

WELCOME TO THE OFFICE OF FACULTY AFFAIRS FORUM

10/24/2019



- **New Overtime Rule and How to Prepare** – *Lenny Ruiz*
- **The Soon-to-Come E-PAF** - *Lenny Ruiz*
- **ISSO Updates** – *Kathy McVeigh*
- **Faculty Parental Leave and NYS Paid Family Leave for OORs - A Refresher** – *D. Ryce*
- **RAPS – Guidance on Standard Clearance Process** – *Gabriela Guzman and Azeez Karim*
- **How are we doing? - Service Level Agreement Review** – *Gabriela Guzman*
- **Important Notices/Reminders** – *D. Ryce*

ISSO-CUIMC REMINDERS

- **Academic Appointments for Columbia Sponsored Visa Holders**
 - Submit academic appointment to OFA for processing immediately following international scholar/employee's check-in to the ISSO-CUIMC.
- **Timely requests for J-1 Sponsorship Applications and H-1B Petitions**
 - Request at least 8-12 weeks in advance of requested start date.
 - To initiate an H-1B petition first submit Prevailing Wage Request, Actual Wage Memo, RAPS posting and applicant's CV. Remaining documents can follow later.
 - USCIS Processing times/Premium Processing
- **Termination Forms**
 - Form is available on OFA website and in J-1 Sponsorship Application
- **Acceptable Evidence for English Language Proficiency for J-1 Scholars**
 - Proof of citizenship from a country where English is an official language.
 - Official diploma from an academic institution where English is the language of instruction.
 - Results of a recognized English language test (test results are valid for 2 years).
 - Evidence of previous successful J-1 exchange programs, e.g. copies of previous Forms DS-2019 or a letter from the previous J-1 visa sponsor.
 - A phone, video conference or in-person interview.
- **Do not email/fax DS-2019 to J-1 Scholar**
 - U.S. Dept. of State prohibits transmission of DS-2019 electronically.

NYS PFL vs CUMC Parental Leave

	NYS PFL	CUMC Parental Leave
Effective Date	1/1/2018	1/1/2018
Applicable to	OORs	OOIs
Duration	10 weeks in 2019 and 2020	13 weeks
Retroactive Provisions	1 yr	Within 1st yr after birth/adoption
Purpose	child-bonding/ill relative/military relief	Child-bonding
Who is eligible	Paid FT and PT OORs employed in NYS	Full Time OOIs, primary caregiver
When does eligibility begin	After 26 consecutive weeks (>20hrs) or 175 days (<20hrs)	Immediately
Is it a fully paid leave	55% of the NYS Avg weekly wage up to \$1,357.11 in 2019 60% of the NYS Avg weekly wage up to \$1401.17 in 2020	Yes. 100% of guaranteed pay for 13 weeks
Notice Required	At least 30 days, to the extent possible	6 months, to the extent possible
Does it meet FMLA requirements	Yes	The first 12 weeks do, if not preceded by other FMLA covered leaves
Requires Cigna Review/Approval	Yes	No
Requires Leave Management Approval	Yes	No
Requires Office of the Provost Review	Yes	Yes
Can it be taken Intermittently?	Yes, intermittent PFL is allowed in full day increments only	No**
Can leave be extended - for how long?	Yes, as unpaid personal leave for a total of 6 months	Yes, as unpaid infant care leave for a total of 12 months
How is it funded	Employee Payroll Deductions	CUMC Schools and Departments
What does OFA Require	Letter from OOR to Supervisor (w/dates of leave) Letter from Chair to Dean (w/dates of leave) Evidence of approval from Leave Management PAF upon approval by OFA/Provost Office	Letter from OOI to Supervisor (w/dates of leave) Letter from Chair to Dean (w/dates of leave) Copy of birth/adoption certificate PAF upon approval by OFA/Provost Office

* Officers can receive full salary by using vacation, personal or NYC earned sick time

** Exceptions are made based on departmental scheduling and critical operational needs. These must be approved.

Who is Eligible for the OOI Parental Leave?

