



UNION MEMBER INFORMATION

**PARKS OPPORTUNITY
PROGRAM (POP) WORKERS
*PARKS & RECREATION***

**DC 37 FIELD OPERATIONS
PARKS, CULTURALS AND
HIGHER EDUCATION DIVISION**

YOUR WEINGARTEN RIGHTS

This statement could save your job!

To be read word-for-word to your supervisor:

"If this discussion could in any way lead to my being disciplined or terminated, I respectfully request that my Union representative be present at the meeting. Without representation present, I choose not to respond to any questions or statements."

CONTACT YOUR UNION REPRESENTATIVE:

**BRONX, BROOKLYN
& STATEN ISLAND**

Viviana Santiago

Main Number: 212-815-1060

Direct Number: 212-815-1414

Work Cell: 718-928-5238

Email: vsantiago@dc37.net

**MANHATTAN
& QUEENS**

Cory McCaskey

Main Number: 212-815-1060

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Work Cell: 917-921-1407

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Parks Opportunity Program (POP) Workers UNION INFORMATION

1. **DC 37/Assn. 3333 Union & Dues:**
 - A. **Dues: \$15** per pay period (bi-weekly) **ONLY** if a Membership Authorization card is filled out
 - B. **Reasons to Contact the Union:**
 - I. Conflict Resolution (Supervisor/Career Coach/etc.)
 - II. Pay Issue
 - III. Entitled to a Termination Review within **3 months** of termination date. (**Must contact union representative to schedule**).
 - IV. Representation @ Park Advocates/EEO/D.O.I Investigation

2. **Holiday Premium Pay:** \$27.00 hourly rate
 - * Presidents Day * Memorial Day * 4th of July
 - * Labor Day * Christmas Day

3. **Paid Absence:**
After working 90 consecutive days (3 months) as a POPWorker, entitled to the following:
 - A. **One (1) Personal Business Day:** Must Give Supervisor advance notice.
 - B. **One (1) illness/emergency day:** Required to submit a satisfactory document in order to be paid.

4. Allowed to **six (6) excused absences** within the six months period **WITHOUT PAY.**
 - A. Original Document Must Be Submitted **DO NOT – Falsify Documentation**
 - B. Keep a record of **ALL** confirmation numbers (Ex: POP/Sick/Lateness/Absence, etc.)

5. **Jury Duty Procedure:**
 - A. Inform the Supervisor.
 - B. Call the call out box each day - 1 ½ hour prior to your regular shift. (Select “Jury Duty”)
 - C. “Jury Duty should be indicated on timecard.
 - D. The first three (3) days of “Jury Duty” are payable by Parks at \$40 per day. After the 3rd day – payments are payable by the Courts.
 - E. In order to be paid – must submit the original document provided by the courts.

6. **Arrested While Employed by Parks:**
 - A. **Immediately** notify the Park Advocate’s Office (212) 360-1411, and Dept. of Investigation (212) 825-5904 **within 3 days of arrest.**
 - **Must Report:** All Arrest, including Summons, Tickets, and Desk Appearances. Also, submit a disposition.

7. **Call Out Procedure: (MANDATORY)**
 - A. Call **(917) 267-0578** (Must call at least 1½ hour prior to the start of your shift)
 - B. **Reason to Call out:** POP Session/POP Training/ Sick/ Personal Emergency/ Not reporting to work
 - C. PEP Officers – Follow Sergeant’s Protocol of the Academy.

8. **POP Session – MANDATORY TO ATTEND (IN-PERSON)**

9. **Reasons for Termination:**
 - A. Falsification of the time card or on City Time
 - B. **Six (6)** absence or more (documented or not)
 - C. Excessive Lateness (2 lateness = 1 undocumented absent)
 - D. Not reporting **3** or more times to POP Sessions, Job Search or Training Course. **Must engage and participate in job search.**
 - E. Insubordination (Not following a superior order)
 - F. HRA Appointment / Mandatory (**CASE MUST STAY OPEN**)
 - G. Physical Altercation or Foul Language
 - H. No Drinking or Smoking at work
 - I. Not reporting an Arrest to Parks Advocates Office within 3 days

