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TO: Human Resources Directors

FROM: Jonathan C. Wangel, Esq. 

DATE: June 5, 2025

SUBJECT: Summer Schedule – 2025

The Summer Schedule for 2025 is set out below in compliance with Article V, Section 18, of the Citywide Contract. A copy of that section is enclosed for your convenience.

The shortened workday schedules or heat days in lieu thereof, for those Group 12 employees who have traditionally enjoyed the summer schedule, begin this year on July 1st and will terminate on Labor Day, September 1st. This does not apply to employees who work in air-conditioned facilities or to outdoor and field employees. However, outdoor and field employees who traditionally enjoyed such benefits and who are required to return to an office location before the end of the workday shall be entitled to the same summer schedules enjoyed by office employees at such location on such day. Also, employees assigned to work in patients' homes that are not air-conditioned, and who have traditionally enjoyed heat days, shall continue to be entitled to them.

No shortened workday schedule or heat days shall be granted to any employee until the employee has completed one year of service in a position subject to the New York City "Leave Regulations for Employees Who Are Under the Career and Salary Plan."

In order to be eligible for a shortened work schedule on any given day, an employee must be present at the time designated for early dismissal. This means that if an employee leaves earlier than early dismissal time, he or she is considered to be on a full workday schedule for purposes of deducting annual leave, sick leave, or compensatory time.

The summer schedule does **not** apply to the following employees, regardless of work location:

1. Group 11 employees
2. Prevailing rate employees
3. Interns and Residents
4. Titles represented by Doctors Council
5. Employees in titles listed in Schedule 1 (attached)
6. Employees hired on a part-time per annum, hourly, per diem, per visit, per session, or per hour basis
7. Employees who work in air-conditioned facilities
8. Field personnel, including, but not limited to, Motor Vehicle Operators and grounds crews.

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IMPLEMENTATION

The summer schedule shall be implemented as follows for employees in eligible titles whose primary work locations are not air-conditioned (see Guidelines on Air Conditioning below):

Shortened Workday

The shortened workday is authorized for the period extending from July 1st to and including Labor Day for **eligible** staff in the following locations:

Correctional Health Services
Patient Accounts sections in all facilities

All offices will remain open from 9:00 a.m. to 5:00 p.m. and skeleton forces should be maintained between the hours of 4:00 p.m. and 5:00 p.m. Small offices may work out a plan so that staff will be combined for coverage purposes. If possible, a minimum of two persons should be assigned to the various offices.

An employee who is designated to work as part of the skeleton staff should receive compensatory time at straight time rates for all hours worked between the end of the shortened work schedule and the end of the employee's regular shift.

Summer Heat Days in Lieu of Shortened Workday for Facility Employees

All facility employees other than those designated for a shortened workday will continue to work their regularly scheduled hours. In lieu of shorter working hours during the summer schedule, **eligible** facility employees will be granted three summer heat days.

Please use the following guidelines when granting compensatory days for each newly eligible facility employee:

<u>One Year of Service Completed Through</u>	<u>Entitled To</u>
July 1 - July 16	2 days
July 17 - July 30	1 day
July 31 - August 13	1/2 day

Use of summer heat days is subject to the approval of the Chief Executive Officer or designee and they may be taken at any time during the year and in conjunction with regularly scheduled annual leave. Summer heat days should be liquidated before the start of the next vacation year.

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Employees On Alternate Work Schedules

Employees who do not work a standard five 7 hour or 7 1/2 hour day work week and who are eligible for the summer schedule shall be credited with summer heat days as follows:

<u>Standard Workweek for the Title</u>	<u>Number of Hours Credit for Each Heat Day</u>
35 hours	7 hours
37 1/2 hours	7 1/2 hours

Guidelines on Air Conditioning

The following guidelines are to be used in determining whether the primary work location is air-conditioned.

- Employees who spend part of the workday in an air-conditioned location and the other part of the workday in a non-air-conditioned location are not entitled to summer hours or summer heat days.
- If an employee normally works in an air-conditioned location, but for the purpose of vacation coverage is assigned to a non-air-conditioned location, that employee should receive summer hours or a pro-rated number of summer heat days for that period of time spent in the non-air-conditioned work location.
- If the air conditioner located in one room also cools an adjacent room without an air-conditioning unit, then the adjacent room is considered to be air-conditioned.

Whenever there is a complete breakdown of air-conditioning or an allegation of a partial breakdown of air-conditioning, the policy outlined in Interpretive Memorandum No. 52 (copy attached) issued by the Mayor's Office of Labor Relations, is to be applied for the traditionally eligible employees only. In granting the compensatory time under this Interpretive Memorandum where summer heat days are in effect rather than the shortened workday schedule, employees are eligible to be credited with only one-half hour of compensatory time per day.

