Background:

Since January 1990, the University has permitted step up provisional appointments to the title of CUNY Administrative Assistant. This Personnel Policy Bulletin is written to amend the qualification requirements as stated in PPB No. 8-91 Dated: October 7, 1991 to meet the current qualification requirements as stated in the CUNY Administrative Assistant Notice of Exam No.1024. It also deals with special provisions for excluded eligible employees.

Guidance:

1. A college is precluded from making step-up provisional appointments when there is a promotion unit list or borough-wide promotion list still in existence with three or more names.

2. Step-up provisional appointments to the title of CUNY Administrative Assistant are limited to employees at that college who are permanent CUNY Office Assistants, Mail/Message Services Workers or CUNY Technical Support Aides (red circled) and who meet the minimum requirements for the position, as detailed in the CUNY job specification and in the collective bargaining agreement for this title. Excluded employees may be given a step-up provisional appointment provided he/she is permanent in an above mentioned title and meets the minimum qualifications as detailed in the CUNY job specification.

3. A college will not be required to return a step-up provisional appointee to his/her former title unless there is a promotion list with three or more names on it. Each college is required to provide a written statement to be signed by the step-up appointee which serves to formally notify him/her of both the title and salary consequences which occur upon the establishment of a promotion unit list.

4. An employee who is stepped up may be returned, for whatever reason, to his/her former title/assignment level. However, if the return of an employee to CUNY Office Assistant, Level 4 results in a higher percentage of employees in Level 4 than 20% of the population in Title I the college will be precluded from making any additional Level 4 appointments until the percentages permit, as determined by the University Director of Human Resources Management Services (formerly the University Personnel Director), unless it is an excluded position. The college is not required to reduce the number of persons in Level 4, nor is the college precluded from reducing the number of persons in Level 4 so long as it does so within the provisions of the contract for reduction in level.
5. A transfer roster shall take precedence over step-up provisional appointments to vacant positions. An “in place” step up of an eligible employee whose position merits a Title 2 classification may be made without regard to an active transfer roster (see Article XVIII Section 2 (a) of the White Collar Contract), subject to the college obtaining the prior approval of the Vice Chancellor based upon such information as the Vice Chancellor may require.

6. Step-up provisional appointments covered by the collective bargaining agreement will be made at the minimum salary for Level 1 of the CUNY Administrative Assistant title or at the current salary plus the promotion increase, whichever is greater. An employee covered by the collective bargaining agreement and who is returned to the former title shall be paid the same rate he or she would have earned had his or her service continued to be in the former title/level. Pay guidelines for excluded employees in the title of CUNY Office Assistant may be obtained from the University Office of Human Resources Management Services.

Underlined=new verbiage

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