10. **Job Injury (Workers Compensation Procedure)**
 - A. Notify Supervisor – **IMMEDIATELY!**
 - B. Fill Out Incident Report & Workers Compensation Paper in the District. **IMMEDIATELY!**
 - C. Parks Workers Comp Office Number (212) 830-7816
 - D. **NYCOSH Workers Compensation Attorney List** (see attached)

11. **EEO Complaint w/ NYC Parks:** (212) 360-2782
New York State EEO: (800) 669-4000
33 Whitehall Street, NYC 10004

WEINGARTEN RIGHTS

TO BE READ WORD-FOR-WORD TO YOUR SUPERVISOR:

If this discussion can lead in any way to me being disciplined or terminated. I respectfully request that my Union Representative, Officer, or Shop Steward be present at this meeting. Without Representation, I choose not to participate in this discussion.

CONTACT YOUR UNION REPRESENTATIVE

JOB TRAINING PARTICIPANT (PER DIEM)

This class of positions is for use by city agencies to employ workers on a short term basis for the purpose of providing work experience, jobs and wages for unemployed individuals being sent for training in skills needed to obtain and perform jobs in other employment. These employees may be required, as a condition of retaining their paid work assignments, to attend skills and job preparation training and employment placement services, as assigned.

General Statement of Duties and Responsibilities

Under close supervision, receives training in and assists in performing entry level assignment and tasks such as the following: Attends scheduled training and classroom sessions and employment placement workshops and interviews.

Examples of Typical Assignments and Tasks

Assists in general simple maintenance and cleaning work, such as; sweeping, raking and pick up of litter; collecting and disposing of refuse; emptying receptacles; cleaning buildings, facilities and grounds; removes snow and ice; and assists in performing maintenance and minor repair work on structures and equipment.

Assist in performing simple clerical work, including data entry and simple machine operation.

Assist in providing recreation services at public facilities.

Assist in providing security.

Qualification Requirements

There are no formal education or experience requirements. Certain assignments may have some requirements associated with the work to be performed.

Lines of Promotion

From: None

To: None

REVISED 5/99

The City of New York			EMPLOYEE PAY STATEMENT				Payroll Management System					
ITEM #	PAY PERIOD	PAYDATE	PAYROLL #		WORK UNIT	CHECK NUMBER	DISTRIBUTION #					
PENSION #	ELECTRONIC FUND TRANSFER INFORMATION		USN	STATE	REFERENCE #	CD	EMPLOYEE NAME					
BANK ABA NUMBER												
TAX INFO		TOTAL EARNINGS	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	CITY TAX	CITY WAIVER	TOTAL DEDUCTIONS THIS PERIOD			
THIS PERIOD		4	6	7	8	9	10	11	12			
YEAR TO DATE		5										NET PAY
YEAR TO DATE											13	
DESCRIPTION		UNITS / HOUR	AMT. EARNED PRIOR PERIOD	UNITS / HOURS	AMT. EARNED THIS PERIOD	LEAVE BALANCE AS OF:						
		15	16			17	DESCRIPTION		BALANCE AVAILABLE H H - M M	DESCRIPTION		BALANCE AVAILABLE H H - M M
14		15	16			17	18					
EARNINGS DATA												
DESCRIPTION		AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT NO.	BALANCE DUE OR INSTALLMENT LEFT	DESCRIPTION		AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT NO.	BALANCE DUE OR INSTALLMENT LEFT			
19		20	21	22								
OTHER ITEMIZED DEDUCTIONS												

