

# York College Request to Hire Authorization Form Part-Time Classified Only

**Must be 18 Years of Age at Time of Appointment**

## Section I – TO BE COMPLETED BY THE HIRING DEPARTMENT (Please Print)

Division: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Code # \_\_\_\_\_  
**Required**

**If funding is different from department, provide funding source name.**

Funding name: \_\_\_\_\_ Budget Code # \_\_\_\_\_  
**Required**

Hourly Job Title: \_\_\_\_\_

Proposed Hourly Rate: \_\_\_\_\_

\*Proposed Start Date: \_\_\_\_\_

**(All appointments should be scheduled to begin on a Monday and minimally 2 weeks after the form is submitted for approval)**

Position Reports To: \_\_\_\_\_

No. of Requests: \_\_\_\_\_

**(A proposed job description is required for each request unless the job description is the same for each position)**

**Do you anticipate this appointment will exceed 239 hours? Yes \_\_\_\_\_ or No \_\_\_\_\_**

**(If yes, a one-time CUNY file fee of \$15.00 (College Assistants) will be applicable to the employee)**

- If a candidate has been identified for the position, submit a proposed job description, a **completed CUNY Employment Application** and the candidate's resume along with this authorization form to the Office of Human Resources for review and approval.
- If a candidate has **not** been identified, submit a proposed job description along with this authorization form to the Office of Human Resources for review and approval. A request can be made to access a pool of applicants (by checking the sentence below) in CUNYFirst specific to the job title you are requesting. If an applicant is chosen from the CUNYFirst pool, please contact Ms. Stephanie Cooper in the Office of Human Resources.
- CUNY Nepotism Policy must be adhered to. If you are not sure of the details of the policy, please contact the Office of Compliance and Legal Affairs.

\_\_\_\_\_ I am requesting access to the pool of applicants in CUNYFirst, as appropriate.

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_

## Section II – TO BE COMPLETED BY HUMAN RESOURCES

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
(Email Notification) \_\_\_\_\_ (Reason for Denial) \_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*An email will be sent to the requesting department indicating if the request to fill a classified hourly position has been approved. Selected candidates must not be allowed to begin working until authorization has been received from Human Resources. Failure to adhere to these procedures may result in disciplinary action.**

**Any request form submitted and not processed within each semester will be considered voided and a new request will be required.**

In accordance with an agreement between the University and its Classified Staff unions, CUNY is implementing a phased-in-minimum wage increase for hourly employees. Below are the effective dates and phased-in minimum wage rates:

Effective 12/31/2016 – \$12.13 per hour

Effective 12/31/2017- \$13.50 per hour

Effective 12/31/2018 – \$15.00 per hour

**Salary Ranges**

**Typical Task/Responsibilities**

\$12.13-\$13.99	Performs routine clerical work; may answer and attend to telephone calls; maintains records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related task as required.
\$14.00-\$18.99	Type letters, memoranda, charts, and similar materials. Can act as a cashier. Performs clerical library work such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals. Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.
\$19.00-\$23.57	Assist in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports. May assist in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment. May operate computers, computer software, and other electronic equipment in performing assigned task.