

## **INSTRUCTIONS FOR HEO SERIES SALARY ASSIGNMENT DIFFERENTIAL - 11/01/16**

The new \$2,500 salary assignment differential was created in recognition of "excellence of performance or increased responsibilities within the title." This document is meant to assist HEO series members in determining eligibility for the salary assignment differential.

### **STEP 1: DETERMINE YOUR ELIGIBILITY FOR AN ASSIGNMENT DIFFERENTIAL**

A) If you are an Assistant to HEO, HEO Assistant, or HEO Associate, determine if you have been paid the highest salary on the salary schedule for your title for at least one year.

B) Document excellence of performance:

- Start by contacting HR to review your personal personnel file, per article 19.2 of the PSC/CUNY contract. The file should contain copies of all annual evaluation memoranda that have been conducted along with any letters of reappointment and guidance memos. In order to demonstrate excellence in performance, the recent annual evaluations should be rated Satisfactory or Excellent.
- In addition to evaluations, you should place anything that may document excellence of performance in your personal personnel file. Suggestions: complimentary letters from college administrators and/or students, certificates, degrees, honors, publications, or any other form of professional development or recognition.

C) Document increased responsibilities or volume of work (suggested):

- A copy of the original job description when hired and a self-written job description that shows the addition of tasks within the current HEO Series title that have been assigned.
- If you provide counseling services or work in areas providing service to students, include evidence of a significant increase in the number of students assigned over time.
- Evidence of increase in volume of work performed. For example, a significant increase over time in the number of financial aid applications processed.
- Proof that requests for annual leave have been denied due to staffing needs and volume of work.
- Proof of the need for overtime or staff increases to accomplish tasks.

**Having reviewed this material, do you feel you can make a compelling case for a salary differential?**

**If so, see reverse side and proceed to Step 2.**



## STEPS FOR SALARY ASSIGNMENT DIFFERENTIAL

**STEP 1. COMPILE + REVIEW MATERIALS YOURSELF** - Evaluate likelihood ([see reverse side](#)).

**STEP 2. SPEAK TO YOUR SUPERVISOR** - Will supervisor nominate you or will you self-nominate?  
If the supervisor will not nominate you will s/he be supportive?

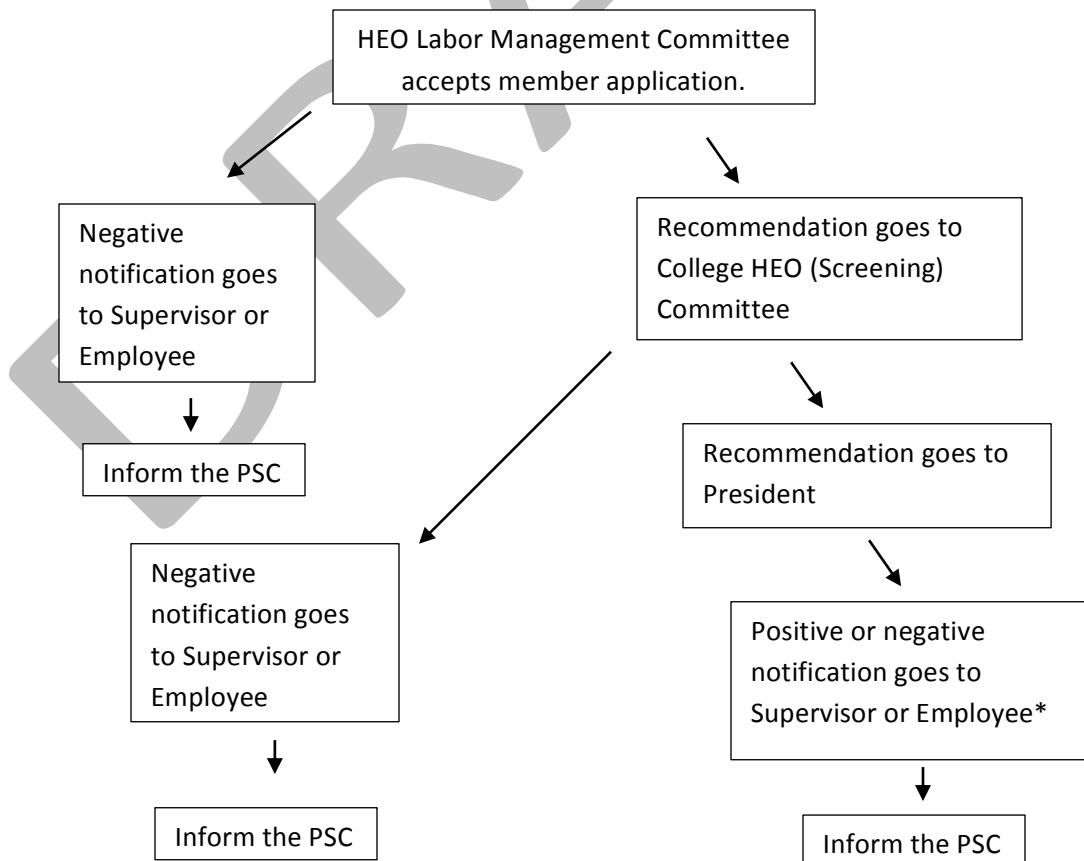
**STEP 3. PREPARE APPLICATION**

- A. Form (not yet available)
- B. Statement (from you or supervisor)
- C. Positive evaluations
- D. Other documents/letters in support
- E. Revised and/or original job descriptions (if helpful)

**STEP 4. CONSULT WITH PSC** – Revise application, if necessary. PSC email: [HEOadvisor@psccmail.org](mailto:HEOadvisor@psccmail.org)

**STEP 5. SUBMIT APPLICATION** — You or your supervisor may submit to the HEO Labor Management Committee. (Make copies for yourself and request receipt of submission.)

### DECISION PROCESS FOR ASSIGNMENT DIFFERENTIAL



\*Subject to CUNY Board of Trustees approval. Differential will be effective retroactive to date of President’s approval.