

PAYCHECK CHECKLIST-- JANUARY 18, 2019

Salaried Residential, Day Hab, and School Employees—This paycheck covers the pay period 12/31/18 - 1/13/19.

What you should receive on this pay date:

- ✓ If you are a Hab Assistant I or II, Hab Specialist, RPS I or II, Senior RPS, Cook, Custodian, or Recreation Assistant – Effective 1/1/19, you will receive an increase to the new hourly rate for your job title (or 2% increase if you are already above that rate).
- ✓ If you are a Cook— You will receive the retro payment back to January 1, 2018 that you should have received on the 12/21/18 paycheck.
- ✓ If you are a Teacher Assistant, Teacher Aide, or Administrative Assistant — Effective 1/1/19, you will receive an increase to the new hourly rate for your job title (or \$1,000 bonus if you are already above that rate).
- ✓ If you are a Teacher, Clinician, or any other title not listed above— You will receive a 2% increase effective 1/1/19.
- ✓ If you are a RPS I or II, Senior RPS, or LPN --- You will receive premium pay (time and half of your hourly rate) for hours worked on the New Year holiday (6 pm on New Year's Eve through 6 am on New Year's Day). If you are full time (40 hours per week), you also accrue one day of holiday leave. If you are part time (less than 40 hours per week), you accrue holiday leave equal to the number of hours worked.
- ✓ If you are an RPS I or II, or Senior RPS — Your new hourly rate will include a night differential of 50 cents per hour for all time worked during an evening or overnight shift.

On-call Employees – This paycheck covers the pay period from 12/24/18- 1/6/19.

What you should receive on this pay date:

- ✓ Your hourly rate will increase to \$15.39 effective 1/1/19.
- ✓ You will receive premium pay (time and half of your hourly rate) for hours worked on Christmas Day and the New Year holiday (6 pm on New Year's Eve through 6 am on New Year's Day).
- ✓ You should begin to see sick time accruals on your paycheck in accordance with the NYC Paid Sick Leave Law (one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year).