1. Full-time officers of instruction in one of the four CUMC Schools
2. Officers who hold an appointment as:
 - professor, professor at CUMC, associate professor, associate professor at CUMC, or assistant professor, assistant professor at CUMC; instructor or instructor at CUMC
 - senior lecturer, lecturer, or associate, provided that the faculty member has taught full-time at the University in one of those two ranks for at least two years; and
3. Officers of Instruction who are primarily responsible for the care of a newborn child or a newly adopted child of less than school age or, if the child is disabled or meets New York State's legal definition of "hard-to-place," less than 18 at the time the leave begins.

Who is Eligible for the NYS Paid Family Leave?

- Employees who work in NYS (excluding Officers of Instruction) who:
 - ✓ Regularly work 20 hours or more per week, after 26 consecutive week; or
 - ✓ Regularly work less than 20 hours per week, after 175 days worked
- EXCLUDED are OOIs and employees who work outside of NYS
- Employees who do not expect to reach the 26 weeks/175 day threshold may choose to sign a waiver to opt out of payroll deductions

Recent Questions Asked Regarding Academic Officer Leaves

What reason should we provide to an OOI about the fact that they don't get Disability (6-8 weeks) and then the additional 13 Weeks of Paid Parental Leave?

The parental leave plan is designed to replace the combination of medical and/or child care leaves for individuals who meet the eligibility requirements. This means that the 13 weeks are inclusive of the 6 or 8 weeks of maternity-related medical leave.

***When is a Chair Letter required for OORs going on maternity leave?
The following is required when an OOR is requesting pregnancy related disability:***

Letter from OOR to Supervisor (w/dates of leave); Letter from Chair to Dean (w/dates of leave); Evidence of approval from Leave Management.

NEW YORK STATE PAID FAMILY LEAVE: Employee Facts

Starting January 1, 2018, Paid Family Leave will provide paid time off so an employee can:

- **bond** with a newly born, adopted, or fostered child,
- **care** for a family member with a serious health condition, or
- **assist** loved ones when a family member is deployed abroad on active military duty.

ADDITIONAL PROTECTIONS

- Employees have a right to return to their same or comparable job upon return from Paid Family Leave.
- Employees are guaranteed continued health insurance while on leave. Employers may require employees continue to pay their health insurance premium contributions.
- Citizenship and immigration status do not impact eligibility.
- Employers cannot discriminate against employees for taking Paid Family Leave.

ELIGIBILITY

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

BENEFITS

Benefits phase in over four years. In 2018, employees are eligible for up to eight weeks of paid leave at 50% of their average weekly wage (AWW), up to 50% of the New York State Average Weekly Wage (SAWW).

YEAR	WEEKS OF LEAVE	BENEFIT
2018	8 weeks	50% of employee's AWW, up to 50% of SAWW
2019	10 weeks	55% of employee's AWW, up to 55% of SAWW
2020	10 weeks	60% of employee's AWW, up to 60% of SAWW
2021	12 weeks	67% of employee's AWW, up to 67% of SAWW

These benefits are paid for through a small weekly payroll deduction.

