

**REQUEST FOR SALARY INCREASE OR PROMOTION
PROFESSIONAL STAFF**

STEP ONE

The employee must read the Empire State College Instructions for Requesting a Promotion or Salary Increase.

STEP TWO

To be completed by the employee (please print.)

If you have a question about budget titles or salary levels, contact the Office of Human Resources for assistance.

Employee Name _____ Immediate Supervisor's Name _____

I wish to apply for a salary and/or salary level increase without a change in title.

Present Salary _____ Requested Salary _____

I wish to apply for a promotion because of a prior change in title.

Old Budget Title _____ Present Salary _____ Current SL _____

Present Budget Title _____ Requested Salary _____ Requested SL _____

I wish to apply for a promotion with a change in title, salary level and a salary increase.

Present Budget Title _____ Present Salary _____ Current SL _____

Requested Budget Title _____ Requested Salary _____ Requested SL _____

STEP THREE

Attachments to be submitted by the employee

- A cover letter detailing your rationale for the promotion and/or salary increase.
- Your most recent performance program illustrating a permanent, significant increase in duties.
- Other materials that you feel are pertinent to your request (optional). Please list supporting document titles:

1 _____ 2 _____ 3 _____

STEP FOUR

Signature of employee and date forwarded to immediate supervisor

Signature _____ Date forwarded to supervisor _____

STEP FIVE

Routing Path

Supervisors: The UUP agreement indicates that if an employee makes an application for promotion or salary increase and does not receive an answer or reply within 45 calendar days, the application is considered to be denied and the employee has the right to appeal the application to the College Review Panel.

Immediate supervisor's signature Date (Attach Recommendation)

Dept. head/dean's signature Date (Attach Recommendation)
(skip if immediate supervisor is a dept. head or dean)

Vice president's signature

Approved
 Promotion denied but salary increase approved
 Denied (A form for appeal to the College Review Panel is attached) because:
_____ not a permanent increase in duties _____ not sufficiently significant
_____ Other (explanation attached)

Date

Return a copy of this form and all attachments to the employee as documentation of the outcome of this request.