THE CITY UNIVERSITY OF NEW YORK

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Personnel Policy Number:

Regulation Reference No.: 7.3.5

Index Reference: Layoff: Displacement
Appointments from a Replacement Roster or
Preferred List for titles in which there are
multiple assignment levels

When a layoff occurs and the affected employee is serving in a title in which there are multiple assignment levels, the following procedures define the certification of names for appointment from a Placement Roster, or Preferred List.

PLACEMENT ROSTER

If there are no vacancies posted in the title at or below the assignment level of layoff, the employee is entitled to have his/her name certified to a placement roster. The employee is given only the names of the colleges at which provisionals are serving in his/her assignment level from which to make a selection. If there are no provisionals serving at his/her assignment level, he/she is given the listing of provisionals at the next lower assignment level. If the candidate accepts an appointment at a lower assignment level, he/she concurrently remains on the preferred list in the title and assignment level in which his/her layoff occurred, unless through appointment to the lower assignment level he/she is reinstated at the same salary as received prior to layoff.

Consistent with Regulation 7.1.3, it is the employee's option to have his/her name certified to a placement roster. It is, however, only through the placement roster that an employee can designate a campus location preference. If more than one candidate is on a placement roster, the college personnel officer can interview all candidates, and make a selection without regard to seniority. If there is only one candidate, the employee must be offered a position at the college. The decision to decline rests solely with the employee. An employee selected from a placement roster is subject to a three month trial period.

PREFERRED LIST

If an employee chooses not to be considered for appointment on the placement roster, his/her name will be certified to the preferred list following layoff. The preferred list will be certified first to colleges in which provisionals are serving in the same assignment level of layoff. If there are no such provisionals serving in the University, the preferred list will then be certified to the next lower assignment level.
in the title. If the candidate accepts an appointment at a lower assignment level, he/she concurrently remains on the preferred list in the title and assignment level in which their layoff occurred, unless through appointment to the lower assignment level he/she is reinstated at the same salary as received prior to layoff. If there are no such provisionals, the preferred list will be certified to colleges in which provisionals are serving at a higher assignment level within the title. When a college has a provisional serving in a higher assignment level in a title than the assignment level of the candidate on the preferred list, the college has two options. If the candidate is qualified, the college may offer the position at the higher assignment level of the title in which their currently assigned provisional is serving, or the college may fill the position at the assignment level in which the preferred list candidate has formerly served.

PLACEMENT ROSTER THEN PREFERRED LIST

In situations in which an employee who had been appointed from a placement roster does not satisfactorily complete the three month trial period, his/her name is then certified to the preferred list. Such a preferred list is not certified to the same campus as was designated from the placement roster unless there are no other provisionals serving in the title regardless of level within the University. If there are provisionals serving in the title in the same assignment level, the list is certified there first. If there are no such provisionals serving in the University, the same procedures outlined above for appointment from a preferred list in other than the assignment level of layoff will be followed.

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11/25/94