THE CITY UNIVERSITY OF NEW YORK

Interpretive Memo: 9-96  Date: 9/3/96
Personnel Policy Number: 6-89 (5/9/89)
Regulation Reference No.: 7.3.2

Index Reference: Layoff: Preferred List
Refilling or re-posting of:
Abolished formerly occupied positions
or, vacant positions which have been
withdrawn in the face of a preferred
list

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Issue:
Refilling a position in a title identified for layoff at the
college of layoff or withdrawal of a posted or identified vacancy
in a title subsequent to the creation of a preferred list has an
impact on the future ability of the college to refill future
openings. This interpretive memo is issued as a reminder to
colleges of the procedures since there have been several
instances in which colleges have identified a vacancy, and either
prior to or subsequent to interviewing preferred list candidates
have exercised their right to withdraw the opening.

When a permanently occupied position is
abolished (or a vacancy is withdrawn), the
position shall not be refilled in that title
within nine (9) months unless there is a
demonstrable change in the circumstances at
the college warranting the refilling of the
position. Such refilling sooner than the 9
months requires the authorization of the
Vice Chancellor unless the position is
refilled at the college of layoff with the
prior incumbent.

APPROVED

University Personnel Director
9/3/96