Ratification Bonus FAQs

When will I receive my bonus?
Senior college employees are scheduled to get their ratification bonuses in the 10/13/2016 paycheck. Community college employees are scheduled to get their ratification bonuses in 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 tax 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 are 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 pro-rated 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 you taught 18 or more contact hours, then the maximum bonus amount 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) multiplied by 0.5473
Employees on a 40 Hour Work Week – Total hours worked (minus A/L & S/L) multiplied by 0.4789
Staff Nurses and Nurse Practitioners – Total hours worked (minus A/L & S/L) multiplied by 0.5109

How does CUNY know how many hours I worked to calculate my bonus?
For part-time PSC employees: For teaching adjuncts, CUNY reviewed the Campus Solutions/CUNYfirst and college records to determine the contact hours.

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. One employee can only 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 at 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 cannot 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 staff 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.

EOC Classified employees – bonus ratification payment date not yet determined.

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

- First, double-check your paystub for October 13th (senior colleges) or October 21st (community colleges). 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.