TO: The Presidents of the Colleges  
The Dean of the CUNY School of Law  
The Dean of the School of Professional Studies  
The Dean of the School of Journalism  
The Dean of the School of Public Health  
The Dean of the Macaulay Honors College

FROM: Vice Chancellor Gloriana B. Waters

RE: Revised Hiring Guidelines

December 8, 2011

As you know, New York City and New York State continue to face budgetary challenges. For its part, the University is committed to remaining alert to cost containment opportunities and directing maximum resources to support its core mission. This commitment extends to hiring and salary policies, which are embedded in the colleges’ approved financial and hiring plans. With that recognition in mind, I am pleased to report that the following hiring guidelines, relaxing some of the more stringent procedures that were implemented last year, are now in effect:

1. **All Colleges:**

1.1 ERI 2010 participants may be replaced consistent with the other provisions of this memorandum.

1.2 While contractually-mandated salary increases, such as annual step increases, continue to be paid, discretionary salary increases (raises) are prohibited, except when necessary to match a competing offer.

1.3 Faculty and CLT promotions continue.
1.4 Reclassification in the HEO series and in the Executive Compensation Plan is permitted when new job responsibilities warrant an upgrade, with reasonable salary adjustments to reflect the increased responsibilities.

1.3 If the successful candidate from a search is an employee at another CUNY college the salary offered must be at a rate appropriate to the function in the University and the college’s budgetary capacity.

2 In the Community Colleges and the Hunter College Campus Schools

The City continues to insist on a more restrictive hiring program. In addition to the rules stated in paragraph 1 above, the following have particular application to the Community Colleges and the Hunter College Campus Schools (collectively “the Community Colleges”):

2.1 Full-time and part-time faculty, as well as employees who are responsible for health and safety or who are working in revenue generating programs may be hired in accordance with the usual University hiring practices.

2.2 Community Colleges that wish to hire full-time employees to serve in positions other than those covered by paragraph 2.1, including positions providing direct student services, must identify two positions for every one that is being filled and commit to leaving the second position vacant. Positions vacated prior to July 1, 2010 are not included within these parameters. Presidential approval is required. Community Colleges are required to submit to OHRM the Critical Personnel Action Form, which is on the OHRM website, identifying the position and the individual to be hired along with the title and salary of the position that will not be filled. Please include the names of the employees last occupying both positions. Approval of OHRM is required before any individual is placed on payroll or entered on the Chancellor’s University Report in these full-time positions.

3 Overtime Moratorium in the Senior Colleges

The moratorium on overtime continues in the senior colleges. During the moratorium, overtime should be permitted only for employees who are in positions that provide direct care services or perform functions necessary for the preservation of health and safety. The following titles therefore are exempt from the moratorium: Campus Security Assistant, Campus Security Officer, Campus Peace Officer, Campus Security Specialist, Campus Public Safety Sergeant, Stationary Engineer, Senior Stationary Engineer, High Pressure Plant Tender, Oiler, and Staff Nurse.

It is recognized that employees in other titles may be assigned specific tasks on an emergency basis that require the approval of overtime. In those cases the President (or his/her designee) will make the determination as to whether overtime is required. While prior approval of OHRM is not required, within 30 days of the end of each quarter, the college must submit a report to OHRM on overtime approved for employees in titles that are not exempt from the moratorium. This report will compare the utilization of overtime in those titles for the quarter just completed with overtime utilization in the same quarter of the 2008 - 2009 fiscal year. The expectation is
that the overtime utilization for the current fiscal year will be less than that in the 2008-2009 fiscal year. The college should explain any unusual circumstances that justify the overtime expenditures.

4 Critical Personnel Actions

It is recognized that there may be a few personnel actions that are critical to a campus that are restricted by the rules set forth above. In such a rare occurrence, the college may petition for a special exemption by submitting a Critical Personnel Action Form to OHRM.

I hope these guidelines allow you to address the most pressing of your workforce needs during these still challenging times. Please call me if you have any questions.

Attachment

C: Chancellor Matthew Goldstein
   Cabinet
   Chief Academic Officers
   Chief Administrative Officers
   Directors of Human Resources
   Labor Designees