee or official who is the subject of such proceedings shall consent to accept a predetermined penalty upon a finding of cause in lieu of the filing of a formal disciplinary charge; and (ii) the record and result of the informal disciplinary proceedings shall be expunged from all permanent personnel or employment files of the subject official or employee after one year in which such person has not been penalized as a result of any subsequent formal or informal disciplinary, proceedings.
- c. The Inspector General of each agency shall be notified of the disposition of all informal disciplinary proceedings.

## **Section 7. Background Investigations**

- a. The Department of Investigation shall conduct background investigations of all persons to be appointed to or employed in positions with salary rates equal to or greater than the minimum rate of the management Pay Plan or any successor plan, whether or not the person is to become a member of such plan.
- b. Background investigations need not be made under this Order with respect to the appointment or employment of persons for positions with salary rates equal to or greater than the minimum rate of the Management Pay Plan or any successor plan where such person is to be appointed to a permanent civil

service position in the competitive class.

- c. The Mayor or an agency head may in the public interest direct that the appointment, employment or assignment of any person be subject to a background investigation by the Department of Investigation.
- d. The appointment or employment of any person requiring background investigations under this Order shall be made subject to the completion of such investigation and a determination by the appointing authority that the appointee has the appropriate qualifications, is free from actual or potential conflicts of interest and is one in whom the public trust may be placed.
- e. All Prospective appointees and employees subject to background investigation under this order shall comply with all procedures established by the Commissioner for such purpose, including the completion of a background questionnaire and full disclosure of financial holdings and relationships.
- f. Background investigations conducted under this Order shall include the collection of all available criminal history information relating to the prospective appointee, which shall be considered in accordance with applicable law.
- g. The making by a person of an intentional false or misleading statement in connection with a background investigation required under this Order, or otherwise failing to comply with the background investigation procedures established by the Commissioner, may constitute cause for removal from office or employment or other appropriate penalty.

## **Section 8. Dissemination of Information**

- a. All agency heads shall distribute to each officer and employee of their respective agencies within 90 days of the effective date of this Order and to each officer and employee appointed thereafter, a statement prepared by the Commissioner explaining the responsibilities of the Commissioner, Inspectors General, agency heads and all City officers and employees under this Order.
- b. Knowledge of the responsibilities of the Commissioner of Investigation and the Inspectors General and of relevant provisions of Articles 195 and 200 of the Penal Law, the City Charter, the Code of Ethics and this Order shall constitute an employment responsibility which every officer and employee is expected to know and to implement as part of their job duties and is to be tested in promotional examinations beginning January 1, 1979.

## **Section 9. Regulations and Procedures**

The Commissioner may establish such regulations, procedures and reporting requirements with respect to Inspectors General or as may be otherwise necessary or proper to, fulfill the Commissioner's responsibilities under this Order and other applicable law. The Inspectors General may, with the approval of the Commissioner and the respective agency heads, establish such regulations and procedures as may be necessary or proper to fulfill their responsibilities under this Order and other applicable law.

## **Section 10. Waiver of Provisions**

Any agency head may for good cause apply to the Commissioner for the modification or waiver of any provision within the jurisdiction of the Commissioner under this order.

## **Section 11. Construction with Other Law**

Nothing in this Order shall be deemed to limit the powers and duties of the Commissioner, the Department of Investigation, the Department of Personnel, the Office of Municipal Labor Relations or any other agency under

the City Charter or as may otherwise provided by law.

#### **Section 12. Preservation of Rights**

Nothing in this Order shall be deemed to limit the rights of any person under law or contract.

#### **Section 13. Revocation of Executive orders**

Executive Order No. 21, dated August 19, 1970, Executive Order No. 21, dated October 17, 1974, and Personnel Policy and Procedure No. 715-77, dated February 15, 1977 are hereby revoked.

#### **Section 14. Effective Date**

This order shall take effect immediately.

