Issue:

This letter codifies the implementation by the Vice Chancellor of Regulation 7.1.5. The letter established Hard To Recruit status for the tile Nurse Practitioner. It permits permanent employees to transfer their permanent civil service status to CUNY and to be appointed in probationary status without the necessity of being appointed from an active civil service list. Any title designated as Hard To Recruit will maintain that status for a one (1) year period. At the conclusion of the year, the Hard To Recruit status will be reexamined.

---

The City University of New York

OFFICE OF THE VICE CHANCELLOR
FOR FACULTY AND STAFF RELATIONS
Human Resources Management
535 East 80 Street, New York, N.Y. 10021
(646) 674-8544 (646) 674-8598 fax www.cuny.edu

MEMORANDUM

June 4, 2002

To: Brenda Richardson Malone
   Vice Chancellor Faculty & Staff Relations

From: Arthur E. Brown, Jr.
      University Human Resources Director

Re: Designation of Nurse Practitioner
   Hard To Recruit

Within the provisions of the Rules and Regulations, transfers between Civil Service jurisdictions may be permitted when each jurisdiction has provided for and adopted Reciprocal Rules. The rule need not name a specific other jurisdiction nor provide any specific terms or conditions for the transfer, unless the jurisdictions wish to employ special conditions which where not provided for in their other Rules and Regulations. Within The City University of New York such transfers are permissible only to positions which have been designated by you as positions for which recruitment is difficult. The New York City Department of Personnel has provided for and adopted such a Reciprocal Rule.

After extensive discussions with Personnel Officers at the campuses involving recruitment difficulties and turnover problems which result in substantially limiting the efficiency of campus operations, I am recommending that you approve the designation of Hard To Recruit for the title Nurse Practitioner. This designation will assist in both attracting and keeping current permanent employees from other jurisdictions who would otherwise lose their permanent civil service status upon accepting a position withing The City University of New York.

Approved

Brenda Richardson Malone

University Personnel Director
The attached document incorporates the Time and Leave Provisions governing the appointment process to positions within the civil service of The City University of New York. It delineates the provisions for twenty-four (24) different categories of appointment by identifying for each:

1. the civil service status and annual leave accrual rate, as well as
2. the guidelines for determining prior credit in the areas listed below:
   a. annual leave balances
   b. sick leave balances
   c. longevity
   d. service
   e. seniority

Although an attempt has been made to identify all major appointment categories, please contact the University Personnel Director for a policy interpretation should an appointment question arise which requires additional guidance.

As a guide in locating the governing policies to be implemented for each appointment category, please consult the Index which can be found on pages I, II, III, and IV. Definitions of some terms are found on page 25. Charts identifying public employers which are external to CUNY and for whom special provisions may apply in certain circumstances can be found on pages 26 and 27. In addition, please consult Interpretive Memo 6-90 regarding the explicit policies which govern the Vacation Stretch provisions.
CUNY Civil Service Status: PROVISIONAL

<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROV1</td>
<td>1</td>
<td>NO prior CUNY or &quot;city&quot; service</td>
</tr>
<tr>
<td>PROV2</td>
<td>2</td>
<td>CUNY provisional on leave of absence for childcare, military, worker's comp</td>
</tr>
<tr>
<td>PROV3</td>
<td>3</td>
<td>Prior &quot;city&quot; provisional appointed following a break in service of 31 calendar days or less</td>
</tr>
<tr>
<td>PROV4</td>
<td>4</td>
<td>CUNY provisional re-appointed following a break in service of 31 calendar days or less</td>
</tr>
<tr>
<td>PROV5</td>
<td>5</td>
<td>Prior CUNY or &quot;city&quot; provisional re-appointed following a break in service of more than 31 calendar days</td>
</tr>
<tr>
<td>UNC1</td>
<td>18</td>
<td>Provisional appointment with prior CUNY unclassified service; NOT as a result of UNIVERSITY initiated reclassification</td>
</tr>
<tr>
<td>BETW1</td>
<td>17</td>
<td>Provisional appointment of permanent CUNY employee to a higher title at a different college; permanent status in lower title follows employee</td>
</tr>
</tbody>
</table>

