

**POLICE DEPARTMENT  
CITY OF NEW YORK**

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**NYPD**

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**CIVILIAN EMPLOYEE  
REFERENCE  
MANUAL**

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# TABLE OF CONTENTS

Chapter I: Overview of the New York City Police Department		
	Introduction	1
A.	Organizational Structure	1
B.	Members of the Service	3

Chapter II: Rules Governing Your Employment		
	Introduction	5
A.	Department Directives and Manuals	5
B.	Ethics	5
C.	Disciplinary and Appeal Procedures	6
D.	Residency Requirements	7
E.	Public Contact	7
F.	Off-Duty Employment	7
G.	Prohibited Political Activities	8
H.	Grievance and Arbitration Procedures	9
I.	Drug-Free Workplace Policy	9
J.	Department E-Mail Policy	10
K.	Equal Employment Opportunity	10

Chapter III: Information About Your Employment		
	Introduction	16
A.	Identification Card	16
B.	Guidelines for Dress Code	16
C.	Job Title Classes and Job Specifications	16
D.	Probation Periods	17
E.	Transfers	18
F.	Performance Evaluations	18
G.	Payroll Procedures	19
H.	Optional Payroll Deductions	20
I.	Tours of Duty	22
J.	Annual Leave	24
K.	Sick Leave	27
L.	Leaves of Absence	30
M.	Jury Duty	34
N.	Other Leaves	35
O.	Career Advancement and Promotion	37
P.	The Retirement System	37
Q.	Resignation Procedure	39
R.	Change of Name, Residence, Telephone Number, or Social Condition	39

Chapter IV: Health, Welfare and Education Benefits
--

	Introduction	40
A.	Health Insurance Program	40
B.	Occupational Vision Care Program	44
C.	Workers' Compensation	44
D.	Life Insurance and Death Benefits	46
E.	The World Trade Center Program	47
F.	Department Blood Program	47
G.	Occupational Safety and Health Program	47
H.	Employee Assistance and Counseling Services	48
I.	Sports and Fitness	49
J.	Educational and Professional Development Opportunities	51
K.	Annual Incentive Awards Program	52

Chapter V: General Information
--------------------------------

	Introduction	54
A.	Personnel Administrative Manager (PAM)	54
B.	Unions	54
C.	Municipal Credit Union	54
D.	Religious and Fraternal Organizations	55
E.	FINEST Ideas Program	58
F.	City Share	58

## INTRODUCTION

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law, preserve peace, protect the people, reduce fear, and maintain order.

The Department strives to foster a safe and fair City by incorporating Neighborhood Policing into all facets of Department operations by solving the problems that create crime and disorder through an interdependent relationship between the people and its police, and by pioneering strategic innovation.

While the overall mission of the Department is to enforce the law and preserve peace, civilian members have been employed by the Department for most of its history and played key roles in the highest levels of the Department. Today, the Department employs about 16,000 full time and more than 3,000 per diem civilians in over 300 titles.

### A. ORGANIZATIONAL STRUCTURE

The Police Department resembles and operates similarly to the military, with a chain of command, rank structure, and a Department disciplinary system. This section outlines the basic command organization of the Department, beginning with the highest authority, the Police Commissioner.

#### POLICE COMMISSIONER

The Police Commissioner, the highest ranking member of the Department, manages the agency 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. A First Deputy Commissioner, several Deputy Commissioners, a Chief of Staff, a Chief of Department, and numerous Bureau Chiefs assist the Police Commissioner in the day-to-day operations of the Police Department.

#### FIRST DEPUTY COMMISSIONER

The First Deputy Commissioner, the second highest ranking member of the Department, 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, Force Investigations Division, Office of Labor Relations, Training Bureau, Office of Deputy Commissioner, Trials, Support Services Bureau, and the Office of Professional Development.

#### 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 ensure continued crime reduction and improve quality of life for all New Yorkers through the effective utilization of the Police Department's ongoing Crime Control Strategies. The Chief of Department directs and controls the daily operations of the enforcement bureaus/commands within the Department, including the Detective Bureau, Housing Bureau, Patrol Services Bureau, Special Operations Bureau, Transit Bureau, and Transportation Bureau.

**EXECUTIVE STAFF**

In addition to the First Deputy Commissioner and the Chief of Department, the Police Commissioner has an executive staff of Deputy Commissioners and Bureau Chiefs. Each Deputy Commissioner or Bureau Chief oversees a major Division or Bureau and advises the Police Commissioner on matters of importance. They are as follows:

**DEPUTY COMMISSIONERS**

Executive Communications  
 Employee Relations  
 Intelligence & Counterterrorism  
 Public Information  
 Management & Budget  
 Department Advocate  
 Strategic Initiatives  
 Information Technology  
 Legal Matters  
 Internal Affairs  
 Equity & Inclusion  
 Trials  
 Risk Management  
 Support Services  
 Community Partnerships  
 Labor Relations

**BUREAU CHIEFS**

Personnel  
 Intelligence  
 Crime Control Strategies  
 Detectives  
 Training  
 Operations  
 Community Affairs  
 Patrol  
 Special Operations  
 Transit  
 Housing  
 Transportation

**B. MEMBERS OF THE SERVICE**

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. Detective ranks are also designated by the Police Commissioner. The insignias and shields worn by uniformed members of the service are noted in the Patrol Guide procedure P.G. 204-03, "Uniforms."

**Chief of Department**



**Bureau Chief**



**Assistant Chief**



**Deputy Chief**



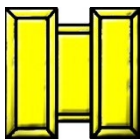
**Inspector**



**Deputy Inspector**



**Captain**



**Lieutenant**



**Sergeant**



**CIVILIAN RANKS THAT 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 a uniform are: Police Chaplain, Police Communications Technician, Motor Vehicle Operator, Motor Vehicle Supervisor, and Police Attendant. Below are the insignias worn by civilian members in the Traffic Control and School Safety Divisions. Traffic Enforcement Agents wear silver collar brass with the letters TCD. The insignia is the same as the uniformed members except that it is silver.

**INSIGNIA OF SCHOOL SAFETY DIVISION RANK**



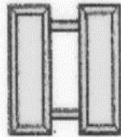
**Director**



**Deputy Director**



**Associate Supervisor of School Security Level II**



**Associate Supervisor of School Security Level I**



**Supervisor of School Security**



**School Safety Agent Group Leader**

**INSIGNIA OF TRAFFIC ENFORCEMENT DISTRICT RANK**



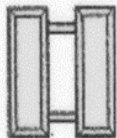
**Traffic Director**



**Traffic Deputy Director**



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



**Traffic Supervisor 3**



**Traffic Supervisor 2**



**Traffic Supervisor 1**

## INTRODUCTION

As a civilian employee of the Police Department, you are expected to be aware of and comply with the provisions of the Patrol Guide (PG), the Administrative Guide (AG), the New York Conflicts of Interest Law and Rules, the New York City Police Department Board of Ethics Rulings, and the rules and regulations of the Police Department.

### A. DEPARTMENT DIRECTIVES AND MANUALS

The Administrative Guide and the Patrol Guide, which are posted on the Department's Intranet, govern your responsibilities and set restrictions on your activities. Both manuals are updated regularly and it is your responsibility to locate and keep abreast of the content and changes, especially those pertaining to your duties. Personnel Administrative Managers, assigned to all Bureaus, provide notifications to civilian employees when there are changes.

## B. ETHICS

### I. New York City Department of Investigation

The Mayor's Executive Order No. 16, dated July 26, 1978, established the New York City Department of Investigation (DOI) and the City's Inspector General. DOI has independent oversight of City Government and is responsible for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence involving any agency, officer, elected official or employee of the City. The full text of Mayor's Executive Order No. 16, is contained in this manual in Appendix A and can also be viewed on the internet at <https://www1.nyc.gov/html/doi/html/report/report.shtml>.

### II. Conflicts of Interest Board

The New York City Conflicts of Interest Law and Rules provide standards against which your conduct is measured. Some of the main points are:

**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.

A member wishing to resolve a question of ethics can call the Legal Bureau at (646) 610-5400 and request to speak to the Department's Conflicts of Interest Officer for guidance and instructions. A request for written guidance can be sent to the attention of the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406A, New York, New York 10038. A member seeking written guidance should include all relevant facts in their request.



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

As a member of the Department, you are prohibited from purchasing any City-owned property through negotiated sale (including auctions), other than a City-owned residential building of six units or less. A City-owned residential building of six 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. Violations will subject you to possible fine, suspension or dismissal and/or prosecution for a misdemeanor. Patrol Guide procedures 203-13, "Financial Restriction Prohibited Acts" and 203-14, "Financial Restrictions 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" include any transaction with the city involving the sale, purchase, rental, disposition or exchange of any goods, services, or property.

### C. 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. Failure to follow the rules and regulations of the Police Department, as detailed in the reference guides above or failure to meet work standards, may subject you to disciplinary procedures resulting in the imposition of disciplinary penalties, including possible termination. Criminal charges by this or any other agency may result in discipline, suspension, or termination, in addition to any judiciary action against you.

There are three disciplinary procedures:

1. For less serious violations your supervisor may warn you and/or admonish you, verbally 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, which permit a Commanding Officer to correct minor violations. A Command Discipline becomes part of your personnel folder which is filed in your command. There are two kinds of Command Discipline violations. Schedule A violations are removed from your folder and destroyed after one year, providing you have no other Command Disciplines in the interim. A Schedule B Command Discipline remains part of your employment record.
3. Serious violations or continued infractions with no improvement are subject to formal Charges and Specifications that 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 may discuss your options with your union representative.

For additional information regarding disciplinary matters you may refer to: Patrol Guide procedures 206-01, "Reporting Violations Observed by Supervisors," 206-02, "Schedule 'A' and Schedule 'B' Command Disciplines," 206-03, "Violations Subject to Command Discipline," 206-04, "Authorized Penalties Under Command Discipline," 206-05, "Preparation of Charges and Specifications or Schedule 'C' Command Discipline," 206-06, "Service and Disposition of Charges and Specifications," 206-07, "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.”

In accordance with Patrol Guide procedure 206-11, you must notify the Department if you are arrested. Failure to notify the Department will result in additional Charges and Specifications.

Members of the public seeking to report misconduct by a member of the service may do so by filing a Civilian Complaint Report. Patrol Guide procedure 207-31, “Processing Civilian Complaints” outlines the procedures to record and initiate investigations of complaints. Complaints made against civilian members of the service, including traffic enforcement agents, which would normally be within the jurisdiction of the Civilian Complaint Review Board, will be directed to the Internal Affairs Bureau.

Provisional employees with less than 24 months of service and probationary employees may be terminated without a hearing.

#### **D. RESIDENCY REQUIREMENTS**

With certain exceptions noted below, any person who enters New York 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 two years of qualified city service shall be deemed to be in compliance with the residence requirements if they become residents of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam County. Refer to Patrol Guide procedure 203-18, “Residence Requirements.”

