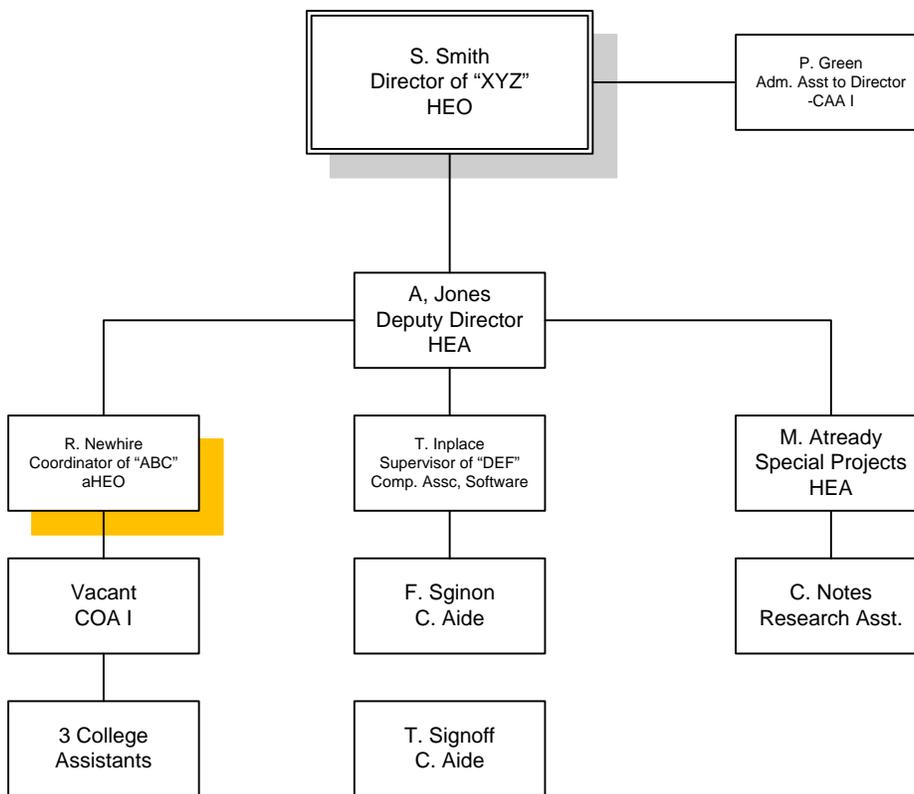


## Definitions and Documentation Required for Personnel Actions in the Non-Teaching Instructional Staff

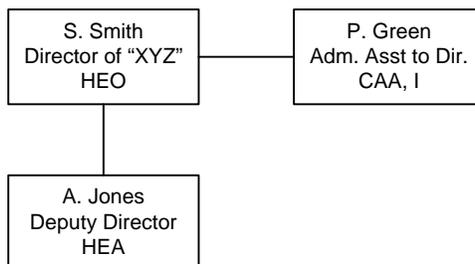
<b>Personnel Action</b>	<b>Definition</b>	<b>Reference</b>	<b>Documentation Required</b>
Position Approved	Each position is a standalone classification and subject to review upon being established or refilled. Approval of the full job description for a new or largely altered job is not required prior to selecting a candidate but is recommended.	HEO Guidelines, Section: V.B. 5	Pages 1 and 2 of the non-teaching instructional staff action form plus a current organization chart that includes all payroll and functional titles in that unit of the college along with a white Personnel Action form.
Reclassification	Movement of a position within the Non-Teaching Instructional Staff, usually to a higher classification in the same series, based on an accretion of job functions; also the appointment of the incumbent, if eligible, to the higher position. (See also Reorganization.)	HEO Guidelines, Section: IV. B	Completed non-teaching instructional staff action form; old and new job description; letter certifying change in duties over time; on request, a desk audit; justification if more than one employee eligible, old and new organization charts and a white Personnel Action form.
Appointment from a Search	Standard CUNY policies require a position search to fill vacancies or to fill on a regular basis positions occupied temporarily; searches may be internal to the University or a college in certain limited situations; colleges may not search externally unless the Personnel Vacancy Notice (PVN) has been approved by the University Personnel Office.	CUNY AA Policy  HEO Guidelines, Section: III. A	Completed non-teaching instructional staff action form, including sign off of search process by the college or University AAO; copy of the approved Personnel Vacancy Notice (PVN/Job ID).
Reorganization (with Appointment or with Reclassification)	A significant rearrangement of functions with a major unit of the college or among several units, resulting in significant reallocation of job duties; usually involves staffing reductions or major new tasks without additional staffing; may require reassignment of staff; may include prospective reclassification of staff when only one employee in the unit is eligible.	HEO Guidelines, Section: IV. C	Extensive documentation of the reasons for the changes in functions; old and new organizational charts for each affected unit in reorganization; completed non-teaching instructional staff action form for each personnel action; a presentation to the University, on request.
Merit Increases	The awarding of one or more steps in the pay scale at a time other than the dates for contractual increases, based on factors such as performance, significant new duties, etc. Increases of more than 1 step require prior University approval; in a job series that has no salary steps, flat rate increases may be proposed, with justification, for approval.	HEO Guidelines, Section: IV. A	Page 1 of the non-teaching instructional staff action form for increases of 1 step; a complete non-teaching instructional staff action form for all others, plus a letter describing employee's performance or a copy of the recent evaluation. In addition, merit request signature form, justification letter and a white Personnel Action form.
Substitute Appointments	Temporary appointments, made one semester at a time (to a lifetime maximum of 4 appointments in the University) and usually made: (1) to fill an urgent need while a full search is being conducted, (2) to backfill a position temporarily vacated by a leave, (3) to perform work of a temporary nature, or (4) to bridge a position during periods of budget uncertainty; movement from a Substitute to a regular position is by a search.	CUNY AA Policy  HEO Guidelines, Section: III. C	Completed non-teaching instructional staff form for each unique appointment, including a history of the employee's Substitute appointment with CUNY; page 1 of the non-teaching instructional staff action form for successive appointment to the same position; PVN must accompany the non-teaching instructional staff form for the second appointment and a white Personnel Action form.
Functional Title Change	A significant realignment in duties, such as a reassignment or a change in assigned responsibilities which are not sufficient to affect the employee's classification.	HEO Guidelines, Section: IV. D	Pages 1 and 2 of the non-teaching instructional staff action form and a white Personnel Action form.

