

RATIFICATION BONUS FACT SHEET**ELIGIBILITY CRITERIA:****PSC**

Full time instructional staff: Must be active on payroll May 1, 2016 and September 1, 2016 to receive the \$1000 ratification bonus.

Teaching Adjuncts

- Must be active on payroll May 1, 2016 and September 1, 2016 to receive a prorated ratification bonus based on the number of contact hours worked in Fall 2015 and Spring 2016.
- Faculty Workload Report from CUNYfirst Campus Solutions was run on August 26, 2016 to assist in calculating the number of contact hours taught in Fall 2015 and Spring 2016 semesters.
- Winter Session, Summer hours and Professional hours are not included in the bonus calculation.
- Teaching adjuncts with 18 or more contact hours in Fall 2015 and Spring 2016 receive the \$1000 ratification bonus.
- Teaching adjuncts with less than 18 contact hours in Fall 2015 and Spring 2016 will earn a prorated ratification bonus of \$42 per contact hour as agreed upon by PSC and CUNY ($\$1000/24 \text{ contact hours} = \$42/\text{hour}$)

Non-Teaching Adjuncts and Adjunct CLTs:

- Must be active on payroll May 1, 2016 and September 1, 2016 to receive a prorated ratification bonus based on the total hours worked in Fall 2015 and Spring 2016.
- Campus verified total hours worked in Fall 2015 and Spring 2016 from timesheets.
- Summer hours are not include in the bonus calculation.
- Employees working 450 or more hours in Fall 2015 and Spring 2016 will receive \$500.
- Employees working less than 450 hours in Fall 2015 and Spring 2016 will earn a prorated ratification bonus of \$1.12 per hour worked as agreed by the PSC and CUNY ($\$500/450 \text{ worked hours} = \$1.12/\text{hour}$)

Continuing Education Teachers:

- Must be active on payroll May 1, 2016 and September 1, 2016 to receive a prorated ratification bonus based on the total hours worked in Fall 2015 and Spring 2016.
- Campus verified total hours worked Fall 2015 and Spring 2016 from timesheets.
- Summer hours are not included in the bonus calculation.
- Employees working 900 or more hours in Fall 2015 and Spring 2016 will receive \$1000.
- Employees working less than 900 hours in Fall 2015 and Spring 2016 will earn a prorated ratification bonus of \$1.12 per hour worked as agreed by the PSC and CUNY ($\$1000/900 \text{ worked hours} = \$1.12/\text{hour}$)

Graduate Assistants:

- Grad Assistants A, B, and C will receive \$750 bonus if active on payroll May 1, 2016, and September 1, 2016.
- Grad Assistant D will receive \$500 bonus if active on payroll May 1, 2016, and September 1, 2016.

CLASSIFIED CIVIL SERVICE**(Classified Managerial, Skilled Trade and Student Aide titles are not included).****Full Time Employees – all unions:**

Must be active on payroll on the date of the union ratification.

- District Council 37 07/18/2016
- International Brotherhood of Teamsters, Local 237 07/29/2016
- SEIU, Local 300 07/11/2016
- IATSE, Local 306 07/21/2016
- New York State Nurses Association 06/29/2016

Full-time employees on payroll on the above eligibility date receive \$1000 ratification bonus.

Classified Civil Service Hourly Employees – all unions:

- Campus verified active status on payroll during any part of the period from July 1, 2015, through June 30, 2016.
- Total hours worked is calculated by subtracting used annual and sick leave during the above period.
- Timesheets were used to verify total hours worked.

Calculations are based on the following prorated amounts as agreed by the unions and CUNY:

- **An employee on a 35 Hour Work Week** –Total Hours worked is multiplied by 0.5473
- **An employee on a 40 Hour Work Week** – Total hours worked is multiplied by 0.4789
- **A Staff Nurse and Nurse Practitioner** – Total hours worked is multiplied by 0.5109

EXAMPLES OF EXCEPTIONS**ACROSS CAMPUSES:**

University Payroll has combined and consolidated spreadsheets from all campuses.

