**Basic Info – Career and Salary Employee who is Non-Managerial**

**A: WEBSITES**

**Intranet Website**:

<https://mspwva-dcstso01.dcas.nycnet/TitleSpecs/home.aspx>

* Only accessible from a City Computer or City VPN
* Salary documents for each CBU (Collective Bargaining Unit) - Local 375 members are mostly in CBU 004
* Official DCAS job descriptions for most titles
* Recent Notice of Examinations for most titles

**ESS site:** for **paycheck stubs (back to Jan 2023), employment history, etc**

From a City Computer: <http://cityshare.nycnet/ess>

From your personal computer: nyc.gov/ess

**Local 375 website:** [**www.local375.org**](http://www.local375.org)

* **Resources**
* **Contracts / Salary Documents**

**B: SALARY**

**Hiring Rate** - ~15% lower than the minimum incumbent rate; converts to min incumbent rate after 2 years of any City service. Agencies can offer above the hiring rate to new employees

**Minimum Incumbent Rate** – the lowest salary that the City can offer for a certain title/level after two years of City service

**Maximum Incumbent Rate** – the highest salary that the City can offer for a certain title/level, with minor exceptions

Therefore, most titles have a significant salary range: Ex. Asst Eng is from ~76.3K to ~99.5K

***Advancement Increase*** *- Moving from a lower title to a higher title in (usually) the same line, the employee must receive either the minimum incumbent rate of the new title or their prior base salary + the Advancement Increase (~2-3K), whichever is higher*

***Level Increase*** *- Moving from a lower level to a higher level in the same title, the employee must receive either the minimum incumbent rate of the new level or their prior base salary + the Level Increase (~2-3K), whichever is higher*

**C: BIWEEKLY / HOURLY**

* **Biweekly Pay** = (Annual Base Pay + Annual Additions to Gross) / (**365** or 366) x 14
* **Hourly Rate** = (Annual Base Pay + Annual Additions to Gross) / 1827

Yearly Salary will almost always be a bit less than your Annual Salary since you are normally paid 26 Paychecks (= 364 days) during the calendar year, but your annual salary is based on being paid for 365/366 days. However, every 10-11 years, there is a 27th paycheck! (I think the next one will be in 2027).

Ex. Your annual salary is $100K for the entirety of 2025, and you earn zero OT. You will be paid $99,726.

In 2027, you would earn $103,562 since there will be 27 paychecks that calendar year

Note that, every four years, on February 29, you essentially work for free that day because your annual salary is spread over 366 days, not 365.

* A work week is defined as Sunday thru Saturday.
* Paychecks are thru the prior Saturday of Pay Day (one week behind)
* Overtime is paid thru the Saturday before that (two weeks behind)
* Make sure you are in Active Pay Status Immediately Before a Holiday

**D: OVERTIME**

After 40 hours, OT is paid at 1.5x (aka time and half or premium) if:

1. The employee is FLSA – Covered (as opposed to Exempt) – You can check *Employee Profile*, then *Job* then *FLSA Title Indicator* in CityTime for this Info.

Generally, managerial, professional, and administrative titles are FLSA – Exempt

or

1. The Overtime is Involuntary

Current Overtime Cap is $102,101

**E: ADDITIONS TO GROSS (ATG)**

**DOES NOT USUALLY APPLY TO ADMINISTRATIVE TITLES, OR JUST APPLIES MINIMALLY**

RIP / Service Increment / Longevities “begin” based on rounding to the next Quarter – Jan 1, Apr 1, July 1, Oct 1

**RIP (**Recurring Increment Payment) – approx. $196-$199/YOS up to 20 years of any City service. Of ATGs, only RIP increased automatically by the general 3% pay raises. Current max RIP is $3947[20 yr x $197/yr =~$3947]

**Service Increment / Longevity Differential/ Longevity Increment / Longevity** – 5 yr, 10 yr, 15 yr. Depends on your occupational group, but most agencies base longevity by service in the same Local, not service in the same occupational group. However, some agencies, such as Parks, are stricter, and will reset your longevity to zero if you move to a title in a different occupational group - agencies have the option on how to treat longevity payments if the occupational group changes.

Ex. Same Occupational Group: Engineering Intern, Assistant Engineer, Engineer Level I, Engineer Level II, Engineer Level III (all Engineering disciplines are in the same Occupational Code [158])

Different Occupational Groups: moving from say

* CPM to APM
* City Planner to Assistant Architect
* Asst Eng to APM

**Assignment Differential** – look at L375 unit contract: Ex. Squad Leader, Plan Review, Supervision of Contract Employees

**F: Pensionable vs Non-Pensionable**

What does this mean?

A pensionable payment may be good or bad for you, depending on your circumstances.