CUNY Civil Service Status: Permanent

SPECIAL PROVISIONS GRANTED AS A CONSEQUENCE OF UNIVERSITY INITIATED CLASSIFICATION STUDIES CONDUCTED THROUGH DECEMBER 31, 1993

<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC2</td>
<td>19</td>
<td>Permanent appointment of an employee with prior CUNY unclassified service AS A RESULT of a UNIVERSITY initiated reclassification</td>
</tr>
</tbody>
</table>

- I -

APPROVED
<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>LIST ESTABLISHED BY</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC3</td>
<td>20</td>
<td>EITHER</td>
<td>Probationary appointment with immediately prior CUNY unclassified service; not as a result of a UNIVERSITY initiated reclassification</td>
</tr>
<tr>
<td>BETW1</td>
<td>17</td>
<td>EITHER</td>
<td>Probationary appointment of permanent CUNY employee to a higher title at a different college from a promotional list; permanent status in lower title maintained until probation completed</td>
</tr>
<tr>
<td>TRANS1</td>
<td>14</td>
<td>TRANSFER ROSTER ESTABLISHED BY CUNY</td>
<td>Transfer within CUNY in the same classified title from a transfer roster; Probation is called a TRIAL Period lasting for 3 months</td>
</tr>
<tr>
<td>TRANS2</td>
<td>15</td>
<td>NOT APPLICABLE</td>
<td>Transfer to CUNY of a Permanent employee of the &quot;city&quot; in a white or blue collar title designated by the Vice Chancellor as Hard To Recruit</td>
</tr>
<tr>
<td>TRANS3</td>
<td>16</td>
<td>NOT APPLICABLE</td>
<td>Transfer to CUNY from another jurisdiction of a Permanent employee in a title designated by the Vice Chancellor as Hard To Recruit</td>
</tr>
<tr>
<td>REIN1</td>
<td>21</td>
<td>NOT APPLICABLE</td>
<td>All reinstatements have a 1 year probation see next page for types of reinstatements</td>
</tr>
<tr>
<td>REIN2</td>
<td>22</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
<tr>
<td>REIN3</td>
<td>23</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
<tr>
<td>REIN4</td>
<td>24</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
</tbody>
</table>
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY

ELIGIBILITY:
PROVISIONAL APPOINTMENT WITH NO PRIOR CUNY, OR "CITY" SERVICE

CIVIL SERVICE STATUS
PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE
At entry rate of civil service accrual schedule in effect on date of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
None

SICK LEAVE BALANCES
None

LONGEVITY
None
Clock starts as of date of appointment to CUNY

SERVICE
None
Clock starts as of date of appointment to title in CUNY

SENIORITY
None

- 1 -

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY
PRIOR "CITY" SERVICE

ELIGIBILITY:
ANY PROVISIONAL EMPLOYEE WITH PRIOR "CITY" SERVICE, OR
SERVICE IN ANOTHER JURISDICTION WHO IS APPOINTED
PROVISIONALLY TO CUNY FOLLOWING A BREAK IN SERVICE OF
31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY
WERE PAID FOR ACTIVE(*) SERVICE

(*)Time on payroll solely for the payment of accrued annual
leave credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS
PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE
at entry rate of civil service
accrual schedule in effect on date
of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
None

SICK LEAVE BALANCES
None

LONGBIETY**
As of date of first civil service
appointment to CUNY, or to another
covered jurisdiction or employer
(minus time off payroll) provided
all service was continuous