Full-time employees: Employees have been identified and eligibility dates verified to ensure that they receive the \$1000.

Part-time employees: Total hours worked across different campuses, different unions and different titles have been consolidated to calculate bonus per applicable rate

No employee will earn a ratification bonus of more than \$1000.

PSC:**Part-time titles:**

- An employee who worked in Fall 2015 and was not on payroll on May 1 and September 1, 2016 is not eligible for the bonus.
- An employee who worked Fall 2015 and Spring 2016 but is not on payroll on September 1, 2016 is not eligible for the bonus.
- An employee who worked Spring 2016 and is on payroll on September 1, 2016 is eligible for the bonus.
- Campuses verified the part-time hours linked to their campus even though an employee was deemed not eligible because the employee was not active on the campus on May 1, 2016 and September 1, 2016.

- All appointments for part-time PSC positions across CUNY are reviewed by University Payroll to determine if they were active on May 1, 2016 and September 1, 2016 at another campus.
- Total worked hours for each part-time position are added and prorated per the applicable rate.

COMBINATION PSC TITLES (Full-time/Part-time) EXAMPLES

- A PSC employee who was on payroll May 1, 2016 and worked in either a full-time or part-time title during the course of the 2015-16 academic year, and continued to serve in another title within the bargaining unit effective September 1, 2016 will be eligible for the bonus
- An employee who is in a part-time title on May 1, 2016 and a full-time title on September 1, 2016: Bonus will be prorated based on the total part-time hours worked in Fall 15 and Spring 16.
- An employee who is in a full-time title on May 1, 2016 and a part-time title on September 1, 2016: Bonus will be \$1000.

PSC AND CLASSIFIED UNIONS EXAMPLE

- An employee who was in a full-time classified title on May 1, 2016 and moved to a PSC full-time title before the classified union ratification date:
Bonus will be \$1000. If the movement is to a different campus, then the campus where the employee is located on September 1, 2016 pays the bonus.

ACROSS PAYROLLS:

A CUNY employee working in part-time titles at a senior and a community college will receive the amount applicable to the total hours worked under each payroll.

Examples:

- An employee with a teaching adjunct position at Baruch with 10 contact hours receives a prorated bonus of \$420 from state payroll and with a College Assistant position at BMCC with 500 hours receives a prorated bonus of \$ 273.65 from City payroll. Both amounts will be subject to appropriate tax withholdings, etc.
- An employee with a teaching adjunct position at Baruch with 14 contact hours would normally receive a prorated bonus of \$588 from state payroll and with a College Assistant position at BMCC with 1040 hours would normally receive a prorated bonus of \$569 from City payroll. But, the total bonus amount paid to any one employee cannot be greater than \$1000 so any amount over \$1000 will be deducted from the campus with the greater bonus amount.

EMPLOYEES ON LEAVES:

- Employees on authorized, paid academic leaves (Fellowship, Scholar Incentive, Partial Leave) are eligible for the full ratification bonus amount of \$1000.
- Bonus eligibility for employees on authorized leave without pay (FMLA, other medical, Special Leave, etc.) is being reviewed by OLR.

PSC EMPLOYEES ON PHASED RETIREMENT:

- An employee on phased retirement will receive 50% of the bonus amount, if they are on active payroll on May 1, 2016 and September 1, 2016.

EMPLOYEES IN FULL-TIME TITLES WORKING LESS THAN FULL-TIME:

- Visiting Professors who are working less than 100% and are on payroll on May 1, 2016 and September 1, 2016 will receive a prorated bonus based on the percentage of their work assignment, e.g., a Visiting Professor at 60% will receive a ratification bonus of \$600.

RETIREES:

- Retirees will be eligible for the ratification bonus if they are active on payroll on the eligibility date(s).
- An email and a letter will be mailed to all retirees shortly after process details are finalized.

