COLUMBIA LAW SCHOOL

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To: All Support Employees

From: Shavonne Norris **,** Director of Human Resources (Administration)

Subject: **Timekeeping Policies and Procedures (2018-2019)**

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Attached, please find the timesheet submission schedule for 2018-2019. Also, attached for your review:

- ✓ 2018-2019 Submission Schedule

- ✓ Instructions for completing Record of Hours Worked

- ✓ Overtime and Compensatory Time Policy

- ✓ Vacation, Personal and Sick Time Accrual Policy

- ✓ A blank timesheet for your use – to be copied as needed

- ✓ An annual attendance summary report for your records

Please note, timesheets are official documents, therefore, timesheets done in pencil will not be accepted, nor will forms with correction fluid or tape. As a reminder, all timesheets must be filled out completely (*including the Summary of Benefits section at the bottom*) signed by you and your supervisor and forwarded to me on a timely basis (see submission schedule).

<div align="center">

**<u>Timesheets should be placed in the Support Staff Bin outside of room
201 William Warren Hall or in Box G-8.</u>**

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In order to avoid delays in receiving overtime pay, <u>have all time sheets filled out properly and submitted on time.</u>

An electronic version of both the time sheet and attendance summary report can be found at the Law School's Human Resources web page:
http://www.law.columbia.edu/law_school/human_res

If you have any questions or concerns on how to fill out your timesheet or calculate your balances, please feel free to contact me.

Thank you.

2018 - 2019
Submission Schedule

Period Covered	Time Sheet Due	Pay Day
06/25/18 - 07/08/18	07/06/18	07/13/18
07/09/18 - 07/22/18	07/20/18	07/27/18
07/23/18- 08/05/18	08/03/18	08/10/18
08/06/18 - 08/19/18	08/17/18	08/24/18
08/20/18 - 09/02/18	**Noon 8/31/18**	**09/07/18**
09/03/2018 - 09/16/18	09/14/18	09/21/18
09/17/18 - 09/30/18	09/28/18	10/05/18
10/01/18 - 10/14/18	10/12/18	10/19/18
10/15/18 - 10/28/18	10/26/18	11/02/18
10/29/18 - 11/11/18	11/09/18	11/16/18
11/12/18 - 11/25/18	**Noon 11/21/18**	**11/30/18**
11/26/18 - 12/09/18	12/07/18	12/14/18
12/10/18 - 12/23/18	**Noon 12/21/18**	**12/28/18**
12/24/18 - 01/06/19	01/04/19	01/11/19
01/07/19 - 01/20/19	01/18/19	01/25/19
01/21/19 - 02/03/19	02/01/19	02/08/19
02/04/19 - 02/17/19	02/15/19	02/22/19
02/18/19 - 03/03/19	03/01/19	03/08/19
03/04/19 - 03/17/19	03/15/19	03/22/19
03/18/19 - 03/31/19	03/29/19	04/05/19
04/01/19 - 04/14/19	04/12/19	04/19/19
04/15/19 - 04/28/19	04/26/19	05/03/19
04/29/19 - 05/12/19	05/10/19	05/17/19
05/13/19 - 05/26/19	**Noon 05/24/19**	05/31/19
05/27/19 - 06/09/19	06/07/19	06/14/19
06/10/19 - 06/23/19	06/01/19	06/28/19

Instructions for Completing Record of Hours Worked: Bi-Weekly Support Staff Employee

• On a daily basis, fill in your actual time of arrival (when you began your work day), the times you leave for and return from your meal break, your time of departure (end of work day), and the total hours you worked (**Note:** Total daily hours worked do not include meal breaks).

• At the end of the bi-weekly pay period, enter your total regular hours worked as well as any overtime authorized by your supervisor. Sign and date the form and turn it in to your supervisor.

• Your supervisor will complete the form and return a copy to you for your records.

Supervisor

• Review and verify times of arrival and departure in the "To Be Completed by Employee" table.

