INTERPRETIVE MEMO NO: 9-95  DATE: 6/29/95
PERSONNEL POLICY BULLETIN REFERENCE: 2-95.3-95.4-95
REGULATION REFERENCE NO: 10 - Performance Evaluation
(See also Pay, Regulation 2.3.3 (18) and (19))
INDEX REFERENCE: Performance Evaluation; Merit Pay

June 29, 1995

TO: Personnel Directors
FROM: Samuel T. Phillips
RE: Performance System Issuances

Background:

In 1988, this office began issuing Personnel Policy Bulletins to amplify the performance system envisioned in the CUNY Civil Service Rules and Regulations. The earliest bulletins dealt with the managerial merit pay and performance standards for civil service managers. In the intervening years, revisions have occurred from time to time and new issuances have further defined the system. In 1993, several key PPBs dealt with system design in the colleges, the use of merit pay generally, and the extension of lump sum merit money to the Security Level III title. At that time we also issued performance standards for CUNY Office Assistants in academic departments. More recently, with the leadership of Ms. Margaret Schulze, we completed standards for Custodial Supervisors, Senior Custodial Supervisors and, with the leadership of Maxine Rothenberg, we will soon be completing the standards for CUNY Office Assistants in administrative departments.

New Issuances:

Today, University Personnel is issuing in the PPB format the official standards of Custodial Supervisor and Senior Custodial Supervisor. In addition, we are officially extending the performance standards already in use for Administrative Superintendents and Chief Administrative Superintendents to College Security Directors. A new heading on that form indicates the titles. At some point in the future when we have developed standards and evaluation forms for additional titles, University Personnel will issue a separate performance evaluation manual similar to the layoff manual. For the time being, please continue to refer to the various PPBs and Interpretive Memoranda.