SEPARATED EMPLOYEES:

- Employees who separated (terminated, non-reappointed, resigned) will be eligible for the ratification bonus if they were active on payroll on the eligibility date(s).

Example:

- A College Assistant worked July 1, 2015 – December 31, 2015. The check will be mailed to the college and the HR Office will ensure disbursement.

Ratification Bonus FAQs:

When will I receive my bonus?

Senior college employees are scheduled to get their ratification bonuses on the 10/13/2016 paycheck.

Community college employees are scheduled to get their ratification bonuses on the 10/21/2016 paycheck.

Will I get a separate check for my bonus?

No.

How will I know how much my bonus is?

Your paystub will have a separate line listing the total amount of the ratification bonus.

Will taxes be deducted from my bonus? If yes, how much?

Yes, taxes will be deducted. The amount of taxes will vary based on a number of factors including, but not limited to, an employee's normal tax withholdings, deductions, etc.

Is my bonus pensionable?

Yes.

Is there a specific date I needed to work to get the bonus?

Yes. The date(s) is/are dependent on your title and if you're part-time or full-time:

All PSC employees (full-time and part-time): Must be active on payroll May 1, 2016 and September 1, 2016.

Classified Staff (full-time): Must be active on payroll when your union's agreement was ratified:

District Council 37	07/18/2016
International Brotherhood of Teamsters, Local 237	07/29/2016
SEIU, Local 300	07/11/2016
IATSE, Local 306	07/21/2016
New York State Nurses Association	06/29/2016

Classified Staff (part-time): Must have been active on payroll and worked any time between July 1, 2015 and June 30, 2016.

I work full-time. How much is my bonus?

Most full-time employees meeting the relevant eligibility date(s) will receive a \$1,000 bonus.

I work part-time (i.e., hourly). How much is my bonus?

Part-time employees who are eligible for the bonus will get a prorated bonus amount based on their title and the number of worked hours:

PSC Part-Time (Hourly):

Teaching Adjuncts = \$42 per contact hour worked in Fall 2015 and Spring 2016. Winter sessions, summer hours, and professional hours are not included in the calculation. If taught 18 or more contact hours, then maximum amount of bonus is \$1000.

NTAs, Adjunct CLTs =	\$1.12 per hour worked in Fall 2015 and Spring 2016. Maximum amount is \$500 for NTAs and Adjunct CLTs working 450 or more hours.
CETs =	\$1.12 per hour worked in Fall 2015 and Spring 2016. Maximum amount of bonus is \$1000.
Grad Assistants =	\$750 for Grad Assistant A, B, and C. \$500 for Grad Assistant D.

Classified Part-Time (Hourly):

All Titles = All hours worked (not including used annual leave (A/L) and sick leave(S/L)) between July 1, 2015 and June 30, 2016 are multiplied by one of the following factors:

Employees on a 35 Hour Work Week – Total Hours worked (minus A/L & S/L) is multiplied by 0.5473
 Employees on a 40 Hour Work Week – Total hours worked (minus A/L & S/L) is multiplied by 0.4789
 Staff Nurses and Nurse Practitioners – Total hours worked (minus A/L & S/L) is multiplied by 0.5109

How does CUNY know how many hours I worked to calculate my bonus?

For part-time PSC employees: CUNY reviewed and used the Campus Solutions/CUNYfirst and college records to determine the contact hours for teaching adjuncts.

For all other PSC part-time employees, CUNY reviewed timesheets and the payroll system records to determine hours worked.

For part-time Classified employees: CUNY reviewed timesheets and the payroll system records to determine hours worked and subtracted used annual and sick leave hours.

I have a full-time position and also work in another part-time title. Will I get two bonuses?

No. Any employee will get the maximum bonus of \$1,000.

I have two part-time jobs. How much will my bonus be?

CUNY will review the hours worked in all part-time titles. Each title's bonus will be calculated separately. The total bonus amount in all titles held by an employee cannot be greater than \$1,000.

I have two part-time jobs, one represented by the PSC and the other by a Classified Union. How much will my bonus be?