Any discrepancies should be discussed with the employee. Do not erase or alter the employee's entries. Annotate the record with your corrections and review the changes with the employee.

• In the "To Be Completed by Supervisor" table:

— For absences that are approved or covered under an announced policy or the terms of a collective bargaining agreement, indicate the number of hours of credited time-off in the "To Be Completed by Supervisor" table, along with the appropriate code:

V = Vacation
H = Holiday
PD = Personal Day
PL = Personal Leave
SL = Sick Leave
NSL = New York City Sick Leave
WC = Workers' Compensation
CT = Compensatory Time
J = Jury Duty
D = Death in the Family
MWP = Military Leave With Pay
MWOP = Military Leave Without Pay
AWOP = Absent without Pay
O = Other (Explain)

Enter the total number of credited hours—that is, "Hours Worked" plus "Credited Time-off"—in the last column, and total the hours at the bottom of the table.

• Update the "Summary of Benefits" as appropriate.

Notes:

1. Regular part-time support staff members are entitled to pro-rated sick leave, vacation and personal days based on the number of hours worked per week. For administrative purposes, regardless of the number of hours a regular part-time employee works per day, his/her earned benefit "day" is equal to 1/5th the total hours of the work week. Accumulations, therefore, should be maintained in hours. Actual time lost should be charged against the appropriate hourly balance.

2. Non-Union Support staff are eligible for up to 40 hours per year in New York City Sick Leave. Please review the full policy at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.

• Sign the form and give a copy to the employee for their records.

For More Information:
• For more information, consult the applicable collective bargaining agreement.

Local 2110 – Support Staff Employees
Overtime Policy

In accordance with the University's Collective Bargaining Agreement with Local 2110, the calculations and policy which govern overtime pay are as follows:

1. Employees shall be compensated at the rate of one and on-half times their regular pay for authorized time worked in excess of the regular thirty-five (35) hour full-time work week (Monday through Sunday) by receiving either overtime pay or compensatory time off.

2. There is no option for compensatory time off for time worked over forty (40) hours; time worked over forty (40) hours must be paid at an overtime rate.

3. Compensatory time off must be scheduled and used within sixty (60) days from the date the timed worked, and if not scheduled and used within these sixty (60) days, must be paid at the overtime rate.

4. In a memorandum dated Memorandum dated March 26, 1987, an agreement was reached between the University and Local 2110 which identifies "time worked" for the purpose of computing weekly overtime. The agreement states:

> *"Vacation, holidays, and personal holidays will be considered as time worked for the purpose of determining eligibility for overtime pay under Article XV and Article XVI of the Contract. No other absence shall be considered as time worked in determining eligibility for overtime pay."*

For example:

#1 (NOT ELIGIBLE FOR OVERTIME PAY)

Thursday:	9:00 a.m. to 5:00 p.m.	= 7 hours
Friday:	9:00 a.m. to 6:00 p.m.	= 8 hours
Monday:	9:00 a.m. to 5:00 p.m.	= 7 hours
Tuesday:	SICK	= SICK DAY (7 hours)
Wednesday:	9:00 a.m. to 7:00 p.m.	= 9 hours
TOTAL HOURS:		= 35 regular hours
		3 hours (regular rate)

#2 (ELIGIBLE FOR OVERTIME PAY)

Thursday:	9:00 a.m. to 5:00 p.m.	= 7 hours
Friday:	9:00 a.m. to 6:00 p.m.	= 8 hours
Monday:	9:00 a.m. to 5:00 p.m.	= 7 hours
Tuesday:	VACATION	=VACATION DAY (7 hours)
Wednesday:	9:00 a.m. to 7:00 p.m.	= 9 hours
TOTAL HOURS:		= 35 regular hours
		3 hours (overtime rate)

Vacation Days

Employees shall be entitled to vacation, to be credited each June 30th during the term of this Agreement as follows:

