




## MEMORANDUM

**To:** College Presidents and Deans of the CUNY-wide and Professional Schools  
Chief Administrative Officers  
College Provosts  
College Human Resource Directors  
College Labor Designees

**From:** Hector Batista, Executive Vice Chancellor and Chief Operating Officer 

**Date:** July 14, 2025

**Subject:** Guidance on CLT-Series Employee Assignment Differential and Discretionary Step Increases for Excellence in Performance and Increased Responsibilities

The 2023-2027 PSC-CUNY agreement establishes two mechanisms to recognize eligible CLT-series employees for “excellence in performance” or “increased responsibilities in their title.” The first is an assignment differential of \$2,500 for CLTs and Senior CLTs who have completed one or more years at the top step of their salary schedule. The second is a discretionary step increase intended for CLT-series employees who are not on the top step of their salary schedule.<sup>1</sup>

This memorandum is intended to provide colleges with guidance on the CLT assignment differential and the discretionary step increases. Also attached is the CLT assignment differential application instructions and application form.

### **CLT and Senior CLT Assignment Differential**

#### **A. Eligibility**

Effective January 13, 2025, CLTs and Senior CLTs who have completed one or more years of service at the top step of their [salary schedule](#) are eligible for consideration for an assignment differential of Two Thousand Five Hundred Dollars (\$2,500), to be added to their annual base salary, for excellence in performance or increased responsibilities within their title.

Eligible CLTs and Senior CLTs may be nominated by their supervisor or self-nominate themselves for an assignment differential.

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<sup>1</sup> Discretionary step increases for CLTs were previously available by Human Resources policy and are now incorporated into the 2023-2027 PSC-CUNY collective bargaining agreement.

A CLT-series employee is eligible to receive one assignment differential while employed in a CLT-series position within a single college. However, since an assignment differential does not carry over across colleges/schools or to non-CLT positions, an eligible CLT awarded an assignment differential at one college may apply for an assignment differential if appointed to any position at another college or if appointed to a HEO-series eligible position at the same college and satisfy the eligibility criteria for a HEO assignment differential.

## **B. Application and Review Process**

The application and review process for a CLT Assignment Differential requires:

### **1. Submission of a completed Application to Campus Human Resources**

The employee or their supervisor is responsible for:

- a. submitting a completed [CLT Application for an Assignment Differential](#) to Campus Human Resources;
- b. indicating the basis for the assignment differential: excellence in performance, increased responsibilities, or both; and
- c. submitting a memorandum outlining excellence in performance and/or increased responsibilities within the title.

The submission of additional documentation of excellence in performance and/or increased responsibilities is highly encouraged to support the application. Such documentation may include, but is not limited to:

- a. recent performance evaluations that reflect “excellence in performance” (*e.g.*, performance evaluation rating(s) of superior);
- b. positive/complimentary letters from supervisor(s), college administrator(s), students, or others with direct knowledge of the eligible CLT’s performance and/or increased responsibilities;
- c. job description and a list of additional tasks performed by the employee within their title;
- d. evidence of an increase in responsibilities in their title; and
- e. other documentation from the employee’s file that supports “excellence in performance” or “increased responsibilities.”

### **2. Campus Human Resources**

Campus Human Resources is responsible for:

- a. confirming the applicant’s eligibility and the completeness of the application;
- b. advising applicants of their ineligibility or if their application is incomplete;
- c. completing the required information in the “For College HR Use Only” section of the application;
- d. forwarding completed applications with confirmed eligibility to the Department Chair for Department P&B review and recommendation;
- e. monitoring the status of the application throughout the application review process; and
- f. notifying applicants at the conclusion of the application review process within the below timeframes.

### 3. Department P&B Review and Recommendation

The Department P&B or its equivalent at a college or school is the only peer review of CLT assignment differentials. Any additional review under a college or School Governance Plan is not required.

The Department P&B is responsible for:

- a. reviewing the application and documentation submitted with an application, as well as other documentation in the applicant's employee file it deems necessary to make its recommendation on an assignment differential based on "excellence in performance" or "increased responsibilities."
- b. seeking support and guidance from Campus Human Resources in evaluating the application and supporting documentation;
- c. documenting its recommendations in the "Department P&B Committee Only" section;
- d. forwarding its recommendations (positive or negative) to Campus Human Resources;
- e. forwarding positive recommendations to the President or their designee; and
- f. maintaining the confidentiality of Department P&B discussions and votes, in accordance with [Max Kahn Memorandum](#).

### 4. President or President's Designee Consideration of Positive Recommendation

The President or their designee is responsible for:

- a. reviewing the application;
- b. approving or disapproving the application;
- c. documenting their decision in the "President/President's Designee" section of the application; and
- d. forwarding their decision to Campus Human Resources.