Members are required to notify their Commanding Officer and update their personal information when they change their name, residence or social condition. Members can submit the changes on the NYPD Portal by clicking on Applications, scrolling down to Personnel Data Forms and logging in.

If you need additional information regarding residency requirements, contact the Staffing Administration Section at (646) 610-6810.

#### **E. PUBLIC CONTACT**

The image you present affect how the public perceives you and the Department. The Department's ideals of Courtesy, Professionalism, and Respect (CPR) are to be consistently applied in your interactions with coworkers, and the public that you have been sworn to serve.

When assigned to a position requiring you to answer a telephone, regardless of your command assignment, answer the phone promptly, stating in a courteous manner your Command, Rank or Title, Surname, and “May I help you?” Immediately process the callers request, or transfer them to a person who can provide immediate assistance.

#### **F. 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.
- Members who seek part time employment in another City agency, or in any other governmental jurisdiction or agency must prepare a **CERTIFICATION OF COMPATIBILITY FOR EMPLOYMENT (DP1021A)** for City Mayoral Agencies or a **CERTIFICATION OF COMPATIBILITY OF DUAL EMPLOYMENT (DP1021B)** for all other governmental agencies or jurisdictions.
- Members are not permitted to work while on sick leave.
- Except by operation of law, off duty employment must not involve directly or indirectly any business dealings of City government.

If you wish to seek off-duty employment, you must complete an **OFF-DUTY EMPLOYMENT APPLICATION (PD407-164)** and submit it to your supervisor. If approved, the original application must be forwarded to the Human Resources Division for processing and placement in your official personnel folder. If your supervisor or Commanding Officer finds that the off-duty job conflicts with your Department responsibilities and denies your off-duty employment application, you may appeal the decision by forwarding a typewritten report with details to the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406 A, New York, New York 10038.

Civilian members of the service who are attorneys shall be guided by the specific legal prohibitions listed in Administrative Guide procedure 319-23, "Civilian Member – Off-Duty Employment."

### G. 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 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 they suffer any adverse effect upon their employment for refusing to make a contribution (Civil Service Law, Section 107[1]).

City 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 employee may use their 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 this, 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, "Public Contact - Prohibited Conduct" for additional information.

## 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, the first step would be to talk it over with your immediate supervisor to attempt an informal resolution. If this fails, discuss the matter with the personnel officer or Personnel Administrative Manager of the Borough or Bureau where you are assigned. In many cases, this informal discussion leads to a satisfactory resolution of problems.

For union members, grievance and arbitration procedures have been established to address situations in which satisfactory solutions cannot be obtained through supervisors and personnel officers. Administrative Guide procedure 320-14, "Grievance - Civilian Member of the Service" outlines the process.

## I. DRUG-FREE WORKPLACE POLICY

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispersal, 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.

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 days of the conviction.

The Department requires that 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. The Federal Drug-Free Workplace Act does not affect the Department's notification requirement in cases of arrest.

### Duty Drug Screening Policy

The New York City Police Department has a "**ZERO TOLERANCE**" policy concerning illegal drug usage by all employees. Members who are found guilty of using illegal drugs, or who unlawfully possess illegal drugs or drug paraphernalia, 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.

The Department's drug policy ensures workplace safety for the public and our employees at all times. The Department conducts drug screening to ensure a drug-free work environment. When reasonable suspicion has been established indicating illegal drug/controlled substance usage, the employee suspected of illegal drug usage **MUST** submit to a drug screening test. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department. Review Patrol Guide procedure 205-30, "Drug Screening Test for Cause for Uniformed and Civilian Members of the Service" for complete details.

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. Synthetic Human Growth Hormone (HGH), an artificial version of an anabolic hormone, is regulated by

the FDA and 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. Review **Personnel Bureau Memo 44/2011** for additional information.

#### **J. DEPARTMENT E-MAIL POLICY**

Department e-mails are for Department-related purposes only and must be drafted with the same level of accuracy and professionalism as any other official Department communication. To ensure integrity in the use of the Department's e-mail system, all employees must comply with Patrol Guide procedure 203-27, "Department e-mail Policy."

In accordance with Patrol Guide procedure 203-27 all members must utilize a signature block providing your name, rank/title and command and must also contain the following confidentiality notice:

*This e-mail 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 e-mail address in conjunction with social media, except as authorized by the Police Commissioner. To ensure the Department complies with the New York City social media policy, the following guidelines were established concerning the use of social media by members of the service:

- Members are not authorized to post social media content on an official Department social media platform, except when specifically assigned to that task by the Office of the Deputy Commissioner, Public Information.
- No Department social media site or application is to be created or maintained, unless authorized by the Police Commissioner.
- Members are prohibited from posting photographs of themselves in uniform and/or displaying official identification, patches or badges, or with Department vehicles on social media sites without prior authorization.

For complete details, review Patrol Guide procedure 203-28, "Department Social Media Accounts and Policy." "Social media" is defined as online platforms that facilitate social networking, blogging and/or photo and video-sharing (e.g. Facebook, Twitter, Instagram, etc.)

#### **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 unlawful 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 Equity and Inclusion is responsible for processing and resolving complaints of unlawful discriminatory practices. This office protects all members who make such complaints, and those who cooperate in an Equal Employment Opportunity investigation. All information regarding protected rights and procedures are

revised and distributed by the DCEI on a regular basis. The Equal Employment Opportunity Policy Booklet and relevant forms are located on the Department's Intranet site and on the DCEI intranet site.

It is the mission of the Department to promote a fair, safe, inclusive, and accommodating work environment for all members of the service by ensuring 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, hairstyle, religious attire, pregnancy or related medical conditions, or reasonable accommodation. Any member of the Department who feels discriminated against in any aspect of employment due to their 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.

### **Duties and Responsibilities of the Office of Equity and Inclusion**

- To develop and implement strategies throughout the Department to ensure processes are fair, transparent, and impartial, to ensure equal opportunity, and to foster an environment where everyone is included.
- 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 in order to foster compliance with Department EEO policies.
- To monitor EEO-related employment practices and effect changes as necessary.
- To disseminate information to line (union) and fraternal organizations regarding EEO issues.
- To provide reasonable accommodations to employees and applicants when appropriate.

Each new employee will receive training and an Equal Employment Opportunity Policy Booklet during the hiring/orientation process. The training is updated and provided to employees on a regular basis and published on the Department's Intranet, including the DCEI portal page. 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," outline 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 DCEI, a supervisor at any level, or an EEO Liaison.
- Uniformed and civilian supervisors and managers, and EEO Liaisons must report allegations or complaints of employment discrimination and retaliation, and any observations of conduct of a discriminatory or retaliatory nature, notifications must be made to DCEI by phone or in person by the next business day.
- If the matter is issued a DCEI case number, the supervisor must forward a confidential report on typed letterhead directly to the DCEI within five business days.

Supervisors receiving allegations of employment discrimination, sexual harassment and/or related retaliation against themselves must immediately notify the Equal Employment Opportunity Division. All supervisors and managers must set an example of non-discrimination by their own behavior.

### **Prohibited Acts of Employment Discrimination**

It is the policy of the Department to ensure equal employment opportunity without discrimination or harassment based on the 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, hairstyle, religious attire, pregnancy or related medical conditions, or reasonable accommodation. 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 having 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).

#### **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 and includes a broad range of behaviors detailed in the Equal Employment Opportunity Policy Booklet. 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.

#### **Pregnancy**

Pregnant employees are entitled to the same treatment as other employees. It is unlawful to treat an individual less well than others because of their pregnancy. Employees may seek a reasonable accommodation related to pregnancy, childbirth, or a related medical condition, including lactation.

## **New York State Law Regarding Reproductive Health Decisions**

New York State Law (Chapter 457 of the Laws of 2019, Section 203-e of the labor law) prohibits discrimination based on an employee's, or an employee's dependents, reproductive health decision making. An employer is prohibited from accessing an employee's or their dependent's personal information regarding reproductive health decisions, including but not limited to, the use or access to a particular drug, device or medical service, without the employee's prior informed affirmative written consent. Additionally, the new law prohibits an employer from taking any retaliatory actions, including changing the compensation, terms, conditions, or privileges of employment, against an employee because of, or on the basis of an employee's or their dependent's reproductive health decisions.

### **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. Employees and applicants requesting a reasonable accommodation should follow the procedure in the DCEI policy booklet or on the Department's Intranet site and on the DCEI intranet site.

Contact the Deputy Commissioner, Equity and Inclusion at (646) 610-8139 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).

### **Reasonable Accommodation and Leave to Express Breast Milk**

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. In accordance with New York State Labor Law and Human Rights Law, the Department provides for reasonable time and a private space to express breast milk in the workplace. Please see Administrative Guide 320-47, "Reasonable Accommodations for Employees and Applicants" for details on the procedure to request this accommodation.

### **55-a Program**

Section 55-a of the New York State Civil Service Law permits the City to convert as many as 700 competitive civil service positions to non-competitive civil service positions for people certified by New York State as having a disability who can perform the essential functions of a position with or without a reasonable accommodation. 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 processed under the direction of the Deputy Commissioner, Equity and Inclusion, who reports directly to the Police Commissioner. The Office of the Deputy Commissioner, Equity and Inclusion, supervisory personnel, and EEO Liaisons will treat each complaint confidentially; it 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 in an investigation shall not discuss the nature of the complaint being investigated by the DCEI or any aspect of an open or closed DCEI case with anyone, except a representative of a line (union) organization and/or legal counsel.

An EEO 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, Equity and Inclusion, 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 approve any corrective action that is appropriate, such as transfers 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, Equity and Inclusion, a supervisor, or an EEO Liaison. The Deputy Commissioner, Equity and Inclusion is located at Police Headquarters, One Police Plaza, Room 1100A, telephone (646) 610-8139, fax (646) 610-5854. In addition, any member of the service or applicant for employment who believes that they have 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 year after the occurrence of a discriminatory action, or three years for cases involving gender-based harassment.

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 year after the occurrence of a discriminatory action, or up to three years for cases alleging sexual harassment in employment.

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 300 days after the occurrence of a discriminatory action except in some instances when 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.

### **A. IDENTIFICATION CARD**

Your identification card displays your name and title, showing 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 for easy observation when entering or leaving a Department facility, and must be worn at all times. You may use it for identification, but, you may not use it to represent yourself as a police officer or to gain any special privilege. Misuse of your identification card could result in arrest, suspension, and termination (immediate termination if you are on probation or are a provisional employee).

Department ID cards are the property of the Police Department and must be returned upon resignation, termination or transfer to another city agency or upon retirement. In the event you misplace your identification card, you must immediately notify your supervisor and the desk officer of the precinct where the loss occurred or where you discovered the loss of your ID card. Loss of your ID card may result in disciplinary action.

### **B. GUIDELINES FOR DRESS CODE**

All personnel must convey a professional image and wear attire appropriate to their job titles. For example, business attire is required for office positions and appropriate work attire for trade titles and other labor positions.

