THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN NO.: 5/97 DATE: November 20, 1997

REGULATION REFERENCE NO.: 9.9.2

INDEX REFERENCE: Pay on Reassignment to Different Managerial Levels
(Salary Advancement Upon Promotional Reassignment)

DELETE PPB - 5-87 September 14, 1987

All managerial promotional increases must receive the prior approval of the University Personnel Director.

The guaranteed promotional increase for managerial promotions between assignment levels is $3750, or the minimum salary of the new assignment level whichever is greater. With the exception of the promotional guarantee, no promotional increase will be permitted which results in the employee's salary exceeding the maximum for the assignment level which the incumbent is entering. Submissions for pre-approval requesting a guaranteed promotional salary increase will receive immediate payroll authorization by the University Personnel Director.

In exceptional circumstances, a promotional increase may be permitted in an amount beyond the promotional guarantee up to a maximum of eight per cent of the minimum salary of the entry level for the promotional assignment level which the incumbent is entering. An increase beyond the promotional guarantee must be submitted for prior approval with a justification letter detailing the exceptional considerations to be evaluated by the University Personnel Director for payroll authorization. In no instance will a salary request which exceeds the maximum for the assignment level which the incumbent is entering be considered.

In extraordinary circumstances, a promotional increase may be permitted in an amount up to a maximum of twelve per cent of the current salary of the promotional candidate. Any such recommendation must be accompanied by a letter detailing the extraordinary justification, and then receive both the approval and recommendation of the University Personnel Director prior to submission to the Vice Chancellor for Faculty and Staff Relations for final approval. In no instance will a salary request which exceeds the maximum for the assignment level which the incumbent is entering be considered for submission to the Vice Chancellor.