Sample of City Pay Stub

1. **Pay Period** – Bi-weekly period you are paid. These dates reflect the period in which you are paid whether you are on a current or lag payroll.
2. **Pay Date** – Actual date you are paid.
3. **Reference #** - A 7 digit number which is unique for every employee and it is used for identity purposes.
4. **Total Earnings** - Your bi-weekly gross earnings before any deductions are removed. This amount reflects your gross earnings for that pay period.
5. **Year-to-Date** – Total gross earnings for that given year.
6. **Federal Tax** - Gross amount of Federal taxes deducted for that pay period.
7. **Social Security** – Gross amount of Social Security deducted for that pay period.
8. **Medicare** – Gross amount of Medicare deducted for that pay period.
9. **State Tax** – Gross amount of state taxes deducted for that pay period.
10. **City Taxes** – Gross amount deducted (If you live within City limits – 5 boroughs) for that pay period.
11. **City Waiver** – N/A for CUNY employees.
12. **Total Deductions This Period** – Is the total amount of deductions removed for that pay period.
13. **Net Pay** – Amount you receive in your paycheck after taxes and deductions are removed.
14. **Description** - Description of extra service amounts.
15. **Units/Hours** – Hours services were performed in description box 14.
16. **Amount Earned Prior Period** – Amount of services performed in description box 14 for prior period.
17. **Amount Earned This Period** – Amount of services performed in description box 14 for this period.
18. **Leave Balances** – Displays annual leave, sick leave, unscheduled holidays, etc...for Classified employees only.
19. **Description** – Description for health insurance, pension, union deduction, TDA's etc. These deductions are removed from your bi-weekly gross earnings.
20. **Amount This Period** – Gross amount for description in box 19.
21. **Goal Amount** – Goal amount for description in box 19.
22. **Balance** – Remaining Gross balance of description in box 19.

Exams for Jobs in NYC

Source: www.nyc.gov/DCAS

Civil Service Jobs

Most New York City government jobs are part of the “competitive class” in which applicants are required to take and pass a civil service examination as part of the hiring process. Civil service exams test individuals on the skills needed for specific job titles. Each title has a corresponding exam. For example, a clerical associate and a sanitation worker will both need to take an exam before being hired by the City, but they will each take a different test. All individuals that pass an exam are placed on an eligible list, which is ranked by test score.

It is important to keep in mind that sometimes a test is given when few positions are available. The clerical associate and the sanitation worker may both take and pass their tests, but they may have to wait several months or more before a position becomes available and he/she is contacted for an interview.

City agencies also sometimes hire individuals that have not taken an exam. For example, in instances where an agency must fill vacant positions in order to continue some of its critical services, but no eligible list currently exists for that title, that agency is allowed to consider and appoint a qualified individual provisionally. Provisionally appointed individuals will have the opportunity to take and pass the relevant examination the next time it becomes available in order to become permanent appointees. There are jobs with titles that do not require exams. You can browse open jobs in that category using the “open jobs quick links” on NYC Jobs.

Taking a Civil Service Exam

Civil Service Exams are offered by the Department of Citywide Administrative Services (DCAS). There are two different types of civil service exams:

1. Open competitive exams, which are open to members of the public
2. Promotion exams, which are only open to current and eligible City employees

Some exams are offered regularly on a walk-in basis at the Manhattan and Brooklyn Computerized Testing & Application Centers (CTACs). People interested in taking these tests do not need to apply in advance and will apply at the CTAC on the day of the exam. The centers are located at 2 Lafayette Street in Manhattan and 210 Joralemon Street in Brooklyn. For directions to these sites **see below**.

For all other exams, applicants must apply several months before the test date, during the filing period. To apply for an exam online, **see below**. If you do not own or have access to a computer with Internet access, you may visit one of the Application Centers and use one of our computers dedicated for use by the public to submit applications online. Candidates who apply will receive an admission notice prior to the test.

You will need to refer to the exam schedule to determine whether the test you want to take is a computerized walk-in exam or an exam requiring advance application.

Want to learn more? Use the links below for exam schedules and additional information:

- **How to Apply:** <https://www.nyc.gov/site/olr/about/about-career-opportunities.page>
View information on how to apply, paying the application fee, fee waivers, etc. Click on link.
- **Monthly Exam Schedule:** <https://www.nyc.gov/site/dcas/employment/how-can-you-find-upcoming-exams.page>
View the list of upcoming exams and learn how to apply.
- **Notices of Examination Archive:** <https://www.nyc.gov/site/dcas/employment/open-competitive-exam-notice-archive.page>
View Notices of Examination for previously offered open competitive exams to learn more about titles for which exams have been offer in the past and their associated requirements.

Visit the DCAS website for additional information about the following:

- **NYC exam regulations:** <https://www.nyc.gov/site/dcas/employment/applying-for-an-exam.page>
- **Application fee waiver information:**
https://www.nyc.gov/assets/dcas/downloads/pdf/reports/100_9.pdf

If you have already taken an exam, you can call (212) 669-1357 for automated information about the exam or your list status.

