

salary		2006
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Employees currently in the Managerial Pay Plan are to have their pay adjusted according to the following policy:

- Changes to base pay (salary) are to be calculated taking performance into consideration. The increase for a given year is to be awarded based on satisfactory performance. If performance is not satisfactory (ratings of "unsatisfactory" or "marginal"), Colleges should not provide an increase for that year. A copy of the Performance Evaluation Form is provided in Exhibit C.
- Pay adjustments will apply to Classified Managerial employees according to the following:
 - Employees must have been on payroll in a title in the Classified Managerial Pay Plan as of September 29, 2003, and are currently employed in a title in the Classified Managerial Pay Plan. Employees not in active pay status for any reason as of September 30, 2006, are not eligible for any retroactive increase. Active pay status includes individuals on paid leave, FMLA leave (paid or unpaid), or other special leave determined by the College President and/or Board of Trustees to be temporary in nature. It also includes any leave for which CUNY is legally required to consider the employee in active pay status. It does not include leave to serve in a non-managerial, executive, or instructional title.
 - Employees must have joined CUNY as a Classified Managerial employee after September 29, 2003 except that such employees' retroactive adjustments will be implemented based on the date of appointment. No employee can receive an increase to pay, or retroactive pay, for any period of time prior to his or her appointment. For example, an employee appointed October 1, 2003 will not be eligible for the 2.5% increase effective September 30, 2003, but will be eligible for subsequent increases.
 - If employees experienced a break in service in the Classified Managerial Pay Plan, retroactive adjustments will take place starting with the employee's most recent return to Classified Managerial service.
 - Any increment to salary based on a promotion to a new level, a new title in the Classified Managerial service, merit to base, or other change occurring after July 1, 2001, shall be added to the new base salary as of the date of the original promotion or merit increase. The increase to pay shall be calculated after including the amount of the merit or other salary change.
 - Employees who have changed campuses during this period are eligible for both performance-based increases and retroactive pay based on their employment as of September 30 of each evaluation year. Each College should perform the calculation based on the employment period at their campus, and coordinate the result. Therefore, employees may receive retroactive increases and adjustments to base pay based on employment at a former campus. Colleges may wish to work with the Office of Faculty and Staff Relations to make this calculation.
 - Any lump-sum merit awards made between July 1, 2001 and September 30, 2006 shall be deemed to have been accurate for the amount paid and shall not be adjusted for retroactive salary changes.
- If employee pay as a result of the performance-based salary calculation falls below the minimum pay for the level during that year, Colleges should increase the employees' pay

to the minimum for the level. No employee can be paid at a rate less than the minimum salary of his/her pay level.

Lump sum payment:

During the period of January 1, 2007 to May 15, 2007 a lump sum payment up to a maximum of 5% can be awarded based on performance. The lump sum payment will not be added to the employee's base pay but is pensionable.

Merit Increase and/or Pay Adjustment (based on expansion of duties):

During the period July 1, 2007 to September 30, 2007 an increase up to a maximum of 4% can be awarded based on either performance, or acknowledgement of an expansion of duties. The increase will be added to the employee's base pay.

Classified Managerial employees who received a performance rating of less than "Good" should not receive any increase for that year.

All other conditions and policies related to the titles referenced in this document remain unchanged.

IMPLEMENTATION

HRMS will:

- Notify appropriate payroll, budget, and systems offices so that CUNY's systems accept and process pay updates.
- Review base pay calculations for accuracy and completeness, based on data provided by Human Resources Directors.

Human Resources Directors should:

- Return the Calculation Worksheet for each employee in the Managerial Pay Plan, outlining the calculation of base pay.
- Return form 607 in order to award either a Merit Increase/Pay Adjustment or Lump-Sum Merit Payment.
- Enter transactions into CUNY's personnel system, and report actions to the Board of Trustees through the Chancellor's University Report.
- Instruct campus Payroll departments to allow payment of retroactive amounts and update the employees' base salary, consistent with instructions from their retrospective payroll authority.

