

**THE CITY UNIVERSITY OF NEW YORK
STAFF REVIEW COMMITTEE- FORM
FOR MERIT INCREASES SUBMITTED FOR A HIGHER EDUCATION OFFICER SERIES EMPLOYEE**

A Supervisor who wishes to submit a request for a merit increase must use this form to submit the necessary document(s) to the Offices of Human Resources.

College Borough of Manhattan Community College

1 Step 2 Steps Early Step Movement Other

Employee Name CUNYFirst Empl. ID #

Current Payroll Title Department

Current Functional Title Work Phone

Supervisor Name Work Phone

Signature of VP or Dean

Documents to be submitted by employee or supervisor to the Office of Human resources:

- Memorandum clearly outlining the reason(s), with substantive example, for the merit increase, including but not limited to:
 - significant increase in the volume of work which has the effect of transforming the scope and complexity of the work
 - a reorganization of functions
 - other significant alteration in the duties previously assigned
 - excellence in service
- Employee's current resume
- Description of current duties
- Job description at the time of appointment
- Current organizational charts including employee names, payroll titles and functional titles
- Performance Evaluation within the last twelve (12) Months
- Any other documents

List other documents attached

COLLEGE STAFF REVIEW COMMITTEE ONLY

RECOMMENDATIONS

Date of Meeting

Positive recommendation forwarded to President

Not recommended

Name of Chair of the College Staff Review Committee

Signature _____

Date

PRESIDENT RECOMMENDATIONS

RECOMMENDATIONS

Date of Meeting

Positive recommendation forwarded to College Executive Director of HR

Not recommended

Name

Anthony Munroe

Signature _____

Date