Applying for City Jobs

NON-CITY APPLICANTS: Visit www.nyc.gov/Careers

CITY APPLICANTS: Visit <http://www.nyc.gov/ess>

Navigate to Employee Self-Service (ESS) → Recruiting Activities → Careers → Agency → Click on “Search” → Click on selected Business Title → Review job openings → Click on “Apply Now” button at bottom of job opening and follow application instructions.

Advice on Applying for Unemployment Benefits

What are the requirements to receive Unemployment Insurance Benefits (UIB):

You can apply for Unemployment Insurance Benefits (file a claim for benefits) if you have worked in New York or another state. In order to receive benefits, you must:

- Have lost employment through no fault of your own;
- Have enough prior earnings from employment to establish a claim;
- Be ready, willing and able to work immediately; and
- Be actively seeking work and keep a record (online or written) of your efforts to each week you claim benefits.

Reasons Unemployment Insurance Benefits can be denied:

1. **Voluntary quit and discharge:** You quit a job without a good cause; or you were discharged (**Fired**) for misconduct.
2. **Job Refusal:** You refuse to take a job that meets the qualification. "Suitable Work" means that you must look for work in all of your most recent occupations.
3. **Availability, capability and work search:** You will be denied benefits if you are: Not ready, willing and able to work; Not prepared to take a job immediately; Not Physically or mentally capable or employment; or not actively seeking work and keeping a record of your work search activities(online or written) for each week that you claim benefit.
4. **Criminal Acts (felony misconduct):** (denied UIB for 12 months) you lost your job for committing a felony in connection with your employment and you admitted guilt in a signed statement; or you were convicted of the crime.
5. **Incarceration:** If you are in jail or prison, you are not available to accept work immediately. Therefore, you are eligible.

How Base Periods Work

Example only. Your actual quarters may differ from those shown.

Previous Year				Current Year	
1 st Quarter January 1 – March 31	2 nd Quarter April 1 – June 30	3 rd Quarter July 1 – September 30	4 th Quarter October 1 December 31	5 th Quarter January 1 – March 31	Quarter You Filed for Benefits April 1 – June 30
Basic Base Period Wages paid t you during these four quarters make up your Basic Base Period					
Alternate Base Period Wages paid to your during these four quarters make up your Alternate Base Period					

Understanding your "base period"

Your weekly Unemployment Insurance benefit payment amount depends on how much you were paid during a "base period".

The **base period** is the first four quarters of the last five completed calendar quarters prior to the filing of the benefits claim. A quarter is 3 months, so 4 quarters is a year. You must have worked 6 consecutive months out of the

1st – 12 consecutive months of the past 15 months to qualify for UI Benefits.

There are two types of base periods shown in the chart above. The **Basic Base Period** is the **first four** of the **last five** completed calendar quarters before the quarter in which you file for benefits. If you have enough wages in your Basic Base Period, we use it when we calculate your benefit payment.

If you do not have enough wages in your Basic Base Period, we use your **Alternate Base Period** to calculate your benefit payment. The Alternate Base Period is the last four completed calendar quarters before the quarter in which you file for benefits.

For all base periods, the quarter in which you file for benefits does not count as part of your base periods. This means that wages earned during the quarter you filed will not be used to calculate your benefit rate.

To Apply for UI (Unemployment Insurance Benefits):

- It's best to apply for UI benefits using NYSDOL's Website: www.ny.gov/services/get-unemployment-assistance Monday through Thursday between the hours of 7:30 am to 7:30 pm (Eastern Time); Friday – 7:30 am to 5:00 pm; Saturday & Sunday until 7:00 pm. This will help avoid delays in filing claims in high workload periods.
- You may also file a claim by calling out **Telephone Claims Center at 1-888-209-8124** for New York State residents (or 1-877-358-5306 for out-of-state residents) between 8:00 am and 5:00 pm, Monday through Friday. This is a toll free call. If you file your claim by phone, an automated voice will offer you the choice of filing in English, Spanish, Russian, Cantonese, Mandarin, Creole, or "All other languages" (translation services will be provided).