EDWARD I. KOCH  
M A Y O R



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, NY 10007

**EXECUTIVE ORDER NO. 72**

April 23, 1984

**Amendment of Executive Order No. 16**

July 26, 1978

**COMMISSIONER OF INVESTIGATION,  
INSPECTORS GENERAL AND STANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is ordered:

**Section 1. Prior order amended**

Paragraph (a) of Section 7 of prior

Executive Order No. 16, dated July 26, 1978 is hereby amended to reads as follows:

**Section 7. Background Investigations**

a. The Department of Investigation shall conduct background investigation of all persons to be appointed to or employed in positions with salary rates equal to or greater than the minimum rate of the Management pay Plan or any successor plan, whether or not the person is to become a member of Such plan. The Commissioner shall have the discretion to waive this requirement when the determines that the investigation is not necessary.

**Section 2. Effective Date**

This Executive Order shall take effect immediately.

Edward I. Koch  
MAYOR



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, NY 10007

**Executive Order No. 78**

October 5, 1984

**Amendment of Executive Order No. 16**

(July 26, 1978)

**COMMISSIONER OF INVESTIGATION,  
INSPECTORS GENERAL AND STANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is ordered:

**Section 1. Prior Order Amended**

Section 4 of prior Executive Order No. 16, dated July 26, 1978 is hereby amended to read as follows

**Section 4. Investigations**

- e. Upon receipt of any information concerning corrupt or other Criminal activity, [or] conflict of interest, gross mismanagement, or abuse of Authority related to his or her agency, the Inspector General of such agency shall report directly and without undue delay such information to the Department of Investigation, and shall proceed in accordance with the Commissioner's directions.
- f. No officer or employee other than the Commissioner, an Inspector General, or an officer or employee under their supervision, shall conduct any investigation concerning corrupt or other criminal activity, (or) conflicts of Interest, gross mismanagement or abuse of Authority without the prior approval of the Commissioner or Inspector General.
- g. No officer or employee of the shall take an adverse personnel action as defined in Local Law No. 10 of 1984 with respect to another officer or employee in retaliation for his or her making a report of Information concerning corrupt or other criminal activity, conflict of interest, gross mismanagement, or abuse of authority to the Commissioner or an Inspector General.

**Section 2.**

Section 6 of prior Executive Order No. 16, dated July 26, 1978 is hereby amended to read as follows:

**Section 6. Informal Disciplinary Proceedings**

- a. Each agency head [shall] may with the advice of the Commissioner establish appropriate reporting requirements, disposition standards and other administrative procedures for informal disciplinary proceedings in addition to those already provided by law or collective bargaining agreements to permit the fair and expeditious resolution of minor violations of the standards of conduct established by such agency head under this Order without prejudice to any rights provided to officers or employees of the City by law or by (contract] collective bargaining agreement.
- b. Informal disciplinary proceedings may be undertaken on the following conditions: (i) the employee or official who is the subject of such proceedings shall consent to accept a predetermined penalty upon a finding of cause in lieu of the filing of a formal disciplinary charge; and (ii) the record and result of the informal disciplinary proceedings described in (a) above shall be expunged from all permanent personnel or employment files of the subject official or employee after one year in which such person has not been penalized as a result of any subsequent formal or informal disciplinary proceedings.
- c. The expungement of records and results of informal disciplinary proceedings described in (b) above applies only to those informal disciplinary proceedings promulgated pursuant to this Executive Order and is not applicable to any of the records, results or procedures provided by law or by collective bargaining agreement.
- d. The Inspector General of each agency shall be notified of the disposition of all disciplinary proceedings.

### **Section 3. Effective date**

This Executive Order shall take effect immediately.

Edward I. Koch  
M A Y O R



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, NY 10007

**EXECUTIVE ORDER NO. 105**

December 26, 1986

**Amendment of Executive Order No. 16** (July 26, 1986)

**and No. 78** (October 5, 1986)

**COMMISSIONER OF INVESTIGATION,  
INSPECTORS GENERAL AND STANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

**Section 1**

Prior order amended. Section 1(b) of prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby repealed and Sections 1(c), (d), (e) and (f) are re-lettered (b), (c), (d) and (e) respectively.

