

THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 2-98 DATE: February 9, 1998

REGULATION REFERENCE NO.: 2.3.3 (19)

INDEX REFERENCE: **MERIT SALARY INCREASES**

CUNY SUB-MANAGERIAL BASE SALARY MERIT REQUEST PROCEDURE

GUIDELINES:

For less than 4% of salary or cap of \$2500, whichever is less

1. Employee must have a minimum of 18 months CUNY service
2. Merit cannot be given while employee is in probationary status or serving in a trial period in title.
3. Merits may be granted in any amount from \$500 up to a maximum of \$2500 although in no instance may the amount requested equal or exceed 4% of base salary.
4. Employee must have at least a very good evaluation rating and have provided demonstrable performance examples of his/her meritorious contribution(s).
{See Attachment 3 below for guidance}.
5. Employee must have a satisfactory time and leave record (cannot be considered if absence were sufficient to place employee on doctor's note restriction during the past 18 months).
6. Employee may not receive more than one promotion or merit increase within a twelve month period, unless the promotion is the result of a competitive list selection and subsequent to the approval of a meritorious increase .
7. Designee must be consulted to assure that no disciplinary actions are pending
8. The maximum salary for the employee's title and/or level cannot be exceeded as a result of a meritorious salary increase request.

Attachments Required:

1. **Time and Leave Records** covering an analysis of at least two completed bi-annual leave periods (January - June; July - December) plus any current time period of less than six full months. Analysis must include tabulation of undocumented and documented absences, including written information from the medical care provider.
2. **Performance Evaluation Rating Document**
Date of Last Annual Review _____ Rating _____
(If last review is more than 6 months old, a new evaluation must be completed and submitted as well)
Updated Performance Evaluation Rating _____ Date _____
3. **Justification Letter**
Meritorious requests made by the College Personnel Director must be accompanied by a Justification letter prepared by the employee's department head which **details** specific examples of activities, actions and service behaviors which demonstrate **job performance** of a **meritorious** quality.

GUIDELINES:

For not less than \$2500, nor more than 7% of base salary

1. Employee must have a minimum of 18 months CUNY service
2. Merit cannot be given while employee is in probationary status or serving in a trial period in title.
3. Merits may be granted in any amount from \$2500 up to a maximum of 7% although in no instance may the amount requested exceed 7% of base salary.
4. Employee must have an exceptional performance evaluation rating and have provided demonstrable performance examples of his/her exceptional contribution(s). See Attachment 3 below for guidance.
5. Employee must have excellent time and leave record (consult also Interp. Memo 3-88)
6. Employee may not receive more than one promotion or merit increase within a twelve month period, unless the promotion is the result of a competitive list selection and subsequent to the approval of a meritorious increase
7. Labor Designee must be consulted to assure that no disciplinary actions are pending
8. The maximum salary for the employee's title and/or level cannot be exceeded as a result of meritorious salary increase request.

Attachments Required:

1. **Time and Leave Records** covering an analysis of at least three completed bi-annual leave periods (January - June; July - December) plus any current time period of less than six full months. Analysis must include tabulation of undocumented and documented absences, including written information from the medical care provider.

2. **Performance Evaluation Rating Document**
Date of Last Annual Review _____ Rating _____
(If last review is more than 6 months old, a new evaluation must be completed and submitted as well)
Updated Performance Evaluation Rating _____ Date _____

3. **Justification Letter**
Meritorious requests made by the College Personnel Director must be accompanied by a Justification letter prepared by the employee's department head which **details** specific examples of activities, actions and service behaviors which demonstrate **job performance** of a **meritorious** quality.

INTERPRETIVE MEMO NO.: 3-88 DATE: 9-9-88

PERSONNEL POLICY BULLETIN-NO.: 3-87

REGULATION REFERENCE NO.: 2.3.3 (19)

INDEX REFERENCE: MERIT SALARY INCREASES

ISSUE:

DEFINITION OF EXCELLENT TIME AND LEAVE RECORDS

In order for an employee to be considered for a meritorious salary increase, he/she must have an excellent time and leave record. The maximum number of undocumented absences charged to sick leave which will be considered as evidencing an EXCELLENT rating is two instances of absence during a 6 month time period. The six month periods which are reviewed for consideration are January - June and July - December. Time and leave records covering at least eighteen months and including 3 six month-intervals must be submitted with the Merit Salary Request Form.

In exceptional circumstances, where the college has written documentation of a medical condition which may result in undocumented absences which exceed these limitations, request for consideration will be made on a case by case basis by the appropriate Merit Sub-Committee.

It is also assumed that in general any employee who is recommended for a meritorious salary increase will have a time and leave record which evidences only what is considered to be reasonable use of documented sick leave.