

QUARTERMASTER CLOSING

The Quartermaster store at Fort Totten will be **CLOSED on Friday April 26, 2013** for inventory. Personal Protective Equipment will be distributed on this day for emergency replacements only. The satellite store on Randall's Island will maintain normal operations during this time.

II. EVENTS

FDNY BLOOD DRIVE

There is no substitute for voluntarily donated blood. Close to 2,000 people a day are needed to donate blood to patients in our area. To help ensure an adequate blood supply, FDNY will conduct blood drives as follows:

Date: Monday, April 22, 2013 and Tuesday, April 23, 2013

Time: 8:00 am to 4:00 pm

Place: Fire Department Headquarters – **Auditorium**

9 MetroTech Center, Brooklyn, NY 11201

Contact: Regina Washington at (718) 999-1168

Remember donating blood is literally giving the gift of life. Visit www.nybloodcenter.org to see how your donation can help save lives.

Pick up a “Save a Life” card and encourage family and friends to donate blood at any NYC Blood Center. Remind them when they give blood to credit FDNY by using **Code #1280**.

What preparations should you make before donating?

Be sure to eat at your regular mealtimes and drink plenty of fluids prior to donating. If you are donating platelets, it is recommended that you not take aspirin or products containing aspirin for at least 72 hours prior to the time of donation.

Who can donate?

Donors must be between the ages of 17 and 75 years, weigh at least 110 pounds, be in good health, not have donated blood within the last 56 days and have not received a tattoo in the past 12 months. All donors must present identification when donating blood. When you register, make sure you inform the Blood Center personnel that you are an *employee of the Fire Department*.

Employees who donate blood will be given an Employee Blood Donation Form to complete. This form will serve as verification of blood donation and must be submitted to the Timekeeper.

In addition, the blue receipt from the NY Blood Center is required and must be submitted to the Timekeeper in order to receive three hours of compensatory time. This compensatory time can be used at the employee's discretion, subject to the *supervisor's concurrence*, immediately after donation or banked for up to one year. Only employees who make donations at Headquarters or an Agency sponsored site during working hours are entitled to receive compensatory time.

For medical questions concerning blood donations call (800) 688-0900.

ANNUAL EMPLOYEE RECOGNITION CEREMONY

On **Friday, June 7, 2013**, the Department will hold its Annual Employee Recognition Ceremony sponsored by the FDNY Quality of Work Life (QWL) Committee. The Department will honor employees who have reached 20, 25, 30, 35, and 40 years of continuous City service in 2012. If you believe you may be eligible and have not received an invitation by April 29, 2013, contact FDNY's Office of Labor Relations at (718) 999-2549.

Recognition will also be given to employees who have earned a qualifying degree during non-working hours in 2012. To be considered for an Education Award, employees must complete an Education Award Application. To obtain an application, please contact Fredda Wigder by phone at (718)-999-2549 or pick up an application on the 4th floor of 9 MetroTech Center (4W-16-K). Completed applications must be submitted no later than April 29, 2013.

III. VACANCY POSTINGS

PSAC TOUR

Emergency Medical Dispatch (EMD) will be offering tours of the new Public Safety Answering Center (PSAC) to any EMT, Lieutenant, or Captain considering a permanent assignment with EMD. Please contact Captain McNiece (718 999-0140) or Captain Lobel (347-250-6361) during business hours to schedule a tour.

IV. PAYROLL

The bi-weekly payroll of April 12, 2013 includes payment of overtime and other exception events for the period March 17, 2013 to March 30, 2013, and regular gross pay (for full time per annum employees) for the period March 24, 2013 to April 6, 2013.

UNDISTRIBUTED PAY CHECKS AND STUBS

Undistributed pay checks and stubs must be returned to Payroll within seven days after pay day, to the attention of Maritza Rodriguez HQ Rm. 5N-3 (Civilian Payroll) or Ernie Almazan HQ Rm. 5W-23K (EMS Payroll). An explanation for the return of the check or stub should be attached, i.e.: member on vacation.

EFT (DIRECT DEPOSIT) REMINDERS

Employees enrolling in Direct Deposit on line must ensure that correct account and routing numbers are entered into the Employee Self Service system (ESS). When enrolling in EFT on line, the application form and a voided check **must** be forwarded to Payroll.

Employees participating in the City's Direct Deposit program are reminded that they must not close their associated bank account until after they have redirected their EFT (Electronic Funds Transfer), or canceled enrollment in the program, bearing in mind that there is a week's lag in the Payroll Management System before the change takes effect.

The City Office of Payroll Administration (OPA) no longer processes reimbursement checks when an employee's direct deposit is rejected by their bank. Instead, EFT return credits are added to the employee's next biweekly pay check, resulting in a delay of at least one pay period in receipt of their biweekly pay. There are no exceptions to this OPA policy.

EMS PAY ADJUSTMENTS

Reminder: In January 2010, members serving in the titles EMT and Paramedic had a change in the methodology of calculating their biweekly pay when assigned to the 5-2/5-3 work schedule. These members' pay will vary in accordance with their scheduled hours, so that the City will be in compliance with the Fair Labor Standards Act (FLSA). The necessary adjustments are automatically processed in CityTime, based on the member's work schedule. At the end of the year, a review of each member's earnings is conducted to ensure appropriate compensation with the collective bargaining wage agreements.

SUBMISSION OF DOCUMENTS TO THE FDNY PAYROLL & TIMEKEEPING BUREAU

Members are reminded that they should not fax payroll documents, such as tax withholding forms or enrollment forms. Original forms and documents should be submitted via U.S. mail or the Department mail to Headquarters, 9 MetroTech Center, 5th Floor, Brooklyn, N.Y. 11201.

PAYROLL INQUIRIES

Inquiries concerning the payroll must be submitted on an inquiry form to the Civilian Payroll Section, Headquarters, Room 5N-3, with the appropriate endorsements and supporting documents. Fax copies of inquiries will not be accepted.

Phone calls will only be accepted from bureau heads/division coordinators. Your cooperation is appreciated.

V. POSITIVE QUOTE OF THE DAY

“As you discover what strength you can draw from your community in this world from which it stands apart, look outward as well as inward. Build bridges instead of walls.”

- - Sonia Sotomayor

An electronic version of the Employee Bulletin can be found on the FDNY Intranet.

***Items for the April 25, 2013 Bulletin are due on April 17, 2013.
Forward submissions to minnitd@fdny.nyc.gov.***