

# HE Assistant

Instructions on page 2

## Scheduled Contractual Raises

	11/1/2022 (Prior Contract Salary Rate)	3/1/2023	4/1/2024	9/1/2025	9/1/2026	3/1/2027
Annual Step Increases on July 1 or January 1	\$52,267	\$53,835	\$55,450	\$57,252	\$59,256	\$59,256
	\$54,313	\$55,942	\$57,621	\$59,493	\$61,576	\$61,576
	\$56,447	\$58,140	\$59,885	\$61,831	\$63,995	\$63,995
	\$62,411	\$64,283	\$66,212	\$68,364	\$70,756	\$70,756
	\$64,649	\$66,588	\$68,586	\$70,815	\$73,294	\$73,294
	\$68,004	\$70,044	\$72,145	\$74,490	\$77,097	\$77,097
	\$70,238	\$72,345	\$74,515	\$76,937	\$79,630	\$79,630
	\$72,667	\$74,847	\$77,092	\$79,598	\$82,384	\$82,384
	\$75,465	\$77,729	\$80,061	\$82,663	\$85,556	\$85,556
	\$79,188	\$81,564	\$84,011	\$86,741	\$89,777	\$89,777
	\$82,928	\$85,416	\$87,978	\$90,838	\$94,017	\$94,017
	\$86,645	\$89,244	\$91,922	\$94,909	\$98,231	\$98,231
5 Years	\$90,375	\$93,086	\$95,879	\$98,995	\$102,460	\$102,460
		employee stays at this step for 5 years				
2 Years	\$93,134	\$95,928	\$98,806	\$102,017	\$105,588	\$105,588
		employee stays at this step for 2 years				
Top Step	\$99,532	\$102,518	\$105,593	\$109,025	\$112,841	\$114,091 includes a \$1250 salary increase to the top step, effective March 1, 2027

# Reading your salary schedule.

1. Find your current annual salary in CUNYFirst by going to Employee Self Service, then Payroll, then Compensation History. In the Spring 2025 semester, before the 3/1/2023 and 4/1/2024 raises of the new contract have been implemented, your current salary will be on this table in the column under 11/1/2022.
  - 1a. HEO Series employees who receive the discretionary \$2500 Salary Differential for excellence of performance or increased responsibilities within the title and Assistants to HEO / HEO Assistants who receive the \$1000 Master's Degree Differential or \$2500 PhD Differential should add the respective amount to the pay listed on this schedule.
2. Raises scheduled in the new contract are effective as of the dates at the top of the schedule. You move from left to right across the table to the next column on the date of each raise.
  - 2a. When the 3/1/2023 and 4/1/2024 raises of the contract have been implemented, you move across the same row to the salary listed under the 4/1/24 heading. You will receive retroactive pay in a lump sum equivalent to the amount of additional pay you would have earned if the raises had been in effect on 3/1/23 and 4/1/2023, respectively, minus taxes, pension, FICA, and other usual deductions.
3. You move down the column by one row (one step) with each step raise on January 1 or July 1 staying in the same column.
4. Step raises for HEO Series employees are effective on the January 1st or July 1st following completion of at least 11 full months of service. For all other members of the Instructional Staff, step raises happen on January 1st following completion of at least 10 full months of service.
5. Step raises happen annually until you reach the third-to-last step on the table.
6. You stay on the same third-to-last step for 5 years. You do not receive step raises on January 1 or July 1 during these 5 years. But you still receive scheduled raises and move to the right staying on the same row but moving to the next column on the date of each scheduled raise.
7. After 5 years on the third-to-last step, you move down on the table on January 1 or July 1 staying in the same column.
8. You stay on the same penultimate step for 2 years. You do not receive step raises on January 1 or July 1 during these 2 years. But you still receive scheduled raises and move to the right staying on the same row but moving to the next column on the date of each scheduled raise.
9. After 2 years on the penultimate step, on January 1 or July 1 you receive the final step raise and move down the table staying in the same column. You still receive scheduled raises on their effective dates and move to the right staying on the same row.