Ex. You start with your agency on Jan 10, 2025 (RIP example):

* You earn a 1-yr RIP of $196/yr on April 1, 2026 [non-pensionable]
* You earn a 2-yr RIP [add’l $196] of $392/yr on April 1, 2027 [non-pensionable]
* You earn a 3-yr RIP [add’l 196] of $588/yr on April 1, 2028 [$392 is non-pensionable, $196 is pensionable]
* You earn a 4-yr RIP [add’l $196] of $784/yr on April 1, 2029 [$392 is non-pensionable, $392 is pensionable]
* You earn a 5-yr RIP [add’l $197] of $981/yr on April 1, 2030 [$393 is non-pensionable, $588 is pensionable]

**G: LEAVE**

**BANKING OF LEAVE (while employed)**

April 30 is end of Leave Year

**Annual Leave** – Bank 2x your current accrual rate - technically, it’s the accumulation of what you earned the last two years, which may be slightly less, but agencies seem to base it on your current rate

**Sick Leave** – Unlimited Banking

**Accrual Rates for A/L + S/L**: <https://www.dc37.net/wp-content/uploads/dc37contracts/pdfs/2001_2021_Citywide_Agreement.pdf> (pages 27-29)

**Compensatory Time** – 4 months, then converted to S/L not enforced

**CITYTIME UPDATING OF LEAVE**

* Employees Earn Leave Accruals after Being in Active Pay Status for 15 full calendar days per month (not work days)
* However, Leave Accruals are not posted into CityTime until after the first full Sun – Sat of the following month
* Leave Usage is not deducted in CityTime till approved and the day of usage has passed
* Normally you can go into a negative balance in CityTime that is equal to one month’s accrual – Why? Because CityTime, as mentioned, delays posting your updated leave balance by nearly one month

**LEAVE PAYOUT UPON RETIREMENT / SEPARATION FROM CITY SERVICE**

***If you leave City Service prior to 10 years, you do not get paid for any banked sick days***

For those employees who are departing City Service or Retiring (and have 10+ Years of Service), **the maximum number of days paid out is 1 year of accrued leave, which is 248 or 249 days** (= 261 weekdays less 12 or 13 holidays).

This leave includes Annual, Holiday, Comp Time plus ½ or 1/3 of Sick Leave (S/L pay-out is ½ if you were hired prior to 7/1/04, otherwise it is 1/3).

* Ex. hired prior to July 1, 2004 and retiring with 30 A/L, 10 C/T, 150 S/L = [30 + 10 + (150 x 1/2)] = 115 days on payroll
* Same, except hired July 1, 2004 or later = [30 + 10 + (150 x 1/3)] = 90 days on payroll
* Same as immediately above, except not retiring - check with your agency Employee Benefits to see how they handle this, whether a lump sum is paid, which removes you from City payroll immediately or if they keep you on payroll, and you therefore continue to receive both medical and union welfare fund benefits until your leave is exhausted.
* Note that even if you have over 1 year of combined annual leave, sick leave, comp time, holiday leave, etc., you will likely be terminated if you are out of work for more than a year, say for a serious extended illness.
* As stated previously, normally an Agency will restrict you to 2x your A/L accrual rate, but you can be over the limit before April 30 comes around
* At retirement, even though you were allowed to bank unlimited S/L while employed, you will only be paid a max of ½ x 240 S/L days (if you started City employment before 7/01/04); otherwise it’s 1/3 x 360 S/L days [both situations allow for 120 days of Terminal Leave]
* **Terminal Leave –** not clearly defined - some call this Final Leave; Once you are on Terminal Leave, you do not accrue more Annual / Sick Leave, but you continue to receive a City Paycheck and this **Terminal Leave counts as time served for pension purposes.**
* **You must be receiving a pension to receive your City medical benefits and union welfare fund benefits upon retirement. In other words, if you have 15 years of City service and retire without ever joining the pension plan, you will not receive the medical/welfare fund benefits.**

**H: OTHER**

**Statute of Limitations** is 6 years for paycheck errors!!!!!!!!!!

**Resolving paycheck issues?**

If not urgent: your Agency service center/Payroll Dept.

If urgent (such as a Recoupment), L375 or Agency Labor Relations

Sample Calculation of Back Pay for June 20 Paycheck

* Say you were earning $100,000 base salary on 5/25/25
* Salary will increase by 3.25% to $103,250 on 5/26/25
* The June 20 paycheck is supposed to include the new salary, which encompasses the time period from Sun June 1 to Sat June 14.
* Thus, Backpay on 6/20 Paycheck covers only May 26-31 (6 days)
* (103250 – 100000) = $3250 per year
* $3250 / 365 days = $8.9041 per day
* $8.9041 x 6 days = **$53.42** of retro

You can perform the same calculations for RIP, LD/SI, AD retros

THE END!