



To: Faculty and Staff

From: Division of Human Resources

Date: May 15, 2020

Re: CUNY-Wide Personnel Action Freeze

In accordance with the attached memo from [Chancellor Félix V. Matos-Rodríguez, dated April 27, 2020](#), CUNY has implemented a University-wide freeze on all personnel actions.

Chancellor Matos-Rodríguez advised that only in extraordinary circumstances will requests for exceptions be considered. These requests will require an initial approval by the College President and then the explicit approval of a special committee created by the Chancellor to review such exceptions. The special committee or University Vacancy Review Board (VRB) will consider exceptions that fit criteria stipulated on page 2 of the April 27, 2020 memo.

The College's process for determining if a position will be submitted to the VRB for review will include the following: an initial approval by the respective Vice President or Dean and a final approval by the President. Enclosed with this communication is the [Vacancy Review Board Request Form](#) that each department and/or division will need to complete in order for their requests to be considered. Forms approved by the Vice President or Dean should be submitted to Human Resources (HR), who will coordinate all submissions for consideration by the President and Provost. Only those requests approved by the President will be forwarded to the VRB.

Your point of contacts in Human Resources are Erica Stephen and Yahaira Colon. All faculty positions including College Lab Technicians, Adjuncts, Research Assistants, Research Associates, and Graduate Assistants should be sent to the attention of Ms. Stephen at estephen@ccny.cuny.edu. All other non-academic and staff related personnel actions should be sent to the attention of Ms. Colon at ycolon01@ccny.cuny.edu.

The April 27, 2020 memo also indicates that the hiring freeze applies to part-time staffing for the upcoming 2020-2021 fiscal year. Specifically, colleges are directed to closely review their part-time staffing needs to determine which positions are critical to their operations. Additionally, CUNY has advised that no part-time non-teaching staff should receive a commitment for reappointment unless the position has been deemed critical by the College and then ultimately approved by the VRB. As a result of this, Human Resources will be issuing end of assignment notices effective **July 1, 2020, or earlier as applicable**, to all current non-teaching part-time staff,

including but not limited to, College Assistants, Non-Teaching Adjuncts, Continuing Education Teachers, all Hourly Information Technology titles and Adjunct College Laboratory Technicians.

Important note: As indicated above, each request will require multiple levels of review/approval, hence departments that wish to maintain, in as much as possible, the continuity of employment for any of their existing part-time non-teaching staff (beyond the staff member's specified termination date), should submit their VRB Request Form (s) promptly.

Also included with this memo is the [Chancellor's April 20, 2020](#) communication which provides additional information regarding the financial impact of the COVID-19 pandemic on the University.

If you have any questions, please do not hesitate to contact Human Resources. Thank you in advance for your cooperation.

CC: Vince Boudreau, President
Tony Liss, Provost
Felix Lam, VP Finance & Administration
Erica Stephen, Associate Director HR
Yahaira Colon, Associate Director HR