Administrative Guide procedure 319-20, “Civilian Member - Uniforms/Equipment” details certain civilian titles that are required to wear uniforms and carry equipment. Several of those titles include: Motor Vehicle Operator, School Crossing Guard, Police Attendant, Traffic Enforcement Agent, Tow Truck Operator, Police Communications Technician and School Safety Agent. Refer to Patrol Guide procedure 203-07, “Performance on Duty - Personal Appearance” regarding on-duty appearance.

### **C. JOB TITLE CLASSES AND JOB SPECIFICATIONS**

Civil service titles are divided into several classes: Competitive, Non-Competitive, Labor and Exempt. Each class has its own definition, rules, and procedures. To help you understand your employment class and what you can expect, the classes are summarized below. Every title and rank has a civil service Job Specification which describes, in broad terms, the general duties of the title and level. Your supervisor will assign you to specific tasks appropriate to your title. Your civil service class specification can be found on the Department of Citywide Administrative Services (DCAS) website through Cityshare, or you may request one from your supervisor or union.

#### **Competitive Class Appointments**

#### **Probationary/Permanent Appointments**

Within the competitive class, appointments from a civil service list are made to a "probable permanent" position. You attain permanent civil service status after you satisfactorily complete a probationary period which will be specified at the time of your appointment.

#### **Provisional Appointments**

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

employees with 24 months or more of continuous service are entitled to due process before any disciplinary action is implemented, and their union contracts provides for disciplinary grievances.

If you are provisional and DCAS offers an exam for your title, you must take and pass the civil service exam and be reached on that list in order to become probationary/permanent. Otherwise you are subject to termination and may be replaced by an eligible candidate from the civil service list. To learn about upcoming exams, you should visit the DCAS website at <http://www.nyc.gov/jobs>. DCAS announces the opening of the filing period for civil service exams for various titles on the first Wednesday of the month. The filing period is traditionally open for 20 days. Depending upon your length of service, you may have a shorter probationary period, which will be explained upon your probationary appointment.

### **Non-Competitive Appointments**

A non-competitive appointment is made when an employee serves in a title for which there may be specific qualifications but no competitive examination is required.

### **Exempt Appointments**

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/or require extreme confidentiality.

### **Labor Class Appointments**

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

## **D. PROBATIONARY PERIODS**

### **Probation for New Employees**

The probationary period for most permanent titles is one year; for non-competitive or labor class, the probation is either six months or one year. You will be informed of the specific probationary period for your title. During probation, you will be expected to learn and become proficient in your duties and responsibilities. A supervisor will evaluate your work quality, attendance, and work ethic.

An employee in a competitive class title who satisfactorily completes probation will become permanent. However, your probationary period will 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.) 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 months. You will be notified if an extension is requested. If your performance is unsatisfactory, you will be informed and provided instructions on improvements. If you continue to not meet standards, your employment may be terminated before the end of the probationary period.

### **Probation Upon Promotion/Change of Title/Status**

You are subject to a probation period whenever you are promoted from an open competitive civil service list. If you were appointed from an agency promotional list, and 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 is waived completely. If you served less than one year in the promotional title or are being appointed

from a civil service list for a title in which you served provisionally, you may receive some credit towards completing your probation based on the length of time employed.

If you completed your probation and are considering a title change to another title with a probationary period, within this agency or another City agency, you may be entitled to place your current title on leave for the length of the new probation. This will afford you the opportunity to return to your previous permanent title if you wish to return. To obtain more information on your eligibility and the procedure, contact the Staffing Administration Section at (646) 610-6813.

### **E. TRANSFERS**

The Personnel Orders Division (POD) within the Personnel Bureau administers the Department's transfers for non-managerial civilian members of the service. Department vacancies for civilian personnel are posted on eHire within the NYCAPS system. Interested members of the service can access the system at work or at home to review and apply. The process is described in Administrative Guide procedure 319-40.

### **F. PERFORMANCE EVALUATIONS**

Performance evaluations are essential to ensuring your success in your career. At the beginning of the specific evaluation period, your supervisor will review your tasks and the standards you must meet during the evaluation period. Refer to Patrol Guide procedures 205-48, "Evaluations-General-Members of the Service" and 205-53, "Evaluation of Sub-Managerial Civilian Personnel" for more information. In addition to your tasks and standards, your supervisor will make comments on your attendance record in your performance evaluation.

Probationary employees are evaluated twice during the probationary period, and upon completion of probation, you will be evaluated annually.

If you are a provisional employee, you will be evaluated at the end of your 12<sup>th</sup> and 21<sup>st</sup> month of your employment. Thereafter, you will be evaluated annually.

At the end of the rating period, you will be evaluated by your supervisor utilizing the Online Evaluation System. 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 section, confirming that you understand the tasks and standards that will be used to rate your performance during the next rating period.

### **Appeal Process**

If you are not in agreement with the evaluation you received, you may appeal your evaluation to your Commanding Officer. For more information, please refer to Patrol Guide procedure 205-59, "Appeal of Evaluation – Civilian Member of the Service."

Probationary employees or provisional employees with less than two 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

The Civilian Monitoring Unit in coordination with the Risk Management Bureau monitors civilian members who receive a “below standards” rating on their performance evaluation, are suspended, are the subject of pending charges and specifications, or are referred by their Commanding Officers. Supervisory personnel can obtain guidance for appropriate documentation of poor performance, excessive absenteeism, and misconduct by contacting the Civilian Monitoring Unit at (718) 610-8580. Guidelines for dismissal probation are referenced in Administrative Guide procedure 318-09, “Dismissal Probation Guidelines.”

### G. PAYROLL PROCEDURES

Employees are paid every other Friday by paycheck or direct deposit. Paychecks are distributed at your worksite after 1500 hours, the prior Thursday for wages earned up to and including the previous Saturday. Hourly and part-time employees may experience an additional one-week lag. A pay 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. The City has also implemented paperless pay stubs (Employee Self Service). You are able to access your pay stub and 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.

If there is a question about your pay, or if you have a question about your leave balances, contact your timekeeper. If your timekeeper is unable to resolve your inquiry, you may file a **PAY/TIME INQUIRY (PD138-152)** form with your timekeeper. Additional information can be found by visiting the City’s payroll site at [www.nyc.gov/opa](http://www.nyc.gov/opa).

### Employee Self-Service

Employee Self-Service (ESS) is an online tool providing access to your personal, payroll, time and leave balances, tax and health benefits information. It allows employees to request an employment verification letter or apply for jobs within the Department and other NYC agencies. The designation of beneficiary form, which is used to pay out eligible time and leave balances, can also be completed or updated on the ESS website.

#### To access ESS:

- Navigate to [www.nyc.gov/ess](http://www.nyc.gov/ess)
- Click the Employee Self-Service Log-In link and enter your ID number and Password
- Your ID number is your seven-digit employee ID number also referred to as the Reference number, which you will find printed on your pay stub
- For first-time ESS users, your initial password is the last two digits of your Social Security number followed by an underscore, then your birth date in the following format: MMMDDYYYY- first 3 letters of month you were born (uppercase), 2 digits for the date, and 4 digits for the year.
- If you have trouble logging in, contact NYCAPS Central at [EmployeeSupport@dcas.nyc.gov](mailto:EmployeeSupport@dcas.nyc.gov)

To ensure that personal, payroll and health benefits records are kept up-to-date, employees should review their online record and make any necessary changes.

### Direct Deposit

Direct deposit (electronic transfer) is a convenient way to have your pay automatically deposited into your bank account. Direct deposit eliminates the risk of stolen or lost checks. To apply, go to NYCAPS ESS as detailed above and sign up for direct deposit. When you complete the transaction on ESS, you can print out your receipt and return it with a voided check or savings deposit slip to Central Payroll for verification, located at the Human Resources Division on the 10<sup>th</sup> floor of 1 Police Plaza. Additional information can be found by visiting the City's payroll site at [www.nyc.gov/opa](http://www.nyc.gov/opa) or sending the Payroll Section an e-mail at [Payroll\\_Section@NYPD.org](mailto:Payroll_Section@NYPD.org).

### CityTime Login System

The City of New York uses CityTime, an automated timekeeping system to record employee work schedules, leave balances and hours worked. CityTime allows for the accurate recording of time and leave events, resulting in fewer pay errors and eliminates the need to collect time and leave data manually.

### Loss of Paycheck

If your paycheck is lost or stolen, report to the desk officer in the precinct in which the loss or theft occurred, or if unknown, report where the loss or theft was discovered. You must file a **COMPLAINT REPORT (PD313-152)**, and complete a PMSStop Payment Notice at Central Payroll for verification, located at the Human Resources Division on the 10<sup>th</sup> floor of 1 Police Plaza. Refer to Administrative Guide procedure 324-06, "Loss of Paycheck" or [www.nyc.gov/opa](http://www.nyc.gov/opa) for additional information.

## H. OPTIONAL PAYROLL DEDUCTIONS

There are a number of payroll options and pre-tax benefit programs available to you through various payroll deductions.

### Commuter Benefits Program

Commuter benefits allow you to pay for public transportation or parking expenses with pre-tax funds. The City's commuter benefit provider is Edenred Commuter Benefits Solutions. For more information, visit <https://www.commuterbenefitsnyc.com>

### Deferred Compensation Plan (401(k) and 457 Plans)

The Deferred Compensation Plan (DCP) is an employee benefit available to City employees to save for retirement. It comprises two programs - a 457 plan and a 401(k) plan, both of which offer pre-tax and Roth (after-tax) options. Eligible employees may choose to join either or both plans. The plans allow employees to defer a portion of pay before local, state, and federal income taxes are deducted. An employee who is not a member of the City pension can agree to contribute up to 7.5% to either plan. 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.

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).

### Medical Spending Conversion Program

This program allows City employees to have payroll deductions for health insurance premiums and optional riders. These payments are not subject to federal and FICA taxes. Once an employee is enrolled, re-enrollment in the program is automatic, but employees may opt out by filing a Medical Spending Conversion (MSC) Change form during Health Benefits Program Fall Transfer Period. Members interested may visit the Office of Labor Relations website at [www.nyc.gov/olr](http://www.nyc.gov/olr) or call the Department's Health Insurance Section at (646) 610-5122.

### Health Benefits Buy-Out Waiver Program

If you choose to participate in the Health Benefits Buy-Out Waiver program, you will receive an incentive payment of up to \$500 for individual plan or \$1,000 for family plan in exchange for waiving City health benefits. To join, you must be eligible to receive City-covered health benefits. In addition, you must provide documentation that you are covered by another (non-City) health benefit program. Members interested may visit the Office of Labor Relations website at [www.nyc.gov/olr](http://www.nyc.gov/olr) or call the Department's Health Insurance Section at (646) 610-5122.

### Health Care Flexible Spending Account (HCFSA)

HCFSA allows you to pay no taxes on up to \$2,700 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 deducted from your paycheck and deposited into a spending account. To receive a check back from your spending account, you must submit a claim for any uninsured, eligible medical expenses. Members interested may visit the Office of Labor Relations website at [www.nyc.gov/olr](http://www.nyc.gov/olr) or call the Department's Health Insurance Section at (646) 610-5122.

