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

**Part-Time Classified Only**

**Section I – TO BE COMPLETED BY THE MANAGER**

**(Please print and forward to the Office of Human Resources)**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ (initials)

Proposed Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\*\*Work must not begin before receiving an email from the Office of Human Resources\*\***

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 along with request form:**

* Current and additional job duties specific to the employee’s job function

**ONE FORM FOR EACH SALARY INCREASE REQUEST IS REQUIRED**

**Section II – TO BE COMPLETED BY THE OFICE OF HUMAN RESOURCES**

**(HR will forward to the Budget Office)**

Approved\_\_\_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_ (Reason for Denial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY THE BUDGET OFFICE**

**(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.**

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The two-year contractual salary suppression requirement negotiated in the 2002-2006 Classified Staff White Collar Agreement was modified effective February 15, 2013. Below is a list of typical College Assistant Task/ Responsibilities and updated salary ranges:

**Salary Ranges Typical Task/Responsibilities**

|  |  |
| --- | --- |
| $10.99-$11.99 | 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. |
| $12.00-$15.99 | Type letters, memoranda, charts, and similar materials. Can act as a cashier. Performs clerical library work suck 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. |
| $16.00-$21.34 | 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 computers, computer software, and other electronic equipment in performing assigned task. |