CUNY will review the hours worked in all part-time titles. Each title's bonus will be calculated separately. The total bonus amount in all titles held by an employee cannot be greater than \$1,000.

I work part-time in multiple campuses. Which campus will pay my bonus?

Employees with part-time titles at more than one college will receive their bonus from each campus based on the number of total hours worked at each campus. The total bonus amount will not be more than \$1000.

I am on academic leave (e.g., fellowship leave, scholar incentive award, etc.). Will I get the bonus?

Yes. Any employees on paid leave or partial-pay leave (i.e., fellowship leave) will get the full bonus amount due to them.

I am on paid FMLA leave. Will I get the bonus?

Yes. Any employees on paid leave will get the full bonus amount due to them.

I'm a classified employee and I was on approved, unpaid leave during the bonus's eligibility date. Will I get the bonus?

No.

I'm a full-time PSC employee and I am on an approved, unpaid leave. Will I get the bonus?

This issue is currently being reviewed and a determination will be made shortly.

I'm currently on travia leave. Will I get the bonus?

Yes. Any employees on paid leave will get the full bonus amount due to them.

I'm retired. Will I get the bonus?

This is dependent on the date of your retirement. For PSC retirees, if your official retirement date is September 2, 2016 or later, and you were active on payroll on May 1, 2016 and September 1, 2016, then you are eligible for the bonus. For classified retirees, if your official retirement date is after your union's ratification date, (i.e., you were on active payroll on the date of ratification), then you are eligible for the bonus.

I'm a classified managerial employee. Will I get a bonus?

Classified managerial employees are not eligible for the classified staff ratification bonus.

I am a Skilled Trades employee. Will I get a bonus?

No. Skilled Trades employees are not eligible for a bonus.

I'm an ECP employee. Will I get a bonus?

No. ECP employees are not eligible for a bonus.

I'm a Student Aide. Will I get a bonus?

No. Student Aides are not eligible for a bonus.

I'm an ECP employee and have an underlying faculty title. Will I get the bonus?

No. You must be active on payroll in a PSC title on May 1, 2016 and September 1, 2016 to receive the PSC ratification bonus.

I'm in an excluded title (e.g., excluded Higher Education Assistant, excluded College Office Assistant). Will I get the bonus?

Yes. Excluded staff are eligible for the bonus.

I'm an EOC employee. Will I get a bonus?

Yes. PSC-EOC employees who are active on payroll on the relevant eligibility date(s) qualify for the ratification bonus.

Ratification bonus for EOC Classified staff:

The contract is expected to be ratified on October 13, 2016. Full-time EOC classified employees must be active on the ratification date to be eligible for the \$1000 bonus. Part-time EOC classified employees must have been active on payroll between July 1, 2015 and June 30, 2016 to be eligible for the bonus which will be pro-rated based on total hours worked minus used annual and sick leave.

I got my October paycheck and I didn't get my bonus. What should I do?

- First, double-check your paystub from October 13th (senior colleges) or October 21st (community college). Make sure there isn't a separate line showing a bonus being paid.

- If there isn't a bonus listed on your paystub, you may not have been eligible for the bonus because you weren't active on payroll during the eligibility date/dates (see dates on previous page).
- If you feel you still should have received a bonus, consult with your campus HR Office to review the matter further.

I got my paycheck and got my bonus, but I don't think it's the correct amount. What should I do?

- Review the standard bonus calculations for full-time and part-time employees (see calculations on previous page).
- The ratification bonus is capped at \$1000.
- Remember that tax withholdings and pension contributions have been deducted from the bonus.
- For Classified Staff part-time employees: Remember that used sick and annual leave hours have been deducted from total hours worked.
- For PSC part-time employees: Summer, winter and professional hours were not included in the bonus calculation for teaching adjuncts. For NTAs, CETs and Adjunct CLTs, the total worked hours were based on timesheet records.
- If you still feel that the bonus amount paid is incorrect, consult with your campus HR Office to review the matter further.