THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 2-97
REGULATION REFERENCE NUMBER: 9.9 and 33.3
INDEX REFERENCE: Managerial salary adjustment within an assignment level as a result of increased complexity of campus operations

DELETE PPB 8-88 10/20/88

The following shall apply to managerial titles in which the assignment level is determined based on a rating of the complexity of the college’s operations. When the overall rating for a campus increases by three or more points on the University Personnel Classification Rating Scale because of new facilities at the college, or because of other changes at the college since the original rating, a salary adjustment to base may be recommended for final approval to the University Personnel Director.

Procedure:

A college may submit to the University Personnel staff member responsible for classification a request for a review of the college’s rating and/or a review of the manager's assignment level. If the manager is deemed ineligible for re-assignment to a higher level, but the changes in the college's circumstances result in a gain of three or more points on the rating scale, a within-level managerial salary adjustment may be requested by the College Personnel Director.

A request for review by the College Personnel Director must be accompanied by supporting evidence submitted by the appropriate Vice President.

All managerial within-level salary advancement increases must receive written approval of the University Personnel Director prior to implementation on payroll.

Guidelines:

Managerial salary advancement for this purpose may not be less that $1000, nor more than $3000.

In no instance will a within-level salary advancement request be considered which exceeds the maximum for the assignment level in which the incumbent is evaluated.