THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 2-98 DATE: February 9, 1998

REGULATION REFERENCE NO.: 2.3.3 (19)

INDEX REFERENCE: MERIT SALARY INCREASES

SUPERcedes PPB 10-93 DATE: 3-16-93   DELETE PPB 3-87, 10-93
CUNy SUB-MANAGERIAL BASE SALARY MERIT REQUEST PROCEDURE

GUIDELINES:

For less than 4% of salary or cap of $2500, whichever is less

1. Employee must have a minimum of 18 months CUNY service
2. Merit cannot be given while employee is in probationary status or serving in a trial period in title.
3. Merits may be granted in any amount from $500 up to a maximum of $2500 although in no instance may the amount requested equal or exceed 4% of base salary.
4. Employee must have at least a very good evaluation rating and have provided demonstrable performance examples of his/her meritorious contribution(s). (See Attachment 3 below for guidance).
5. Employee must have a satisfactory time and leave record (cannot be considered if absence were sufficient to place employee on doctor's note restriction during the past 18 months).
6. Employee may not receive more than one promotion or merit increase within a twelve month period, unless the promotion is the result of a competitive list selection and subsequent to the approval of a meritorious increase.
7. Labor Designee must be consulted to assure that no disciplinary actions are pending
8. The maximum salary for the employee's title and/or level cannot be exceeded as a result of a meritorious salary increase request.

APPROVED

University Personnel Director
Attachments Required:

1. **Time and Leave Records** covering an analysis of at least two completed bi-annual leave periods (January - June; July - December) plus any current time period of less than six full months. Analysis must include tabulation of undocumented and documented absences, including written information from the medical care provider.

2. **Performance Evaluation Rating Document**
   - Date of Last Annual Review
   - Rating
   - (If last review is more than 6 months old, a new evaluation must be completed and submitted as well)
   - Updated Performance Evaluation Rating
   - Date

3. **Justification Letter**
   Meritorious requests made by the College Personnel Director must be accompanied by a Justification letter prepared by the employee's department head which details specific examples of activities, actions and service behaviors which demonstrate job performance of a meritorious quality.

**GUIDELINES:**

*For not less than $2500, nor more than 7% of base salary*

1. Employee must have a minimum of 18 months CUNY service
2. Merit cannot be given while employee is in probationary status or serving in a trial period in title.
3. Merits may be granted in any amount from $2500 up to a maximum of 7% although in no instance may the amount requested exceed 7% of base salary.
4. Employee must have an exceptional performance evaluation rating and have provided demonstrable performance examples of his/her exceptional contribution(s). See Attachment 3 below for guidance.
5. Employee must have excellent time and leave record (consult also Interp. Memo 3-88)
6. Employee may not receive more than one promotion or merit increase within a twelve month period, unless the promotion is the result of a competitive list selection and subsequent to the approval of a meritorious increase
7. Labor Designee must be consulted to assure that no disciplinary actions are pending
8. The maximum salary for the employee's title and/or level cannot be exceeded as a result of meritorious salary increase request

[Signature]
University Personnel Director
Attachments Required:

1. **Time and Leave Records** covering an analysis of at least three completed bi-annual leave periods (January - June; July - December) plus any current time period of less than six full months. Analysis must include tabulation of undocumented and documented absences, including written information from the medical care provider.

2. **Performance Evaluation Rating Document**
   - Date of Last Annual Review __________ Rating____________
   (If last review is more than 6 months old, a new evaluation must be completed and submitted as well)
   - Updated Performance Evaluation Rating __________ Date__________

3. **Justification Letter**
   Meritorious requests made by the College Personnel Director must be accompanied by a Justification letter prepared by the employee's department head which details specific examples of activities, actions and service behaviors which demonstrate job performance of a meritorious quality.

Ppblx-98.f/ppbimia/rko
CUNY MERIT REQUEST FORM

COLLEGE __________________________ PERSONNEL OFFICER ____________________

DATE SUBMITTED __________________

CANDIDATE INFORMATION

NAME __________________________ CURRENT SALARY ________________________

SOCIAL SECURITY No. ___________ PROPOSED MERIT INCREASE __________

CUNY START DATE _____________ NEW SALARY ___________

CIVIL SERVICE TITLE ______________________

SALARY RANGE FOR TITLE ________________

CIVIL SERVICE STATUS

Permanent ________ Provisional ________
Non-Competitive _______ Exempt _______

PROMOTION HISTORY (most recent action)

Title __________________________ Effective Date ______________

PROPOSED EFFECTIVE DATE FOR MERIT ACTION ________________

ATTACHMENTS:

(1) Performance Evaluation
(2) Time and Leave Analysis
(3) Justification letter

7/29/87

3/87