



## UUP Professional Staff

### Request for Promotion, Salary Increase or Temporary Salary Increase

At Binghamton University, there are two windows during which professional staff can apply for a promotion or salary increase as outlined by this procedure; namely, January 1<sup>st</sup> – 31<sup>st</sup> and June 1<sup>st</sup> – 30<sup>th</sup> each year. Applications must be received by the first level supervisor within those timeframes in order to receive consideration. Temporary salary increases may be outside of these windows.

#### Section I Type of Request *(please select one option)*

- Temporary Salary Increase** *temporarily assuming interim or acting duties and responsibilities*
- Salary Increase** *A permanent and significant increase in duties and responsibilities. No change in budget title or grade/salary level (SL).*
- Promotion** *A change in budget title, grade/salary level (SL) and salary increase resulting from a permanent and significant increase in duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the position.*

#### Section II Employee Information

Employee's Name  
Department  
Current Grade/SL #            SL -  
Current Budget Title  
Current Campus Title  
Supervisor's Name

#### Section II Proposed Promotion Information *(required for promotion requests only)*

Current Base Salary            \$  
Proposed Grade/ SL #            SL -  
Proposed Budget Title  
Proposed Campus Title  
Proposed New Salary            \$  
Please circle/check the category from page 4 in which the petition request falls under    A   B   C   D

#### Section III Proposed Salary Increase Information *(required for salary increase requests only)*

Current Base Salary    \$  
Proposed Amount of Salary Increase    \$  
Please circle/check the category from page 4 in which the petition request falls under    A   B   C   D  
Proposed Campus Title Change (if any)  
Duration (if temporary salary increase)

Proposed New Salary \$

**Section IV Duties and Responsibilities (required for salary and promotion requests)**

- Please detail the new, additional duties and responsibilities which illustrate the permanent and significant change. An additional document may be attached.

*Must check at least one box.*

- Check here if these are new duties/functions at the University
- Check here if these duties are a result of a redistribution of existing University responsibilities due to turnover, reorganization, retirement, etc.
- For promotion requests, please detail the changes in scope and complexity of the position including, but not limited to, additional supervision duties. An additional document may be attached.

**Section V Required Attachments**

- Cover letter indicating specific / detailed rationale for the request
- Copy of current resume
- Copy of current performance program
- Copy of prior year's performance program
- Organization Chart (for promotion requests) showing the position in relation to others including staff above, peers and those supervised.
- Percentage (%) of time spent on each of the major duties
- Memo of Support from Supervisor (if self-submitted, upon supervisor review)

**Section VI Employee's Signature (required ONLY for employee initiated requests)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted for Review

- Please note: promotion requests which are disapproved may not be resubmitted for a period of either eighteen (18) months, or until the employee's performance program has been changed, whichever is sooner, following a disapproval by the College Review Panel, by the President or, if an appeal has been taken to the University Review board, by that Board.
- A promotion may affect the projected permanent appointment date or existing permanent appointment of the employee. Please consult with Human Resources.

**Section VII Review and Recommendation**

1. **Immediate Supervisor** Date Received \_\_\_\_\_

Date next levels of management and HR notified of petition \_\_\_\_\_

Sufficient funds have been verified with the Division Financial Representative \_\_\_\_\_

(Authorized Account Number) \_\_\_\_\_

\_\_\_\_\_

**Supervisor's signature indicates approval and recommendation to the next level.**

Date Forwarded to Next Level

The approval should be based on the merits of the request, not on a specific dollar amount. indicates that if an employee makes an application for a promotion or salary increase, and does not receive an answer or reply from his or her supervisor within 45 calendar days, the employee has the right to appeal their application to the College Review Panel. As noted above, appeals must be filed within 45 days. Upon receipt of this application, please contact Human Resources within one week of receiving this application for guidance regarding this process. Please contact Sara DeClemente-Hammoud, or Joe Schultz, 777-2187 with questions.

Please note: The UUP Agreement indicates that if an employee makes an application for a promotion or salary increase, and does not receive an answer or reply from his or her supervisor within 45 calendar days, the employee has the right to appeal their application to the College Review Panel. As noted above, appeals must be filed within 45 days. Upon receipt of this application, please contact Human Resources within one week of receiving this application for guidance regarding this process. Please contact Sara DeClemente-Hammoud, or Joe Schultz, 777-2187 with questions.

**2. Next Level of Management above Immediate Supervisor**

Date Received \_\_\_\_\_

\_\_\_\_\_

Signature indicates approval and recommendation to the next level

Date Forwarded to Next Level

**3. Second Reviewer (if applicable)**

Date Received \_\_\_\_\_

\_\_\_\_\_

Signature indicates approval and recommendation to the next level

Date Forwarded to Next Level

**4. Provost/ CFO / Vice President**

Date Received \_\_\_\_\_

Approved Increase \_\_\_\_\_

\_\_\_\_\_

Signature indicates approval and recommendation to the next level

Date Forwarded to Next Level

**5. President via HR**

Date Received \_\_\_\_\_

Approved

Approved Increase \_\_\_\_\_

Denied

Date \_\_\_\_\_

UUP Salary Increase Guidelines

This chart represents general guidelines for salary increase/promotion requests.

Category	Percentage of Increase	Minimum Requirements
A	2-4%	<ul style="list-style-type: none"> <li>Employee assumes permanent and significant increase in duties in current position</li> </ul>
B	5-6%	<ul style="list-style-type: none"> <li>Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department</li> </ul> <p style="text-align: center;"><b><u>Or</u></b></p> <ul style="list-style-type: none"> <li>Employee assumes supervision of additional employee(s)</li> </ul>
C	7-8%	<ul style="list-style-type: none"> <li>Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department</li> </ul> <p style="text-align: center;"><b><u>And</u></b></p> <ul style="list-style-type: none"> <li>Employee assumes supervision of additional employees</li> </ul>
D	9-10%	<ul style="list-style-type: none"> <li>Employee assumes permanent and significant increase in duties that includes responsibilities for a major program/area/department</li> </ul> <p style="text-align: center;"><b><u>And</u></b></p> <ul style="list-style-type: none"> <li>Employee assumes significant additional supervision of employees</li> </ul>

Please note: Consideration may be requested for salary increases outside of the general guidelines due to extraordinary situations/circumstances