Length of Employment	Earned Vacation Rate & Maximum Allowance
2 months but less than 15 years	2 days per completed month of employment following probationary period up to 20 days.
15 years but less than 20 years	2 days per completed month of employment up to 22 days
20 Years or more	2 days per completed month of employment up to 25 days

o The vacation year is July 1 to June 30. Vacation earned during one vacation year must be taken by the end of the following vacation year.
o Upon completion of six months of employment, employees terminating on or after the 15th of any month will receive one (1) day and those terminating on the last working day of any month will be given credit for two (2) days.
o Vacation and Personal days can only be used after it has been accrued. Employees cannot borrow from future accrued days.

_____

Personal Days:

Employees are entitled to three (3) personal days a year, one every four months, following the completion of their probationary period. Employee is only allowed to accrue up to 3 personal days at any given time.

_____

Sick Days:

Employees hired prior to October 21, 1994 accrue sick days as follows:

Length Of Service	# of Days/YR	Length of Service	# of Days/Yr
One day but less than sixty calendar days	None	Three years but less than five full years	15
Sixty calendar days but less than one full year	7	Five years but less than ten full years	20
One year but less than three full years	10	Ten years but less than fifteen full years	25
		Fifteen or more years	30

- Employees hired on or after October 21, 1994 shall be entitled to paid sick days as follows: One (1) day for each full month worked during the first year of employment. After one (1) or more years of employment with the University shall be entitled to a total of twelve (12) additional days of sick leave as of the beginning of his/her second and each subsequent year of employment, provided that at no time will an Employee be entitled to accumulate more than sixty (60) working days of sick leave during any one year, including the days earned or to be earned in the current sick leave year.

- All Employees shall be entitled to use up to five (5) days of his/her sick leave each year for family illness (child, spouse, same sex domestic partner, **child or parent of spouse or same sex domestic partner, sibling, grandparent, grandchild**, family member residing in the employees' household).

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Record of Hours Worked: Bi-weekly Support Staff

Employee Name: _____   Department: _____

To Be Completed by Employee

To Be Completed by Supervisor, Departmental Administrator or HR Manager

Week Beginning (mm/dd/yyyy): ___/___/_____

	In	Out	In	Out	Hours Worked	Credited Time-off	Code	Total Time
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Week Beginning (mm/dd/yyyy): ___/___/_____

	In	Out	In	Out	Hours Worked	Credited Time-off	Code	Total Time
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Comments

Employee Signature: _____   Date: _____

Supervisor Signature/Authorization: _____   Date: _____

Summary of Benefits (To Be Completed by Supervisor, Departmental Administrator or HR Manager)

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
Sick Leave (Anniversary Year)		+	–	=
Personal Days (Anniversary Year)		+	–	=
Vacation* (Fiscal Year)		+	–	=
New York City Sick Leave (Fiscal Year) NUSS only		+	–	=

* **Remember:** Vacation earned in one fiscal year (July 1 – June 30) must be scheduled and approved and used by June 30 of the following fiscal year. Employees do not accrue sick leave or vacation, nor are they entitled to holiday pay, during an unpaid leave of absence.

Instructions for Completing Record of Hours Worked: Bi-Weekly Support Staff

Employee

- *On a daily basis,* fill in your actual time of arrival (when you began your work day), the times you leave for and return from your meal break, your time of departure (end of work day), and the total hours you worked *(**Note:** Total daily hours worked do not include meal breaks).*

- *At the end of the bi-weekly pay period,* enter your total regular hours worked as well as any overtime *authorized* by your supervisor. Sign and date the form and turn it in to your supervisor.

- Your supervisor will complete the form and return a copy to you for your records.

Supervisor

- Review and verify times of arrival and departure in the "To Be Completed by Employee" table.

  Any discrepancies should be discussed with the employee. Do not erase or alter the employee's entries. Annotate the record with your corrections and review the changes with the employee.

