HEO SCREENING COMMITTEE

POLICIES AND PROCEDURES

Office of Human Resources, June, 2015
I. ROLE OF THE COMMITTEE

The Guttman Community College HEO Screening Committee (HSC), whose members are named by the President, shall review and make recommendations to the President on personnel actions which may include appointments, merit increases, reclassifications, reassignments, and other such personnel actions as may be appropriate for the Higher Education Officer (HEO) Series employees. All actions for full-time Classified Staff earning annual salaries of $60,000 or higher must be reviewed by the HEO Screening Committee.

The Committee’s primary goals are to insure the equitable administration of personnel procedures, in conformity with College and University guidelines, and upholding the longstanding commitment of CUNY to equity in compensation as part of its non-discrimination policy.

The HEO Screening Committee does not establish budgetary priorities.

The HEO Screening Committee reviews the following personnel actions of the College HEO Series and select Classified Staff.

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<thead>
<tr>
<th>HEO Series Staff Actions</th>
<th>Classified Staff Actions</th>
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<tr>
<td>New Appointments</td>
<td>New Appointments from a search</td>
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<td>New Substitute Appointments</td>
<td>New Temporary Appointments</td>
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<td>Reorganizations &amp; Reassignments</td>
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<td>Merit Increases</td>
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II. MEMBERSHIP

The HEO Screening Committee will include:

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
<th>Status</th>
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<tr>
<td>Interim Vice President of Administration &amp; Finance</td>
<td>Chair</td>
<td>Voting</td>
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<tr>
<td>Provost</td>
<td>Member</td>
<td>Voting</td>
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<tr>
<td>Dean of Strategic Planning &amp; Institutional Effectiveness</td>
<td>Member</td>
<td>Voting</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Member</td>
<td>Voting</td>
</tr>
<tr>
<td>HEO (Excluded)</td>
<td>Member</td>
<td>Voting</td>
</tr>
<tr>
<td>Compliance &amp; Diversity Officer Neg.</td>
<td>Member</td>
<td>Non-Voting</td>
</tr>
<tr>
<td>Legal Counsel &amp; Labor Designee Neg.</td>
<td>Member</td>
<td>Non-Voting</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Member/Secretary Non-Voting</td>
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A quorum consisting of five (5) members must be present in order to convene a HSC meeting. There must be at least three (3) voting members present, excluding the Chairperson, to conduct business and vote on personnel actions.

The Chair of the Committee will use her/his vote in the event of a tie. If the Chairperson cannot attend a HSC meeting, s/he will designate another voting member to act as Chairperson for that meeting. Voting members may send a designee to represent them at HSC meetings. The designee does not count towards the quorum and is not eligible to vote on actions.

III. TYPES OF ACTIONS REVIEWED

A. New Appointments:

The HEO Screening Committee reviews all new full-time appointments in the Higher Education Officer (HEO) Series and selected Classified Staff appointments that require a full-time workweek and receive a minimum annual salary of $60,000. Appointments made from an open competitive or promotional Civil Service List are excluded from review by the HSC but may be included on the Agenda as informational items.
B. Substitute Appointments:

The HEO Screening Committee reviews all full-time tax levy substitute appointments for HEO Series titles. Substitutes are temporary employees appointed to fill vacancies caused by leaves and/or emergencies. The maximum duration of a substitute appointment is six months. Substitute appointments to fill a non-teaching instructional staff position may be made for a maximum of 2 consecutive six-month periods. If it is necessary to fill a position on a substitute basis, a search to fill the position permanently must be initiated during the first six-month substitute appointment. An approved job posting in CUNYfirst must accompany the request for a second substitute appointment confirming that the search for the position is well underway.

C. Temporary and Provisional Classified Staff Appointments:

Temporary Classified Staff Appointments are made for a term of 90 days. They may be for the purpose of hiring for a limited duration of a special project or to meet the need for an urgent, immediate hiring. The 90-day temporary appointment may be extended, with justification, up to three times for a total of one year from the original appointment date.