THE CITY OF NEW YORK
OFFICE OF LABOR RELATIONS
40 Rector Street, New York, NY 10006-1705
<http://nyc.gov/olr>

JAMES F. HANLEY
Commissioner
PAMELA S. SILVERBLATT
First Deputy Commissioner

October 3, 2005

Lillian Roberts
Executive Director
District Council 37, AFSCME, AFL-CIO
125 Barclay Street
New York, New York 10007

Dear Ms. Roberts:

This is to confirm the mutual agreement of the parties with respect to the recently certified title of Job Training Participant (Per Diem) ("JTP"), TC# 80633, accreted by Decision No. 4-2004 of the Board of Certification dated August 9, 2004.

The City of New York established the title of Job Training Participant in the competitive class (see: attached position description). Non-competitive appointments will be made pursuant to New York State Social Services Law. Appointments to JTP positions shall be made on a per diem basis for the purpose of training individuals in job skills for future employment and to provide work opportunity for a period not to exceed six (6) consecutive months. Persons appointed to these positions shall perform the regular duties associated with the position description for up to four (4) days per week and participate in paid training and/or paid job placement activities on average one (1) day per week.

Effective upon the date of this agreement, an hourly rate of \$8.00 shall be paid for all work hours and/or paid training/job placement activities up to a maximum of forty (40) hours, excluding any approved overtime, in a workweek.

JTPs shall be eligible to apply for available City positions, consistent with New York State Civil Service Law.

The City and the Union agree to establish a joint committee, including representatives of the Union, the Office of Labor Relations, the Office of Management and Budget, the Department of Citywide Administrative Services, the Human Resources Administration, and the user Agency to discuss issues arising out of the use of the JTP title.

A grievance shall be defined as:

- a) a dispute concerning the application or interpretation of the terms of this Agreement;
- b) a claimed assignment of JTPs to duties substantially different from those stated in their job specification;

and shall be processed in the manner described in the grievance and arbitration procedures of Article VI, Section 2. of the "Blue Collar Agreement."

JTPs may avail themselves of the informal procedures in place in the Parks Department to address workplace issues.

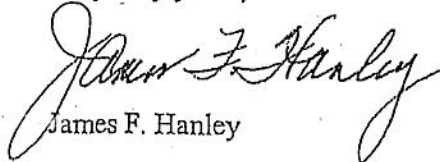
The Union expressly agrees that the terms of the Citywide Agreement shall not apply to individuals appointed to JTP positions. In the alternative, JTPs shall be eligible to receive compensation at the regular rate of pay for a maximum of one (1) paid personal leave day occurring on a scheduled work day during a six (6) month period of employment. In addition, JTPs shall be eligible to receive compensation at the regular rate of pay for a maximum of one (1) paid day excused absence on a scheduled work day upon submission of satisfactory documentation setting forth the need for such absence, e.g. injury, illness, etc. In order to be eligible for these benefits, the individual must have been serving for ninety (90) consecutive calendar days during which time the individual must have fully complied with any requirements to attend mandatory training programs. In any event, an individual shall not be eligible retroactively for either such benefit.

The City and the Union agree to consider the feasibility of a pilot program for training and job preparedness which may include, but not be limited to: G.E.D. study; CDL training; English as a Second Language; and computer, clerical, horticultural and forestry training. Such program must comply with the NYS Department of Labor's requirements for certified training resources. The City and the Union will discuss the resources needed for this training program. HRA will assess the training and job preparedness provided to JTPs and determine the extent to which such training leads to sustainable, non-subsidized employment. The City reserves its right to approve the design and content of the curriculum. The pilot program may be discontinued at the sole discretion of the City at any time upon notice to DC 37.

Health and safety protections, including equipment, protective clothing, and training where necessary, shall be provided to JTPs consistent with any applicable provisions of law.

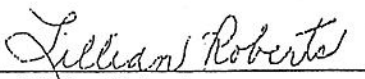
If the above accords with your understanding, please execute the signature line below.

Very truly yours,



James F. Hanley

AGREED AND ACCEPTED ON BEHALF OF
DISTRICT COUNCIL 37, AFSCME, AFL-CIO

BY: 
Lillian Roberts
Executive Director