THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 3-02  DATE: 1-8-02
REGULATION REFERENCE NO.:  3.1.3 (f) (g) and 5.3.1
INTERPRETIVE MEMO:
INDEX REFERENCE:  Fingerprinting Process and Fees

BACKGROUND:
In order to complete the background investigation process, it is required that all newly hired persons in the competitive, non-competitive, exempt, and labor class be fingerprinted, as well as those employees that are reappointed without continuous service.

Persons appointed to the title College Assistant must be fingerprinted if they have never been fingerprinted previously or if they were not employed at The City University of New York during the previous fiscal year. A lapse in employment of a fiscal year will necessitate re-fingerprinting upon re-employment. Full-time students serving in the title College Assistant may be excused from fingerprinting by the College Appointing Officer. Students may also be excused from this requirement when appointed to the titles: Student Aide or City Seasonal Aide.

Whenever possible, the college should notify all persons in advance of appointment that fingerprinting is a requirement and that there is a processing fee. This notification may include postings in application forms, or other public announcements. Failure to receive such a notice, however, does not relieve the appointee of an obligation to pay the fee. Fingerprinting fees should be collected as soon as possible after the appointment date.

PROCEDURES:
The following procedures are to be followed for fingerprinting:

1) Non-Competitive: The College Appointing Officer should retain a photocopy of the CUNY DCJS-4 fingerprint card for any non-competitive appointments that require fingerprinting and should send the original CUNY DCJS-4 along with the fingerprint fee, the appropriate OFSR 188 Form and the eligibility determination fee when applicable to the University Personnel Director. Finally OFSR 601RaR should be submitted and a copy maintained in your file for each appointment.

2) Competitive: A CUNY DCJS-4 form should be submitted. If a person is appointed to any classified position form a non-competitive position with continuous service and was previously fingerprinted, a copy of the previous DCJS-4 may be included in the appointment package without an addition fee. A copy of OFSR 601RaR should also be submitted.

3) Fingerprints should be submitted within 30 days from the date of appointment.