

York College Request for Merit Increase 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 Budget)

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 Performance Based Merit increase is at the discretion of the Manager. Departments should be aware that the following requirements must in place and will be audited by the Office of Human Resources to ensure that these requests can be reviewed in a timely manner:

Requirements

- Employee must have a minimum of 18 months of CUNY Service
- Employee must have a performance evaluation (completed within the last 12 months) on file in the Office of Human Resources demonstrating good to excellent performance
- Employee may not receive more than one merit increase within a fiscal year
- Employee must have NO pending disciplinary actions
- The maximum salary for the employee's title and/or level cannot be exceeded

. One form for each merit increase request is required.

Signature of Department Head _____ Date _____

Section II – To be completed by the Office of Budget

Human Resources will forward to the Office of Human Resources

Approved Not Approved

(Email Notification) (Reason for Denial) _____

Comments: _____

Signature _____ Date: _____

Section III – To Be Completed by the Office of Human Resources

Approved Not Approved (Reason for Denial) _____

Comments: _____

Signature _____ Date: _____

The Office of Human Resources will send an email to the manager indicating if the merit increase was approved or denied.

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.