APPENDIX FOUR OF THE CUNY CIVIL SERVICE COMMISSION:

THE REGULATIONS OF THE VICE CHANCELLOR
FOR FACULTY AND STAFF RELATIONS

THE CLASSIFIED SERVICE OF THE CITY UNIVERSITY OF NEW YORK

FOREWORD:

The laws, rules, and regulations that comprise the governance of the classified service of The City University are intended to assist those who manage the University and its constituent colleges by providing a modern classified service system in support of the mission of the University. In providing post-secondary education within The City of New York, the University is chartered to respond to the needs of its urban setting, to maintain and expand its commitment to academic excellence, and to provide equal access and opportunity for present and potential students, faculty, and staff. The classified service is an essential component in fulfilling the mission of the University.

In order to insure the continuing ability of The City University to identify and retain qualified employees, the regulations promulgated by the Vice Chancellor for Faculty and Staff Relations provide for the recruitment, examination, selection, assignment, pay, training, development, evaluation, reward, and separation of employees in the classified service. It is the intent of the University to apply standards of merit and fitness, equal employment opportunity, affirmative action and internal equity in compensation to the operation of the classified service. The Vice Chancellor acting under the authority granted by the Board of Trustees of The City University and by delegations of the Civil Service Commission of The City University, establishes regulations and policies as needed to fulfill this intent, reviews and revises existing policies, consults or bargains where appropriate, and serves as the final administrative authority for the entire system of the classified service in the University.
The Legislature, in establishing The City University of New York as a municipal employer, expressly requested that the University function as a unified system for the classified service. The University places with the presidents of the colleges and their designees primary responsibility for fulfilling the intent and carrying out the provisions of the regulations in their day-to-day administration. The Vice Chancellor administers directly those portions of the regulations that are best centralized and amends the delegations to the colleges as needed. Whenever possible, the Vice Chancellor provides administrative options to the colleges which encourage experimentation and permit policies and procedures that reflect the special managerial environment of each institution.

Because of the unique history of The City University as an institution of opportunity and because of the express desire of the Legislature of the State of New York that the University reflect its diverse community, the Vice Chancellor looks to establish in these regulations procedures that are fair and open, without regard to race, religion, sex, age, sexual preference, national origin, or handicapping condition. The Vice Chancellor also seeks to make use of valid, job-related measures in the selection and evaluation of employees in order that judgements be meritorious and non-discriminatory. Within the requirements of State Civil Service Law, the University pursues a policy of affirmative action and develops such programs that can be helpful in opening occupations that may be underrepresented by race or sex. Ultimately, it is the mission of providing quality, post-secondary education to the citizens of the State and the City of New York that these regulations support. The policies, procedures, processes, and protections of the classified service must support that basic mission.