



DARE TO DO MORE

LAGUARDIA COMMUNITY COLLEGE

PERSONNEL REVIEW COMMITTEE

POLICIES AND PROCEDURES

Revised March, 2011

I. **ROLE OF THE COMMITTEE**

The LaGuardia Community College Personnel Review Committee (PRC) was established, as required by the Board of Trustees, to make recommendations to the President on personnel actions. The PRC reviews actions for all Higher Education Officer Series titles. All actions for full time Classified staff earning annual salaries of thirty- eight (38) thousand dollars or more must be reviewed by the PRC.

The Committee's primary goals are to insure the equitable administration of personnel procedures, in conformity with University and affirmative action guidelines and to help provide an environment in which well-qualified employees are attracted to the College, and then retained and rewarded. The Personnel Review Committee does not establish budgetary priorities.

The Personnel Review Committee reviews all personnel actions of the College Higher Education Officer Series, and selected Classified staff actions.

Actions for Approval

New appointments
(With exceptions noted for information only)

Merit increases for HEO's

Reclassifications

Reorganizations

Transfers between Divisions

Level Changes for Classified Staff

Temporary appointments for Classified Staff

Substitute appointments

Actions for Information

Appointments from
Civil Service Lists

Changes in functional title

Reassignments within Divisions

II. MEMBERSHIP

The college-wide Personnel Review Committee will include;

Vice President of Academic Affairs	Ex-Officio	Voting Member
Vice President of Administration	Ex-Officio	Voting Member
Vice President of Information Technology	Ex-Officio	Voting Member
Vice President of Adult and Continuing Education	Ex-Officio	Voting Member
Vice President of Student Affairs	Ex-Officio	Voting Member
Vice President of Institutional Advancement	Ex-Officio	Voting Member
Affirmative Action Officer	Ex-Officio	No Vote
Labor Designee	Ex-Officio	No Vote
Director of Human Resources (Secretary)	Ex-Officio	No Vote
Three (3) Higher Education Officers (HEO's)	Elected	Voting Member
(and three (3) alternates)	Elected	Voting Member
Classified Staff Member	Appointed	Voting Member

Divisional HEO representation will be in rotational terms of three Divisions (including the President's Office) in the first two-year term, and the remaining three Divisions in the second two-year term. Thus, the total membership of the PRC will be thirteen (13) including ten (10) voting members and three (3) non-voting members.

A quorum consisting of seven (7) members must be present in order to convene a PRC meeting. There must be at least five (5) voting members present, excluding the Chairperson, to conduct business and vote on personnel actions.

The President will appoint the Chair of the Committee, who will use his/her vote in the event of a tie. If the Chairperson cannot attend a college-wide PRC meeting, he/she will designate a Vice President to act as chairperson for that meeting. Vice Presidents may send a substitute to represent them at college-wide PRC meetings. The Vice President's substitute is eligible to vote on actions. In the event a Vice President is unable to serve on the committee (i.e. due to a resignation, leave of absence, termination), their substitute will represent him/her for the duration of said time.

ELECTION OF HEO REPRESENTATIVES

Each division will elect one representative and an alternate, and each divisional representative will serve for a two-year term. Only Higher Education Officers (HEO) and Higher Education Associates (HEA) are eligible to be nominated as a member of the college-wide PRC.

Within a Division, all staff appointed to HEO Series Titles are eligible to vote with the exception of those in "Substitute" Titles.

The Director of Human Resources will solicit all eligible HEO/HEA individuals with interest in serving on the PRC for self-nominations. A secret ballot, listing eligible nominees, will be distributed to all eligible voters within each Division. The Human Resources Director will coordinate a mail vote for each Division.

A majority vote for eligible nominees is required to elect a member of the PRC. The runner-up to the majority vote will have been elected as an alternate member of the PRC. In case of a tie, successive secret ballots will be called for until the tie is broken. In the event a representative or alternate cannot fulfill their two-year term, the Vice President of that division will select an individual to serve until the next voting period.

III. TYPES OF ACTIONS REVIEWED BY PRC

A. New Appointments:

The Personnel Review Committee reviews all new Full-time appointments in the Higher Education Officer Series and selected civil service appointments that require a full-time workweek and receive a minimum annual salary of \$38,000. Appointments made from an open competitive or promotional Civil Service List are excluded from review by the PRC but will be included on the Agenda as informational items.

B. Substitute Appointments:

The Personnel Review Committee reviews all full-time tax levy substitute appointments for HEO Series titles. Substitute appointments are short-term appointments to fill vacant or new budget supported positions, and are limited to a total of two (2) six (6) month periods out of any twenty-four (24) months. Then the individual may not serve as a substitute (either teaching or non-teaching) at the College for at least twelve (12) months. If it is necessary to fill a position on a substitute basis, a search to fill the position permanently must begin at the beginning of the first six (6) month substitute appointment. Thus, requests for a renewal of a substitute appointment must include documentation to show that the search for the position has begun. A finalized Job Vacancy Notice must accompany requests for the renewal of substitute appointments.

