

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 1st – 31st and June 1st – 30th 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.

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

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