If you have any questions please call Rosalind Barrow at (212) 788-3426.

Enclosures (3)

c: Andrea Cohen
Yvette Villanueva
Tatyana Seta
Andrea Chilaka
Gabrielle M. Martinez
Tonya Morgan
Sonia Calle
Executive Directors/Chief Operating Officer
Senior Vice Presidents/Chief Executive Officers
Payroll Managers
Labor Relations Officers

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SCHEDULE I **Titles Not Eligible For The Summer Schedule***

- Group 11 titles are not eligible
- Prevailing rate titles are not eligible
- Doctors Council titles are not eligible
- Interns and Residents titles are not eligible
- Newly Established Titles are not eligible
- Titles not covered by the Citywide Agreement are not eligible
- In addition, the following Citywide Agreement titles are not eligible:

Accountable Care Manager
Addiction Program Administrator
Administrative Manager (Non-Managerial)
Assistant Coordinating Manager
Assistant Director (Hospitals)
Assistant Director, Training and Development
Assistant Health Care Program Planner Analyst
Assistant Printing Press Operator
Assistant Systems Analyst
Assistant Systems Analyst (EDP)
Assistant Systems Analyst (Finance)
Associate Director (Hospitals)
Behavioral Health Associate
Bookkeeper
Cardiovascular Technologist
Certified IT Developer (Applications)
Certified Nurse Aide Trainee
Certified Physical Therapy Assistant
Chaplain
Chaplain-in-Training
Chart Abstractor

* Regardless of title, employees in the following categories are not eligible for summer hours/heat days: those who work in air-conditioned facilities (see guidelines above); field personnel, including, but not limited to, Motor Vehicle Operators and ground crews; employees with less than one year of service; and, those who are not full-time per annum (such as, part-time per annum, hourly, per session, per visit, per hour, and per diem, including those with 18 month benefits).

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City Research Scientist
Claim Specialist
Client Navigator
Clinical Business Analyst
Clinical Dietetic Technician
Clinical Documentation Specialist
Clinical Nurse Specialist, Educational Coordinator (CHS)
Collaborative Drug Therapy Management Pharmacist (CDTM)
Community Health Nurse
Coordinating Manager
Creative Arts Therapist
Director of Health Care Program Planning/Analysis (HCPPA)
Director, Information Services
Director, Systems and Programming
Director of Planning
Director of Workforce Training and Staff Development
Discharge Planning Assessment Specialist
Enrollment Sales Representative
Enrollment Sales Representative (Medicare)
Enrollment Sales Representative Assistant
Feeding Assistant (Per Hour)
Float Pool Nurse
Food Service Associate
Health Care Program Planner/Analyst
Health Facilities Planner
Health Information Management Specialist
Healthcare Engineering Technician
Hemodialysis Patient Care Technician
Home Health Nurse (Per Visit)
Home Health Occupational Therapist (Per Visit)
Home Health Physical Therapist (Per Visit)
Home Health Speech-Language Pathologist (Per Visit)
Infection Control Preventionist
Junior Clinical Business Analyst
Laboratory Assistant
Licensed Behavior Analyst
Maintenance and Control Planner
Manager, Scheduling and Control (EDP)
Media Service Technician
Medical Equipment Repair Technician
Medical Equipment Specialist
Medical Utilization Review Analyst
Mental Health Counselor
MetroPlus Care Coordinator
MetroPlus Utilization Review/Management Coordinator
Multimedia Producer

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Nurse Educator
Nurse Practitioner (CHS)
Ophthalmic Assistant
Paralegal Aide
Patient Care Associate
Patient Care Coordinator (CHS)
Patient Care Technician
Patient Representative
Patient Safety Specialist
Payroll Manager
Peer Counselor
Periodic Automated Replenishment (PAR) Project Associate
Periodic Automated Replenishment Project Manager
Pharmacy Resident
Pharmacy Technician
Phlebotomist
Physician Assistant
Physician Assistant Level II (HHC)
Planning-Scheduling Analyst
Point-of-Care Testing Coordinator – Ambulatory Care
Poison Information Specialist
Program Manager, Training and Development
Project Manager
Psychiatric Nurse Practitioner (Correctional Health Services)
Psychologist-In-Training
Quality Assurance Nurse (CHS)
Radiation Therapy Technologist
Senior Consultant, Management Information Services
Senior Health Care Program Planner/Analyst
Senior Health Facilities Planner
Senior Management Consultant (BO&M)
Senior Medical Utilization Review Analyst
Senior Planning-Scheduling Analyst
Senior Systems Analyst
Senior Systems Analyst (EDP)
Senior Systems Analyst (Finance)
Service Aide
Sexual Assault Forensic Examiner (SAFE)
Social Worker – Mental Health Service Corps (MHSC)
Staff Nurse (CHS)
Staff Nurse (Per Hour)
Student Intern
Supervising Children's Counselor
Supervising Systems Analyst
Supervising Training and Development Associate
Supervisor of Behavioral Health Associates

