§ 6210. Non-Instructional positions. 1. All persons hereafter appointed to serve in non-instructional positions in the city university shall be appointed for the probationary period of one year during which the service of a person appointed to any such position may be discontinued by the board of trustees at any time. All persons employed in the non-instructional service of the board of trustees who have served the full probationary period shall hold their respective positions during good behavior and efficient and competent service, and shall not be removed except for cause after a hearing by the affirmative vote of a majority of the board of trustees.

The board of trustees shall provide, by appropriate by-laws, for the presentation of charges, the reference thereof to a committee of the board of trustees or to others for hearings, the conduct of such hearings, and the report thereof on the basis of which the board of trustees shall take such action as it deems necessary or advisable.

A person who had acquired tenure in a position with the board of trustees and who is promoted therefrom to a higher position shall be fully restored to his lower position and tenure therein in the event his service is discontinued by the board of trustees during his probationary period in such higher position; upon restoration to such original position the time such person served in the higher position shall be credited for all purposes as if such service had been rendered in the original position.

2. Vacancies in positions included in group II (college office assistant B and college secretarial assistant B) and group III (administrative assistant) of item number sixteen of section sixty-two hundred twenty, shall be filled, as far as practicable, by promotion from among persons holding positions in the lower grades listed in group I (college office assistant A and college secretarial assistant A) and group II of such item number sixteen of section sixty-two hundred twenty, respectively. Promotions shall be made by the board of trustees from group I and from group II of the aforesaid item number sixteen so that of the total regularly employed in such three groups, not more than forty per centum of the total in the three groups shall be employed in

group I and not less than fifteen per centum of the said total shall be employed in group III.

3. The board of trustees shall, by appropriate by-laws, determine from time to time the qualification requirements for all positions.