SERVICE
None
Clock starts as of date of
appointment to title in CUNY

SENIORITY
None

** At present, prior service ONLY applies if other
jurisdiction or employer is designated on CHART A under
LONGBIETY

- 3 -
ELIGIBILITY:
PROVISIONAL APPOINTMENT WITH PRIOR CUNY OR "CITY" SERVICE WITH A BREAK IN SERVICE OF MORE THAN 31 CALENDAR DAYS FROM LAST DATE FOR WHICH THEY WERE PAID FOR ACTIVE(*) SERVICE.
(*)Time on payroll solely for the payment of accrued annual leave credit is NOT counted in determining the last date paid

CIVIL SERVICE STATUS               PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE          At entry rate of civil service accrual rate in effect on date of THIS appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES               None
SICK LEAVE BALANCES                 None
LONGEVITY                           None
Clock starts as of date of THIS appointment to CUNY
SERVICE                             None
Clock starts as of date of THIS appointment to the title in CUNY
SENIORITY                           None
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM NYC CIVIL SERVICE LIST
PRIOR SERVICE IN ANOTHER JURISDICTION

ELIGIBILITY:
EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES FROM OTHER
JURISDICTIONS WITH PRIOR PROVISIONAL STATUS IN THE FORMER
JURISDICTION WHO ARE APPOINTED WITH CONTINUOUS SERVICE TO CUNY FROM
AN ELIGIBLE LIST ESTABLISHED BY THE NYC DEPARTMENT OF PERSONNEL

CIVIL SERVICE STATUS
PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At entry rate of civil service accrual schedule in effect on date of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

<table>
<thead>
<tr>
<th>ANNUAL LEAVE BALANCES</th>
<th>Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICK LEAVE BALANCES</td>
<td>Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation</td>
</tr>
<tr>
<td>LONGEVITY**</td>
<td>As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous</td>
</tr>
<tr>
<td>SERVICE</td>
<td>None Clock starts as of date of appointment to title in CUNY</td>
</tr>
<tr>
<td>SENIORITY</td>
<td>None Clock starts as of original appointment date to CUNY from a civil service list</td>
</tr>
</tbody>
</table>

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY OR CITY CIVIL SERVICE LIST
PRIOR CONTINUOUS SERVICE IN CUNY

ELIGIBILITY:
CUNY EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR
PROVISIONAL OR PERMANENT STATUS WHO ARE APPOINTED WITH CONTINUOUS
CUNY SERVICE FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR
OR CITY PERSONNEL DIRECTOR

CIVIL SERVICE STATUS
PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At same rate and in same accrual
original schedule of eligibility in
effect for employee on date of first
appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
Up to the maximum number of days
earnable in two (2) years plus current
year's earnings shall be credited when
supported by official documentation

SICK LEAVE BALANCES
All sick leave balances supported by
official documentation shall be credited

LONGEVEITY**
As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll)

SERVICE
As of date of appointment to title in
CUNY (minus time off payroll)

SENIORITY
None, if prior status was provisional
If prior status was permanent, clock
started as of original appointment date
to CUNY from a civil service list

* A former PROVISIONAL CUNY employee who was TERMINATED due to
the ESTABLISHMENT of a civil service LIST and subsequently REHIRED
from that LIST within 90 calendar days is eligible for these annual
leave accrual rates, as well as a PROVISIONAL CUNY employee who
RESIGNED and is REHIRED from a LIST and returns to payroll WITHIN 31
days from last day paid

** At present, prior service ONLY applies if other jurisdiction
or employer is designated on CHART A under LONGEVITY

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM CUNY CIVIL SERVICE LIST
PRIOR SERVICE IN ANOTHER JURISDICTION

ELIGIBILITY:
EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR
PERMANENT STATUS IN THE FORMER JURISDICTION WHO ARE APPOINTED WITH
CONTINUOUS SERVICE TO CUNY FROM AN ELIGIBLE LIST ESTABLISHED BY THE
VICE CHANCELLOR