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Supervisor of Patient Transport/Escort
Supervisor of Ultrasound
Systems Analyst
Systems Analyst (EDP)
Systems Analyst (Finance)
Systems Project Leader (EDP)
Telecommunications Associate (Data)
Telecommunications Associate (Voice)
Telecommunications Specialist (Data)
Telecommunications Specialist (Voice)
Training and Development Representative
Utilization Review/Management Coordinator
Wound Care Nurse

Article V, Section 18, of the Citywide Contract

- a. Shortened workday schedules or heat days in lieu thereof for employees who have traditionally enjoyed shortened workday schedules or heat days in lieu thereof shall begin on July 1 and terminate on Labor Day. Employees who are entitled to receive heat days in lieu of shortened workdays shall receive three (3) such days.
- b. Shortened workday schedules and heat days in lieu thereof shall be abolished for employees who work in air-conditioned facilities and for outdoor and field employees. However, outdoor and field employees who traditionally enjoyed such benefits and who are required to return to an office location before the end of the workday shall be entitled to the same summer schedules enjoyed by office employees at such location on such day.
- c. Outdoor and field employees include, but are not limited to, law enforcement personnel, Traffic Enforcement Agents, Traffic Device Maintainers, Motor Vehicle Operators, Inspectors, Engineers, Assessors, Appraisers, Investigators, Quality Control Specialists and Public Health Nurses. Homemakers and employees in equivalent titles, who are assigned to work in clients' homes which are not air-conditioned and who traditionally enjoyed shortened workday schedules or heat days in lieu thereof, shall continue to be so entitled.
- d. No shortened workday schedules or heat days in lieu thereof, shall be granted to any employee until the employee has completed one year of service.
- e. Employees who work shortened workday schedules as described in this Section are entitled to the meal allowances set forth in Section 8 of Article IV, provided that such employees work a minimum of three (3) hours beyond the shortened workday schedule. An employee who qualifies for a meal allowance pursuant to this subsection shall not count the first hour worked after the shortened workday schedule in computing the amount of the meal allowance to which the employee is entitled.



THE CITY OF NEW YORK
OFFICE OF MUNICIPAL LABOR RELATIONS
250 BROADWAY
NEW YORK, N.Y. 10007

BRUCE McIVER
DIRECTOR

INTERPRETIVE MEMORANDUM NO. 52

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: BRUCE MCIVER, CITY DIRECTOR OF LABOR RELATIONS
CONTRACT PROVISIONS: ARTICLE V, SECTION 18 OF THE 1978-80 CITY-WIDE CONTRACT
SUBJECT: SHORTENED SUMMER WORK-DAY SCHEDULES IN CASES OF AIR
CONDITIONING BREAKDOWN FROM JULY 1 THROUGH LABOR DAY,
SEPTEMBER 7, 1981.

Article V, Section 18 of the 1978-80 City-Wide Agreement, abolishes shortened work-day schedules and heat days in lieu thereof for employees who work in air conditioned facilities.

Where there is a complete breakdown of air conditioning, the following policy shall be applicable to employees who have traditionally enjoyed such summer schedules:

Where there is complete breakdown of air conditioning, the City will have one day from the date of notification by the Union to repair the air conditioning system. If the air conditioning has not been repaired after the first day, affected employees shall receive, in the discretion of the agency, beginning with the second day of the complete breakdown, either compensatory time credit of one hour or the shortened work day schedule for each remaining day worked during the breakdown. This policy shall apply City-Wide.

When there is an allegation of a partial breakdown of air conditioning, a designated employer representative shall take the temperature in the center of the air conditioned area approximately 1½ hours prior to the end of the workday. A partial breakdown of air conditioning for the purposes of this Interpretive Memorandum shall occur when the employer representative certifies that despite the use of the air conditioning equipment the temperature indoors exceeds 85°. The employer representative may be accompanied by one employee representative for the purpose of observing the temperature reading.

Where there is such a partial breakdown of air conditioning, as certified by the employer representative, the following policy shall be applicable to employees who have traditionally enjoyed summer schedules:

The employer will have one day from the date of notification by the Union to repair the air conditioning. If the air conditioning has not been repaired after the first day, eligible affected employees shall receive in the discretion of the agency, either compensatory time credit of one hour, or the shortened work-day schedule for each remaining day worked which exceeds the above guidelines.

NOTE: A CYCLOMETER (SWING THERMOMETER) IS A USEFUL METHOD FOR QUICK MEASUREMENT OF ROOM TEMPERATURE.