



State Payroll Time & Attendance

To: All Civil Service Employees Association (“CSEA”) Employees
 Covered under the 5/10/18 Class Action Grievance

From: Payroll Department *frank*

Date: March 29, 2019

Re: Compensation Time Usage

In line with the settlement agreement reached between SUNY Downstate Administration and the Civil Service Employees Association (“CSEA” or “Union”) in response to the Class action grievance filed on May 10, 2018 regarding Compensation Time (that is the period of time between 37 ½ to 40 hours) (“Comp Time”):

All Comp Time earned prior to April 1, 2019 (“1986 Comp Time”) must be utilized pursuant to the Settlement Agreement dated October 26, 2018. **Time can only be used if it is request in advance.** In order to use 1986 Comp Time accruals, employees must take the following steps in the electronic time keeping system:

1. Click on the tab marked “Request Time Off.”
2. Double Click on the date you wish to use your time.
3. Under the field titled “Non-Chargeable Type,” select “Administrative Leave.”
4. Under the field titled “Non-Chargeable,” indicate the number of hours you wish to use.
5. Click on the button marked “Save AND Submit” to your supervisor for approval.

Your supervisor will have access to a separate database specifically used to track 1986 Comp Time. Once you submit your request for approval, your supervisor will be able to see the number of hours entered and deduct it from your overall balance. You may ask your supervisor for a record of your 1986 Comp Time balance at any time.

To reiterate, **effective April 1, 2019 and going forward, SUNY Downstate will be strictly adhering to the provisions as outlined** in Article 135.11 of New York Codes, Rules and Regulations (9 CRR –NY135.11), Budget Bulletin G-1024 and the provisions of the Office of the State Controller (“OSC”) (“collectively “Rules”). As such, all Comp Time **MUST be used within the fiscal year they were earned or the Comp Time will be forfeited.** This means, for example, that all Comp Time earned in fiscal year April 1, 2019 through to March 31, 2020 must be exhausted by April 1, 2021. Any remaining Comp Time balances on April 1, 2021 will be forfeited. Please note that in accordance with Article 135.11 of New York Codes and Regulations (9 CRR-NY135.11), up to 30 workdays (240 hours) of compensatory time can be liquidated at the time of separation from State service.

It is important that all affected CSEA members familiarize themselves with the provisions of the Settlement Agreement. You can obtain a copy of the Settlement Agreement from your Union leadership.

If you have any questions regarding your Comp Time balances, please contact the Payroll Department at extension 1139 or by email at payroll@downstate.edu.

cc: Richard Miller
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