Appointment of an existing CUNY employee to a higher title in a submanagerial position in the classified service may be made from a list, by a provisional step-up appointment, or by a new provisional appointment. Except as indicated below, such appointments shall be at the minimum salary rate of the higher title or appropriate level within title or at the current salary in the lower title plus a contractual promotion guarantee whichever is greater. Pursuant to CUNY CSC Regulation 2.3.3 (9), the salary for current CUNY employees receiving new provisional appointments or step-up provisional appointments may be set at a rate above the minimum under guidelines established by the Vice Chancellor.

Following are the guidelines effective August 1, 1994:

1. the college provides performance and other pertinent justification satisfactory to the University Personnel Director that pay be set above the minimum guarantee for the higher title; and

2. the college provides documentation of outstanding attendance consistent with University guidelines; and

3. the employee has at least one year of service in the lower title and exceeds the minimum qualifications for the higher title; and

4. the employee was selected for appointment to the higher title as a result of a search consistent with University policies; and

5. the recommended pay rate is no more than 12% above the employee’s current pay rate; and
6. the maximum salary for the employee’s title and/or level cannot be exceeded as a result of an exceptional salary increase request; and

7. the title is not barred from such a greater rate of pay by University policy or contractual impediment (e.g. College Administrative Assistant), and

8. employee may not receive more than one exceptional salary increase within a twelve month period.

The effective date of the higher pay rate should be the date of initial appointment to the title and the request should be made 31 days prior to appointment to the higher title. The college may not request such a higher appointment rate later than 31 days following the appointment to the higher title.

When approved, payroll authorization shall be issued by the University Personnel Director on form OFSR-607.

[Signature]

10/24/84

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