

**Appendix I**

**RENT GUIDELINES BOARD  
EMPLOYEE  
OFFICE MANUAL**

**FOR THE EMPLOYEES OF THE  
NEW YORK CITY RENT GUIDELINES BOARD**

**November 2006**

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## **PREFACE**

### **PURPOSE OF MANUAL**

This manual summarizes the rules and regulations which govern the Rent Guidelines Board employees. It is to be used as an authoritative guide by all RGB employees.

When the staff office was established in 1980 it was with the understanding that staff employees would be treated like City employees with respect to matters such as compensatory time, annual leave, fringe benefits and that annual salary adjustments would track those for municipal employees in the prior years. Some adjustments have been made to accommodate the unique obligations of the office.

## **I. THE WORKDAY**

**A.** The workday is eight hours long. All employees are to work 7 hours per day, 35 hours per week, and are required to take a one hour lunch period each day. The normal workday is from 9 a.m. to 5 p.m. unless prior arrangements have been made with the Executive Director. Flex time may be arranged so that the workday may begin as early as 7:30 a.m. or as late as 10:00 a.m., and as early as 3:30 p.m. or as late as 6:00 p.m. with the prior approval of the Executive Director. The workweek is five days long, beginning Monday and ending on Friday.

During the period from February 15th through June 30th staff may be requested to work weekend hours. All staff members are expected to be reasonably flexible with these work demands.

Compensatory or weekend hours must be requested by or otherwise pre-approved by the Executive Director or Director of Research.

### **B. Lunch Period**

Employees are allowed to take one hour for lunch at a set time unless approval is received for other arrangements by the Executive Director or Director of Research. Employees are not supposed to work for more than five hours before taking their lunch break. Employees responsible for phones wishing to take lunch at a different time should make arrangements to switch hours with another employee.

The lunch hour cannot be shortened to provide for late arrival or early departure. If employees are requested to shorten their lunch period, or remain in the office and work through lunch, they may receive credit at the end of the day for each quarter hour of lunch time lost. Such credit must be authorized by either the Executive Director or Director of Research **in advance**.

Employees are expected to return from their lunch periods promptly.

### **C. Lateness**

Employees should arrive at work on time and be ready to begin their work at the start of their work schedule. It is important that every employee report to work on time every day. If you are unable to report to work for whatever reason, or expect to be more than 15 minutes late, you should call the Executive Director or the Director of Research. If they are unavailable when you call, leave a message with whomever answers the phone.

Lateness without good reason is not acceptable in this office.

### **D. Management Hours**

The Director of Research and Executive Director will arrange to assure that at least one Director is generally present in the office between the hours of 8:00 a.m. and 6:00 p.m. If necessary, either Director may be contacted at home during these business hours.

**E. Public Meeting and Hearing Days**

All employees are expected to report to work at least 1 hour prior to scheduled time of Public Meetings or Hearings in order to prepare any last minute materials needed by the Board members.

All employees are expected to help in setting up the meeting rooms prior to the start of the meetings or hearings. The set up involves arranging tables and chairs, recording equipment, coffee/tea, placing material in the Board Members' folders, etc.

**II. TIME RECORD**

**A. Weekly Attendance Sheets**

Time sheets must be filled out promptly with each arrival and departure.

**III. ANNUAL LEAVE**

Annual leave is a combined vacation, personal business, and religious holiday leave allowance.

**A. Accrual of Time – All Employees other than Executive and Research Directors**

Employees are credited with the monthly accrual of annual leave after being in full pay status for at least fifteen (15) calendar days that month.

Annual leave for employees hired **FROM 2/2/92 TO 6/30/04** is as follows:

<b><u>Completed Years of Service</u></b>	<b><u>Yearly (Days)</u></b>	<b><u>Monthly (Hrs:Mins)</u></b>
1	18 work days	10:30
4	19	11:05
5	20	11:40
8	25	14:35
15+	27	15:45

Annual leave for employees hired **ON OR AFTER 7/1/04** is as follows:

<b><u>Completed Years of Service</u></b>	<b><u>Yearly (Days)</u></b>	<b><u>Monthly (Hrs:Mins)</u></b>
1	17 work days	9:55
2	18	10:30
6	19	11:05
9	20	11:40
10	21	12:15
11	22	12:50
12	23	13:25
15	25	14:35

17+ 27 15:45

Employees requesting annual leave in any amount must notify and receive prior approval from the Executive Director.

**B. Accrual of Time – Executive and Research Directors**

Employees are credited with the monthly accrual of annual leave after being in full pay status for at least fifteen (15) calendar days that month.

