

## **INSTRUCTIONS FOR HEO SERIES SALARY ASSIGNMENT DIFFERENTIAL Feb 2023**

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 your campus Human Resources or Personnel office 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 Surpasses Expectations. (If they aren't but you feel that is incorrect, you should be able to explain why in your statement.)
- In addition to evaluations, you should collect and save anything that may document excellence of performance. Suggestions: complimentary letters from college administrators and/or students, certificates, degrees, honors, publications, or any other form of professional development or recognition. (You may also want to add these to your personnel file.)

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. 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. [Application Form](#)
- 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 HEO Campus Leadership** such as members of [HEO Labor Management Committee](#).

**PSC** – After application is reviewed with campus PSC leadership, revise application, if necessary. For further feedback from the PSC contact your campus [HEO advisor](#). If your campus does not have a HEO advisor, please contact the PSC office.

**STEP 5. SUBMIT APPLICATION** — You or your supervisor submit application to college HR director who will forward it to the HEO labor management committee. Inform the PSC at above email address. Make copies for yourself and request receipt of submission.

### DECISION PROCESS FOR ASSIGNMENT DIFFERENTIAL