CIVIL SERVICE STATUS PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
If jurisdiction or employer IS
designated on CHART A under VACATION
STRETCH: At rate applicable as if all
full-time continuous preceding service
had been at CUNY
If jurisdiction or employer is NOT
designated on CHART A under VACATION
STRETCH: At a rate based on service as
determined by civil service schedule in
effect on date of first appointment to
CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES None
SICK LEAVE BALANCES None
LONGEVITY** As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll) provided all service was
continuous
SERVICE None
Clock starts as of date of appointment
to title in CUNY
SENIORITY None
Clock starts as of original appointment
date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or
employer is designated on CHART A under LONGEVITY
ELIGIBILITY:
COLLEGE ASSISTANTS WHO ARE BEING APPOINTED TO A FULL-TIME
CIVIL SERVICE POSITION FROM AN ELIGIBLE LIST ESTABLISHED BY
THE VICE CHANCELLOR OR CITY PERSONNEL DIRECTOR, FOLLOWING A
BREAK IN SERVICE OF 31 CALENDAR DAYS OR LESS FROM LAST DATE
FOR WHICH THEY WERE PAID FOR ACTIVE(*) SERVICE
(*)Time on payroll solely for the payment of accrued annual leave
credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS
PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE
College Assistants who have been
consecutively re-appointed following
their initial appointment whether prior
to 7/1/85 or thereafter shall, upon
appointment to a full-time position,
have each year of consecutive service
credited towards additional accumulation
of annual leave benefits, provided that
a break in service of not more that 31
days has occurred prior to full-time
appointment

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
Up to the maximum number of days
earnable in current vacation year (7/1 -
6/30 for College Assistant) may be
credited when supported by official
documentation

SICK LEAVE BALANCES
All sick leave balances supported by
official documentation shall be credited

LONGEVITY
As of date of first civil service
appointment (minus time off payroll)
provided all service was continuous

SERVICE
None
Clock starts as of date of appointment
to full-time title in CUNY

SENIORITY
None
Clock starts as of original appointment
date to CUNY from a civil service list
ELIGIBILITY:
ONLY PERMANENT EMPLOYEES IN A WHITE OR BLUE COLLAR TITLE WHICH
HAS BEEN DESIGNATED AS HARD TO RECRUIT BY THE VICE CHANCELLOR WHO ARE
BEING TRANSFERRED TO CUNY TO A POSITION WITH THE SAME OR SIMILAR
DUTIES

CIVIL SERVICE STATUS PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE At rate applicable as if all full-time
preceding public service had been at
CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES All annual leave balances up to the
maximum number of days earnable in two
(2) years shall be credited when
supported by official documentation

SICK LEAVE BALANCES All sick leave balances up to the
maximum number of days earnable in two
(2) years shall be credited when
supported by official documentation

LONGEVITY** As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll) provided all service was
continuous

SERVICE None
Clock starts as of date of appointment
to title in CUNY

SENIORITY None
Clock starts as of date of transfer to
CUNY

** At present, prior service ONLY applies if other jurisdiction or
employer is designated on CHART A under LONGEVITY

- 15 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS

PROVISIONAL APPOINTMENT OF PERMANENT EMPLOYEE TO A HIGHER TITLE
AT ANOTHER COLLEGE
OR

PROBATIONARY APPOINTMENT OF A PERMANENTLY CLASSIFIED EMPLOYEE
PROMOTED FROM A CIVIL SERVICE LIST TO A HIGHER TITLE
AT A DIFFERENT CUNY COLLEGE

ELIGIBILITY:

ONLY PERMANENT CUNY EMPLOYEE ACCEPTING A POSITION AT A DIFFERENT CUNY
COLLEGE FROM A PROMOTIONAL CIVIL SERVICE LIST; OR, PERMANENT CUNY EMPLOYEE
ACCEPTING A HIGHER PROVISIONAL POSITION FROM A VACANCY POSTING AT A
DIFFERENT CUNY COLLEGE

CIVIL SERVICE STATUS

See also PPB 1-87

Provisional appointment of permanent
employee to a higher title at another college;
permanent status in lower title in transferred
to the receiving college