- In the "To Be Completed by Supervisor" table:

  — For absences that are approved or covered under an announced policy or the terms of a collective bargaining agreement, indicate the number of hours of credited time-off in the "To Be Completed by Supervisor" table, along with the appropriate code:

V = Vacation	**CT** = Compensatory Time
H = Holiday	**J** = Jury Duty
PD = Personal Day	**D** = Death in the Family
PL = Personal Leave	**MWP** = Military Leave With Pay
SL = Sick Leave	**MWOP** = Military Leave Without Pay
NSL = New York City Sick Leave *(Non-Union Support Staff Only)*	**AWOP** = Absent without Pay
	O = Other (Explain)
WC = Workers' Compensation	

Enter the total number of credited hours—that is, "Hours Worked" plus "Credited Time-off"—in the last column, and total the hours at the bottom of the table.

- Update the "Summary of Benefits" as appropriate.

Notes:

1. *Regular part-time support staff members are entitled to pro-rated sick leave, vacation and personal days based on the number of hours worked per week. For administrative purposes, regardless of the number of hours a regular part-time employee works per day, his/her earned benefit "day" is equal to 1/5th the total hours of the work week. Accumulations, therefore, should be maintained in hours. Actual time lost should be charged against the appropriate hourly balance.*

2. *Non-Union Support staff are eligible for up to 40 hours per year in New York City Sick Leave. Please review the full policy at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.*

- Sign the form and give a copy to the employee for their records.

For More Information:

- For more information, consult the applicable collective bargaining agreement. Non-union support staff should consult the University's *Personnel Policy Manual*.

♔ COLUMBIA UNIVERSITY HUMAN RESOURCES

Annual Attendance Summary: Support Staff

Employee Name: _____ Department: _____

Date of Hire *(mm/dd/yyyy):* ___/___/_____ Current Anniversary Year: ___/___/_____ **to** ___/___/_____

Sick Leave, Personal Days and Other Absences (Anniversary Year)

Sick Leave

Month	Carried Over (1)	PLUS Earned	MINUS Used	Balance	Without Pay (2)
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
	Total Paid		Unpaid		

Personal Days

Carried Over (3)	PLUS Earned(3)	MINUS Used	Balance
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=

(1) This includes unused sick leave carried over from the prior anniversary year to the extent provided by the applicable collective bargaining agreement or University policy.

(2) Sick leave without pay includes absences for reported illness in excess of your sick leave benefit.

(3) See the applicable collective bargaining agreement or, for non-union support staff, the *Personnel Policy Manual*, to determine when personal days are carried over and earned.

Summary of Absences Other Than Sick Days, Personal Days, or Vacation (Anniversary Year)

Date(s)	Type	Total Days (or Hours)	Date(s)	Type	Total Days (or Hours)	Type	Total Absences for Year by Type
						PL (Personal Leave)	
						WC (Workers' Compensation)	
						CT (Compensatory Time)	
						J (Jury Duty)	
						D (Death in the Family)	
						MWP (Military Leave With Pay)	
						MWOP (Military Leave Without Pay)	
						O (Other) — Use Spaces Below	

Comments

COLUMBIA UNIVERSITY HUMAN RESOURCES

Annual Attendance Summary: Support Staff

Employee Name: _____ Department: _____

Current Fiscal Year: ____ / ____ / ____ **to** ____ / ____ / ____

Vacation (Fiscal Year)

	Carried Over (1)	Plus Earned	Minus Used	Balance
July		+	–	=
August		+	–	=
September		+	–	=
October		+	–	=
November		+	–	=
December		+	–	=
January		+	–	=
February		+	–	=
March		+	–	=
April		+	–	=
May		+	–	=
June		+	–	=

(1) On July 1 of the current fiscal year, this includes vacation days carried over from the prior fiscal year only, which must be used by June 30 of the current fiscal year.

Comments