



Office of the Vice Chancellor for
Human Resources Management
205 East 42nd Street
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BY E-MAIL

TO: College Presidents
Deans of the CUNY-Wide and Professional Schools
Vice Presidents for Finance/Administration
College Human Resources Directors

FROM: Interim Vice Chancellor Margaret Egan

SUBJECT: New Minimum Salary Increases for Select Full Time Classified Titles

Date: January 27th, 2019

Following the recent \$15.00/hour minimum wage increases for hourly employees, the University has decided to increase the minimum salary of select full time classified titles shown in the chart below. Employees who are active in these titles and earning less than the new minimum salary as of the effective date will have their salary increased effective 12/31/2018.

| Title | New Min eff 12/31/18 |
|---------------------------------------|-----------------------------|
| Assistant Media Services Technician | \$27,405 |
| Building Supervisor (Student Center)* | \$31,320 |
| Campus Security Assistant | \$31,320 |
| CUNY Custodial Assistant | \$31,320 |
| Custodial Assistant (Student Center)* | \$31,320 |
| Exterminator | \$31,320 |
| Mail/Message Services Worker | \$27,405 |
| EOC Custodial Assistant | \$31,320 |
| EOC Mail/Message Services Worker | \$27,405 |
| EOC Office Aide | \$27,405 |

**applies only to employees of Student Centers at Baruch College, Brooklyn College and Queens College*



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Implementation

The Office of Human Resources Management (OHRM) is working with the Computing & Information Services (CIS) to update as much information as possible programmatically in CUNYfirst. We will identify and inform the campuses of any actions needed to be manually updated by the Colleges at a later date.

Payroll System Updates

Community Colleges: Community Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these titles earning less than the new minimum rates listed above. The University Payroll and CIS will automatically increase the salaries of these employees effective 12/31/2018. The increase will be reflected in the paycheck dated **2/22/2019** and all retroactive payments due from the effective date will be included.

Senior Colleges: Senior Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these eight titles earning less than the new minimum rates listed above. The University Payroll and CIS will automatically increase the salaries of these employees effective 12/31/2018. The increase will be reflected in the paycheck dated **2/28/2019** and all retroactive payments due from the effective date will be included.

Please post this memorandum on your College HR website, and promptly share this information with employees affected by the new minimum wage increases. Individual questions and concerns should be directed to the employee's campus HR Office.

cc: Interim Chancellor Vita Rabinowitz
Senior Vice Chancellor Matthew Sapienza
Vice Chancellor Brian Cohen
Senior Vice Chancellor Pamela Silverblatt
Carmelo Batista
University Payroll
OHRM HR Information Systems
OHRM HR Advisory Services