C. Temporary Civil Service Appointments:

Temporary Civil Service 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. Temporary Civil Service

Appointments may also be made to fill an approved Leave of Absence Vacancy for the duration of the leave. All temporary appointments are subject to full review by the PRC.

D. Merit Increases:

Merit increases are processed annually in March/April. An eligible employee in a HEO Series Title or his/her divisional Vice President may initiate merit increases if the employee meets the following eligibility criteria:

Employee has had one year of service in the current HEO series title.
Employee did not receive a merit increase in the previous fiscal year.
Employee is not at the top of the current salary range.
Employee has assumed additional responsibilities and/or has sustained exceptional performance.

1. Procedure: Eligible employees in a HEO Series title or their divisional Vice Presidents/Deans may propose merit increases to their Divisional Merit Review Committee. The Divisional Merit Review Committee reviews applications for merit increases and forwards its recommendations for such increases to the college-wide Personnel Review Committee. Staff who apply to the divisional Merit Review Committee for an increase and are turned down by that body may appeal to the Personnel Review Committee.

2. Documentation: All requests for merit increases must include a PRC request form along with the completed Merit Application, both available from the Human Resources Department, as well as a current job description, a performance evaluation completed within the previous 12 months, and a current organizational chart. The employee or the Vice President must contact the Human Resources Department to make sure that all documents are current and on file.

3. The Divisional Merit Review Committee: The Vice President shall appoint a Divisional Merit Review Committee consisting of deans or directors, senior managers and representation of HEO Series staff within their respective divisions. The Vice Presidents shall report the membership of the Committee to the Human Resources Director. Voting in the Committee shall be by secret ballot. The vote of the Committee shall be reported on each Merit Application. The results of all votes will be reported by the Vice President to the Human Resources Director, who will send the standard "Notification of Rejection" letter to all applicants who are not recommended for a merit increase by their Divisional Merit Review Committee.

4. Limits on Recommendations from Each Division: The number of merit increases that may be considered is limited by available resources. The Executive Council will inform the Human Resources Director of the

percentage of HEO Merit Increases. Historically, the proportion has ranged from 5 to 10 percent. Any consideration of a larger proportion is subject to approval by the Executive Council and the President. The Human Resources Director will inform the Divisional Merit Review Committees, prior to their deliberations, of the maximum number of merit increases that they may recommend each year. The maximum will be proportionate to the total number of HEOs in the division.

5. Two or More Step Increases: In cases of extraordinary performance or significant expansion of duties, the Vice President may recommend to the Personnel Review Committee a two or more step increase for an individual whom the Divisional Merit Review Committee has recommended for an increase. Such a recommendation should be supported with additional documentation.

IV. COMMITTEE PROCEDURES AND DOCUMENTATION

A. Salary:

The University has provided the College with discretion in determining compensation: all salary steps are regarded as appropriate within a HEO title. In making initial salary offers or pay changes, the college should consider experience and expertise that the person brings to the particular position, the market for such skills (including his/her previous compensation), opportunities for advancing to higher steps in the pay structure, and comparable pay of others in the organization performing work of similar value. The salary offered must be within the range listed on the PVN. Movement from a substitute to a regular appointment is considered a lateral move with no increase, unless it is a contractual increment. Exceptions can be made on a case-by-case basis by the PRC before forwarding the recommendation to the President and CUNY for final approval.

B. Confidentiality:

To protect the rights of the employees, Committee discussions and votes of members are confidential. Votes will be taken by secret ballot except in special circumstances where telephone polling is acceptable. (The Chair of the PRC speaks directly with each PRC member.) E-mail ballots are not acceptable.

C. Approval Process:

The President, CUNY Office of Human Resources Management, and the Board of Trustees must approve Committee recommendations. Action is final upon approval by the President, the Office of Human Resources Management and the Board of Trustees.

D. Appeals:

The candidate may make Appeals of Committee recommendations to the President.

E. Historical File Of PRC Actions:

The historical file of actions is maintained in the Human Resources Department.

F. Affirmative Action Approval:

The Affirmative Action Officer must approve new and substitute appointments before they are placed on the PRC Agenda to insure conformity with Affirmative Action Guidelines.

G. Schedule:

All proposal packages, along with the PRC Request Form, must be completed and submitted to the Human Resources Department at least one week before the scheduled college-wide Personnel Review Committee meeting. The PRC Chair under extraordinary circumstances may grant waivers.