




Vincent A. Giordano
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PAYROLL ADMINISTRATION MEMORANDUM – NO. 23, 2008- 2009

DATE: March 27, 2009

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (via e-mail)

FROM: Vincent A. Giordano, Executive Director 

SUBJECT: **Revision of Overtime Cap for Administrative (H740) Employees**

Effective March 3, 2009, the overtime cap for employees subject to the overtime provisions of the Citywide Agreement has been increased to \$74,079.

Most Administrative employees are not eligible to earn more than 5% of their annual salaries in overtime per calendar year. A waiver must be completed and submitted to Administrative Payroll from the employee's appropriate Executive Director or Head of Office. This waiver must indicate the duration for the overtime, as well as an estimate for the cost of overtime.

In addition to the 5% limitation, a citywide mandated cap of \$74,079 for overtime earnings is currently in effect. Employees, whose annual gross salary including overtime, differentials, longevity, etc., are equal or in excess of \$74,079 in a given calendar year, are not eligible to receive cash payment for overtime. In this situation, overtime activities are processed as compensatory time in lieu of cash. For compensation in cash, an over the cap waiver may be requested by the Executive Director or Head of Office which will be reviewed by the Chief Financial Officer or Vincent A. Giordano designee for approval. The waiver request must also indicate the duration of the overtime, as well as an estimate for the cost.

Waiver requests should be submitted by completing the online overtime waiver request form at <https://payrollinquiry.nycenet.edu/OvertimeWaiver/>.

If you have any questions please call Brian Weekes, Director of Administrative Payroll at (718) 935-2201.

VAG/co

c: G. Raab, J. Hederman, A. Lopez, B. Weekes