

## FAQs 2019 – CLASSIFIED STAFF

### NEW CONTRACTUAL SALARIES AND RETROACTIVE PAY

#### New Contractual Salaries

**1. I am a Classified Employee. When will I receive my new salary?**

Full-time and hourly employees (*with the exceptions of college assistants, disability accommodation specialists, sign language interpreters and college art models at senior colleges*) will be paid at the 2019 contractual bi-weekly salary rate, beginning with the August 1, 2019 paycheck. *NYSNA, SEIU, IATSE Local 306*, disability accommodation specialists, sign language interpreters, and college art models are already receiving their 2019 salary rates. College assistants will be paid at the 2019 salary rate, beginning with the September 26, 2019 paycheck.

Full-time and hourly employees, including college assistants at community colleges, will be paid at the 2019 contractual bi-weekly salary rate, beginning with the August 23, 2019 paycheck. *NYSNA, SEIU, and IATSE Local 306* titles will be paid at the 2019 salary rate, beginning with the July 26, 2019 paycheck.

**2. Will I receive any additional salary schedule increases after January?**

- [2016-2021/2017-2021/2017-2022 MOA](#)
- [2017-2021 Blue Collar Salary Schedule](#)
- [2017-2021 White Collar Salary Schedule](#)
- [2016-2020 Gittleson Title Salary Schedule](#)
- [2016-2021 IATSE Local 306 and SEIU Local 300 Salary Schedule](#)
- [2017-2022 NYSNA Salary Schedule](#)

#### Retroactive Pay

**3. When will I receive my retroactive pay?**

Classified employees at senior and community colleges will receive their retroactive pay on the same paycheck in which the 2019 salary rates will be implemented.

**4. If I'm scheduled to get a regular paycheck, will I get a separate check for my retroactive pay?**

No. Any retroactive pay as a result of your current position will be included in your regular bi-weekly paycheck.

**5. If I'm not scheduled to get a regular paycheck, will I get a check for my retroactive pay?**

Yes. All current and former employees who are entitled to retroactive pay, regardless of whether or not they're scheduled to receive a regular paycheck, will receive their retroactive

pay on the payout date, provided that they were employed during the retroactive dates of the contract.

**6. How will I know the amount of my retroactive pay?**

Your paystub will have a separate line listing the total amount of your retroactive pay.

**7. How will my retroactive pay be calculated?**

Your retroactive pay will be calculated based on the contractual salary schedules covering the period of 2017-2020 (*see salary schedule links above*).

It will include your rate, overtime and any additional differentials included with the rate increase.

## **Classified Full-Time and Hourly Employees**

**For employees represented by DC37:**

- **2%** general salary increase on February 1, 2017, based on their January 31, 2017.
- **2%** general salary increase compounded on February 1, 2018, based on their January 31, 2018 salary.
- **2%** general salary increase compounded on February 1, 2019, based on their January 31, 2019 salary.
- **2%** general salary increase compounded on February 1, 2020, based on their January 31, 2020 salary.

**For employees represented by SEIU and IATSE:**

- **2%** general salary increase on November 1, 2016, based on their October 31, 2016 salary.
- **2%** general salary increase compounded on November 1, 2017, based on their October 31, 2017 salary.
- **2%** general salary increase compounded on November 1, 2018, based on their October 31, 2018 salary.
- **2%** general salary increase compounded on November 1, 2019, based on their October 31, 2019 salary.

**For employees represented by the NYSNA:**

- **2%** general salary increase on December 16, 2017, based on their November 30, 2017 salary
- **2%** general salary increase compounded on December 16, 2018, based on their November 30, 2018 salary
- **2%** general salary increase compounded on December 16, 2019, based on their November 30, 2019 salary
- **2%** general salary increase compounded on December 16, 2020, based on their November 30, 2020 salary.

**8. I'm an excluded CUNY Office Assistant/Administrative Assistant and not represented by the union. Will I receive my new salary and retroactive pay at the same time as the represented employees?**

Yes. An excluded employee who's in a title that's normally represented by a union, such as a CUNY Office Assistant, CUNY Administrative Assistant, etc. will receive his/her new salary and retroactive pay at the same time as the represented staff.