### 5. Campus Human Resources Employee Notification and Processing of Approval:

Upon receipt of the President's or their designee's approval or disapproval of an assignment differential application and any required Board approval, Campus Human Resources is responsible for:

- a. processing all approved assignment differentials (physical and digital recordkeeping such as entry of the transaction into the system of record: CUNY first; as well as payroll processing);
- b. ensuring the effective date of approved assignment differentials are the date(s) of the President's or their designee's approval(s);
- c. providing all required documentation to Payroll; and
- d. notifying applicants of approval or disapproval of their assignment differential by:
  - i. June 30th, if the Department P&B submits their recommendation to Campus Human Resources by January 1.
  - ii. January 15th, if the Department P&B submits their recommendation to Campus Human Resources by July 1.

**A College/School is not required to submit an approved assignment differential to UHR/HR Advisory for approval.**

**C. Maintenance of Assignment Differential in Promotion**

The CLT assignment differential is maintained in promotions at the existing college to a higher-level CLT-series position. As such, if a CLT or Senior CLT is promoted to a higher-level CLT-series position, the assignment differential amount must be added on top of the salary step of the higher-level CLT-series title they are promoted into following the one-step promotional increase. The assignment differential does not carry over in any other circumstances, including an appointment to a higher-level CLT-series position at a different college or an appointment to a title other than a CLT-series title at the existing or new college.

**D. Funding Assignment Differential**

Funding for assignment differentials is discretionary.

**Discretionary Step Increases**

**A. Eligibility**

Upon the recommendation of a CLT-series employee's supervisor (as defined by the college/school), a CLT-series employee who is not at the top step of their salary schedule is eligible for consideration for a discretionary step increase for "excellence in performance" or "increased responsibilities in the title."<sup>2</sup>

**B. Review Process**

**1. Submission of recommendations for a Step Increase to Campus Human Resources**

A supervisor (as defined by the college/school) is responsible for:

- a. submitting a written recommendation for a step increase for "excellence in performance" or "increased responsibilities in the title;"
- b. submitting documentation in support of the application. Such documentation includes, but is not limited to:
  - i. recent performance evaluations with ratings of "superior;"
  - ii. positive/complimentary letters from supervisor, college administrators and/or students;
  - iii. the employee's job description on file and a list of additional tasks performed by the employee within their title;
  - iv. statements supported by evidence of a permanent increase in workload; and
  - v. other documentation from the employee's file that supports "excellence in performance" or "increased responsibilities."

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<sup>2</sup> The ability to provide step increases exists by Human Resources policy. On January 13, 2025, it was incorporated into the PSC Agreement.

2. Campus Human Resources Review

Campus Human Resources is responsible for reviewing and forwarding all recommendations for step increases with supporting documentation to the Department Chair for Department P&B review and recommendation.

3. College/School Review and Recommendation in accordance with Governance Plan

In accordance with its governance plan, a College/School P&B(s) is responsible for:

- a. reviewing recommended step increase requests and the documentation supporting the requests, as well as other documentation in the applicant's employee file it deems necessary to make its recommendation on step increase requests based on "excellence in performance" or "increased responsibilities;"
- b. seeking support and guidance from Campus Human Resources in evaluating the application and supporting documentation;
- c. documenting its recommendation;
- d. forwarding its documented recommendations (positive or negative) to Campus Human Resources;
- e. forwarding its documented positive recommendations of salary increases to the President or their designee; and
- f. forwarding any modifications to the job description to University Human Resources/HR Advisory for review and approval; and
- g. maintaining the confidentiality of P&B discussions and votes, in accordance with [Max Kahn Memorandum](#).

**A College/School is not required to submit CLT step increase requests to UHR/HR Advisory for review and approval.**

**A College/School is required to submit any proposed modifications to the job description for review and approval to UHR/HR Advisory**

4. President or President's Designee Consideration of Positive Recommendation

The President or their designee is responsible for:

- a. reviewing all step increase requests;
- b. approving or disapproving the requests;
- c. documenting their approval/disapproval; and
- d. forwarding their documented decisions to Campus Human Resources.

5. Campus Human Resources Employee Notification and Processing of Approved Step Increases:

Upon receipt of the President's or their designee's approval or disapproval of a step increase request, and any required Board approval, Campus Human Resources is responsible for:

- a. processing all approved step increases (physical and digital recordkeeping such as entry of the transaction into the system of record: CUNY first; as well as payroll processing);
- b. ensuring the effective date(s) of the step increases are the date(s) of the President's or their designee's approval(s);
- c. providing all required documentation to Payroll;
- d. notifying the employee's supervisor and employee of approval or disapproval of the discretionary step increase request.

C. Funding of Discretionary Step Increases

Funding for CLT step increases for excellence in performance or increased responsibilities is discretionary.

Colleges/Schools are encouraged to review all completed applications for CLT Assignment Differentials and Step Increases at the P&B meeting scheduled following the submission of the completed application(s).

Please contact your Human Resources Director or [Jenny Tse](#) at the Office of Labor Relations with any questions on the above guidance.