

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

Personnel Action	Definition	Reference	Documentation Required
Position Approval	Each position is a stand alone 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 Green Form plus a current organization chart that includes all payroll and functional titles in that unit of the college.
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 Green Form; old and new description; letter certifying change in duties over time; on request, a desk audit; justification if more than one employee eligible.
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 Green Forms, including sign off of search process by the College or University AAO; copy of the approved Personnel Vacancy Notice (PVN).
Reorganization (with Appointment or with Reclassification)	A significant rearrangement of functions within 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 Green Forms 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 justifications, for approval.	HEO Guidelines, Section: IV. A	Page 1 of the Green Form for increases of 1 step; a complete Green Form for all others, plus a letter describing employee's performance or a copy of the recent evaluation.
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 Green Form for each unique appointment, including a history of the employee's Substitute appointments with CUNY; page 1 of the Green Form for successive appointments to the same position; PVN must accompany the Green Form for the second appointment.
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 Green Form