




Eugenio María de **Hostos Community College**
Of The City University of New York
500 Grand Concourse, Bronx, New York 10451
Human Resources Office- B-215
Phone (718) 518-6650
Fax (718) 518-6621



TO: PSC Members
FROM: Christine Dias, Acting Human Resources Director 
RE: Retroactive Pay and New Contractual Salary
DATE: February 13, 2020

As you are aware, CUNY reached a contract settlement with the PSC approved by the CUNY Board of Trustees on December 16, 2019. The agreement will run from December 1, 2017 through February 28, 2023. In accordance with the new contract, **PSC members will receive their retroactive payments and new contractual pay on March 6, 2020**. Specific details regarding payments and pick up are listed below:

- **Employees Eligible for Retro Payments:** Employees represented by PSC-CUNY (current or former) who worked between December 1, 2017 and March 6, 2020 are eligible for retroactive pay for all work performed at CUNY during this period.
- **Date of Payment:** Retroactive pay and new contractual salary rates will be included in the bi-weekly paycheck of March 6, 2020.
- **Pick Up Location:** Checks and paystubs will be available to be picked up in the **Savoy Multi-Purpose Room** starting **Thursday, March 5, 2020, after 3pm**. Those with direct deposit will continue to receive all payments including retroactive payments electronically; however, paystubs may be picked up as needed.
- **Pick Up Hours: in the Savoy Multi-Purpose Room hours will be extended** from **March 5, 2020 through March 9, 2020** as follows:
 - Thursday, March 5, 2020: 3:00 pm - 6:45 pm
 - Friday, March 6, 2020: 9:30 am - 5:00 pm
 - Monday, March 9, 2020: 9:30 am - 6:00 pm
- Employees who worked in multiple jobs (pay classes) will receive separate paychecks.

The HR Department will also have extended hours from 9:00 am - 6:00 pm during the week of March 9, 2020 through March 13, 2020. All related inquiries may be made by either coming to the HR Department in person to complete and submit an "Inquiry Form" or by obtaining the Inquiry Form on-line through the Hostos HR website and then e-mailing the completed form to payinquiry@hostos.cuny.edu. Employees are encouraged to read this memo thoroughly as well as the attached CUNY Central Office FAQs before submitting inquiries.

Former Hostos employees including retirees **must pick up their checks themselves**. Those who are unable to do so, must send a letter together with a self-addressed stamped envelope to the HR Department requesting that their checks be mailed to them. Any former employee who has moved must also complete and submit an "Employee Information Change Form" with their new address information. New contractual salary and retroactive payment information including the attached FAQs, the Inquiry Form, the Change of Address/Name Form, and this memo will all be posted on the Hostos Human Resources website.