Permanently classified employee promoted to
a higher title from a civil service list at a
different CUNY college: employee is placed on
one year leave from permanent title at sending
college while serving probation at receiving
college; upon completion of satisfactory
probation, leave line is ended

ANNUAL LEAVE ACCRUAL RATE

At same rate and in same original accrual
schedule of eligibility as established at the
sending college

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

Up to the maximum number of days earnable in
two (2) years plus current year’s unused
earnings shall be credited when supported by
official documentation

SICK LEAVE BALANCES

All sick leave balances supported by official
documentation shall be credited

LONGEVITY**

As of date of first civil service appointment
to CUNY or another covered jurisdiction or
employer (minus time off payroll) provided all
service is continuous

SERVICE

As of date of appointment to title in CUNY
(minus time off payroll)

SENIORITY

As of date of original appointment to CUNY
from a civil service list

** At present, prior service ONLY applies if other jurisdiction or
employer is designated on CHART A under LONGEVITY

APPROVED

- 17 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PERMANENT OR PROBATIONARY APPOINTMENT TO CUNY
AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION

ELIGIBILITY:
PERMANENT AND PROBATIONARY APPOINTMENTS WITH IMMEDIATELY PRIOR
UNCLASSIFIED CUNY SERVICE; APPOINTED AS A RESULT OF UNIVERSITY INITIATED
RECLASSIFICATION. SEE ALSO REGULATION 2.2.5

CIVIL SERVICE STATUS
Dependent on employee’s prior service in
performing the duties of the reclassified
title will be either
(A) PERMANENT or (B) PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At a rate based on continuous years of
service, whether in the classified or
unclassified service, as calculated by
civil service accrual schedule in effect on
earliest date of continuous appointment to
CUNY.

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
All annual leave balances supported by
official documentation shall be credited,
provided that, in instances where balances
exceed the maximum number of days earnable
in two (2) years in a civil service title,
those days in excess will be reduced to
adhere to the civil service maximum within
three (3) subsequent vacation years
following the appointment to the civil
service title. In instances where the
annual leave is not reduced, the excess
annual leave will be converted to increase
the employee’s sick leave balance.

SICK LEAVE BALANCES
All sick leave balances supported by
official documentation shall be credited

LONGEVITY
Calculated through same method as used for
identifying Seniority date (see below)

SERVICE
None
Clock starts as of date of appointment to
classified title in CUNY

SENiorITY
If permanent - date on which duties were
first performed becomes the original
appointment date
If probationary - as of date of original
appointment to the classified service title
(i.e. date when probation began)

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
REINSTATEMENT FROM ANOTHER JURISDICTION
WITHIN ONE YEAR OF THEIR PRIOR SERVICE

ELIGIBILITY:
ONLY PERMANENT EMPLOYEES TO AN ELIGIBLE TITLE WITH THE SAME OR
COMPARABLE DUTIES WHO FORMERLY SERVED IN ANOTHER JURISDICTION
FOR AT LEAST ONE YEAR

CIVIL SERVICE STATUS
PROBATIONARY for one (1) year as of date
of reinstatement to CUNY

ANNUAL LEAVE ACCRUAL RATE
At entry rate of civil service accrual
schedule in effect on date of
reinstatement to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
None

SICK LEAVE BALANCES*
None

LONGEVITY**
As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll) provided all service was
continuous

SERVICE
None
Clock starts as of date of appointment
to title in CUNY

SENIORITY
None
Clock starts as of date of reinstatement
to CUNY

NOTE
* At the discretion of the College Appointing Officer, the
employee from another jurisdiction who is reinstated may be advanced
up to a maximum which is the equivalent of two years accumulation of
sick leave time for the title prior to its having been earned if such
time has been verified as having been accrued at the prior
jurisdiction (i.e since present white and blue collar contracts
permit 12 days or 84 hours sick leave accumulation per year, in 1990
this benefit would equal 24 days or 168 hours). Upon completion of
the probationary year at the receiving college, the college
appointing officer may credit up to the equivalent of two years
accumulation of sick leave or the balance, whichever is less. If the
employee resigns or does not successfully complete the one year
probation at CUNY, payment for any time which has been advanced will
be recovered by the college such as a reduction in the final paycheck
or other alternative means.

