THE CITY UNIVERSITY OF NEW YORK

INTERPRETIVE MEMO: 12-95  DATE: 12-4-95
(see also IM 11-95; 9-28-95)

PERSONNEL POLICY BULLETIN:

REGULATION REFERENCE NO.: 5.1.1. & 2.3.3.(9)

INDEX REFERENCE: Step-Up Appointment to the
title CUNY Administrative
Assistant: Guidance to step-up
employees: Notification Letter
and Form for Employee Sign Off

Issue:
The attached letter and form were prepared in response to a
request from the union that employees who are stepped up are
informed in writing of the implications of that provisional
appointment. In an effort to insure consistency, it is
recommended that the form be completed by any employee stepped-up
and maintained in that employee's personnel files.

=================================
SAMPLE NOTIFICATION LETTER

Date

Name
Address

Dear Ms./Mr.________________

I would like to congratulate you on your appointment to a Step-Up Provisional CUNY
Administrative Assistant, Title II, Level 1A in the __________ Office/Department as of
(date) ____________. The duties that you are performing in this position meet the
qualifications for the Title II, Level 1A appointment. As with all provisional appointments, once a
test is given and a list is promulgated, this position will be filled with a candidate from the list. I
am requesting that you sign the attached form, which acknowledges your understanding of this
provisional appointment, and forward the form to my office no later than (date) ____________

It is always a pleasure to recognize an employee, when possible, for exceptional performance in a
demanding position.

12/3/95

[Signature]
FORM DETAILING EMPLOYEE UNDERSTANDING OF STEP-UP PROVISIONAL CUNY ADMINISTRATIVE ASSISTANT APPOINTMENT

To: __________________________
    College Personnel Director

I have been given a Step-Up Provisional Appointment to the title of CUNY Administrative Assistant Title II, Level 1A. Since this is not a permanent appointment, I have been advised that I may be returned to my leave line at the discretion of the College Personnel Director. I have further been advised that once a test is given for this title and a list is promulgated that this position will be filled with a candidate from that list. In the event that I do not take or pass that test or upon passing am not reachable on the list for immediate appointment to this title in probationary status, I am aware that I will be returned to my former title and level. If I return to my leave line in the lower title the following action, depending on my assignment level prior to the provisional appointment will occur:

A CUNY Office Assistant Level 3 employee who is stepped up and who, for whatever reason, is returned to the lower title will be returned to Level 3. A Level 4 employee who is stepped up and who, for whatever reason, is returned to the lower title will be returned to a Level 4. The salary upon return is subject to CUNY Rules and Regulations

Signature: __________________________

    type candidate's name under line

Date: __________________________

APPROVED

University Personnel Director