THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 13-02   DATE: June 21, 2002

REGULATION REFERENCE NO.: 9.9.1

INDEX REFERENCE: Pay Upon the Promotion or Appointment of a CUNY employee to a Title in the CUNY Managerial Service

DELETE PPB4-98 dates 2/6/98

Any salary increase granted to a CUNY employee who is being appointed to a managerial position from a non-managerial position must receive the prior approval of the University Personnel Director. Requests should be submitted on OFSR Form #607.

The guaranteed base salary increase for a non-managerial employee upon appointment or temporary appointment to a position in the CUNY Managerial Service is $3750, or the minimum salary for the approved managerial assignment level whichever is greater. With the exception of the entry guarantee, no increase will be permitted which results in an employee's salary exceeding the initial appointment maximum for the managerial assignment level to which the employee is entering. The effective date for implementation of this promotional guarantee is, as of date of original policy issuance, November 20, 1997. If the employee is subsequently not selected for appointment to the position, pay upon return to the regular assignment is determined by CUNY Civil Service Rule and Regulation 2.3.3.16.

An increase above the promotional guarantee may be permitted in certain instances. Guidance on the procedures to further increase the employee's appointment salary can be found in PPB 2/01, dated 12/06/01.