



Office of the Vice Chancellor for  
Human Resources Management  
205 East 42<sup>nd</sup> Street  
New York, NY 10017  
Tel: 646-664-3254  
Fax: 646-664-6291

**BY E-MAIL**

TO: College Presidents  
Deans of the CUNY-Wide and Professional Schools  
Vice Presidents for Finance/Administration  
College Human Resources Directors

FROM: Interim Vice Chancellor Margaret Egan

SUBJECT: New Minimum Salary Increases for Select Full Time Classified Titles

Date: January 27<sup>th</sup>, 2019

---

Following the recent \$15.00/hour minimum wage increases for hourly employees, the University has decided to increase the minimum salary of select full time classified titles shown in the chart below. Employees who are active in these titles and earning less than the new minimum salary as of the effective date will have their salary increased effective 12/31/2018.

<b>Title</b>	<b>New Min eff 12/31/18</b>
Assistant Media Services Technician	\$27,405
Building Supervisor (Student Center)*	\$31,320
Campus Security Assistant	\$31,320
CUNY Custodial Assistant	\$31,320
Custodial Assistant (Student Center)*	\$31,320
Exterminator	\$31,320
Mail/Message Services Worker	\$27,405
EOC Custodial Assistant	\$31,320
EOC Mail/Message Services Worker	\$27,405
EOC Office Aide	\$27,405

*\*applies only to employees of Student Centers at Baruch College, Brooklyn College and Queens College*



Office of the Vice Chancellor for  
Human Resources Management  
205 East 42<sup>nd</sup> Street  
New York, NY 10017  
Tel: 646-664-3254  
Fax: 646-664-6291

### **Implementation**

The Office of Human Resources Management (OHRM) is working with the Computing & Information Services (CIS) to update as much information as possible programmatically in CUNYfirst. We will identify and inform the campuses of any actions needed to be manually updated by the Colleges at a later date.

### **Payroll System Updates**

**Community Colleges:** Community Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these titles earning less than the new minimum rates listed above. The University Payroll and CIS will automatically increase the salaries of these employees effective 12/31/2018. The increase will be reflected in the paycheck dated **2/22/2019** and all retroactive payments due from the effective date will be included.

**Senior Colleges:** Senior Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these eight titles earning less than the new minimum rates listed above. The University Payroll and CIS will automatically increase the salaries of these employees effective 12/31/2018. The increase will be reflected in the paycheck dated **2/28/2019** and all retroactive payments due from the effective date will be included.

\*\*\*\*\*

Please post this memorandum on your College HR website, and promptly share this information with employees affected by the new minimum wage increases. Individual questions and concerns should be directed to the employee's campus HR Office.

cc: Interim Chancellor Vita Rabinowitz  
Senior Vice Chancellor Matthew Sapienza  
Vice Chancellor Brian Cohen  
Senior Vice Chancellor Pamela Silverblatt  
Carmelo Batista  
University Payroll  
OHRM HR Information Systems  
OHRM HR Advisory Services