

Guidelines for Merit Increases for Civil Services

Pursuant to Personnel Policy Bulletin 2-98, the following guidelines apply to civil service employees being recommended for merit increase.

1. Employee must have a minimum of 18 months CUNY service.
2. Merit cannot be given while employee is in probationary status or serving in a trial period in title.
3. Merits may be granted in any amount from \$2500 up to a maximum of 7% although in no instance may the amount requested exceed 7% of base salary.
4. Employee must have an exceptional performance evaluation rating and have provided demonstrable performance examples of his/her exceptional contribution(s). See Attachment 3 below for guidance.
5. Employee must have excellent time and leave record (consult also Interp. Memo 3-88)
6. Employee may not receive more than one promotion or merit increase within a twelve month period, unless the promotion is the result of a competitive list selection and subsequent to the approval of a meritorious increase.
7. Labor Designee must be consulted to assure that no disciplinary actions are pending.
8. The maximum salary for the employee's title and/or level cannot be exceeded as a result of meritorious salary increase request.