### Dependent Care Assistance Program (DeCAP)

The DeCap allows you to pay no taxes on up to \$5,000 worth of eligible dependent-care expenses. Under the program, an amount is deducted from your paycheck each pay period, and deposited into a non-interest bearing account established for you to pay a qualified caregiver to care for a dependent while you are working. 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).

### 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 you must set up an account with [Treasurydirect.com](http://Treasurydirect.com). The funds deducted are forwarded to the Treasury, and the bonds are sent directly to you. The annual enrollment campaign is held each year in May. Additional information is located at the website [www.nyc.gov/payroll](http://www.nyc.gov/payroll).

### NYC Gives

NYC Gives 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 950 charitable organizations. The form can be downloaded from [www.nyc.gov/olr](http://www.nyc.gov/olr).



### 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 go to [www.nysaves.org](http://www.nysaves.org) or [www.nyc.gov/payroll](http://www.nyc.gov/payroll) for additional information.

### I. TOURS OF DUTY

Most civilian employees work a standard 35-hour week, consisting of a seven-hour day, or a 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	0000 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 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

### Roll Calls

To avoid errors regarding your time or tours of duty, always remember to sign in and sign out of the civilian log book or log into CityTime when you arrive at work each day and sign out for meal periods and any other time you leave your command.

### Night Shift Differential

Non-managerial civilian employees hired before July 14, 1996 receive a shift differential (or payment) of an additional 10% added to their hourly salary if more than one 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 10% if more than one hour is worked, excluding meal, between 2000 and 0800 hours.

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

You do not receive night shift differential while on overtime, unless you are a 35-hour employee, are receiving overtime in cash, and the time worked falls within the first five 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. CityTime does not require forms to be filled out if you sign in on a computer.

### FLSA Overtime

Fair Labor Standards Act (FLSA) overtime is defined as time worked in excess of 40 hours in a 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. Not everyone is governed by FLSA rules. FLSA rules apply dependent on your job title and job duties.

If you are in a covered title and work overtime, your overtime will be accounted for as follows:

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

You may accumulate up to 240 hours of FLSA compensatory time. This would be equal to 160 hours at time and one half pay. Once you have reached the maximum FLSA allowance, accumulation of FLSA compensatory time may not resume until after you have used a portion of the 240 hours. After you have reached the maximum FLSA allowance of compensatory time, all overtime must be paid in cash. You can review Administrative Guide procedure 320-41, "Guidelines for Members of the Service (Uniformed and Civilian) Governed by the Fair Labor Standards Act (FLSA)."

### Overtime General Rules

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

- Overtime worked after 40 hours in a pay status is earned at time and one half.
- Authorization is required to work your meal period.
- Your work week is defined as seven 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 compensatory time for overtime which you have worked.

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 hour to the nearest one-half hour, and only after one hour, except for an employee covered by the provisions of FLSA who has actually worked in excess of 40 hours in said calendar week.

Employees recalled from home for authorized, ordered, involuntary overtime work shall be guaranteed overtime payment in cash for at least two hours, if eligible for cash payment under Section 7 of the Citywide Agreement. When an employee voluntarily responds to a request to report to duty 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 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**

Personnel Bureau Memo 7/2017 authorized flextime. Flextime provides you 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 time period (for most offices, 0800 x 1800 hours). The flex band is always at the beginning of the tour. The length of your flex band is determined by your supervisor or commanding officer.

Members who have job functions that do not mandate face-to-face relief can participate in flextime. Members scheduled for an eight-hour tour (seven hours of work and one hour for their unpaid meal) may come to work anytime within their flex band and leave eight hours later. For example, an employee signing in at 0821 hours has a tour ending at 1621 hours.

### **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. The Operations Order explaining the procedure is revised each year before July.

## **J. 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 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:

Work Week Hours	Years of Service	Monthly Accrual	Yearly Allowance
<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:

Work Week Hours	Years of Service	Monthly Accrual	Yearly Allowance
<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	

Work Week Hours	Years of Service	Monthly Accrual	Yearly Allowance
<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

Effective July 1, 1991, an employee covered by the Staff Analyst Agreement who, immediately prior to being appointed to a title or position covered by the Staff Analyst Agreement, was not a City employee and/or was not covered under the Citywide Agreement, or was a City employee with a break in service of more than 31 days, shall accrue annual leave as follows:

Years of Service	Monthly Accrual	Yearly Allowance
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
Beginning of 4 <sup>th</sup> Year	11:05 hours	133:00 hours
First Year	10:30 hours	126:00 hours

\*Employees covered by the Staff Analyst Agreement who, immediately prior to being appointed to a title or position covered by the Citywide Agreement, and whose previous title was covered by the Citywide Agreement, shall accrue according to the above chart, or at their prior rate, whichever is greater.

Effective July 1, 2004, an employee newly hired to Article III, Section 4 of the 2008-2010 Staff Analyst Agreement shall accrue annual leave as follows:

Years of Service	Monthly Accrual	Yearly Allowance
Beginning of 17 <sup>th</sup> Year	15:45 hours	189:00 hours
Beginning of 15 <sup>th</sup> Year	14:35 hours	175:00 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 6 <sup>th</sup> Year	11:05 hours	133:00 hours
Beginning of 2 <sup>nd</sup> Year	10:30 hours	126:00 hours
First Year	09:55 hours	119:00 hours

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 leave credits as set forth below:

Employees hired before July 1, 2004 shall accrue one hour of annual leave for every 11 hours actually worked for a maximum accrual of 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 calendar days, consecutive or non-consecutive, during that month. For purposes of calculating annual leave, the vacation year is interpreted to begin May 1<sup>st</sup> and ends April 30<sup>th</sup> for non-managerial employees; and for managerial employees it begins January 1<sup>st</sup> and ends December 31<sup>st</sup>.

#### **When Planning to Use Annual Leave**

- Complete a **LEAVE OF ABSENCE REPORT (PD433-041)** (Rev 11-16) or enter your leave request in CityTime.
- Submit the leave request to your immediate supervisor at least five, but not more than ten, working days before the first day of your leave.
- 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 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 Chief of Personnel.

#### **Unused Annual Leave**

With the approval of the Chief of Personnel, non-managerial civilian employees can carry over unused vacation balances from the previous year to the current year. However, your total vacation balance may not exceed a two-year accrual. For example, if you earn 20 annual leave days a year you cannot carry a balance of more than 40 annual leave days. If you have more than that maximum, and do not use it before the new leave year begins, your excess accrual will be transferred to your sick leave balance. The leave year runs from May 1<sup>st</sup> through April 30<sup>th</sup>.

#### **K. SICK LEAVE**

Sick leave is provided to protect you from loss of salary when you are sick and unable to work. Department sick leave rules and 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 hours prior to scheduled tour, if possible, 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 are required to make this notification once every five working days while on sick report. Your Commanding Officer may

request that you submit proof of such illness/injury and may approve or disapprove the leave based on the documentation provided.

When you see a medical practitioner for your illness and you obtain a note stating the days to be taken, the time granted shall be considered documented sick leave when the note is presented to your supervisor. However, in the following circumstances, you must provide a written note from a licensed health practitioner:

- When on sick leave more than three consecutive work days.
- When on undocumented sick leave more than five times in any sick leave period.
- When on undocumented sick leave more than four 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 or more medical appointments for one day or less are required. The treatment schedule **MUST** be listed. (Such visits are considered documented sick leave).
- When under the Absence Stepping Procedure (explained on next page).

The supervisor who accepts the sick report may inquire about hospitalization, 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.

#### **Sick Leave Accrual Rates**

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 sick days per year for the first five years of service. At the beginning of the sixth year of service, the maximum sick leave accrual shall be 12 days per year. Personnel governed by any other union can 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:

- Employees Hired before July 1, 2004 earn one hour of sick leave for every 20 hours actually worked with no maximum accrual.
- Employees Hired on or after July 1, 2004 earn one hour of sick leave for every 24 hours actually worked for the first five years of service.
- Employee hired on or after July 1, 1985, (effective July 1, 1991), shall accrue one hour of sick leave for every 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 11 days per annum for the first three years of service. At the beginning of the fourth year, the maximum sick leave accrual for employees shall be 12 days per year, providing they are on full pay status for 15 calendar days per month.

Employees hired on or after July 1, 2004 will have a maximum sick leave accrual of ten days per year for the first five years. At the beginning of the sixth year of service, the maximum sick leave accrual shall be 12 days per year. Employees newly hired shall accrue sick leave at the rate of one hour of sick leave for each 24 hours actually worked for the first five years of service.

Sick Leave Periods are divided into two, six-month periods: January 1 - June 30 and July 1-December 31.

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 the **ABSENCE AND TARDINESS RECORD (PD433-145)** 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 **CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)** - if step 1 occurs. Administrative Guide procedures 318-15, "Absence and Tardiness Record (Civilian Members of the Service)" and 319-29, "Civilian Absence - Stepping Report" explain the form and the stepping procedure.

Note: **CIVILIAN SICK LEAVE REPORT (PD 429-123) (Rev. 1-07)** is not used if you are signing in on City Time.

### Stepping Procedure

The Stepping Procedure monitors the employee use of undocumented sick time and of sick time used in conjunction with holidays, vacation days and RDOs.

**Step I** - If the employee has gone sick and has not presented a doctor's note on three occasions within a six-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 occasions immediately before/ or after a holiday, vacation day or regular day off within a six-month period.

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

If the employee has four undocumented absences within a six-month period.

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

If the employee has five undocumented absences within a six-month period.

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

If the employee has six undocumented absences within a six-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 they have worked a complete six-month period with two or fewer documented sick leave occurrences.
- If a member does not reach **Step IV** within the six-month period, they will start the next period with a clean slate.

At each step, you would be required to sign a statement on the form entitled **CIVILIAN RECORD OF SUPERVISORY CONFERENCES (PD433-1411)** indicating that you are 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)**. 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 lateness. Review Administrative Guide procedure 319-28, “Civilian Member-Lateness Policy” for more information.

Sick leave is granted to permanent, non-competitive, provisional, or temporary employees who work a regularly scheduled, standard work week of seven, seven and one half, or eight hour days and can only be used for a personal illness. The normal minimal unit of sick leave which may be charged is one half day. Upon approval from the Commanding Officer, leave may be taken in units of one hour. In such a case, a member will be considered sick one time when the units accumulated amount to one half day.

You may use up to three days per year from sick leave balances for the care of ill family members. A family member is defined as: spouse; natural, foster, or step parents; children; brothers or sisters; father-in-law; mother-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 indicating that you accompanied the family member for medical care must be provided by the member concerned within five (5) working days of your 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 12 days of sick leave allowance. Granting this allowance is at the discretion of the Chief of Personnel. The amount of sick leave advanced to you will be charged against future earned sick leave.

After ten years of continuous City service, permanent employees may request a grant of sick leave with pay for up to three months, after all other leaves have been used as well as requesting and using an advance of annual and sick leave. This sick leave with pay is granted at the discretion of the Chief of Personnel, depending on the nature and extent of the illness as well as character of service. In special instances, you may be granted further sick leave, with pay.

