

MANAGEMENT CERTIFICATION

Undergraduate and Graduate Level Course(s) Above the \$5,250 Threshold
Job Related or Meets The "Working Condition Fringe Benefit" Exclusion

TO BE COMPLETED BY EMPLOYEE:

Employee Name: _____ College of Employment: _____

Title Name & Code Number: _____ College of Enrollment: _____

Undergraduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Graduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Undergraduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Graduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

I attest to the accuracy of all the information given.

Employee Signature & Date: _____

TO BE COMPLETED BY MANAGEMENT REPRESENTATIVE:

Undergraduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

Graduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition exclusion? _____

If not, how does it meet the working condition exclusion? _____

Undergraduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

Graduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition exclusion? _____

If not, how does it meet the working condition exclusion? _____

Signature & Date: _____

Name & Title: _____
Designated Management Representative

TO BE COMPLETED BY COLLEGE OF EMPLOYMENT

Signature & Date: _____

Name & Title: _____
HR Director / Designee

<u>Employee Category</u>	<u>Service Requirements</u>	<u>Course Type and Credit Limits</u>	<u>Summer Session</u>
Instructional Staff	1 year - undergraduate / none - graduate	Undergraduate - no limit / Graduate - 6 credits	no
Classified Managerial	1 year - undergraduate / none - graduate	Undergraduate - no limit / Graduate - 6 credits	no
Adjunct Teaching Titles	10 consecutive semesters	1 course - may be undergraduate or graduate	no
Gittleson Titles	6 months	Undergraduate - no limit / Graduate - 6 credits	yes - undergraduate only
Classified White Collar	1 year	Undergraduate - no limit / Graduate - 3 credits	yes - undergraduate only
Classified Blue collar	1 year	Undergraduate - no limit / Graduate - 3 credits	yes - undergraduate only
Skilled Trades	1 year	Undergraduate only - no limit	yes

REFERENCES

1. Board of Trustees Resolution, Cal No. 7, January 28, 1980
2. CUNY-PSC Agreement, Article 29
3. CUNY Non-instructional Clerical, Administrative, and Professional Employees Agreement, Article V
4. CUNY Custodial, Stores-stock, and Security Employees Agreement, Article V

B. College of Enrollment

Certification of enrollment

College: _____

(course name & number)

(course name & number)

Tuition Fee Total: \$ _____

Registrar / Designee Name

Registrar / Designee Signature

C. College of Employment HR Office

Reviewed by: _____
HR Director / Designee

Date

[] No Payroll Action Necessary

[] Forwarded to Payroll Office for Action

Date sent to Payroll Office

D. College of Employment Payroll Office

Signature of Payroll Officer / Designee

Date Processed

* Please forward the completed form to the HR Director at your College, who will forward to HR Director at College of Employment.