HOW TO APPLY

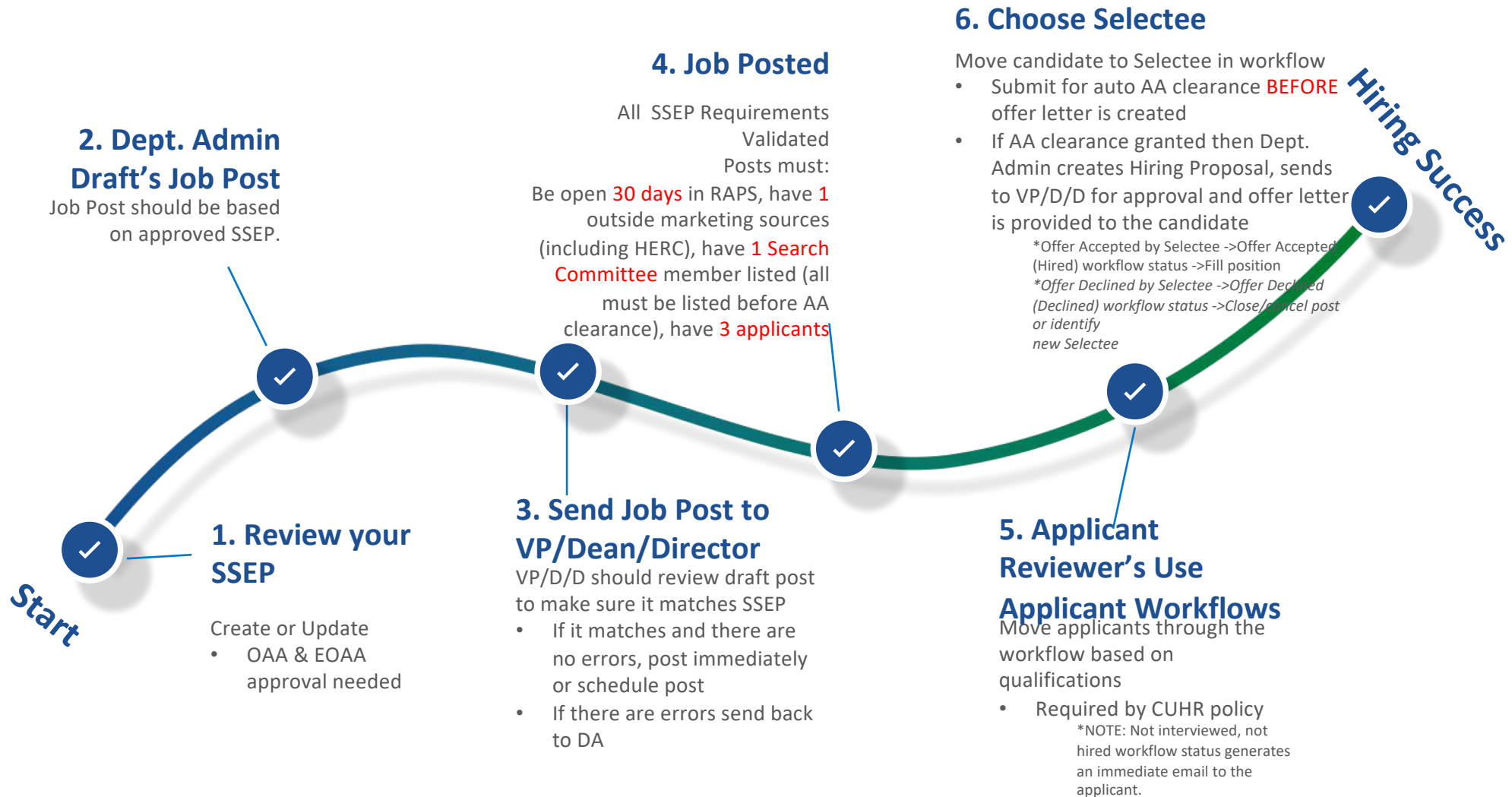
1. Employee notifies employer 30 days prior to leave, when practical.
2. Employee fills out a claim form according to employer instructions. Claim forms are available from employer, insurance carrier, or ny.gov/paidfamilyleave.
3. Employee obtains supporting documentation for leave (birth certificate, military deployment certification, etc.).
4. Employee submits claim form and supporting documentation to insurance carrier or as directed by employer. Insurance carrier must pay or deny a claim within 18 days of receipt of the completed claim.

FOR MORE INFORMATION, VISIT NY.GOV/PAIDFAMILYLEAVE OR CALL (844) 337-6303.

NY.GOV/PAIDFAMILYLEAVE

Guidance on Standard Clearance Process

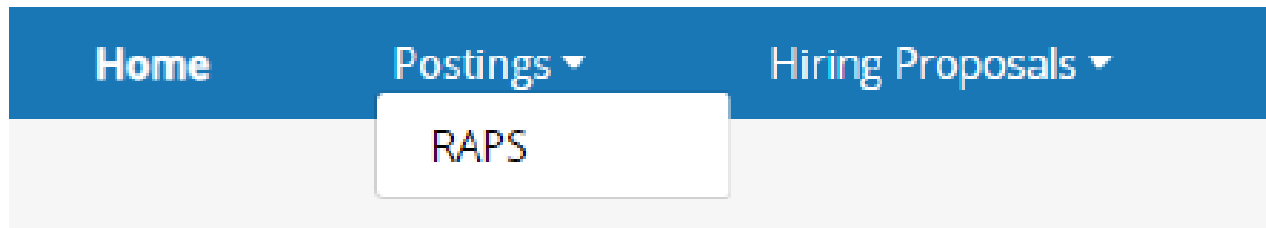
6 Step Journey to Hiring via Standard Posts



RAPS

Guidance on Standard Clearance Process

- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to Applicant Reviewer, click on the drop-down menu and select that user group.
- On the blue menu bar, you'll see three options: Home, Postings, and Hiring Proposals. Click on Postings, then click on RAPS from the new dropdown options.



