



THE CITY UNIVERSITY OF NEW YORK

HEO - LABOR-MANAGEMENT COMMITTEE

APPLICATION FOR ASSIGNMENT DIFFERENTIAL FOR HIGHER EDUCATION SERIES EMPLOYEES

Assistants to HEO, HE Assistants, or HE Associates, who have completed one or more years of service at the top salary step in their respective salary schedules shall be eligible for a discretionary assignment differential of \$ 2,500 to be added to their annual base salary, based upon excellence in performance or increased responsibilities within the title. Eligible employees may be nominated by their supervisor or may nominate themselves to receive the differential.

An eligible HEO Series employee or his/her supervisor should submit this form to the College HR Director with appropriate documents. College HR Director will forward the form and any attached documents to the Chair of the Labor-Management Committee for appropriate action.

College [text box]

[checkbox] Application for Assignment Differential by employee [checkbox] Application for Assignment Differential by supervisor

Employee Name [text box] CUNYfirst Empl. ID # [text box]

Contract Title [text box] Department [text box]

CUNYfirst Functional Title [text box] Work Phone [text box]

Name of Supervisor [text box] Work Phone [text box]

Contract Title [text box]

DOCUMENTS SUBMITTED

[checkbox] Memorandum outlining excellence in performance or increased responsibilities within title

List any other documents submitted to support either excellence in performance or increased responsibilities within title:

[checkbox] Completed one or more years of service at the top salary step in the salary schedule Date on which one year on top salary step was completed _____

Signature of person submitting the application Date [text box]

For College HR Use Only

Date of submission by employee or supervisor _____ Date of submission to HEO Labor-Management Committee _____

[checkbox] Salary information verified

Name of College HR Director [text box]

Signature _____

Date _____

HEO LABOR-MANAGEMENT COMMITTEE ONLY

Assignment Differential Review

Date of Meeting

Positive Recommendation made to the College HEO Committee

Not recommended

Comments, if any

Date of submission to the Chair of the College HEO Committee

Name of Chair of the Labor Management Committee

Signature

Date

COLLEGE HEO COMMITTEE ONLY

RECOMMENDATIONS

Date of Meeting

Positive recommendation forwarded to President /President's designee

Not recommended

Name of Chair of the College HEO Committee

Signature

Date

PRESIDENT / PRESIDENT'S DESIGNEE

APPROVAL

Approved

Not approved

Name of President/President's Designee

Signature

Date

***The signed form must be given to the College HR Director.
College HR Director must process approval.***

College HR Director must give a copy of this form to the employee or supervisor who has submitted the request.