** At present, prior service ONLY applies if other jurisdiction
or employer is designated on CHART A under LONGEVITY
ELIGIBILITY:

ONLY PERMANENT CUNY EMPLOYEES
(1) Within one year of CUNY resignation, or retirement, or
(2) Within four years from a preferred list as a result of abolition or reduction of position, or
(3) Within one year after the cessation of a disability which was the result of occupational injury or disease as defined in the worker's compensation law; if no position exists to which the former employee may be reinstated, the person’s name shall be placed on a preferred list and eligibility will continue for up to an additional four years.

CIVIL SERVICE STATUS
PROBATIONARY for one (1) year as of date of reinstatement to CUNY

ANNUAL LEAVE ACCRUAL RATE
At rate attained prior to resignation or retirement. Time off payroll is not counted in determining when employee becomes eligible for higher accrual rate.

CREDITING OF:

ANNUAL LEAVE BALANCES
None

SICK LEAVE BALANCES
All sick leave balances supported by official documentation shall be re-credited

LONGEVITY**
As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE
As of date of appointment to title in CUNY (minus time off payroll)

SENIORITY
As of original appointment date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY
GLOSSARY

SENIORITY DATE: The date of original appointment, in the competitive class from a civil service list in probationary status or to a title in the labor or non-competitive class to which layoff rights have been granted, provided service has been continuous; this date is used in determining inverse order for layoff.

SERVICE INCREMENT DATE: the date of first appointment to a specific title or title/level provided service has been continuous; this date is used in determining eligibility for negotiated salary increments based on length of time in a title or title/level; length of service in CUNY civil service titles includes provisional time.

LONGEVITY INCREMENT: this identifies the number of years in which an employee has been in active CUNY and/or "CITY" service. It calculates total service often covering advancements through different classified positions although the time off payroll on an authorized leave without pay is not counted. The date at which the longevity clock starts is recalculated if there has been a break in continuous service. Eligibility is limited to employees with 15 years or more years of service in pay status who are NOT in a title already eligible for a longevity differential or service increment as established by the Salary Review or Equity Panel.

REINSTATEMENT: The probationary appointment to an eligible title within CUNY of a candidate, to a position with the same or similar duties without the need for examination. Only a candidate who had attained permanent civil service status within CUNY or another jurisdiction is eligible for reinstatement. A reinstatement action can occur up to a maximum of four years or, equal to time served following permanent appointment, whichever is less, from the date of resignation or retirement.

TRANSFER: The appointment of a candidate from a CUNY TRANSFER roster (benefits defined by union contract); or the appointment of a candidate from another jurisdiction in an eligible title which has been designated as HARD TO FILL by the Vice Chancellor (current benefits for white and blue collar defined by union contract, any additional ones can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor; benefits for 220 employees can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor).

