

**INTRA-UNIVERSITY MOBILITY OF INSTRUCTIONAL  
AND CLASSIFIED CIVIL SERVICE STAFF**

The following are revised guidelines for intra-University mobility of members of the instructional staff, including members of the Executive Compensation Plan, and of the classified civil service staff, including employees in the Classified Managerial Pay Plan of the University. These guidelines recognize employees' aspirations to career advancement within the University, regularize procedures for negotiations with employees, and provide timely notice to the college where the individual is currently employed. For the purposes of these guidelines, the term "college" includes the Central Office, the CUNY Law School, the School of Professional Studies, the School of Journalism, and the Sophie Davis School of Biomedical Education, as well as the Graduate School and University Center, the senior colleges, and the community colleges.

**I. Notice**

The notice provided hereunder will permit the college at which the incumbent is employed to make efforts to retain the individual or, in the alternative, prepare for the employee's departure. It is anticipated, for example, that the college of current employment would negotiate the effective date of the appointment with the new college.

**A. Instructional Staff (Other than Members of the Executive Compensation Plan)**

(i) In the case of teaching members of the instructional staff, the Provost or Vice President of Academic Affairs of the hiring college must consult with the Provost or Vice President of Academic Affairs of the college at which the incumbent is employed before a formal offer is made to the employee. For the Central Office, the participant in these consultations will be the Executive Vice Chancellor for Academic Affairs or designee. For the CUNY Law School, the School of Professional Studies, the School of Journalism, and the Sophie Davis School of Biomedical Education, the participant in these consultations will be the School's Chief Academic Officer.

(ii) In the case of non-teaching members of the instructional staff, the Director of Human Resources of the hiring college must consult with the Director of Human Resources of the college at which the incumbent is employed before a formal offer is made to the employee.

**B. Members of the Executive Compensation Plan**

In the case of members of the Executive Compensation Plan, the President of the hiring college must consult with the President of the college at which the incumbent is employed before a formal offer is made to the employee. For the Central Office, the participant in these consultations will be the appropriate Vice Chancellor. For the CUNY Law School, the School of Professional Studies, the School of Journalism, and the Sophie Davis School of Biomedical Education, the participant in these consultations will be the Dean.

## **C. Classified Staff**

In the case of members of the classified civil service staff, an offer to a current employee in the same title or occupational group, or to a higher title in different occupational group, may not be made without prior consultation with the Director of Human Resources of the college in which the incumbent is employed.

This consultation does not prevent a college from making an appointment in the same title or promotional title from a civil service list, transfer roster or at a CUNY hiring pool in accordance with CUNY policy and NYS civil service law.

## **II. Salary**

### **A. Instructional Staff (Other Than Members of the Executive Compensation Plan)**

(i) If the job offered is at the same payroll title and involves functions similar to those currently being performed, the salary offered may not exceed the applicant's current salary by more than 10%. If the job offered presents special circumstances, such as unusual complexity, an additional amount up to 10% of the applicant's current salary may be approved by the Vice Chancellor for Human Resources Management.

(ii) If the job offered is at a different payroll title and involves functions substantially different from those being currently performed, the salary offered should be established at a rate appropriate to that function in the University consistent with market considerations.

### **B. Members of the Executive Compensation Plan**

Offers for positions in the Executive Compensation Plan are governed by the terms of the Executive Compensation Plan Salary Plan Report.

## **C. Classified Staff**

(i) For classified civil service staff who transfer to a position in the same job title, the salary offered may not exceed the employee's current salary.

(ii) For classified civil service staff, other than employees in the Classified Managerial Pay Plan, if the job offered is in a higher title or level, the offer must be at the minimum of the higher title or level, or if an advancement increase is applicable, then at the employee's current salary plus the advancement increase, if that combination is higher than the minimum, in accordance with the applicable collective bargaining agreement.

(iii) For employees in the Classified Managerial Pay Plan, if the job offered is at the same or equivalent job title and involves functions similar to those being currently performed, the salary offered may not exceed the applicant's current salary by more than 10%. If the job offered is at a different job title and involves functions substantially different from those being currently performed and of a much higher level of responsibility, the salary offered should be established at a rate appropriate to that function in the University consistent with market considerations.