THE CITY UNIVERSITY OF NEW YORK

INTERPRETIVE MEMO NO.: 11-94
DATE: 1/8/02

PERSONNEL POLICY BULLETIN NO.: 3.1.3
REGULATION REFERENCE NO.: 3.2.2 and 4.3.6

INDEX REFERENCE: Promotional Examination Eligibility while on a CUNY Preferred List

Issue:
This letter was written in response to an inquiry of a 220 employee made through his union delegate requesting information about the University policy on eligibility of an employee to take a promotional examination while on a CUNY preferred List.

The City University of New York

Office of the Vice Chancellor for Faculty and Staff Relations
50 West 4th Street, New York, N.Y. 10014
(212) 794-5344

June 30, 1994

To: Eugene Reiser
From: Rosemarie K. O'Rourke
Re: Promotional Examination Eligibility while on a CUNY Preferred List

I write in response to your inquiry as a consequence of a question posed by Mr. regarding the eligibility of CUNY employees on a preferred list to take a promotional exam. At the time of layoff, each employee was given a copy of the CUNY booklet issued in June of 1992 entitled INFORMATION FOR CLASSIFIED STAFF EMPLOYEES OF THE CITY UNIVERSITY OF NEW YORK AFFECTED BY LAYOFF. Recognizing that this question might arise the following statement was included on Page 24 under the paragraph "the examination process". It states, "If you are on a preferred list, you can still compete in promotion examinations if you had sufficient service to qualify prior to layoff". As a classified staff University employee, Mr. , provided he had sufficient service to qualify, would be eligible to file for a CUNY promotional examination. In Mr. case, the promotional examination would be in the title Supervising Carpenter (CUNY). The resulting list when established would be valid for appointment only within the jurisdiction of CUNY; only employees within the title in the jurisdiction of CUNY would be eligible to file for or be appointed from the list promulgated from that examination.

The Examination Unit within the University Personnel Department of the Office of Faculty and Staff Relations develops and administers examinations, and promulgates the resulting Civil Service list for many titles employed by The City University of New York. The City University of New York contracts with the NYC Department of Personnel to develop and deliver subset examinations for CUNY in most 220 titles. The resulting list is established by the Vice Chancellor for Faculty and Staff Relations. I contacted Mr. John McManus of the NYC Department of Personnel Examination Unit as to the proposed examination calendar of the NYC Examination Division got the upcoming fiscal year. He indicated that an exam in the title Supervising Carpenter is under consideration by them at this time for their own jurisdiction, and that a separate subset examination filing will be also be conducted for CUNY.
Once a subset examination is given, a CUNY list will be established by the Vice Chancellor. That list, however, may not be used for appointments, in compliance with Civil Service Law and CUNY Personnel Rules and Regulations, until the CUNY preferred list in the title Supervising Carpenter has been exhausted. I hope this clarifies the questions raised. Please let me know if I can be of further assistance.

APPROVED

9/94
University Personnel Director

pc Samuel T. Phillips
Linda Dunn
220pref1.istrkot11