

Revised Tax-Levy Personnel Actions Approval Process

PURPOSE:

To establish a formalized personnel action process that promotes fiscal responsibility, captures relevant data for informed decision making, and executes cost effective and value-added personnel decisions.

SCOPE:

This process covers recruitment, salary increase, reclassification and level change actions for the titles listed below:

- Executive Compensation Plan (ECP)
- Higher Education Officer (HEO) Series
- Classified managerial and non-managerial civil service titles
- Part-time hourly titles (e.g. Non-Teaching Adjuncts, College Assistants and hourly classified civil service)

Please note that this process **does not** apply to faculty positions, Research Assistant and Research Associate titles or Teaching Adjuncts.

PROCESS:

A. Full-Time ECP positions, HEO Series positions and classified managerial and non-managerial civil service titles

1. Recruitment requests for regular full-time positions

- a. A Recruitment Request Form for full time positions must be completed and approved by the Vice President/Dean/Provost/President and submitted for approval via e-mail at HRB@gc.cuny.edu along with the supporting documents below:
 - A justification memorandum which includes:
 - an explanation of the need for the position, and
 - an explanation of how the program will pay for the new position without exceeding its budget for the fiscal year
 - A proposed job description
 - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at rpakh@gc.cuny.edu or Geraldine Powell at gpowell@gc.cuny.edu)
 - A list of venues for external advertising
 - Selected CUNYfirst TAM Screening Questions (if applicable)
- b. Recruitment requests will be jointly reviewed by the Office of Human Resources (OHR) and the Office of Finance and Administration (OFA) every other Friday.

- c. OHR will notify the Vice President/Dean/Provost/President via email about the status of recruitment requests that were submitted during the previous review period (i.e. approved, denied or on hold).
- d. If the recruitment request is for a new HEO series position, OHR will submit the request to the HEO Screening Committee for review and approval. Upon the HEO Search Committee's approval, OHR will forward the request to the Chief Diversity Officer for review and approval to begin the search process.
- e. Once the search for the position has been completed, if the contemplated offer will be above the previously approved salary range for the position, the Hiring Manager for the position must inform OHR and OFA of the proposed salary, and obtain final approval.
- f. If the appointment receives final approval, OHR will inform all the relevant parties. OHR will extend the offer to the candidate and process the personnel action in CUNYfirst.

2. Appointments for interim or substitute full-time positions without a search

- a. A Recruitment Request Form for full time positions must be completed and approved by the Vice President/Dean/Provost/President and submitted for approval via e-mail at HRB@gc.cuny.edu along with the supporting documents below:
 - A justification memorandum which includes:
 - an explanation of the need for the interim appointment, and
 - an explanation of how the program will pay for the new position without exceeding its current budget for the fiscal year
 - A proposed job description
 - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at rpakh@gc.cuny.edu or Geraldine Powell at gpowell@gc.cuny.edu)
- b. Recruitment requests will be jointly reviewed by OHR and OFA every other Friday.
- c. OHR will notify the Vice President/Dean/Provost/President via email about the status of the recruitment requests that were submitted during the previous review period (i.e. approved or denied or on hold).
- d. Once the interim or substitute position is approved, OHR will extend the offer to the candidate and process the personnel action in CUNYfirst.

B. Appointment or recruitment requests for part-time College Assistants, Non-Teaching Adjuncts and hourly Classified Civil Service Titles

- a. An Appointment/Recruitment Request Form for part time positions must be completed and approved by the Vice President/Dean/Provost/President and submitted for approval via HRB@gc.cuny.edu with the supporting documents listed below:
 - Justification memorandum which includes:
 - an explanation of the need for the position, and
 - an explanation of how the program will pay for the new position without exceeding its current budget for the fiscal year
 - A proposed job description
- b. Appointment requests will be jointly reviewed by OHR and OFA every other Friday.
- c. OHR will notify the Vice President/Dean/Provost/President via email about the status of the appointment requests that were submitted during the previous review period (i.e. approved, denied or on hold).

C. Salary increases for ECPs, reclassification for HEOs, and level change requests for non-managerial civil service titles and Non-Teaching Adjuncts, and salary increases for College Assistants

- a. Salary Increase, Reclassification and Level Change Request Form must be completed and approved by the Vice President/Dean/Provost/President and submitted for approval via e-mail at HRB@gc.cuny.edu along with the supporting documents below:
 - Justification memorandum which includes an explanation as to:
 - why the employee should be given a salary increase, reclassification or level change, and
 - how the unit will pay for the new salary without exceeding their budget
 - Current and proposed organizational charts for the department/program (you may request your department/program's organizational chart from Regina Pakh at rpakh@gc.cuny.edu or Geraldine Powell at gpowell@gc.cuny.edu)
 - A proposed job description
 - An updated CV/resume of the employee
- b. Salary increase, reclassification and level change requests will be jointly reviewed by OHR and OFA every other Friday.

Effective November 4, 2019

- c. OHR will notify the Vice President/Dean/Provost/President via e-mail at HRB@gc.cuny.edu about the status of the salary increase, reclassification and level change requests that were submitted during the previous review period (i.e. approved, denied or on hold).

RESOURCES:

- The Office of Human Resources – HR@gc.cuny.edu or 212-817-7700
- The Office of Finance and Administration – 212-817-7600
- Compliance and Diversity Office – complianceanddiversity@gc.cuny.edu or 212-817-7410.
- HEO Screening Committee (members: Les Gribben – Chair, Jennifer Furlong – Secretary, Althea Harewood, Patti Myatt, Barbara Fish, Molly Yin, Pinar Ozgu – Ex Officio, David Boxill – Ex Officio)

Questions and/or concerns on this process may be directed to Brian Peterson, Interim Vice President of Finance and Administration or David Boxill, Executive Director of Human Resources at HRB@gc.cuny.edu

Encl:

- Recruitment Request Form for Full-Time Positions
- Appointment/Recruitment Request Form for Part-Time Positions
- Salary increase, Reclassification and Level Change Form for Full-Time and Part-Time Employees