RESOLVED, That the incumbent of the position of Vice Chancellor for Faculty and Staff Relations, or its successor position, shall be responsible for the promulgation of regulations pertaining to employees in the civil service of The City University of New York and its component and constituent colleges and units and the administration of the regulations;

AND BE IT FURTHER RESOLVED, That the Vice Chancellor shall adopt policies and procedures and shall devise criteria, guidelines, delegations, forms, and other issuances necessary to provide for the administration of the laws and rules;

AND BE IT FURTHER RESOLVED, That the Vice Chancellor shall establish, by Regulation, standards for maintaining and administering a Uniform Classification and Pay Plan for the entire classified service in the University;

AND BE IT FURTHER RESOLVED, That the Vice Chancellor shall establish, by Regulation, provisions for assisting the colleges in administering delegated authorities of the CUNY classified service, and for overseeing the implementation of the requirements at the colleges;

AND BE IT FURTHER RESOLVED, That the Vice Chancellor, or his or her designee, modeled after the provisions of §61 of the Public Officers Law, shall have the power and authority to investigate all matters concerning the action of any person in the classified service of The City University;
AND BE IT FURTHER RESOLVED, That this resolution shall take effect upon adoption.

EXPLANATION: The Board has established The City University of New York Civil Service Commission for the purpose of the jurisdictional classification of positions and the hearing of appeals alleging violations of rules or regulations promulgated under State Civil Service Law. This resolution is necessary to provide for the daily administration of the Civil Service Law within The City University and its constituent and component colleges and units.

The Vice Chancellor will oversee a range of daily operations including, but not limited to, the assurance of equal employment opportunity; position classification in the Classified Service; the recruitment, examination, investigation, appointment, probation, promotion, training and development, assignment, reassignment, transfer, separation, lay-off and reinstatement of employees in the Classified Service; attendance, leave, and work schedules; performance ratings for all employees in the Classified Service, merit increases and incentives; the establishment and maintenance of eligible lists for appointment; administrative review for contested actions; employee benefits; and delegations of authority and periodic audits of delegated operations. The Vice Chancellor will make and preserve such records as necessary and appropriate for the proper administration of the Civil Service Law.

The classified service of the University is envisioned as a mixture of centralized functions, when necessary, and decentralized functions, whenever feasible, based upon institutional capacity and preference. The Vice Chancellor is responsible for assuring the overall integrity of the system, and the Presidents are responsible for directing the day-to-day administration of college personnel functions under delegated authority.