Annual leave for directors hired **PRIOR TO 7/1/2004** is as follows:

<u>Completed Years of Service</u>	<u>Yearly (Days)</u>	<u>Monthly (Hrs:Mins)</u>
1	20 work days	13:20
8	25	14:35
15+	27	15:45

Annual leave for directors hired **ON OR AFTER 7/1/04** is as follows:

<u>Completed Years of Service</u>	<u>Yearly (Days)</u>	<u>Monthly (Hrs:Mins)</u>
1	18	10:30
5	19	11:05
7	20	11:40
10	21	12:15
11	22	12:50
12	23	13:25
13	24	14:00
14	25	14:35
17+	27	15:45

The Research Director requesting annual leave in any amount must notify and receive prior approval from the Executive Director.

**IV. SICK LEAVE ALLOWACE**

Sick leave is to be used only for the employee's personal medical purposes.

**A. Accrual of Time**

Sick leave allowance is one day per month. There is no limit on the amount of sick leave an employee may accrue. There are no restrictions on the use of sick leave based on length of service.

During the period from March 15-June 30, sick leave will only be granted for illnesses which require a visit to the doctor or thc hospital. The requirement of a doctor's note may be waived by the Executive Director or Director of Research if a full explanation as to why a doctor's visit is not necessary is given by noon of the day in which sick leave commences. Any absence of more than

three (3) days will require a doctor's note at any time without exception. Employees taking sick leave at any time of year are obligated to notify the office as soon as sick leave commences.

**Death in the family:** Up to four (4) days paid leave will be granted to any employee who suffers the loss of an immediate family member. This includes spouse, registered domestic partner, child, parent, sister, brother, father-in-law, mother-in-law, grandchild or any relative residing in the employee's household. This leave is NOT deducted from annual, sick or compensatory leave and is considered Bereavement Leave.

## **V. COMPENSATORY TIME**

Authorized voluntary overtime beyond the normal work week is compensated by time off at the rate of straight time. An employee receives credit for overtime only when the overtime exceeds one (1) hour in a work week.

Compensatory time may be used in units of one-half (1/2) hour except when reporting to work. In this case, the minimum charge is one (1) hour. The use of compensatory time must have the prior approval of the Executive Director or Director Research.

Although compensatory time should be used within three months of its accrual, the Board's schedule may make this impossible for individual staff members. Therefore, staff members with large overtime balances should consult with the Executive Director regarding its use.

During the period from February 15th-June 30th compensatory time can be used only with the permission of the Executive Director. Leave will be granted during this period only for compelling circumstances.

## **VI. INFORMATION ON TME BALANCES**

All questions relating to your time balances should be directed to the Executive Director or Director of Research.

At the end of each month all employees will be given a summary attendance sheet, which will show the amount of overtime, sick leave and annual leave you have earned and how much you have used for the prior month.

## **VII. MEAL ALLOWANCE**

If employees are required to work overtime and if dinner is not provided for them, they will be entitled to a monetary allowance for meals.

The allowance is provided according to the following schedule:

For two continuous hours of overtime \$8.25  
For five continuous hours of overtime \$8.75

An employee should apply for a meal allowance immediately after earning it by notifying the Executive Director or Director of Research. This will be reimbursed in cash after the next pay period.

## **VIII. HOLIDAYS**

A. Our regular holidays with pay are:

1. New Year's Day
2. Martin Luther King's Birthday
3. Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Election Day
9. Veteran's Day
10. Thanksgiving Day
11. Christmas Day

When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, it shall be observed on the following Monday.

Employees hired prior to July 1, 2004 are entitled to one floating holiday in each calendar year during which the employee is in active pay status with the employer prior to Lincoln's Birthday of such calendar year. The floating holiday shall be taken at the employee's discretion, subject to the needs of the RGB. The floating holiday must be used in the calendar year in which it is earned and may not be carried over to a succeeding year or cashed out upon separation of service. If the agency head calls upon an employee not to take the floating holiday by the end of the calendar year, the floating holiday shall be carried over to the following calendar year only.

## **X. WORK HABIT**

All staff members are expected to complete their work in a timely fashion. Anyone who has completed their assignments should inform the Executive Director or Director of Research as soon as possible.

Staff members will meet with the Executive Director and Director of Research every three months on a formal basis for a briefing on their work and, of course, on an as needed basis in between.

All staff members are responsible for proofreading their own work. No correspondence, table, chart, etc. should be circulated unless it has been proofread twice. Staff members are expected to cooperate in proofreading each other's work. Correspondence from the Executive Director or Director of Research will be proofread by the person who typed it and at least once by another Director or staff member.

All employees (with the exception of the Executive Director and the Director of Research) will be expected to answer the phone if, for whatever reason, the Public Information Assistant and Office Manager are unavailable to handle the phones.

RGB Staff Library - The library is located in the conference room. There are copies of various reports and other documents from various other agencies. When you have finished with any item taken from the library return it to the bin located in the library area so that it can be placed on the proper shelf.

Dress Code - As general rule employees of the Rent Guidelines Board may dress informally except for the following times:

- a. If you have to attend a meeting outside the office or:
- b. If there is a public meeting or hearing of the Board, then in both instances employees are required to dress appropriately.

All employees are expected to be generally neat and clean.