

# Salary Increase, Increase in Hours, Reclassification and Level Change Form for Full-Time and Part-Time Employees

**SECTION A: Salary Increase Request Information** (Must be completed by the requesting department)  
(Complete Section "A" and forward form and attachments to [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu))

- Requested by: \_\_\_\_\_  
Name & Title of Department Head
- Email: \_\_\_\_\_ Phone: \_\_\_\_\_
- Business Unit: \_\_\_\_\_ Department/Program: \_\_\_\_\_
- Requested for: \_\_\_\_\_  
Name & Title
- Email: \_\_\_\_\_ Phone: \_\_\_\_\_
- Business Unit: \_\_\_\_\_ Department/Program: \_\_\_\_\_
- Current title: \_\_\_\_\_ Title requested: (if applicable) \_\_\_\_\_

Request for:

- Promotion or salary increase for Faculty or an ECP employee
- Step increase and/or reclassification for a HEO Series employee
- Salary increase for a Research Associate or Research Assistant employee
- Promotion/level change/merit increase for a Civil Service employee
- Level change request for a Teaching/Non-Teaching Adjunct employee
- Salary increase for a College Assistant
- Increase in hours for hourly employee

Salary increase amount:

- From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per annum; or
- From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per hour, for \_\_\_\_\_ hours per year
- From \_\_\_\_\_ hours per week to \_\_\_\_\_ hours per week

This request is approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Dean/Provost/President

**The following documents must be attached to this form:**

- Justification memorandum which includes an explanation as to:
  - why the employee should be given a salary/merit increase, reclassification or level change, and
  - demonstrate a direct relationship of the position to the safety, academic excellence and retention, strategic investments, operational disruption or cost reduction, and
  - how the unit will pay for the new salary without exceeding their budget
- A proposed job description
- Current and proposed organizational charts (you may request your department/program's organizational charts from Regina Pakh at [rpakh@gc.cuny.edu](mailto:rpakh@gc.cuny.edu) or Geraldine Powell at [gpowell@gc.cuny.edu](mailto:gpowell@gc.cuny.edu))

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**SECTION B: Budget, HR and Chief Diversity Officer Review and Approval**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director of Human Resources

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Finance/Budget Officer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Diversity Officer