Provisional Classified Staff Appointments are appointments from a search when there is no certified list for the specific title. Candidates may be appointed from a search as a “Provisional” employee until an examination in their title is scheduled and a civil service list is established. Provisional employees are subject to replacement by a qualified candidate from any CUNY Civil Service list (i.e., open competitive, promotional, transfer or preferred). The HSC will review and vote on all temporary and provisional appointments of classified staff.

*Documentation: All requests for new, substitute, temporary or provisional appointments must include a HSC request form along with the new job description, resume of the candidate, and current & proposed organizational charts.*

D. Reorganizations and Reassignments of HEO positions

*Reorganization* is a management directed re-design of work and reporting relationships that significantly alters and affects the processing of flow of work in the unit(s) and that may result in a reclassification of existing classification level. Reorganization may also result in the creation of new positions which must be filled through established search procedures.

*Reassignment* is a significant change in duties or responsibilities resulting in a new functional title but no change in the HEO classification. The HSC will review all reassignments for informational purposes. A reassignment could
also be a departmental transfer of a HEO series employee but without any change of functional or contract title.

Documentation: All requests for reorganization or reassignment must include a HSC request form along with the original and new job descriptions, performance evaluations completed within the previous 12 months, and current and proposed organizational charts. Requests for reorganizational title changes will be considered as a package and must include a narrative outlining the rationale for the restructuring, which includes a description of all facets of the reorganization.

E. HEO Merit Increases:

The HEO Screening Committee will review Merit Increases for HEO series employees. Merit increases recognize excellent performance and/or increased responsibility by granting a one, two, or three-step salary increase. The purpose of such an increase is to align the employee’s compensation to the level of the performance and responsibility. When additional responsibilities have been assumed (short of reclassification), a salary step increase may be appropriate.

One or Two-Step Increases: In recommending to the President a one or two-step merit increase, the HSC should be satisfied that a significant increase in responsibility is documented. In addition, the employee’s evaluation must support the recommended step increase.

Three-Step Increases: HEO employees may be recommended to the HSC for a three-step increase in cases of extraordinary performance or significant expansion of duties. In addition to the above guidelines for a one or two-step increase, the Committee should consider the employee’s entire performance history and contribution to the College, including specifics about the extraordinary nature of the accomplishments; the employee’s salary history at the College, including all full-time appointments and any other increases the employee has received. Increases of three steps are an exception and should only be considered by the HSC in cases of significant expansion of responsibility.

Documentation: All requests for merit increases must include a HSC request form along with the original and new job description, a performance evaluation completed within the previous 12 months with a rating of satisfactory or higher, and current organizational chart. Requests for three steps require an additional separate justification to warrant the three-step merit increase.

F. Reclassification:

Reclassification is a change in the position classification owing to the accretion or assignment of additional responsibilities that significantly affect the scope and level of responsibility of the job so as to render the current title inappropriate. The
criterion for reclassification approval is that the preponderance of duties and job requirements currently fall appropriately in the higher HEO title being requested by the unit.

*Documentation: All requests for reclassification must include a HSC request form, detailed justification in a separate memorandum to support the request for reclassification, current and proposed job description, current and proposed organization charts, and a performance evaluation completed within the last 12 months with a rating of satisfactory or higher.*

**IV. COMMITTEE PROCEDURES AND DOCUMENTATION**

A. **Confidentiality:**
   To protect the rights of the employees, Committee discussions and votes of members are confidential. Votes will be taken by secret ballot only.

B. **Approval Process:**
   The HSC makes recommendations to the President. If an action has been approved by the President, it is forwarded by the Human Resources Office to the CUNY Office of Human Resources Management (OHRM) for approval. Action is final upon approval by the President, the OHRM, and the CUNY Board of Trustees.

C. **Appeals:**
   The candidate may appeal HSC recommendations to the President.

D. **Historical File of HEO Screening Committee Actions:**
   The historical online file of minutes is maintained in Human Resources.

E. **Compliance and Diversity Office Approval:**
   The Compliance and Diversity Officer should approve new and substitute appointments before they are placed on the HSC agenda to ensure conformity.

F. **Schedule:**
   All proposal packages, along with the HSC Request Form, must be completed and submitted to the Office of Human Resources at least one week before the scheduled HSC meeting. The HSC will meet bi-weekly immediately after the Senior Staff meeting, unless otherwise noted.