JURISDICTION: A term used to designate a division of the State Civil Service which is empowered by State Law to implement its own Civil Service Rules and generally provides for and implements unique and distinct time and leave provisions for its employees. Examples of Civil Service Jurisdictions in New York State separate from CUNY are: City of New York (which includes the agencies under the NYC Department of Personnel); City of Albany; School Construction Authority; County of Nassau; Health and Hospitals Corporation; State Dormitory Authority; City of Yonkers.
<table>
<thead>
<tr>
<th>New York City Mayoral Agencies &amp; Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging</td>
</tr>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>CDSCA</td>
</tr>
<tr>
<td>City Planning Commission</td>
</tr>
<tr>
<td>Comm. Bd. Assist. Unit</td>
</tr>
<tr>
<td>Comm. on Human Rights</td>
</tr>
<tr>
<td>Consumer Affairs</td>
</tr>
<tr>
<td>Correction</td>
</tr>
<tr>
<td>Cultural Affairs</td>
</tr>
<tr>
<td>Department of Records</td>
</tr>
<tr>
<td>Dept. of Employment</td>
</tr>
<tr>
<td>Dept. of Environmental Protection</td>
</tr>
<tr>
<td>Dept. of General Services</td>
</tr>
<tr>
<td>Dept. of Investigation</td>
</tr>
<tr>
<td>Dept. of Juvenile Justice</td>
</tr>
<tr>
<td>Dept. of Personnel</td>
</tr>
<tr>
<td>Dept. of Social Services/11RA</td>
</tr>
<tr>
<td>Dept. of Transporation</td>
</tr>
<tr>
<td>Dept. of Youth Services</td>
</tr>
<tr>
<td>Economic Development</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Financial Information Services Agency</td>
</tr>
<tr>
<td>Fire Department</td>
</tr>
<tr>
<td>Health Department</td>
</tr>
<tr>
<td>Housing Preservation and Development</td>
</tr>
<tr>
<td>Law Department</td>
</tr>
<tr>
<td>Mental Health and Standards</td>
</tr>
<tr>
<td>NYCERS</td>
</tr>
<tr>
<td>Office of Collective Bargaining</td>
</tr>
<tr>
<td>Office of Management &amp; Budget</td>
</tr>
<tr>
<td>Office of Municipal Labor Relations</td>
</tr>
<tr>
<td>Office of Payroll Administration</td>
</tr>
<tr>
<td>Office of the Mayor</td>
</tr>
<tr>
<td>Parks and Recreation</td>
</tr>
<tr>
<td>Police Department</td>
</tr>
<tr>
<td>Ports &amp; Intr’l Trade</td>
</tr>
<tr>
<td>Probation Department</td>
</tr>
<tr>
<td>Sanitation Department</td>
</tr>
<tr>
<td>Tax Commission</td>
</tr>
<tr>
<td>Taxi and Limo</td>
</tr>
<tr>
<td>Teacher’s Retirement. Sys</td>
</tr>
</tbody>
</table>

**Approved by:**

9/26/90
<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ALLOWANCE HOURS</th>
<th>ALLOWANCE DAYS</th>
<th>MONTHLY ACCRUAL HOURS</th>
<th>MONTHLY ACCRUAL DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of 1st Year**</td>
<td>80</td>
<td>10</td>
<td>6 - 2/3 hours</td>
<td>1 day per month after the first 2 months</td>
</tr>
<tr>
<td>Beginning of 2nd Year</td>
<td>104</td>
<td>13</td>
<td>8 - 2/3 hours</td>
<td>1 day per month plus 1 additional day at end of 2nd year or 1,083 days per month</td>
</tr>
<tr>
<td>Beginning of 3rd Year</td>
<td>104</td>
<td>13</td>
<td>8 - 2/3 hours</td>
<td>1 day per month plus 1 additional day at end of 3rd year or 1,083 days per month</td>
</tr>
<tr>
<td>Beginning of 4th Year</td>
<td>120</td>
<td>15</td>
<td>10 hours</td>
<td>1-1/4 days per month (1.25 days per month)</td>
</tr>
<tr>
<td>Beginning of 5th Year</td>
<td>160</td>
<td>20</td>
<td>13 - 1/3 hours</td>
<td>1-2/3 days per month (1.667 days per month)</td>
</tr>
<tr>
<td>Beginning of 8th Year</td>
<td>200</td>
<td>25</td>
<td>16 - 2/3 hours</td>
<td>2 days per month plus one additional day at the end of the leave year (2.084 days per month)</td>
</tr>
<tr>
<td>Beginning of 15th Year</td>
<td>216</td>
<td>27</td>
<td>18 hours</td>
<td>2-1/4 days per month (2.25 days per month)</td>
</tr>
</tbody>
</table>

**USE OF ANNUAL LEAVE CREDITS**

Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues. Prior to the completion of four months of service, annual leave may not be used for other than religious holidays.