## **L. LEAVES OF ABSENCE**

### **Military Leaves**

You must notify the Department of an obligation or intention to perform services in any federal military branch or state militia organization as per Patrol Guide procedure 203-10, “Public Contact-Prohibited Conduct” (Step 21).

Military reservists or National Guard members are entitled to 30 military leave days per calendar year authorized by New York State Military Law to attend military drills or additional ordered military appearances. When you receive orders to report for military duty either for a period that will exceed 30 days, or for any period, even if less than 30 days, in which continuous active duty will commence in one calendar year and continue into the following calendar year (e.g., leave begins on December 20th and ends the following January 5th), the Military and Extended Leave Desk (MELD) must be contacted at (646)-610-5513. All leave packages can be viewed and printed at the MELD intranet site.

All military work days must be exhausted prior to utilizing all other accrued leave or leave without pay. You have the discretion to select additional leave days, vacation days, and/or other type of accrued time, prior to assignment to MELD.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Section 4312 establishes reemployment rights for individuals who serve in the uniformed services. Pursuant to Subsection(a)(2), a uniformed service member is entitled to reemployment rights if “The cumulative length of the absence and of all previous absences from a position of employment with that employer by reason of service in the uniformed services does not exceed five years.” Exceptions to the five-year limit are listed in Section 4312, Subsection (c). Accordingly, members must report after separation from military service to claim their position as an employee of the New York City Police Department as follows:

- A service of less than 31 days must schedule an appointment to return no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service, after allowance for safe travel home from the military duty location and an eight-hour rest period.
- A service of 31 to 180 days must schedule an appointment to return no later than 14 days after completion of the period of service.
- A service of more than 180 days must schedule an appointment to return no later than 90 days after completion of the period of service.

When returning from an extended Military Leave of Absence (30 days or more) contact MELD to schedule a return to the Department and restoration to active duty status. During reinstatement with the Department, you will be informed of certain rights pursuant to Civil Service Law, Military Law, and revisions to Department rules and regulations.

You can review Patrol Guide Procedures 205-22, “Definite Military Leave” and 205-23, “Indefinite Military Leave” for additional information.

### **Child Care Leave**

A Child Care leave of absence without pay is granted to any employee who becomes the parent of a child, by birth or adoption (up to four years of age). A leave of absence without pay will be granted only after all accrued leave is exhausted and the appropriate documentation is provided to the Military and Extended Leave Desk (MELD). All Department property must be surrendered and accounted for on the last tour of duty prior to the commencement of a leave of absence. While on a leave of absence, MELD will notify you of any required appearances for any hearings or trials.

If you are interested in extending a leave of absence, leave must be extended on a yearly basis. The maximum amount of time for a leave of absence is 48 months. All other child care leaves are limited to a maximum of 36 months and must also be extended on a yearly basis. See Administrative Guide procedure 319-24, “Combined Confinement and Child Care Leave” for more details.

### **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 12 weeks consecutively or intermittently to care for themselves, a sick child, spouse or parent, with a serious documented health condition. Military Family Leave under FMLA allows employees 26 weeks of authorized leave 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. New York City

policy requires that employees use accrued sick leave, annual leave and compensatory leave under FMLA, which can lead to an unpaid status and will not count as service for pension purposes.

Employees are required to complete one year of service and accrue 1,250 hours in a 12-month rolling period, which is the 12-month period measured backwards from the date the employee begins using FMLA. Department policy requires a re-certification every six months. If the circumstances of your leave request changes or are inconsistent with the original certification, the Department may also request a re-certification. In addition, each certification will expire after one year.

Guidelines pertaining to the FMLA may be obtained from the FMLA administrator at the command level or the Medical Division FMLA Unit at (718) 760-7549. A copy of the fact sheet, “Employee Rights and Responsibilities under the Family and Medical Leave Act” can be found in Appendix “A”, and if also available on the Department’s intranet, under the MELD website.

### **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 30 work days of Paid Parental Leave (“PPL”) once per rolling 12-month period at 100% of regular salary. PPL 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 children, the formal adoption of children under the age of 18, or the placement of children under the age of 18 in foster care. Eligible employees are entitled to PPL for one qualifying event per child.

“One qualifying event per child” means that cases of multiple births are treated as one qualifying event. In the cases of multiple children being adopted or placed under foster care at the same time, 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 leads to 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.

The PPL request application can be found on the Department’s Intranet MELD website under the Family Medical Leave Act. Members interested in submitting a request or further information should contact the Medical Division’s FMLA Unit at (718) 760-7549.

### **General Provisions**

1. The start date of an eligible employee’s use of PPL is at their option, as long as no more than 30 work days are used and the period of usage extends no longer than 60 work days after the first day of usage. Any portion of the 30 work days not taken in this 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 60 workdays after the first usage. In no event may PPL be used later than 120 workdays after the qualifying event.

2. For part-time eligible employees, the 30 work days will be pro-rated based on their regular schedule.
3. Eligible employees may only use PPL once per rolling 12-month period, which is the 12-month period measured backwards from the date the employee begins using PPL. Each additional qualifying event beyond the rolling 12-month period will result in a new 30 work day PPL entitlement.
4. An employee may use PPL without using accrued sick or annual leave. An employee will accrue annual and sick leave during the PPL 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 PPL until the employee returns from PPL or such other approved leave as shall continue after PPL. 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 PPL 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 PPL is interrupted or ceased as a result of the children no longer being under the care of the eligible employee, the eligible employee must immediately notify the Medical Division FMLA Unit and end the PPL.
8. Employees who receive PPL, partially or in whole, must return to work for at least six months at the end of the period of PPL or any period of approved paid or unpaid child care or other leave that continues after the PPL. Any payments made for PPL to an employee who does not return to work are recoverable by the City and must be returned.
9. An employee who returns from PPL must be restored to their 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 and geographic proximity that does not involve a significant increase in commuting distance. 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 PPL is foreseeable, an employee must give their employer at least 30 calendar days’ 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 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 PPL 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 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 hour.
2. In order to make charges against the 30 work day entitlement, an hourly bank must be established by multiplying the 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 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.

### **Union Leave**

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

### **M. JURY DUTY**

If called to jury duty service, the Department will pay you for the period of time that you are called to serve. You are not exempt from jury duty service and must report when notified. Prior to serving, jurors are asked to complete a questionnaire indicating whether or not they are City employees. When you indicate that you are a City employee, monies for jury duty service are deducted beforehand, and checks for travel expenses on public transportation are mailed approximately six to eight weeks after completion of service.

When you receive a subpoena for jury duty, immediately notify your supervisor. You may elect to use annual leave time during jury services and retain the full jury fee.

You may be excused with pay for one-half day, including travel time, for examination of qualifications for jury duty. Communication from court concerned must be produced before the excusal is authorized.

If 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, the check stub must be submitted to enable the Department to confirm dates of service and monies received.

A member of the service who fails to remit monies received for jury duty to the City 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. Administrative Guide procedure 319-22, "Reimbursement to City for Jury Service."

## N. OTHER LEAVES

The Chief of Personnel may grant leaves of absence for other reasons for up to one year and may extend the leave for an additional year. The Commissioner of the Department of Citywide Administrative Services may grant further extensions. Contact MELD at (646) 610-5513 for instructions when applying for other leaves.

### 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- 30 Calendar Days or More." 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."

When on any leave of absence except vacation, suspension, or routine sick days (using your accumulated sick leave) for 30 days or more, you will be transferred to MELD and must report back to MELD upon return to active status. Transferring to MELD may effect your health plan coverage, pension, and other benefits. You must contact MELD by phone at (646) 610-5513, or in person, at One Police Plaza, 10th Floor before taking such leave.

### 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 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.** If you experience a death in the immediate family, you may be excused for up to four consecutive working days. Immediate family for this purpose is: spouse, registered domestic partner, parent, child, grandchild, 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. Additional information can be found in Administrative Guide procedure 320-02, "Bereavement Leave."
6. **Cancer Screenings** Excused Absence for cancer screenings up to four hours, see Operations Order 30/2018

### Unexcused Absences

Failure to report to work without notifying your command will result in disciplinary action. Five 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 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 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Lincoln's Birthday*	Floating Holiday
Washington's Birthday	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Election Day	1 <sup>st</sup> Tuesday (after 1 <sup>st</sup> Monday) in November
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

\*Lincoln's Birthday, traditionally February 12<sup>th</sup>, is a floating holiday, and may be taken at your discretion. Requests to take this holiday must be submitted at least 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 Chief of 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.

Most employees hired before 7/1/2004 are eligible for the Lincoln's Birthday Floating Holiday. Employees covered by District Council 37, Organization of Staff Analysts and Communication Workers of America hired after 7/1/2004 are not entitled to the Floating Holiday. Employees covered by other unions and locals, such as School Safety Agents and Supervisors of School Security, continue to be entitled to the Floating holiday regardless of hire date. Additionally, the unionized members in the titles of Administrative Traffic Enforcement Agent, Administrative School Security Manager and Associate Supervisor of School Security are no longer entitled to the Floating Holiday regardless of their hire date. Prevailing wage employees receive the actual Lincoln's Birthday holiday and cannot use it on another day. This list may change with more current contract negotiations and is updated in an annual Personnel Bureau Memo.

You may be ordered to work on a holiday if your job function is deemed essential, such as the telephone switchboard, command clerk, or Police Communications Technician. Prior approval from the Chief of Department is necessary to work on a holiday in any position that has not been deemed essential.

If the holiday falls on a Saturday or Sunday, and that is your regular day off (RDO), generally 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 the facility must be kept open on both days

If on leave without pay on both the day before and after the holiday, you are not entitled to compensation for the holiday.

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

**O. CAREER ADVANCEMENT AND PROMOTION**

You can advance your career through civil service examinations, promotions, or appointment to other titles within the Department or by transfer to another City agency. You are encouraged to use Employee Self Service to view available jobs on eHire or visit the DCAS website at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) where you can learn about available examinations open for filing each month.

**Salary Increases**

Most titles have a salary range from minimum to maximum. New employees usually start at the minimum salary. In most other instances, salary increases are the result of collective bargaining agreements between the City and union representatives at which time the minimum salary may be increased.

**P. THE RETIREMENT SYSTEM****Pension Enrollment**

All employees are eligible to join a Pension Plan any time after they start employment. Most civilian employees will join the New York City Retirement System (NYCERS.) Employees who are permanently appointed to a position in the competitive or labor class must become members of the retirement system within six months; however, they may join at any time before the six-month deadline. Once your membership is established, retroactive payments will be deducted from your paycheck to cover deductions not collected from the beginning of the seventh month.

Provisional, exempt, and non-competitive employees may join the retirement system at any time, but are not required to. However, 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.

There are a variety of pension plans for civilian employees called “Tiers.” The plan that you join depends on when you entered City service and the retirement system. The dates of city employment and associated pension Tiers are detailed below.

