

## VACANCY REVIEW BOARD GUIDELINES

### ASSUMPTIONS:

1. The colleges are aware of their current and revised budget and have funds to cover the personnel actions they are submitting.
2. For new hires who have not yet started, pending or accepted offers dated prior to 4/21 should not be rescinded and will be honored. Any personnel actions such as promotions and/or pay increases promised prior to 4/20 but not processed as of that date will need to be submitted for review by the VRB and are subject to revocation.
3. All personnel actions (other than contractual increases) that result in a salary increase will go to the VRB.
4. The VRB will be the final step in the review process. This does not replace the regular process for search waivers, and the hiring and payroll action review in OHRM. Once OHRM has reviewed and given the ok to the campus, the college can submit the VRB form to the email inbox.
5. Colleges will establish their own equivalent to Central VRB for approving submissions.
6. The cutoff for the submissions to the VRB will be 5pm every Wednesday for presentation at the weekly Friday meeting.
7. HR will manage all incoming requests, develop and maintain a spreadsheet for review by the committee and notify the campuses of the results of the VRB review within one week.

## VACANCY REVIEW BOARD FAQs

### GENERAL FAQs

**Q:** At which point in the process does the VRB review these requests?

**A:** The regular process for search waivers and employee actions will still apply. Once OHR and ORD have reviewed your submissions, you will be given the OK to submit your request to the VRB inbox.

**Q:** We have submitted faculty promotions for Fall 2020 via CUNYfirst in March. Should the college resubmit these names to the VRB?

**A:** If actions were submitted in March, Colleges should have already provided information in an email to the Vice Chancellor for Human Resources prior to COB April 30, 2020.

**Q:** What about reclassifications which were already submitted to OHRM PRSHB inbox? Do we need to submit them to the VRB?

**A:** If you have already submitted compensation related actions to the PRSHB or ECP inbox, the HR team will submit these requests to the VRB on your behalf. If these items were returned to you for additional supporting documentation, these are considered not submitted and should be send via the VRB for review. If you unsure as to the status, you can reach out to your HR Advisory point of contact.

**Q:** If a candidate worked for a CUNY College before, but had a break in service and is being rehired, is this considered a new hire for VRB purposes?

**A:** Yes.

**Q:** How will postings be handled?

**A:** The College should go through the current process with HR Advisory to approve the job description language and classify the position. The college would then complete the top portion of the form for VRB review.

**Q:** Are functional title changes allowed?

**A:** At this time, functional title changes without a change in compensation should continue through their current approval process.

**Q:** If there is a reclassification in progress submitted in the past, currently delayed because the campus needed to revise documentation, does this need to be resubmitted to the VRB?

**A:** Yes. The HR Advisory team will work with you during their review process and advise when this can move to the VRB.

**Q:** How often will the VRB be meeting and what is the cutoff for submissions?

**A:** The initial plan is to meet every Friday, and the submission deadline will be 5pm the Wednesday prior.

**Q:** We have several searches that are at their final stages, and we are ready to make offers to the candidates. How will this be handled?

**A:** Please submit individual requests to the VRB using the fillable form provided.

**Q:** Can we open searches for substitute/consolidated lines that would yield savings?

**A:** These will need to be reviewed by the VRB as well.

### **NON-INSTRUCTIONAL STAFF FAQs**

**Q:** What about part-time staff (College Assistants) that are typically reappointed effective July 1<sup>st</sup>?

**A:** Guidance regarding appointment and non-reappointment will be provided in the near future. Template letters were provided on May 15<sup>th</sup>.

**Q:** Are picking substitute employees up from a search excluded from this process?

**A:** No.

**Q:** Is VRB approval required to appoint a new substitute HEO or interim ECP appointment?

**A:** Yes.

**Q:** Is VRB approval required to appoint someone who is already at CUNY, but is being put into a new substitute position (e.g., They were a HEO now they are a substitute ECP)?

**A:** Yes.

**Q:** If someone is already in that (higher) substitute position (which means there is already a tax-levy line being paid out), what is the process to either conduct a search, or appoint this person to the position "permanently?"

**A:** VRB approval is required. The top portion of the form is for vacancy approval and the bottom portion is for appointment approval.

**Q:** What about reclassification with slides instead of step increases? (For example, an aHEO going into a HEOa title may be moving from a salary of \$80,237 to \$81,647.

**A:** All HEO series reclassifications should be submitted to the VRB.

## **INSTRUCTIONAL STAFF FAQs**

**Q:** If a candidate served as a College Assistant/HEO, etc., and is receiving a new Adjunct assignment but has continuously worked, is this considered a new position for VRB purposes requiring approval?

**A:** Yes.

**Q:** Do faculty promotions without an additional step increase need to go to the Board for approval, since the memo defined personnel actions as including promotion?

**A:** At this time, Faculty promotions without increased in compensation due to step movements should continue through their current approval process..

**Q:** Are Distinguished Professor Review as and Recommendations already in progress subject to the VRB?

**A:** No.

**Q:** Are Sabbaticals/Fellowships already in progress subject to the VRB?

**A:** No. Presidents have discretion subject to financial ability.

**Q:** Are Salary above Base offers subject to review by the VRB?

**A:** Yes.

## **FUNDING SOURCES FAQS**

### **What types of tax-levy funds are in the scope of the VRB?**

All Tax Levy and Related Funds are in scope, including State and City Tax Levy operating funds, City Council and State Legislative, Capital funds that cover administrative salaries, Adult and Continuing Education, Technology Fees, Academic Excellence Fees, and other deposits and fees at the State (Income Reimbursable Funds) and City (Non-Misc. Income).

### **What types of tax-levy funds are in the scope of the VRB?**

Non-Tax Levy (NTL) Funds from unincorporated affiliated entities or accounts, when the NTL funds are used for purposes other than for the affiliated entities, are in scope.

For Research Foundation (RF) funds, the following are in scope:

- Ledger 9 (mostly indirect cost recoveries but also closeout and release time funds)
- Ledger 7 (College Misc.) includes non-grant funds that are deposited with the RF, mostly for payroll purposes
- Ledger 5 (State and City Funds), if there is no MOU between the State and City naming the RF as the fiscal agent, or if they are clearly for grant purposes
- Ledger 2 – Central Allocation Budget funds (applicable to central office only)

### **What types of funds are NOT in the scope of the VRB?**

Separately incorporated affiliated entities (may include Student Associations, Auxiliaries, Child Care Centers, Performing Arts centers, etc. ) are not included if the funds are being used for the purpose of that entity. Entities must be able to cover fully all salaries (full and part time staff) on their own. Entities must seek direct consultation with respective college President prior to any personal actions (hiring, promotions, increases, etc.).

For Research Foundation (RF) funds, the following are NOT in scope:

- Staff whose salaries are covered by a grant for the purposes of the grant. All employees hired with these grant funds must sign a written acknowledgement that states that they understand that their employment is contingent on the college continuing to receive the funds.
- Ledger 4 (federal grant funds)
- Ledger 5 and 6 (State and City grant funds, in which an MOU between the RF and City or State exists, see above).
- Ledger 7 (private grant funds)