THE CITY UNIVERSITY OF NEW YORK

Interpretive Memo: 8-96                         Date: 9/3/96
Personnel Policy Number:
Regulation Reference No.:   5.6
Index Reference: Procedures for Special
Appointments
Use of College Assistants in Buildings
and Grounds Work

Issue:
The attached correspondence of July 24, 1996 from Eric Washington,
Director of Classified Staff Labor Relations, codifies the University
policy on the ineligibility of employment by college assistants in
building and grounds assignments, even on a temporary basis, whose duties
belong to a different full-time buildings and grounds or skilled trade
title.

The City University of New York

Office of the Vice Chancellor for Faculty and Staff Relations
333 East 80th Street, New York, N.Y. 10028
(212) 794-5518

July 24, 1996

MEMORANDUM

TO: College Personnel Directors
FROM: Eric Washington

Re: Use of College Assistants in Building and Grounds Work

There have been allegations of the use of college assistants in building and grounds titles and
construction trade titles, i.e., Electrical Shop, Painting, Plumbing. In no instance should this work
be done by College Assistants. Their job description in no manner permits assignment to skilled
trade or blue collar tasks. Any such assignment should cease and desist.

If you need to have construction trade work done, you may hire employees in those titles on
either a permanent basis, for long term appointment, or temporary basis, for assignments of three
month or less. Temporary appointments for less than three months can be made without calling
for a civil service list. Any title with a preferred list must be considered first for placement, in
seniority order before hiring from the outside. Information as to this process may be obtained
through the University Personnel Office.

If you have any questions about this memorandum please call me at 212-794-5518.

cc: Samuel T. Phillips
    Rosemarie O’Rourke

University Personnel Director

APPROVED

9/3/96