HE Assistant

Scheduled Contractual Raises

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Annual Step Increases on July 1 or January 1

	11/1/2022 (Prior Contract Salary Rate)	3/1/2023	4/1/2024	9/1/2025	9/1/2026	3/1/2027
	$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 (click on Employee Self Service, then Payroll, then Compensation History), and locate the corresponding step in the column under the most recent across-the-board increase date.
   1a. HEO Series employees who receive the discretionary $2500 Salary Differential for excellence of performance or increased responsibilities within the title and Assistant to HEOs / 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 contract are effective as of the dates at the top of the schedule.
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.