THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 12-02 DATE: 1-8-02
REGULATION REFERENCE NO.: 3.1.4. INTERPRETIVE MEMO:
INDEX REFERENCE: Filing Fees for Eligibility Determination

Background:

All persons appointed for the first time on other than an emergency basis to any CUNY classified title (competitive, non-competitive, labor class, section 220 prevailing rate, exempt), whether or not the appointment is with continuous service, must submit payment of the established eligibility determination fee. No eligibility determination fee is assessed for a change in level within a title, nor is an eligibility determination for a reappointment with continuous service to the same title nor for rule conversions. The eligibility determination fee may not be waived under any circumstance. Eligibility determination fees vary according to the salary in the appointed title (see attached chart).

Procedures:

A. Appointments to the College Assistant Title

A College Assistant appointed prior to the effective date of this policy and who maintains employment in that title in each fiscal year thereafter is not subject to the eligibility fee. Any other appointment to the title of College Assistant for more than 240 hours will require payment of the eligibility fee unless the appointee has previously paid the fee and has maintained employment in that title in each fiscal year since the fee was paid.

Following the effective date of this policy, consecutive appointments in the same fiscal year to the title of College Assistant which total more than 240 hours will be equivalent to a single appointment to a single appointment for the purpose of assessing liability for payment of appointment which in total will exceed the 240th hour for the year. All checks (current employees only) or money orders (preferably without an expiration date) are payable to CUNY. The eligibility fee currently in effect is attached.

First appointment transactions and reappointment transactions shall be submitted to the University Personnel Director on form OFSR-188A (see attached). Appointments made for less than 240 hours should be listed on a separate page. NOTE: Appointments to the title of Student Aide shall be reported on form OFSR-188B (see attached). There is no eligibility fee.
B. **Original Appointments in All CUNY Classified Service Titles**

Persons appointed without continuous service are subject to a fee for eligibility determination which, unless waived by the Vice Chancellor, is to be paid by money order, preferably without an expiration date, payable to CUNY. Fees for provisional appointments to CUNY titles are to be paid at the time the appointments are made and attached to appointment papers sent to the University Personnel Director. For provisional appointments, a summary form OFSR - 247 should be included (see attached). Eligibility determination fees for appointments made from a CUNY civil service list will have been collected from each applicant at the time of the application for examination. No additional fee is required for eligibility determination upon appointment.

Original appointment transactions for non-competitive or exempt titles other than College Assistant or Student Aide may be batched and submitted in a timely way to the University Personnel director, accompanied by a form OFSR - 188C (see attached). Eligibility determination fees vary by title.

C. **Appointments with Continuous Service to a CUNY Classified Service Title**

Persons appointed with continuous service to a different title, other than as exempted above and other than as a result of an involuntary personnel action, are subject to a fee for eligibility determination which, unless waived by the Vice Chancellor, is to be paid by personal check (indicate the college where employed on the face or money order, payable to CUNY). Eligibility determination fees for provisional appointments are to be paid at the time of the appointments and attached to appointment papers sent to the University Personnel director. Eligibility determination fees will have been collected from each applicant at the time of the application for examination. No additional fee is required for eligibility determination.

D. **Filing Fees and Continuous Services**

A filing fee for eligibility determination must be paid the first time a person is appointed to an hourly civil service position other than as a college Assistant. The fee is deemed to cover three consecutive fiscal years, or the period of continuous service following first appointment. This fee will not be waived regardless of the number of hours of employment anticipated within the fiscal year. An employee who maintains continuous service will not be charged an additional eligibility fee. For this purpose, continuous service will be any employment in the same title and level in CUNY in each successive fiscal year following initial appointment.

If a break in service occurs during the three consecutive fiscal years; a new fee shall be required upon reappointment in the fourth year. If a break in service occurs following continuous service beyond the first three year period, a new fee shall be required. Any change in hourly title, or a change in level within a title which is based on new duties, or requires additional qualifications will require an additional eligibility determination fee upon first time appointment.
MEMORANDUM

April 7, 2000

To: Personnel Directors

From: Helene Lund

Re: Filing Fees

I write to inform you that Vice Chancellor Brenda Richardson Malone has updated the minimum salary for the CUNY Hourly Salary Range for the Classified Staff to reflect the White Collar contractual increase as follows:

**CUNY HOURLY SALARY RANGE**  
$8.47 - 15.07*  
15.08 and Over

**FILING FEE**  
$10  
15

*Note: The filing fee is unchanged*

In addition, for your convenience, listed below is the CUNY Annual Salary Range and filing fee schedule which remains the same:

**CUNY ANNUAL SALARY RANGE**  
$24,999 and Under**  
25,000 - 29,999  
30,000 - 39,999  
40,000 - 44,999  
45,000 and Above

**FILING FEE**  
$20  
25  
30  
40  
45

*Pay range for hourly employees.

**Examples of jobs in this pay category include CUNY Office Assistant, CUNY Custodial Assistant, and Campus Peace Officer, Level 1,