THE CITY UNIVERSITY OF NEW YORK

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Index Reference: Managerial Starting Salary
Pay Upon Initial Appointment to a title in the CUNY Managerial Service

delete PPB 4/97R dated 11/20/97

Background: Due to recruitment difficulties identified by the colleges in 1997, the CUNY Civil Service Commission in July of 1997 authorized a Rule change in the limitations imposed in determining initial pay upon appointment to a managerial title. Prior to that time, there had been a strict pay ceiling of 12% above the existing salary of the person being appointed, or the minimum of the Managerial Pay Plan Level, whichever was greater. The State Civil Service Commission and the State Records Office, effective October 16, 1997, approved the Rule change adopted by the CUNY Commission. This policy bulletin further codifies documentation requirements related to any appointments at/or above 12% but below the midpoint for the title/level, as well as those beyond the mid-point for the title/level.

The policy and procedures outlined below apply equally to initial appointments to a managerial title for a successful nominee from either within or outside the University, and cover all candidates regardless of civil service appointment status (provisional, probationary, non-competitive).

- Any appointment above the mid-point for the title/level must be approved by the University Personnel Director, even if it represents a salary offer identical to the salary last received by the candidate.

- In no circumstances may an employee be paid a salary in excess of the maximum for the Managerial Pay Plan Level.

- For candidates who meet only the minimum qualifications of the position, the prior maximum limitations of 12% above the current salary or the minimum of the Managerial Pay Plan Level, whichever is greater, will continue to be the standard.
• For candidates whose documented qualifications exceed the minimum of the posted requirements (e.g. in years of experience, level of relevant education achievement, extensiveness of relevant training, high quality of prior performance, uniqueness of skills needed by the college, or extraordinary achievements which are documented and important to the job, etc), the college may make appointment at rates up to the mid point of the salary range for the managerial pay level assigned to the position. Codification of the reasons for such a salary advance must be forwarded as an attachment with appointment papers to HR Management Services or cap of 12% will be maximum salary permissible.

• Salaries above the mid-point, which in all cases require prior university level approval before being offered candidate, are not generally anticipated, except when the college is requesting a salary based on the ceiling of 12% above the most recent prior salary. Documentation of current salary (pay stub etc) should be attached to request. For salary appointment above the mid-point for a reason other than one based on prior salary, the documentation presented by the college must certify that not only are the candidate’s qualifications far in excess of the minimum qualifications, but that the candidate’s prior performance, both in technical and managerial duties, was outstanding in ways that are important to the performance of the position being filled. Such information must be received from the prior employer and/or in the form of written signed evaluations or letters of affirmation from previous supervisors. Undocumented claims will not be counted in a candidate’s favor.

Once employed, salary adjustments will then be made in accordance with the Rules and the policy bulletins of the CUNY Managerial Pay Plan. Often those can be made only when performance has been rated as outstanding, based on criteria that have been established by the University and the college for these positions.