

# HEO-Series Salary Movement & Discretionary Differential Guidelines

## I. Movement Within the Salary Schedule

HEO-series employees may be recommended for movement within the salary schedule in recognition of:

- Excellence in performance
- Increased responsibilities

Eligibility Criteria:

- A formal recommendation must be made by the appropriate supervisory personnel.
- Final approval is required by the CUNY Board of Trustees.

## II. Discretionary Assignment Differential - \$2,500

Effective August 25, 2016, eligible employees may receive a \$2,500 discretionary assignment differential added to their annual base salary.

Eligible Titles:

- Assistant to HEO
- HEO Assistant
- HEO Associate

Additional Eligibility Requirements:

- Completion of one or more years of service at the top salary step of the title.
- Recognition must be based on excellence in performance or increased responsibilities within the title.

## III. Nomination Process

- Eligible employees may self-nominate or be nominated by a supervisor. [Application for Assignment Differential for HEO Series Employees](#)
- All nominations are reviewed by the Labor-Management Committee as constituted in Section 15.4(f).
- Positive recommendations are forwarded to the College HEO Committee.
- Final decisions are made by the President or the President's designee, subject to Board approval.

## IV. Application Deadlines & Notification Schedule

### Application Deadline Notification of Decision

Application Deadline	Notification of Decision
January 1	By June 30
July 1	By January 15

## Contact Information

If you have questions about eligibility, application materials, or process, please contact:

[Human.Resources@lehman.cuny.edu](mailto:Human.Resources@lehman.cuny.edu)

This document is intended to provide guidance for HEO-series employees interested in salary advancement and assignment differentials in accordance with the CUNY-PSC collective bargaining agreement.