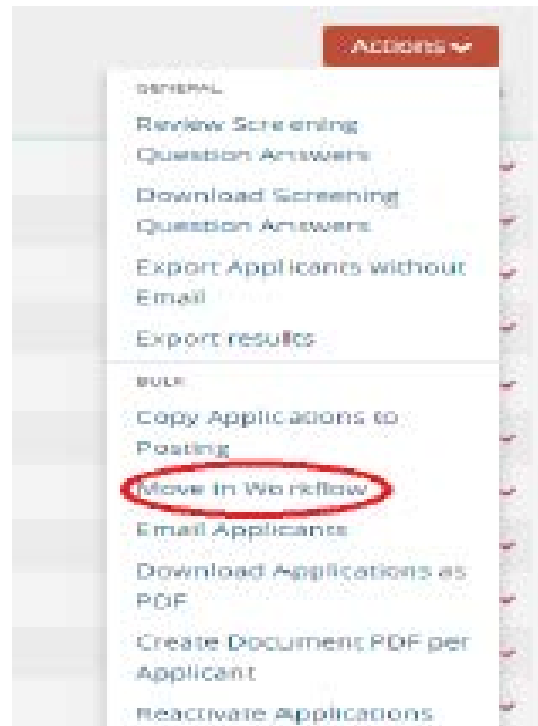
- Scroll to the posting and click on the position title.
- On the Summary page, you'll see several tabs. Click on the Applicants tab



RAPS

Guidance on Standard Clearance Process

- Scroll through the list and identify the applicant who will become your Selectee
- Click on the Actions button and select Move in Workflow.
- The Selectee's name will appear in the Applicant Section, along with their Current State and New State. The New State consists of a dropdown menu. Choose Selectee to make this applicant the Selectee. Then click save changes.



RAPS

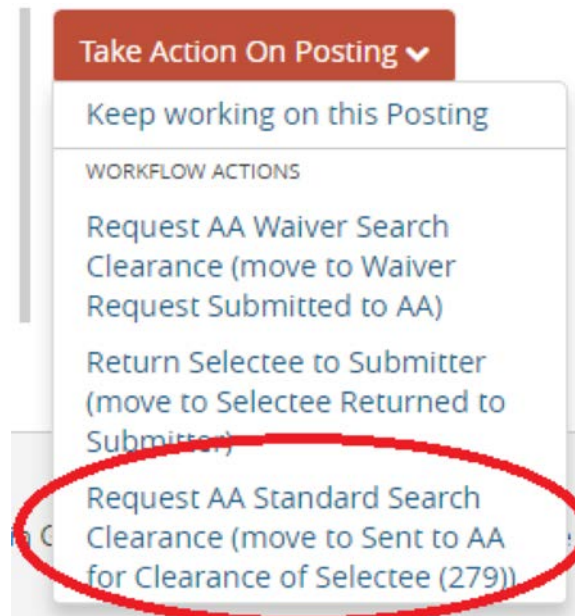
Guidance on Standard Clearance Process

- The screen will return to the Applicants tab after Save Changes is clicked. The applicant should now have Selectee listed as their Workflow State (Internal).
- In the top right-hand corner change your user group to Department Admin. Then, hover over the orange Take Action On Posting button. Under Workflow Options, select Send Selectee to VP/Dean/Director (move to Send Selectee to VP/Dean/Director).
- A Take Action pop-up will appear. Click Submit. If you have comments, please type them in the comment field but please note that they will become a permanent part of the job posting history.
- The Current Status of the Posting (located under the Posting Title) should now read Send Selectee to VP/Dean/Director.
- The VP/Dean/Director needs to approve the Selectee before the submitting the Selectee for Affirmative Action clearance ((279), this clearance is automated and completed by the system overnight).