**Section 2**

Section 3 of prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby amended to read as follows:

**Section 3. Inspectors General**

a.

i. The Inspector General system shall be a single aggregate of personnel and resources within the Department of Investigation under the direction of the Commissioner. There shall be an Inspector General for each agency who shall report directly to the commissioner and shall be responsible for the investigation and elimination of corrupt or other criminal activity and conflicts of interest within the agency to which he or she is designated. The Commissioner shall allocate the personnel and resources of the Inspector General system to the Inspector General offices as needed to develop strategies and programs for the investigation and elimination of corruption and other criminal activity affecting the City of New York. Such investigations and programs shall proceed in accordance with the Commissioner's direction.

ii. The Commissioner shall be responsible for developing policy and strategy for the Inspector General system, or the preparation and allocation of a system wide budget, and for the assignment, direction, and evaluation of all Inspector General personnel in the various agencies and departments. This responsibility shall be carried out, however, in a strict, regular, ongoing, meaningful and comprehensive consultation and collaboration with each agency head.

- b. Agency heads shall remain principally responsible for maintaining corruption-free agencies through this formal collaborative arrangement by developing procedures and systems to protect against corrupt and other criminal activity affecting their agency, by hiring employees of integrity and competence, by careful managerial oversight and high-quality supervision of agency employees, and by adequate review and monitoring of fiscal commitments and processes within their respective agency. In order to accomplish these objectives in coordination with the Department of Investigation, each agency head, the Commissioner and the Inspector General designated for each agency shall, in consultation, in January of each year beginning in 1988 formulate a comprehensive anti-corruption program for each agency to identify, evaluate, and eliminate, corruption hazards and to identify significant, areas warranting investigation. Thereafter, on December 31 of each year the Commissioner, after consultation with each agency head, shall provide the Mayor with an assessment of the progress made in the annual anti-corruption program for each agency. Should other issues, conditions, or problems arise during the year which, in the judgment of an agency head, require investigative action or attention, the agency head may direct the Inspector General to modify the annual objectives to the extent necessary to address the new problems and the Inspector General shall take such action unless the Commissioner, for good cause, objects to such action. For 1987, an interim anti-corruption program shall be developed by July 1, 1987 and the Commissioner after consultation with each agency head, shall report to the Mayor by December 31, 1987 as to the progress made toward achieving the objectives of that program.
- c. Agency heads shall, on a regular basis, be informed by the Inspector General of the progress of the anti-corruption program and on all pending corruption studies and investigations except those investigations which the Commissioner determines should not be disclosed. Such a determination of non-disclosure may only be made by the Commissioner when there is a factual basis indicating that investigative interests might be contravened by sharing knowledge of a particular investigation with an agency head. The Commissioner shall give notice to the Mayor of any determination to apply this exceptional procedure, shall document the reasons for the determination and shall, upon the closing of the investigation, file a determination of the extent to which the investigative findings support or contravene the initial determination of non-disclosure. These provisions relating to non-disclosure do not apply when the Commissioner is constrained by Grand Jury secrecy requirements from disclosing information.
- d. The Inspector General for each agency shall be notified of all complaints received within an agency involving corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence by (i) City agencies, (ii) by City officers and employees, and (iii) by persons dealing with the City and has jurisdiction to investigate any such complaint.
- e. In furtherance of these objectives, the Inspectors General shall be informed of and have unrestricted access to all regular meetings of agency executives and managerial staff, and to all records and documents maintained by each agency. Each agency shall provide and maintain at its central office sufficient office space for the Inspector General and his or her staff in a condition equivalent to the average condition of professional offices throughout the agency.
- f. Except to the extent otherwise provided by law, the employment and continued employment of all Inspectors General shall be by the commissioner after consultation with the respective agency head. An equitable, system-wide salary structure will be established. The Department shall develop cross-agency career paths by which the most capable members of the Inspector General system shall be retained

and rewarded and their knowledge and experience shared throughout the Inspector General system. Inspectors General and Deputy Inspectors General shall henceforth be prohibited from promotion into managerial and executive positions within the agency to which they are assigned. This prohibition shall remain in effect for three years from the date of termination of their employment as Inspector General or Deputy Inspector General. However, prior to July 1, 1987 any Inspector General or Deputy Inspector General may be transferred to a unit of an agency which will after July 1 be responsible for handling disciplinary matters. Effective July 1, 1987, the Inspectors General and their staffs shall be employees of the Department of Investigation. The tasks and standards used to evaluate the performance of the Inspectors General and Deputy Inspectors General shall be determined jointly by the Commissioner and the respective agency heads. Agency heads shall submit their own annual performance evaluation of the resident Inspector General and Deputy Inspector General, based on the agreed upon tasks and standards, to the Commissioner, which evaluations shall be considered in determining the Commissioner's final evaluation of such persons.