**Tiers and Dates of Employment**

- Tier 1 - Prior to and including June 30, 1973
- Tier 2 - Between July 1, 1973 - July 25, 1976
- Tier 3 - Between July 26, 1976 - August 30, 1983
- Tier 4 - Between September 1, 1983 - March 31, 2012
- Tier 6 - On or after April 1, 2012



If you do not join the Pension immediately after being appointed, once you join, you can submit an application to buy back membership time. If you have a current membership with another public retirement system in NYC or NYS then you may be eligible to transfer your service. If you had previously terminated prior membership with a public retirement system in NYC or NYS before April 1, 2012, then you may be eligible for Tier Reinstatement. For more information, contact your respective retirement system.

- New York City Employees' Retirement System (NYCERS) Call Center 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 (929) 305-3800, (800) 843 - 5575 (toll free), or visit their website at [www.nycbers.org](http://www.nycbers.org).

### **Pension Loans**

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

### **Retirement Process**

When you contemplate retirement, you must call the Department's Employee Resources Section/Civilian Retirement Unit at (646) 610-4202 or via e-mail at [Civilian.Retirements@nypd.org](mailto:Civilian.Retirements@nypd.org) and contact your respective retirement system. As noted above in the discussion of your Tier, the 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 Resources Section/Civilian Retirement Unit.

The Employee Resources Section/Civilian Retirement Unit will set up an appointment for you and will assist you in protecting your rights, providing you guidance, and helping you complete your retirement application. A checklist is available to assist in this transition available on the Personnel Bureau's Intranet Portal page.

When Retiring you 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).

See Administrative Guide procedure 319-30, "Civilian Member – Retirement" for complete information.

### **Terminal Leave**

Terminal leave is granted prior to your final separation when you have completed at least ten years of New York City service on the basis of one day of terminal leave for each two days accumulated sick leave up to a maximum of 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 years of service on the basis of one day of terminal leave for each three 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 years of service. This leave is computed on the basis of calendar days rather than work days. If the employee elects, they may choose to have terminal leave computed on the basis of one day of terminal leave for each two days of unused sick leave accumulation with the maximum of 100 days. This leave is computed on the basis of work days rather than calendar days.

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

You may get more information on computing time when retiring, by calling the Employee Resources Section/Civilian Retirement Unit at (646) 610-4202 or contacting the Office of Labor Relations at (646) 610-5060 and/or your union.

### **Q. RESIGNATION PROCEDURE**

If you are planning to resign you must complete a **RESIGNATION AND EXIT INTERVIEW** form (**PD452-151**) and present it to either your Commanding Officer or the Human Resources Division on the 10<sup>th</sup> Floor at Police Headquarters. On your last day of work, you must return your identification card, and any other Department property. Failure to do so may result in your paycheck being held until all property is returned.

When a managerial employee intends to resign, there are a series of steps the manager should follow. A checklist is available on the Personnel Bureau's Intranet Portal page.

For more information, contact the Human Resources Division at (646) 610-6813 and review Administrative Guide procedure 319-17, "Civilian Member-Resignation."

### **R. 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 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."

## INTRODUCTION

This section describes various Department and City programs, benefits, incentive awards and available resources related to your health, emotional and physical well-being and educational advancement. There are continual updates to this information, which are available in the various websites listed in each section.

### A. HEALTH INSURANCE PROGRAMS

For all permanent employees, health insurance coverage begins on your appointment date provided that a Health Insurance Application Form has been received by the Health Insurance Section within 31 days of your appointment. Health insurance coverage for provisional, temporary, and non-competitive employees in titles with no educational requirements begins following the completion of 90 days of continuous employment provided that the Health Insurance Application Form has been submitted within that period. You may enroll in a health insurance program if you work a regular schedule of at least 20 hours a week and employment is expected to last for more than six months. Many of these benefits also cover your spouse and children. It is very important that you consult with your union representative and/or personnel officer to find out exactly what benefits you are entitled to receive.

#### **Health Plan Coverage for Employees Hired After July 1, 2019**

City of New York employees, hired on or after July 1, 2019, and their eligible dependents, will only be eligible to enroll in the EmblemHealth HIP-HMO Preferred Plan, and must remain in the HIP-HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, you will have the option of either remaining in the HIP-HMO Preferred Plan or selecting a different health plan within 30 days of the end of the first year. If a new health plan is selected, the new plan will be effective on the 366th day. After completion of your first year you can participate in any Annual Fall Transfer Period.

To request an exemption from the required enrollment in the HIP-HMO Preferred Plan you should submit an Opt-Out Request Form to EmblemHealth. Either you, or your eligible dependent, must meet certain criteria and the request must be approved by EmblemHealth before the exemption is granted. The Opt-Out Request Form is available on the EmblemHealth website.

A number of the health insurance plans provide basic benefits at no cost: GHI/CBP, HIP Prime/HMO, and Metro Plus Gold. The other plans will require payroll deductions. For additional health insurance benefits, you may purchase an optional benefit rider through payroll deductions. Current rates for the plans and the optional riders are on the Office of Labor Relations website at: [www.nyc.gov/olr](http://www.nyc.gov/olr).

Health insurance transfer periods are announced to the members in FINEST messages or Operations Orders. During this period, it is possible to request transfer from your present health insurance coverage to any other City health plan for which you are eligible or to request to add optional benefits rider coverage.

For additional information on health insurance, contact the Health Insurance Section at (646) 610-5122 or e-mail [nypdhealthinsurance@nypd.org](mailto:nypdhealthinsurance@nypd.org).

Health and Welfare Plans and Services:	Telephone Numbers:	Websites:
Aetna	(800) 445-8742	<a href="http://www.aetna.com">www.aetna.com</a>
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>
Vytra Health Plans	(800) 448-2527	<a href="http://www.vytra.com">www.vytra.com</a>
Metro Plus Gold	(877) 475-3795	<a href="http://www.metroplus.org">www.metroplus.org</a>

### Late Enrollment

Late enrollments may be completed if enrollment in health benefits was not done upon hiring. If enrollment was not completed upon hiring, an application can be submitted to the Health Insurance Section and coverage will begin on the first day of the payroll period following the receipt of the application.

### Medical Spending Conversion

The Medical Spending Conversion (MSC) Program Buy-Out Waiver Program entitles you to receive a cash incentive payment for waiving City health benefits if a non-City group health coverage is available (e.g., a spouse's/domestic partner's plan, coverage from another employer). Annual incentive payments, which are taxable income, are \$500 for those waiving individual coverage and \$1,000 for those waiving family coverage. Incentive payments are made in June and December and are included in your regular paycheck. Enrollment in or out of the program must occur within 31 days of the event or during the annual open enrollment period.

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

City rules forbid you from being covered by two family health insurance contracts paid for the City of New York, or to which the City contributes. If you have a spouse who has family coverage from a New York City health insurance plan, you should waive participation in the plan by checking the waiver of membership box on the Health Application Form or just get individual coverage.

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

- **Legally married husband, wife, or domestic partner**, provided domestic partner is registered pursuant to the terms set forth in Executive Order No. 48, dated January 7, 1993.
- **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 whom 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 themselves 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 their 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 on the Employee Health Benefits Application which lists the required documentation that must be submitted to the Health Insurance Section. You can obtain necessary forms on the Personnel Bureau’s portal page under the Health Insurance Section or by emailing [NYPDHealthInsurance@nypd.org](mailto:NYPDHealthInsurance@nypd.org). Health benefits applications can also be 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 the 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; the office is 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 NYS Marriage Equality Act requires the following steps:**

- Complete the health benefits form located in the NYPD Portal and submit with a copy of the marriage certificate to [NYPDHealthInsurance@nypd.org](mailto:NYPDHealthInsurance@nypd.org).
- 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 are in a no-pay status for up to four 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
- Workers Compensation Leave

If you are enrolled in a health insurance program that requires payroll deductions for basic insurance, or you 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 those 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 12 weeks.

In all other cases, when an employee enters 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, after a leave longer than six months, employees must complete a new Employee Health Insurance Application. Employees can obtain the necessary form on the Personnel Bureau’s portal page under the Health Insurance Section or by e-mailing [NYPDHealthInsurance@nypd.org](mailto:NYPDHealthInsurance@nypd.org). This application must be sent to the Health Insurance Section within 31 days. Failure to do so will result in the loss of health insurance benefits. If the leave of absence is less than six months, benefits are automatically reinstated and no action is required.

### **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 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:** If you lost your coverage due to a termination of employment, or reduction in hours, you are only eligible for COBRA for a maximum of 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 causing the coverage to cease
- Divorce from the employee or retiree

Dependent children of eligible employees or retirees may continue coverage 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.
- Termination of parent’s job or a reduction in hours worked causing the coverage to cease.

A spouse or a dependent child may extend coverage for up to 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 up to 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 29 months from the date of the initial qualifying event. The cost of coverage

during the last 11 months of this extended period is 150% of the City cost. Persons so disabled must inform the health plan within 60 days of the disability determination and within 30 days of the disability ceasing. You should refer to the Health Benefits Summary Program Description Booklet or contact the Health Insurance Section for additional information on COBRA.

Under the law, the charge for continuation of coverage is 102% of the cost. Any time during the continuation period, the coverage can be converted to a self-paid direct payment policy.

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

The City is required to offer all employees over the age of 65 and their dependents 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 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 authorized the State Insurance Fund to administer a program to assist laid off workers (when the layoff affects 50 or more City employees) in payment of their health insurance premiums. The program will provide up to four months’ premiums or \$500 (whichever is reached first).

### **B. OCCUPATIONAL VISION CARE PROGRAM (VDT-Video Display Terminal Program)**

Eligible employees who regularly spend 20 or more hours per week using video display terminals (VDTs) and experience visual impairment 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 years when performed at the same time as a regular vision examination. Review Administrative Guide procedure 319-32, “Video Terminal/Occupational Vision Care Program and Guidelines for Operators,” for additional information and to determine eligibility.

### **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 employment.

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

1. To 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 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) Accrued sick leave and/or leave balances, or such leave credits advanced 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 or illness must be deemed to be compensable by the Workers' Compensation Division of the Law Department if the injury sustained was not the result of the employee's willful gross disobedience of safety rules or willful failure to use a safety device, nor was employee under the influence of alcohol or narcotics at the time of injury, nor did employee willfully intend to bring about injury or death upon his or herself or another and;
  - d) Such medical examinations will be undergone by the employee as requested by the Workers' Compensation Division of the Law Department and the Department, and when found fit for duty by the Workers' Compensation Board, the employee shall return to employment.
2. To receive Workers' Compensation benefits in their entirety with no charge against sick and/or annual leave.

