

## **Policy 5.06 Civil Service Commission**

There is hereby established a municipal civil service commission to be known as The City University of New York Civil Service Commission, which shall consist of three persons, not more than two of whom shall at any time be adherents of the same political party. Said Commission is to be vested with the authority to perform all of the functions set forth below and such other functions as may be specifically mandated by law. (BTM,1988,06-27,006,\_H)

The members of the Commission shall be appointed by the Chancellor of the University with the advice and consent of the Board of Trustees, such that of the members first appointed, the term of one shall expire on 31 May of the first even-numbered year following the date of appointment; the term of the second shall expire on 31 May of the second even-numbered year following the date of appointment; and the term of the third shall expire on 31 May of the third even-numbered year following the date of appointment. Upon the expiration of each of such terms, the term of office of each commissioner thereafter appointed shall be six years from the first day of June in the year in which the term of his or her predecessor expired. (BTM,1988,06-27,006,\_H)

The Chancellor shall designate one member of said Commission to serve at the pleasure of the Chancellor as its Chair. Decisions of the Commission shall be by majority vote. The Chair shall appoint a Secretary and such other staff as may be necessary for the performance of the Commission's duties and responsibilities. (BTM,1988,06-27,006,\_H)

The duties of the Chair of the Commission shall include, but not be limited to, scheduling and convening regular and special sessions of the Commission; chairing sessions; providing the agenda for such sessions; issuing and signing all formal announcements; and coordinating the on-going work of the Commission with the Secretary of the Commission. (BTM,1988,06-27,006,\_H)

The Commissioners and the Chair of the Commission shall receive no compensation for their duties except for the reimbursement of normal and reasonable expenses incurred in carrying out their duties, such reimbursements to be governed by guidelines issued by the Chancellor. (BTM,1988,06-27,006,\_H)

The Commission shall sit as a body in a regular session no less than once every three months and shall keep true and accurate minutes of its meetings and proceedings, which shall be open to public inspection. (BTM,1988,06-27,006,\_H)

The Commission shall be vested with the power to adopt and promulgate such rules and regulations as are necessary. Such rules shall be subject to the approval of the New York State Civil Service Commission and shall be effective when filed with the Secretary of State. The Commission shall have all powers enumerated in Title B of Article II of the New York State Civil Service Law. (BTM,1988,06-27,006,\_H)

The Commission shall hear and determine complaints alleging violations of laws or regulations including, but not limited to, civil service law, the rules and regulations of The City University Civil Service Commission, grievances brought by classified service employees who are not subject to collectively bargained agreements, and the regulations of the Vice-Chancellor for Faculty and Staff Relations, provided, however, that no such appeal shall be allowed if the action or determination involved (BTM,1988,06-27,006,\_H):

- a) Relates solely to matters of internal management of the Office of the Vice-Chancellor for Faculty and Staff Relations
- b) Was considered and approved in advance by the Commission

Appeals to the Commission may be made subject to the rules of the Commission and subject to administrative procedures found in the regulations for matters of (BTM,1988,06-27,006,\_H):

- c) Position classification and reclassification
- d) The establishment and certification of eligibility lists
- e) Disqualification of candidates and appointees
- f) Disciplinary actions pursuant to Section 75 of the New York State Civil Service Law
- g) Appointments to positions, promotions, transfers, resignations and reinstatements

Effective upon the adoption of this resolution, the incumbent of the position of Vice-Chancellor for Faculty and Staff Relations, or its successor position, shall be responsible for the promulgation of regulations pertaining to employees in the civil service of the University and its component and constituent colleges and units and the administration of the regulations. (BTM,1988,06-27,006,\_H)

The Vice-Chancellor for Faculty and Staff Relations shall adopt procedures and shall devise criteria, guidelines, delegations, forms, and other issuances necessary to provide for the administration of the laws and rules. (BTM,1988,06-27,006,\_H)

The Vice-Chancellor for Faculty and Staff Relations shall establish by regulation standards for maintaining and administering a uniform classification and pay plan for the classified service in the University. (BTM,1988,06-27,006,\_H)

The Vice-Chancellor shall establish by regulation, provisions for assisting the colleges in administering delegated authorities of the University classified service and for overseeing the implementation of the requirements at the colleges. (BTM,1988,06-27,006,\_H)