


Human Resources

Office of Classification & Compensation Administration
55 Water Street, 26th Floor
New York, NY 10041

TO: Human Resources Directors

FROM: Beth Slovit-Owens 
Assistant Vice President
Human Resources

DATE: March 4, 2020

SUBJECT: A Change in Standard Hours Worked Per Week for MetroPlus Care Coordinator and MetroPlus Utilization Review/Management Coordinator Titles

Personnel Order 18/05 - 01

The standard hours worked per week for the Group 12 MetroPlus Care Coordinator, Levels, I (343000) and II (343020) and MetroPlus Utilization Review/Management Coordinator Levels, I (343010) and II (343030) titles have been changed from a 37.5-hour work week to a 35-hour work week. This change is effective March 15, 2020.

Please note that a summary document will be provided under separate cover to appropriate parties for implementation procedures.

This order shall be posted at locations readily accessible to employees by March 5, 2020 for 10 days. Facilities are to certify notice of posting and send such acknowledgment furnishing dates of posting to the Office of Classification & Compensation Administration via email to me at (Beth.Owens@nychhc.org) by March 14, 2020.

cc:

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