

To: Executive Compensation Plan and Classified Managerial Service employees

From: The Office of Human Resources

Date: July 14, 2022

Re: Salary Increases Approved for ECP and CM Employees

On May 16, 2022, the CUNY Board of Trustees approved salary increases for members of the Executive Compensation Plan (ECP) and Classified Managerial (CM) Service employees. City College Human Resources Department has not received a payroll effective date, it is pending approval from CUNY Central Office. Upon receiving guidance, HR will notify all eligible employees. This memorandum provides guidance on the implementation of these salary increases, which have effective dates of 7/1/21 and 7/1/22.

Eligibility Requirements

- Minimum 1 year of active service in an ECP or CM title as of the relevant effective date (7/1/21 and/or 7/1/22);
- No previous increases in the six-month period prior to the effective date (7/1/21 and/or 7/1/22);
- Must be in Active status as of the close of the payroll processing period just prior to the payment date;
- Employees on authorized paid leave at the time of payment will be eligible for the increase according to the established pay cycle;
- Employees on authorized unpaid leave at the time of payment will be eligible for the increase upon return to work;
- Employees on TRAVIA are included only in the retroactive payment;
- Employees exhausting their AL in preparation for TRAVIA /retirement are included only in the retroactive payment.

Increase Percentage

- 2.0% retroactive to 7/1/21 and 2.0% effective 7/1/22;
- Employees who are below the max of the range for their position will be increased only to that max range and not above, even if resulting in a lower percentage increase.

Exclusions

- Employees at or above the max of the salary range for their position;
- Employees on TRAVIA are excluded from the 7/1/22 payment, but included in the 7/1/21 retroactive payment;
- Employees exhausting their AL in preparation for TRAVIA /retirement are excluded from the 7/1/22 payment, but included in the 7/1/21 retro payment.

Should you have any question regarding your eligibility or any other concerns, please contact Human Resources at (212) 650-8438 or via email at humanresources@ccny.cuny.edu.



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2021-2022 EXECUTIVE COMPENSATION PLAN AND CLASSIFIED MANAGERIAL INCREASE PROGRAM

FAQs for EMPLOYEES

Q: What is the increase program?

A: The University Board of Trustees approved 2% increases for eligible employees, effective 7/1/2021 and 7/1/2022. Employees may be eligible for neither, one or both increases.

Q: When will I receive my increase?

A: If you are eligible, your increase and a retroactive payment will be reflected in your pay on 8/19/22 for Community Colleges and 8/25/22 for Senior Colleges.

ELIGIBILITY

Q: Am I eligible for the 2021 increase, retroactive to 7/1/21?

A: The following employees are eligible:

- ✓ Employees with a minimum one year of continuous, active service in an ECP or CM title as of 7/1/21.
- ✓ Employees with no previous salary increase in the 6-month period prior to 7/1/21. (*e.g.*, Employees who received a salary increase between 1/1/21 and 6/30/21 are not eligible.)
- ✓ Employees currently on Travia leave who meet all other eligibility requirements.
- ✓ Employees currently exhausting their Annual Leave in preparation for Travia or retirement who meet all other eligibility requirements.

Q: Am I eligible for the 2022 increase, effective 7/1/22?

A: The following employees are eligible:

- ✓ Employees with a minimum 1 year of continuous, active service in an ECP or CM title as of 7/1/22.
- ✓ Employees with no previous increases in the 6-month period prior to 7/1/22. (*e.g.*, Employees who received an increase between 1/1/22 and 6/30/22 are not eligible.) This does not include or impact an employee who received the 2% increase above.

Q: I was out on a leave of absence during the past year. Am I still eligible?

A: If you were or are currently out on an authorized paid or unpaid leave of absence, you may still be eligible. Please contact your campus Human Resources department to confirm your status.

EXCLUSIONS

Q: Who is excluded from the increase program?

A: The following employees are excluded:

- × Employees at or above the maximum of the salary range for their position are excluded from the increase program. Employees who are near the maximum of the salary range for their position will be increased *only* to the maximum and not above, even if resulting in a lower percentage increase.
- × Employees on Travia effective 7/1/22 and employees utilizing annual leave days in preparation for retirement are *only* eligible for the 2021 2% increase, provided they meet all other eligibility requirements.

FOR FURTHER INFORMATION

Q: What if I still have questions regarding my eligibility?

A: If you have questions after reviewing the criteria above, contact your campus Human Resources representative.

Q: I don't understand how to read this on my paystub.

A: If you have questions about your paycheck or paystub, please contact your campus Payroll representative.