**Organization Charts:** for the Office in which this position will be housed, provide **as a separate attachment** Both (1) the Proposed Organization Chart and (2) the Previous Organization Chart-i.e., the one in effect immediately prior to this action. If the position being filled was previously filled and has been vacant for less than one year, indicate the previous incumbent on the Previous Chart. **Show on both charts all key classified and instructional staff personnel in the immediate organization, including names, payroll titles and functional titles.** Positions being filled through reclassification should have in the organization chart all positions of persons in the unit who might be regarded as eligible. At a minimum in all charts, show at least one level of the organization above the position being filled, preferable two levels. If the position being filled has a split reporting relationship or other unusual configuration, indicate this on the chart and provide footnotes for explanation. Incomplete charts will be returned for full reporting. An example follows:

### Sample Proposed Organization Chart



### Sample Previous Organization Chart



## **Description of Job Duties**

If the position is a vacant position, previously filled, indicate the previous incumbent: \_\_\_\_\_

- Provide on a separate page to be attached to this document a description of all major job duties associated with the new position to which the candidate is being (or will be) appointed, promoted (CLT only), or reclassified. Identify key responsibility areas (most significant first) and illustrate each with major tasks. For example, if a major area of responsibility is coordinating recruitment presentations in area high schools, the associate tasks might include planning an arranging recruitment sessions, overseeing staff attending the sessions, obtaining and distributing recruitment materials, documenting expenses, insuring follow-up with interested student, and so forth. Be specific whenever possible (e.g. , “coordinates 15-200 recruitment presentations at 75 high schools in the metropolitan area” or “directs the work of 2 full-time and 3 part-time recruiters and a budget of \$XX million”). If the position is a supervisory managerial position, tasks such as hiring, evaluating, training, assigning work, etc. can be subsumed in one responsibility area, or listed separately if the area is particularly significant. It is unnecessary to list every responsibility area or every associated task, though all major components of the job that would contribute to its proper classification should be included.
- If the proposed appointment is (or is to be) the result of a search, attach the approved (or proposed) Personnel Vacancy Notice/ Job Description.
- If the proposal is for an employee to receive a merit increase of more than one salary step, provide on a separate page the description of the all the major job duties associated with the current responsibility areas and associated task in the position, AND description of the responsibility areas and associate task of the position when the original appointment was made. (Follow the guidelines promulgated by the HEO Screening Committee)
- If the proposal is for the reclassification of an employee, provide two descriptions: one which details the responsibility areas and associated tasks that warrant the reclassification, AND the second which details the responsibility areas and associated tasks of the position before the new duties were assumed (usually the original appointment). Please be sure that the changes and additions in duty assignments are clearly indicated.
- If the proposal related to reorganization, job descriptions for a number of positions may be required. A pre and post job description will be needed for each position affected by the reorganization, even if no title or salary changes results. Please be sure that the changes or additions in duty assignments are clearly indicated.