

MEMORANDUM

TO: College Presidents
Deans of the CUNY-Wide and Professional Schools
Vice Presidents for Finance/Administration
College Human Resources Directors

FROM: Vice Chancellor Gloriana B. Waters *G. Waters*

SUBJECT: Phased-In Minimum Wage Increases

DATE: January 6, 2017

In accordance with an agreement between the University and its Classified Staff unions, CUNY is implementing a phased-in minimum wage increase for hourly employees. Below are the effective dates and phased-in minimum wage rates:

<u>Effective Date</u>	<u>Minimum Hourly Rate</u>	<u>Senior College Paydate</u>	<u>Community College Paydate</u>
12/31/2016	\$12.00 per hour	02/16/2017	02/24/2017
12/31/2017	\$13.50 per hour		
12/31/2018	\$15.00 per hour		

Currently, the CUNY College Assistant and EOC Assistant titles are the only classified staff titles affected by the 12/31/2016 minimum wage increase inasmuch as other CUNY titles have minimum salaries above \$12.00 per hour. **The above minimum hourly rates will take effect following implementation of the retroactive collective bargaining payments and new contractual salary rate increases for the College Assistant and EOC Assistant titles, as deemed applicable.**

Please note that the new 2016 minimum wage increase will only affect College Assistants or EOC Assistants who earn less than \$12.00 per hour.

Over the next three years a CUNY College Assistant earning \$10.74 per hour on 05/02/2016 or EOC Assistant earning \$10.85 per hour on 05/02/2016 will receive an increase to \$12.00 per hour effective 12/31/2016, \$13.50 per hour effective 12/31/2017, and \$15.00 per hour effective 12/31/2018.

Implementation

We are working with our CIS partners to update as much information as possible programmatically in CUNYfirst. We will identify and inform the campuses of any actions needed to be manually updated by the Colleges at a later date.

Payroll System Updates

Community Colleges: The Community Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those College Assistants or EOC Assistants earning less than \$12.00 per hour. The New York City Office of Payroll Administration (OPA) will automatically increase the salaries of College Assistants and EOC Assistants earning less than \$12.00 per hour effective 12/31/2016. The increase will be reflected in the paycheck date 02/24/2017. All retroactive payments due from the effective date will be included.

Senior Colleges: The Office of the State Comptroller (OSC) will programmatically increase the minimum wage of College Assistants or EOC Assistants earning less than \$12.00 per hour effective 01/05/2017. The increase will be reflected in the paycheck date 02/16/2017. All retroactive payments due from 01/05/2017 will be included.

Please be advised that it is possible that some College Assistants or EOC Assistants earning less than \$12.00 per hour may have worked on December 31st, 2016 or January 2nd, 3rd, and 4th of 2017. The Senior Colleges are asked to provide University Payroll with the names of these employees and the number of hours that they worked on these dates so that they will receive any additional retroactive monies due to them on the 02/16/17 pay date.

Please post this memorandum on your College's HR website, and promptly share this information with any College Assistants or EOC Assistants that are affected by the new minimum wage increase. Individual questions and concerns should be directed to the employee's campus HR Office.

cc: Chancellor James B. Milliken
Vice Chancellor Matthew Sapienza, University Budget & Finance
Vice Chancellor Pamela Silverblatt, Office of Labor Relations
University Payroll
OHRM HR Information Systems
OHRM HR Advisory Services