RAPS

Guidance on Standard Clearance Process

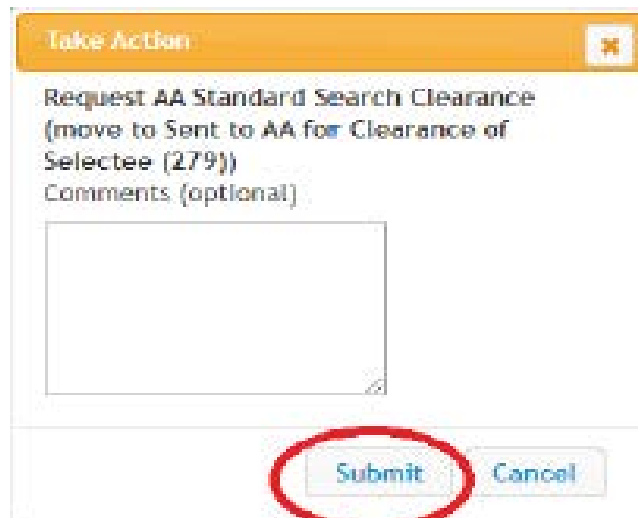
- VP/Dean/Director – Approving the Selectee and Submitting for Affirmative Action Clearance (279)
- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to VP/Dean/Director, click on the drop-down menu and select that user group.
- On the right-hand side of the page, hover over the orange Take Action On Posting. If there are no problems with the Selectee or the posting, please select Request Standard Search Clearance (move to Sent to AA for Clearance of Selectee (279)).



RAPS

Guidance on Standard Clearance Process

- The Take Action pop-up will appear. You can comment in the optional field but please note that these comments become a permanent part of the job posting and will be saved in the history of the post. Please click Submit.
- The Selectee will now go through automatic overnight AA Clearance. When the Selectee is cleared RAPS will generate an email to the appropriate Department Admin, VP/Dean/Directors, HR, and System Administrators.
- Once the Selectee is cleared (usually 24 hours later), you can now proceed with the Standard Hiring Proposal.



Take Action

Request AA Standard Search Clearance
(move to Sent to AA for Clearance of
Selectee (279))
Comments (optional)

Submit Cancel

RAPS

Important Reminders

- Postings for Assistant Professor or above titles must have a completed Faculty Search Request Form uploaded before the posting is live.
- You have to advertise your job post in at least two venues outside of RAPS. One being HERC (national job board) and typically an industry specific job board.
 - Ad Start Date should be the same day as the posting or very close to it
 - All ads must be posted for 30 full calendar days
 - The text of the ad should closely match that of the job posting on RAPS. It must include the EOAA statement.
 - Please make sure a copy of your ad is uploaded to your posting before it is posted live
- Once a posting is live changes cannot be made as per EOAA policy
- Please make sure your posting has at least one approved Search Committee Member
- A Hiring Proposal must be completed for all selectee's cleared through a standard search
- Postings 365 days or older should be at a status of Closed or Filled
- Postings should not be left at a status of AA Search Cleared

OFA Service Level Agreements

July 1, 2019-September 30, 2019

Transactions	Committed # business days for approval	Actual # business days for approval
New Hires	3	2
New Hires with NYP Appointment	6	5
LOA	12	11
LOA Extension	26	12
Postdoctoral Extension	13	11
Visitor Registration Form	10	3
Position Classification Form	5	4
Lateral Transfer (PAF)	2	1
Contract Renewal (PAF)	2	1
Rehire (PAFs)	2	1
Termination (PAFs)	2	1

Note: the above timeframes assume that transactions have been submitted with all required information and there is no need for corrections.

Important Announcements/Reminders

Officer of Instruction Background Checks

- Effective 1/1/2020
- Based on Employment Offer Date
- Offer letters will be revised
- Details on implementation will follow as they become available

The following requests may be submitted via email to OFA effective immediately

- Leaves of Absence
- Emeritus Designation
- Exemption from Teaching
- Postdoctoral Extensions
- Phased Retirements
- Tenure Clock Stoppage (based on section 71-C-2)

The email subject should be formatted as follows:

E-Request: Type of request– Lname, Fname

Example= E-Request: Leave of Absence – Doe, John

QUESTIONS