**NOTE:** You must notify your supervisor of the work-related injury or illness within seven calendar days. In addition, a completed worker's compensation package must be submitted to the Human Resources Division Workers' Compensation Unit within seven calendar days of the illness or injury. Late notification to a supervisor will adversely affect the selection of either option, and the case will automatically default to no pay status

#### CLAIMS PROCESSING REGULATIONS

RESPONSIBLE	DESCRIPTION	SUBMIT TO	DEADLINE
Employee	Employees' Notice of Injury	Supervisor	24 Hours after injury
Supervisor	Supervisor's Report of Injury	Workers' Compensation Unit	48 Hours after injury
Supervisor	Witness Report of Injury	Workers' Compensation Unit	48 Hours after injury
Workers' Compensation Unit	Completed C'2 package into Workers' Compensation Unit	Law Department	7 days after injury

If you take time off as a result of the injury, you are required to notify the Timekeeper of the date of your return and ensure that the information is forwarded to the Workers' Compensation Unit. You may get information concerning the above by calling the Workers' Compensation Unit at (646) 610-6820 or contacting the NYC Law Department at (718) 724-5500.

The Chief of Personnel has the discretion to grant a leave of absence, with pay, if you are covered by Workers' Compensation.

There are three types of leave with pay grants available to eligible employees who have sustained a work-related injury:

- Administrative Leave grant, a paid leave for your first week of absence (up to five days).
- 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 these types of grants; most importantly, the injury must have



been accepted as a work-related injury by the NYC Law Department Workers' Compensation Division. Questions concerning these types of sick leave with pay grants may be directed to your union. If you wish to apply for this grant you may do so by calling the Members Services Unit at (646) 610-4201.

#### **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 NYC Department of Citywide Administrative Services.

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

##### **New York City Employees' Retirement System Death Benefit (NYCERS) and Board of Education Retirement System (BERS) Death Benefit**

Membership in the NYC 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 member, the command must notify the Civilian Employee Services Unit (via telephone and in writing) of the death. The Civilian Employee Services Unit is located in the Human Resources Division, One Police Plaza, 10<sup>th</sup> floor, telephone number (646) 610-4201.

##### **Accidental Death Benefit**

In the case of accidental work-connected death while an active 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 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 Designation Beneficiary Form can be completed on the ESS website.

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

The Department has created a “WTC Resources” website to provide assistance to members 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 who served in the aftermath of the attacks on the World Trade Center may be eligible for disability benefits. If you have any questions related to the pension benefits due to 9/11, information is available at your respective pension plan website [www.nycers.org](http://www.nycers.org) or <http://www.nycers.org>. 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, you are encouraged to participate in the New York City Employee Blood Program through our Blood Drive program. 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 City as critical needs occur. These drives are announced through FINEST messages. Please contact the Personnel Bureau at (646) 610-6612 for additional information.

Civilian employees who donate blood through the New York City Employee Blood Program during scheduled working hours, with the approval of the Commanding Officer, at a Department-sponsored blood drive, will be granted three hours of compensatory time. In addition, you are excused for the time it takes to donate blood, including travel to and from the donation site, up to a maximum of three hours. Any additional time off must be charged to your leave balances.

You must present the receipt from the donation site to your Commanding Officer or equivalent upon return to duty. If your form is marked “PP” (postpone) you will not receive the compensated time. In order for you to receive the compensatory time, donations must be done during working hours.

If you wish to donate blood, 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.

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.

#### **G. OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

The Occupational Safety and Health Section (OSHS) is responsible for coordinating Department occupational safety and health programs and initiatives. OSHS ensures compliance with all city, state, and Federal occupational and health regulations pertaining to recognizing, evaluating and controlling workplace hazards through field inspections, interviews, and research. OSHS consists of the Occupational Safety and Health Unit, Personnel Safety Desk and Occupational Health Assessment and Wellness Unit. Any questions related to health and safety issues at the work site should be directed to the command safety office. Requests

for further technical assistance, safety inspections and mandatory safety and health posters may be directed to OSHA at (718) 760-7647, 59-17 Junction Boulevard, RM 1660, Corona, NY 11368. OSHA is open Monday through Friday between 0800-1700 hours or by emailing the request to [OSHA@nypd.org](mailto:OSHA@nypd.org). The programs offered by OSHA are: Lead Compliance Program, Respiratory Protection Program, Bloodborne Pathogens Exposure Control Program, Hearing Conservation Program and Tuberculosis Exposure Program.

## H. EMPLOYEE ASSISTANCE AND COUNSELING SERVICES

The Department offers a number of programs, resources and initiatives in support of members in many areas of need. For information, assistance, service, and self-referrals, contact the appropriate unit as follows:

### Psychological Evaluation Unit

The Psychological Evaluation Unit in the Personnel Bureau's Medical Division is located at 59-17 Junction Blvd. on the 15<sup>th</sup> floor, in Corona (Queens), New York. They can be contacted at (718) 760-7553. 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

### Counseling Services Unit

The Counseling Services Unit in the Personnel Bureau's Medical Division 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) 840-5535 during business hours. At all other times, call the Sick Desk Supervisor at (718) 760-7606.

### Family Assistance Section (FAS)

The Family Assistance Section (FAS) is a sub-unit of the Deputy Commissioner, Employee Relations and was created to assist the families of members killed in the line of duty, to assist families of members who become seriously ill or die and 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. Members may contact FAS at (646) 610-5434.

### Chaplains Unit

The Chaplains Unit is a sub-unit of the Deputy Commissioner, Employee Relations, and comprises 11 Department Chaplains representing various faiths and denominations who administer to the spiritual needs of members. 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:

- Visiting the seriously ill or injured
- Counseling employees on a confidential basis
- Presiding at Department ceremonies and funerals

### Health and Wellness Section

The Health and Wellness Section is a sub-unit of the Deputy Commissioner, Employee Relations and was created to promote the health, wellness, morale and well-being of all members. You may access the Health and Wellness Section’s portal page, by visiting the Department intranet site and clicking on the Health & Wellness tile under Directives & Manuals. The Health and Wellness Section can also be reached by e-mail at [Wellness@nypd.org](mailto:Wellness@nypd.org) or Instagram - @nypdhealthandwellness.

### Employee Assistance Unit (EAU)

The Employee Assistance Unit under the Health and Wellness Section serves as the critical peer support catalyst for the New York City Police Department and assists all members of the Department who may experience trauma, relationship issues, grief/bereavement and other issues that affect their position in the New York City Police Department. The EAU’s “peer counseling” staff comprises civilian and uniformed members of the service. Their goal is to effectively address the issues/concerns of both civilian and uniformed members. In each case, members have been counseled and, if appropriate, are referred to a mental health resource. The EAU works closely with both the Operations Unit and Medical Division to ensure that all incidents are addressed efficiently. The EAU is available at all times and can be reached at (646)610-6730 and [NYPDEAU@NYPD.org](mailto:NYPDEAU@NYPD.org) or visited at 90 Church Street (12th Floor), New York, N.Y. 10007.

### Non-Department Resources

The Department has developed a collaborative relationship with outside assistance organizations such as Safe Horizon which assists victims of domestic violence by providing a variety of services and information and referring members to counselors with experience in domestic and family issues. Safe Horizon can be reached at (212) 577-7700 or (800) 621-HOPE.

## I. SPORTS AND FITNESS

### Sports Unit

To improve the physical fitness and enhance the team spirit of members, the Sports Unit coordinates the Police Commissioner’s Sports League and is the liaison to over 20 Department teams. These teams boost morale and bring much needed camaraderie to members. If interested, contact the Sports Unit at (646) 610-7662.

### Cardiovascular Fitness Program

The Cardiovascular Fitness Program promotes the positive benefits of physical fitness, proper nutrition, a healthy lifestyle, stress reduction, and overall good health.

- The Cardiovascular Fitness Program allows access to 14 fitness centers, located in each borough.
- Each of the 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.

Members interested in obtaining membership forms can contact or visit any fitness center. The 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
Internal Affairs Bureau	315 Hudson Street, 3rd Floor, New York, N.Y. 10014	(212) 741-8400
Candidate Assessment Center	235 East 20th Street, 2nd Floor, New York, N.Y. 10010	(212) 477-9228
Traffic Operations Division	138 West 30th Street, 5th Floor, New York, N.Y. 10001	(212) 239-2239
Fugitive Enforcement Division	300 Gold Street, 6th Floor, Brooklyn, N.Y. 11201	(718) 330-5704
Movie T.V. Unit	4201 4th Avenue Brooklyn, N.Y. 11232	(718) 972-7337
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

## J. EDUCATIONAL AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Office of Professional Development (OPD), within the First Deputy Commissioner’s Office, is committed to the professional and personal development of all members and manages educational opportunity programs. The mission of the OPD is to empower members to pursue fulfilling careers that include the opportunity for continuous learning and professional growth, developing NYPD leaders with the skills and attributes to succeed in all positions and assignments. OPD is your source for valuable information regarding the educational and professional development opportunities available through this Department, as well as opportunities offered by the City and other organizations. The Professional Development tab on the Department intranet provides the most current information regarding educational opportunities and Department-sponsored programs, including an Educational Opportunity Guide and Department Bulletins on all active educational and professional development programs, as well as, professional development events, fairs, and workshops. Contact the OPD, located in Room 808, One Police Plaza, by phone at (646) 610-7862 or by e-mail at [professionaldevelopment@nypd.org](mailto:professionaldevelopment@nypd.org), or visit OPD’s webpage on the Department’s intranet.

OPD invites you to call, email, visit, or make an appointment to discuss:

- Microsoft Skills (Excel, Outlook)
- Civil Service Examination Preparation
- NYPD Scholarship and Educational Opportunity Programs
- Mayor’s Graduate Scholarship Program
- Educational Leave Grants and Programs
- Tuition Reduction Programs
- Veterans Educational Opportunities
- NYPD Executive Education Opportunities
- Department of Citywide Administrative Services Development and Training Programs
- Union Sponsored, Scholarships, and Worker Education & Literacy Programs
- AFSCME and Union Plus Free College Benefits and Scholarships
- NYC Department of Education Courses
- Educational Opportunities for Children and/or Spouses
- Financial Aid Information

### **Education Tracking Unit**

The Education Tracking Unit (ETU) and the Education Tracking database provides a viable, educational and informational resource for both civilian and uniformed members of the service. The ETU is the repository for all post-secondary educational records for the Department. 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.

### **K. ANNUAL INCENTIVE AWARDS PROGRAM**

The Department's Incentive Award Program is part of the Mayor's Citywide Employee Incentive and Recognition Program. The Incentive Award Program recognizes members for their exemplary achievement of longevity and perfect attendance milestones. The Department hosts formal incentive award ceremonies each year to acknowledge members who have attained significant longevity and perfect attendance milestones. The Human Resources Division's Departmental Recognition Unit organizes and facilitates the program.

Members who have not reported sick for five or more calendar years will receive a framed certificate for perfect attendance and a gift depending on the accomplishment.

Members who achieve longevity milestones will be recognized for each milestone achieved and receive a framed certificate and gift depending on the accomplishment.

### **Civilian Recognition Awards**

There are various civilian recognition awards provided by the Department. Administrative Guide procedure 319-26, "Departmental Recognition - Civilian Members of the Service," details the recognition process for those 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 the awards that all civilian members 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.

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

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

The first of these awards is the Isaac Liberman Public Service Award 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 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 include: school records, community service, financial needs, and 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 calendar year. They can be viewed and downloaded at [www.nyc.gov/dcas](http://www.nyc.gov/dcas).



