

PURCHASE COLLEGE
Request for Salary Increase OR Promotion & Salary Increase for UUP Professional Staff
PROFESSIONAL STAFF

REQUESTED BY: (Check one only)

☐ **SUPERVISOR:** _____
(Print name of employee for whom you are requesting a change) Employee Department

☐ **EMPLOYEE:** _____
Print Name Signature Department

REQUEST FOR: (Check one only)

☐ **SALARY INCREASE** – The UUP Memorandum of Understanding allows employees and/or supervisors on behalf of employees to apply for a salary increase when a professional staff member has experienced “**a permanent and significant increase in duties.**” It is not a requirement that there be an increase in the scope and complexity of function of the employee’s position in order to be eligible for consideration of such an increase. Please understand that this request **should not** be misconstrued as affirmation of meritorious achievement and work. Those accomplishments are generally recognized through the discretionary process, which occurs annually as a result of the UUP Agreement.

Current: _____
Budget Title SL Grade Campus/Local Title \$ Salary \$ Proposed Increase \$ New Annual Salary

Effective Date of Salary Increase: _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

☐ **PROMOTION* AND SALARY INCREASE**– This request is being submitted as a consequence of an anticipated increase or change in duties and responsibilities that are both significant and permanent. I request that the salary grade and title be changed as follows:

Current: _____
Budget Title SL Grade Campus/Local title \$ Salary

Proposed: _____
Budget Title SL Grade Campus/Local Title \$ Increase Amount \$ New Annual Salary

Effective Date of promotion/salary increase: _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

Supporting Documents required:

- Letter of Justification which summarizes the following:
 1. Change in assigned duties and responsibilities
 2. Impact of those new duties, and
 3. The impact on professional staff throughout the College
- Current and proposed performance programs
- Organizational chart as it relates to the employee (should include the Senior Officer) – *required only for a Promotion and Salary Increase request*

SUPERVISOR S RECOMMENDATION

I have reviewed the above request and recommend:

☐ Promotion and Salary Increase ☐ Denial of Promotion and Salary Increase** ☐ Salary increase ☐ Denial of Salary Increase**

Proposed: _____
Budget Title SL Grade Campus/Local Title \$ Increase Amount \$ New Annual Salary

Effective Date _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

Account # or #'s to fund increase: _____
Account #1 Percent Amount Account #2 Percent Amount Account #3 Percent Amount

Comments: _____

Supervisor's Signature

Date

SENIOR OFFICER S RECOMMENDATION

I have reviewed the above request and recommend:

☐ Promotion and Salary Increase ☐ Denial of Promotion and Salary Increase** ☐ Salary increase ☐ Denial of Salary Increase**

Proposed: _____
Budget Title *SL Grade* *Campus/Local Title* \$ *Increase Amount* \$ *New Annual Salary*

Effective Date _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

Comments: _____

Officer's Signature *Date*

VICE PRESIDENT FOR ADMINISTRATION REVIEW

☐ Funding Available and Accounts verified: _____
Budget Officer Signature *Date*

Comments: _____

Vice President's Signature *Date*

HUMAN RESOURCES OPINION

I have reviewed the above request and request and recommend:

☐ Promotion and Salary Increase ☐ Denial of Promotion and Salary Increase** ☐ Salary increase ☐ Denial of Salary Increase**

Proposed: _____
Budget Title *SL Grade* *Campus/Local Title* \$ *Increase Amount* \$ *New Annual Salary*

Effective Date _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

Comments: _____

The Human Resources opinion is an evaluation of the proposal and an advisory to the final decision made by the President.

Chief Human Resources Officer's Signature *Date*

PRESIDENT S ACTION

I have reviewed the above request and request and recommend:

☐ Promotion and Salary Increase ☐ Denial of Promotion and Salary Increase** ☐ Salary increase ☐ Denial of Salary Increase**

☐ New Salary \$ _____ Effective Date _____ (Check one only) ☐ Plus Negotiated Increase OR ☐ Includes Negotiated Increases

Comments: _____

President's Signature *Date*

* The UUP Memorandum of Understanding defines "Promotion" to mean an increase in a professional employee's basic annual salary accompanied by movement to a higher salary level with a change in title: (1) resulting from a permanent significant increase or change in the employee's duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different campus; or (2) resulting from a permanent significant increase in the employee's duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee's position.

** Supervisors should inform their subordinate employee if their request has been denied. An appeal by the employee may be made to the College Review Panel if they disagree with the outcome of this request. An appeal must be submitted using the Professional Staff Request for Review form which can be downloaded from the HR website