Exhibit A

Titles and Levels, Classified Managerial and Exempt Civil Service

Title Code	Title Name	Levels Authorized
04975	Administrative Superintendent of Campus Buildings and Grounds	1, 2, 3, 4
04980	Assistant College Security Director	1, 2, 3
04984	Chief Administrative Superintendent of Campus Buildings and Grounds	3, 4, 5
04976	Chief Administrative Superintendent of Campus Buildings and Grounds (present permanent incumbents only)	3, 4, 5
04979	College Security Director	3, 4
04972	Computer Operations Manager	2, 3, 4
04973	Computer Systems Manager	2, 3, 4, 5
04978	Deputy University Security Director	4
04811	University Associate Chief Engineer	3, 4
04824	University Chief Architect	4, 5
04825	University Chief Engineer	4, 5
04977	University Security Director	5

Notes:

The Exempt Civil Service title of Secretary to the Civil Service Commission (an hourly title) has been revised since the last Managerial Pay Plan Update. There are no longer levels associated with this position, and minimum and maximum pay ranges will not change at this time.

The following levels have been added to titles since the last Managerial Pay Plan Update:

- Administrative Superintendent of Campus Buildings and Grounds (Level 4 added)
- Computer Systems Manager (Level 5 added)

Exhibit B

Minimum and Maximum pay by level as of effective dates between September 30, 2003 – the present.

As of September 30, 2003

Level	Minimum Pay	Maximum Pay
I	\$47,000	\$70,746
II	\$51,272	\$82,468
III	\$64,088	\$95,271
IV	\$74,058	\$100,133
V	\$87,821	\$113,866

As of September 30, 2004

Level	Minimum Pay	Maximum Pay
I	\$48,292	\$72,691
II	\$52,682	\$84,736
III	\$65,850	\$97,891
IV	\$76,094	\$102,886
V	\$90,237	\$116,997

As of September 30, 2005

Level	Minimum Pay	Maximum Pay
I	\$49,258	\$74,145
II	\$53,736	\$86,430
III	\$67,167	\$99,849
IV	\$77,616	\$104,944
V	\$92,041	\$119,337

As of September 30, 2006

Level	Minimum Pay	Maximum Pay
I	\$49,751	\$74,887
II	\$54,273	\$87,295
III	\$67,839	\$100,847
IV	\$78,392	\$105,994
V	\$92,962	\$120,530

Note: calculation is based on applying increase percentages for all periods, then all results rounded upward to the next highest dollar.

City University of New York Managerial Rating Form: Annual

College:

Evaluation Period: July 1 to June 30

Year of Evaluation:

Manager Name:			
Title:		Level:	
The above-named manager has been rated for this period as:			
	Unsatisfactory		Comments on Performance:
	Marginal		
	Good	Meets or exceeds reasonable performance expectations consistently	
	Very Good	Exceeds challenging performance expectations as much as 25% of the time	
	Outstanding	Exceeds challenging performance expectations consistently.	
Approvals:			
Rated By:			
Date:			
Approval Signature:			Dean or Vice President, if different from rating official
I acknowledge that I have reviewed this evaluation and any comments I have are attached to this form.			
Manager Signature:			Date:
Comments:			

Exhibit D

Calculation Worksheet to determine pay updates for individual employees.

College:	
Manager Name:	
Title:	
Level:	

	7/1/02 – 9/30/03	10/1/03 - 9/30/04	10/1/04 – 9/30/05	10/1/05 – 9/30/06
Salary 9/30:	\$	\$	\$	\$
Performance Rating:				
Increase awarded Yes/No:				
Increase Amount				
Total Pay – Basis for Increase				
Increase amount for "Good" rating or better	2.5%	2.75%	2.0%	1.0%
New Base Salary as of 9/30	\$	\$	\$	\$