## INTRODUCTION

This chapter contains general information on various Department resources and other organizations and telephone numbers which may be helpful to you in the future.

### A. PERSONNEL ADMINISTRATIVE MANAGER (PAM)

In order to improve efficiency and promote a greater flow of communication and personnel-related information the Department established the position of Personnel Administrative Manager, which is outlined in Patrol Guide procedure 202-42, "Personnel Administrative Manager." The PAM serves as the advisor to borough/bureau executive staff with regard to civilian issues/policies. A complete list of the PAMs and commands they are assigned to can be found on the Department intranet under Personnel Bureau - Documents - PAM Borough/Bureau Directory.

### B. UNIONS

When you are hired, you will be notified if a union represents your title and you will be given their contact information to find out about educational, insurance, pension, health benefits, and longevity pay increases to which you may be entitled. Below is a list of unions which have the largest civilian membership within the Department:

<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 1181	(718)392-8026	<a href="https://cwa-union.org/cwa_local_1181">https://cwa-union.org/cwa_local_1181</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>

### C. 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. MCU suggests that you start an automatic savings plan through payroll deduction, which 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.

## D. 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, telephone numbers and email addresses are available by contacting the Employee Relations by email at [ERSDesk@nypd.org](mailto:ERSDesk@nypd.org) or (646)610-5434.

### ADVANCEMENT OF CIVILIAN EMPLOYEES SOCIETY

Mission: To Advance the welfare of civilian MOS and promote causes beneficial to the membership empower one another through a network of support, education and shared cultural activities.

### AMERICAN LEGION POST 460

Mission: To promote a positive momentum for the veterans who are serving as well as those who have served within the New York City Police Department.

### ASIAN JADE SOCIETY (Asian, South Asian and Pacific Island)

Mission: To promote tolerance toward and the understanding of the Asian culture in the law enforcement community and to create a strong bond between the New York Asian Community and the Police Department.

### BANGLADESH AMERICAN POLICE ASSOCIATION

Mission: Foster relationship through camaraderie among law enforcement officers of Bangladeshi heritage and to support professional aspiration of its members and improve community outreach.

### COLUMBIA ASSOCIATION (Italian)

Mission: Promote, practice and cherish the spirit of brotherhood among people irrespective of race, creed or religion. To develop an understanding and appreciation of the contributions made by Italians and Italian-Americans toward the development of our great nation.

### DESI SOCIETY (South Asian)

Mission: To represent the interests of South Asian-Americans within the New York City Police Department., The term "Desi" is a Sanskrit word that means "*one from our land*", an umbrella term used to refer to anyone of South Asian descent despite their religion or their country of birth.

### EMERALD SOCIETY (Irish)

Mission: To help foster Irish heritage and tradition within the department, and to also promote and preserve the accomplishments that the Irish have made to law enforcement.

### GAY OFFICERS ACTION LEAGUE

Mission: Support active duty and retired ("LGBT") law enforcement officers, and to educate and provide sensitivity training for non-LGBT law enforcement personnel. Promote a positive relationship between the law enforcement and LGBT communities.

### GUARDIANS ASSOCIATION (African-American)

Mission: To help defend, protect and ensure the rights of African American Police Officers, civilians and the community which they serve. To develop a spirit of brotherhood and good fellowship among its members and the community it serves.

**GUYANESE AMERICAN LAW ENFORCEMENT ASSOCIATION**

Mission: To enhance quality of life with the Guyanese communities in partnership to build and strengthen the relationship working in collaboration with the NYPD.

**HAITIAN AMERICAN LAW ENFORCEMENT FRATERNAL ORGANIZATION**

Mission: Working with the NYPD to conduct cultural awareness and diversity trainings for new Police Officers assigned to local communities with a large concentration of Haitians and Haitian-Americans.

**HISPANIC SOCIETY**

Mission: To promote and develop a friendly and fraternal spirit among all members of Hispanic descent in the police department to create a more harmonious relationship between the department and those whom we serve, the people of the City of New York.

**HOLY NAME SOCIETY, BROOKLYN & QUEENS (Catholic)**

Mission: To administer to the spiritual needs of our members. In addition, we strongly encourage members to practice their faith by frequent reception of the sacraments.

**HOLY NAME SOCIETY, MANHATTAN, BRONX & STATEN ISLAND (Catholic)**

Mission: To promote the spiritual welfare of Catholics employed within or retired from the NYPD by encouraging and assisting them to observe the practices of the confraternity of The Most Holy Name of Jesus, namely the frequent reception of the sacraments.

**HONOR LEGION**

Mission: To render aid and comfort to the survivors of the members of the service who have made the supreme sacrifice in the performance of their duty.

**ILLYRIAN SOCIETY OF LAW ENFORCEMENT ORGANIZATION (Albanian)**

Mission: Promoting a mutual understanding between Law Enforcement Agencies and the Albanian community. Recruiting talented, multilingual and educated members.

**INTERNATIONAL POLICE ASSOCIATION**

Mission: To communicate with each other with respect to visiting each other's country and to exchange ideas in law enforcement.

**KOREAN AMERICAN OFFICERS ASSOCIATION**

Mission: Promote opportunities and help Korean Americans and other individuals, families, and friends achieve their full potential in the criminal justice field. Engender exemplary deportment on the part of its members, thereby creating respect and good will for law enforcement agencies.

**MIDEAST TURKIC SOCIETY**

Mission: The first organization representing uniform and civilian members of Middle Eastern & Turkish descent in the NYPD.

**MUSLIM OFFICERS SOCIETY (Islam/Muslim)**

Mission: To administer to the spiritual needs of our members. In addition, we strongly encourage members to practice their faith by daily prayer. To also recognize and support those in Law enforcement who practice the Muslim faith.

**ANCHOR CLUB (Knights of Columbus)**

Mission: To provide annual programs for all the widows and children of deceased members of the NYPD, line of duty and non-line of duty.

**NEW YORK DOMINICAN OFFICERS ORGANIZATION**

Mission: To provide representation of the Dominican culture, values, and their community. In addition, NYDO serves to enlighten our community and as a role model to our youth.

**PAKISTANI AMERICAN LAW ENFORCEMENT SOCIETY**

Mission: Pakistani American Law Enforcement Society is nation's 1st organization which was founded in 2015 & represents Pakistani American Law Enforcement Officers.

**POLICE OFFICERS FOR CHRIST (Non-Denomination)**

Mission: To share with others within the New York City Police Department and beyond the gospel (good news) of God's gift of salvation and eternal life through his only begotten Son, Jesus Christ.

**POLICE SELF SUPPORT GROUP**

Mission: To provide moral and emotional support to the men and women in law enforcement who have been injured in the line of duty.

**POLICE SQUARE CLUB (Free Masons)**

Mission: To promote social intercourse, strengthen friendship and promote each other's welfare among Master Masons belonging to a lodge recognized as regular by the Grand Lodge of Free and Accepted Masons of NYS, and who are, or have been, employed by the NYPD.

**POLICEWOMEN'S ENDOWMENT ASSOCIATION (Women)**

Mission: To promote the interest and welfare of women in the NYPD from the appointment of women in the ranks, to equal opportunities to take promotional exams, to equality in assignments and facilities, pregnancy issues and other issues unique to women.

**PULASKI ASSOCIATION (Polish)**

Mission: To support and promote the Polish heritage in the NYPD. The Pulaski Association is known for its support of brotherhood, worthy charitable causes as well as its scholarship program.

**REGINA COELI SOCIETY (Catholic Women)**

Mission: To support the catholic civilian female employees and celebrating and annual Communion Breakfast of the First Friday Club to Honor Jesus Christ through the Blessed Mother.

**RUSSIAN AMERICAN OFFICERS SOCIETY**

Mission: To celebrate the culture and ethnicity that binds them, as a conduit between the Russian-American community and law enforcement and present crime prevention seminars and conduct programs.

**SAINT GEORGE ASSOCIATION (Protestant)**

Mission: To celebrate the men and women of the Department who are of protestant faith. To recognize the work and their contributions.

**SAINT PAUL'S SOCIETY (Greek Orthodox)**

Mission: To promote a fraternal spirit, strengthen friendship and promote each other's welfare among all members of the NYPD. To increase our knowledge and understanding of the Greek Orthodox faith.

**SHOMRIM SOCIETY (Jewish)**

Mission: The goal of the society appears atop its stationery "so that law enforcement officers of the Jewish faith may join together for the welfare of all."

**SIKH OFFICERS SOCIETY**

Mission: Strengthen the relationship between Sikh Americans and law enforcement by promoting Sikh values of justice, equity and selfless service.

**STEBEN ASSOCIATION (Germans)**

Mission: Representing uniformed members of the NYPD who are of German or Austrian heritage to promote and celebrate the traditions of their Germanic roots.

**TRAFFIC SQUAD BENEVOLENT ASSOCIATION**

Mission: To assist both members and the public in developing a better appreciation for the very difficult job of the traffic enforcement officer or agent and to promote camaraderie and fraternalism.

**VIKING ASSOCIATION (Scandinavian)**

Mission: To celebrate the heritage of those whose ancestors hail from the nations of Scandinavia who are currently active or retired from the NYPD. Those who can trace an ancestral bond to Norway, Denmark, Sweden, Finland or Iceland.

**E. FINEST IDEAS PROGRAM**

The Department's Finest Ideas 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. Members can submit proposals utilizing the Finest Ideas Program form which is located on the intranet under Department forms. Interested members may contact the Finest Ideas Program at (646) 610-5385 or by e-mail [finestideas@nypd.org](mailto:finestideas@nypd.org). Review Patrol Guide procedure 205-41, "Finest Ideas Program" for more information.

**F. CITY SHARE**

The New York City's Employee Portal, Cityshare, contains information on various programs available to City employees. A link to the Cityshare website can be found on the Department intranet under the Personnel Bureau's portal page. Listed below are two examples of information that can be found on Cityshare.

**NYC SafeStart Account**

The NYC SafeStart Account is a savings account for all New Yorkers, it has the following features:

- No overdraft fees
- No monthly fees, provided minimum balances are met
- Low minimum balance requirements (\$25 or less)
- ATM card (No debit card)

You can open an NYC SafeStart Account at participating bank and credit union branches throughout New York City or schedule a free one-on-one financial counseling session at one of the City's Financial Empowerment Centers to learn more about opening an NYC SafeStart Account and managing your money.

Notes:

- Certain institutions accept the IDNYC card to open accounts. Learn more about specific requirements at [on.nyc.gov/idnycbanks](https://on.nyc.gov/idnycbanks)
- Certain institutions offer mobile banking. Contact the institution directly for details.

**Work Well. Live Well. Be Well.**

WorkWell NYC is New York City's workplace wellness program. Its mission is to empower all 380,000 City employees to live healthy, active lifestyles – at work, at home, and beyond. WorkWell NYC offers convenient, accessible programs, tools, and resources to support you at every stage of your wellness journey. For more information regarding this program e-mail [Workwell@olr.nyc.gov](mailto:Workwell@olr.nyc.gov).