

York College Request for Salary Increase - Increase in Duties Authorization Form

Part-Time Classified Only

Must be 18 Years of Age at Time of Appointment

Section I – To be completed by the Manager

(Please Print and forward to the Office of Human Resources)

Department Information

Division: _____

Department: _____

Name of Employee: _____

Hourly Job Title: _____

Current Hourly Rate: \$ _____ Proposed Hourly Rate: \$ _____

To be completed by the Office of Budget - Hourly Rate Approved: \$ _____ (Initial here)

Proposed Effective Date: _____

(Proposed effective date must be minimally 4 weeks after the form is submitted)

Position Reports To: _____

A Salary Increase based on an increase in duties is not the same as a Performance Based Merit increase. Departments should be aware that the below item must be in place and will be audited by the Office of Human Resources to ensure that these requests can be reviewed in a timely manner. Please note that the maximum salary for the employee's title and/or level cannot be exceeded. Please submit the following documents with this request form:

Documents to append

- A description of current job duties specific to the employee's job function.
- A description of additional job duties specific to the employee's job function.

One form for each salary increase request is required.

Signature of Department Head _____ Date _____

Section II – To be completed by the Office of Human Resources

Human Resources will forward to the Budget Office

Approved Not Approved

(Email Notification) (Reason for Denial) _____

Comments: _____

Signature _____ Date: _____

Section III – To Be Completed by the Office of Budget

Budget will return to the Office of Human Resources

Approved Not Approved (Reason for Denial) _____

Comments: _____

Signature _____ Date: _____

The Office of HR will send an email to the manager indicating if the salary increase was approved or denied. If the request is denied the employee must not assume the proposed duties.

Section IV – Rate and duty information

Salary Ranges Typical Task/Responsibilities

\$19.12-\$20.93

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.

\$20.94-\$24.05

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.

\$24.05-\$29.32

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 specialized computer software, and other electronic equipment in performing assigned task.