THE CITY UNIVERSITY OF NEW YORK

INTERPRETIVE MEMO NO.: 16-94 DATE: 11-2-94

PERSONNEL POLICY BULLETIN:

REGULATION REFERENCE NO.: 8.5.1.

INDEX REFERENCE: Classification and reclassification of Positions; Reclassification from a classified title to a newly established classified title

Issue:
The attached memo was prepared as guidance regarding the appointment of present incumbents performing mail/messenger duties to a newly established title of MAIL/MESSAGE SERVICE WORKER. Guidance covers areas such as crediting of time and leave balances, option of red circling prior permanent status positions, salary upon appointment to reclassified title, and status upon appointment.

The City University of New York
Office of the Vice Chancellor for Faculty and Staff Relations
535 East 80 Street, New York, N.Y. 10021
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MEMORANDUM

TO: Personnel Officers
FROM: Samuel T. Phillips
University Personnel Director

RE: Appointment of present incumbents performing mail/message service duties to a newly established title of MAIL/MESSAGE SERVICES WORKER

All incumbents working in Classified Service titles and performing mail/message service duties shall be appointed to the new title at their current salary or the minimum of the salary range, whichever is greater.

All such incumbents shall carry their leave balances and all other benefits to the new title.

The appointment of incumbents to the reclassified positions shall be done as follows:

Positions in the Higher Education Series with incumbents performing the duties described in the attached class specification shall be red circled. When vacated, these positions will be filled only by classified service employees in the new title.

Permanent “gittleson” employees (including those in probationary status) who are performing mail/message services duties as described in the class specification shall have the following options:

If a permanent “gittleson” title incumbent wishes to be appointed to a position in the new title, he/she shall request that action in writing. Based on that request you may reclassify him/her to the new title at his/her current salary and with his/her current civil service status.

If a permanent “gittleson” incumbent does not wish to be appointed to the reclassified position:

(1) the position shall be red circled. When vacated the position may only be filled by an employee in the new title.

OR

(2) the incumbent may be assigned the duties appropriate to his/her current title. You are authorized to transfer such an employee to
another department within your college. The sole purpose of this transfer shall be the assignment of appropriate duties.

Provisional "Gittlesons" performing mail/message services duties shall be appointed to reclassified positions in the new title at their current salaries with their current status.

All eligible Office Aides and Office Associates performing mail/message service duties shall be appointed to the reclassified positions in the new title at their current salaries with their current status. All eligible Permanent/probable permanent employees shall be reclassified as permanent/probable permanents and eligible provisional employees as provisionals.

Incumbents working in the Print Shop (Reprographic) titles, if misclassified and performing mail/message services duties shall, either be appointed to a reclassified position in the new title, or shall be assigned to appropriate duties for their current title.

Incumbents working in the title of College Print Shop Associate, Assignment Level II, and supervising both the mail/message service area and the college graphic area may remain in their current title. These duties are appropriate for their current title.

NOTE: Any incumbent who is permanent with probationary status in his/her current title, and is being appointed to the reclassified position based on his/her current job duties, must complete their remaining probationary period prior to getting permanent status.

To get a permanent appointment with probationary status in the new title, all current provisional employees will be required to take and pass the Civil Service examination for the title.

Attachment: Class Specification
Personnel Order
Resolution

[Signature]

University Personnel Director