**9. I worked at different campuses during the contract period. Will I get retroactive pay in one paycheck or two?**

Employees who worked at one campus and in one title during the entire retroactive period will receive one retroactive paycheck from the college. Employees who worked at multiple CUNY campuses during the retroactive period will receive their retroactive payments in multiple paychecks from each campus.

There is one exception. An employee who worked at one senior college and then moved to another senior college in a similar title (*e.g., CUNY Office Assistant at one senior college transferred to a different CUNY Office Assistant position at a different senior colleges*) may receive all of their senior college retroactive payments in one paycheck, issued from the last senior college worked. Keep in mind that this exception is only for senior colleges. Employees who worked at community colleges will receive pay for the applicable retroactive amounts from each campus where they worked.

**10. I was appointed to different titles at different campuses represented by different unions during the contract period. How will I get my retroactive pay?**

An employee who worked, or is working at two or more campuses represented by different unions will receive paychecks for the applicable retroactive amount from each campus.

**11. My title changed during the contract period. How will this affect my retroactive pay?**

Your retroactive pay will be calculated based on all of your titles and salaries during the contract period.

**12. I'm not longer working at CUNY. Am I entitled to retroactive pay? If so, how will I get my retroactive pay?**

In most cases, you will be eligible for retroactive pay for any period you worked at CUNY during which there was a contractual increase.

Your retroactive paycheck will either be direct deposited to your bank account (*if the direct deposit is still active*) or sent to the college where you worked. Contact the college HR office to find out where you should pick up your check or if alternative arrangements are possible.

**13. I am a CUNY retiree. How will I get my retroactive pay?**

Your retroactive paycheck will either be direct deposited to your bank account (*if the direct deposit is still active*) or sent to the college where you worked. Contact the college HR office to find out where you should pick up your check or if alternative arrangements are possible.

**14. I am a beneficiary of a deceased employee. Whom do I contact for information on how to receive the retroactive paycheck?**

You should contact the college HR Office.

**15. I retired from CUNY and am now working in a part-time position at CUNY. How will I receive my retroactive payment?**

You will receive separate paychecks for the retroactive amounts due to you.

**16. I no longer work at CUNY, may I opt out of paying union dues on my retroactive pay?**

No, neither a current nor previous employee can opt out of paying these dues because payment of dues and fees is a collectively bargained obligation. In addition, the retro pay is based upon the period of time you were in active service with the University.

**17. What taxes will I pay on the retroactive amount?**

Your retroactive amount is lumped together with your regular pay. The total gross amount will be taxed as regular salary. *(For example, if your bi-weekly salary is \$1000 and your retro amount is \$5000, your federal, state and city (if applicable) tax rate will be based on the gross amount of \$6,000).*

Keep in mind that any retirement and supplemental-retirement deductions are a percentage of salary and will be applied to the total gross amount.

**18. The total amount of my retroactive pay may have tax implications for the tax year 2019.**

**What can I do?**

You should speak with an accountant or tax advisor.

**19. Will the college Benefits Officer give me tax advice?**

No.

**20. My salary is going up significantly and I'd like to discuss different savings plans available to me. Whom should I talk to?**

You may contact the campus Benefits Officer for informational brochures and materials on CUNY's various savings plans. Please speak with an accountant, tax advisor or financial advisor to determine the most appropriate plans for you.

**21. I think I want to increase my deductions to my retirement funds or increase my contributions to my savings plans. Whom should I speak with?**

You may contact the campus Benefits Officer for informational brochures and materials on CUNY's various savings plans. You should contact an accountant, tax advisor or a financial advisor as soon as possible to determine the most appropriate plans for you.

*\*NOTE: While the deadline for making changes to your voluntary savings plans (403(b) and 457(b) plans) for the retro payment check has passed, you may still wish to consider your retirement savings planning for the remainder of 2019 to maximize your savings. Please contact your Campus Benefits Officer or your retirement provider for further information.*

**22. I am a retiree collecting my pension benefit and currently working at CUNY. My annual earnings are limited to \$30,000 but I know I will receive a large retroactive amount in 2017. May I opt out of receiving the retro payment?**

No, you cannot opt out of receiving the retroactive payment as this is a collectively bargained provision based upon the period of time you were in active service with the University. You should consult with your pension system for appropriate advice.