- g. Prior to submitting executive budget requests for the Offices of the Inspectors General for fiscal year 1987 and thereafter, the Commissioner shall consult with the respective agency head.

### **Section 3**

Section 5 (a) of prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby amended to read as follows:

### **Section 5. Formal Disciplinary Proceedings**

- a. Effective July 1, 1987, each agency shall be responsible for the preparation and prosecution of all formal administrative proceedings, including removal and other disciplinary proceedings for misconduct or incompetency. Each agency head shall establish a system for such formal disciplinary proceedings in consultation with the Commissioner. An Inspector General may request an agency to hold disciplinary or other administrative action in abeyance pending the completion of a criminal investigation. The Inspector General shall be notified before the initiation of formal disciplinary proceedings of the disposition of all formal disciplinary proceedings.

### **Section 4**

Section 5(b) of prior Executive Order No. 16, dated July 26, 1978, as amended d by Executive Order No. 78, dated October 5, 1984 is hereby repealed.

### **Section 5**

Section 5(c) of prior Executive Order

No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984 is hereby renumbered Section 5(b).

### **Section 6**

A new Section 5 (c) is added to prior Executive Order No. 16, dated July 26, 1978, as amended by Executive

Order No. 78, dated October 5, 1984, as follows:

- c. The Commissioner, after consultation with an agency head, shall have the right to assume the responsibility for a particular disciplinary investigation, except that the disposition of the charges and the penalty to be imposed in connection with such proceeding shall remain the responsibility of the agency head.

## **Section 7**

Section 9 of prior Executive order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby amended to read as follows:

**Section 9. Regulations and Procedures.** The Commissioner may establish such regulations, procedures and reporting requirements with respect to Inspectors General or as may be otherwise necessary or proper to fulfill the Commissioner's responsibilities under this Order and other applicable law.

## **Section 8 Effective date.**

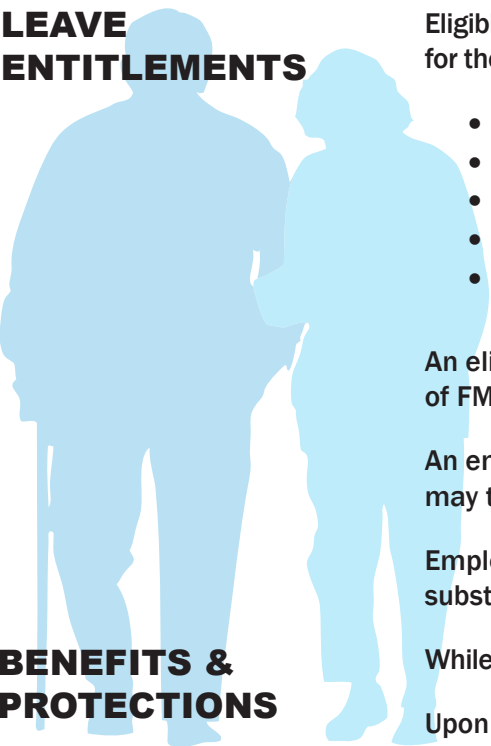
This Executive Order shall take effect immediately.

Edward I. Koch  
M A Y O R

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

\*Special “hours of service” requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

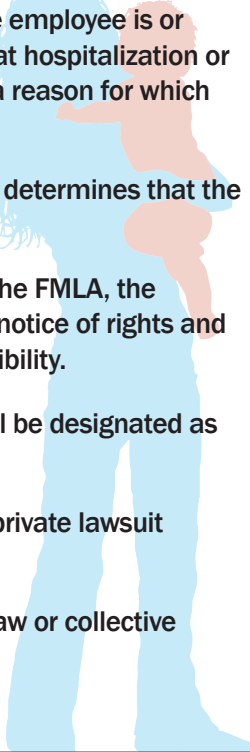
Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627



**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Wage and Hour Division

WH1420a REV 04/16

