

# NTU Retro Payment

## FREQUENTLY ASKED QUESTIONS

Version: July 12, 2017

- 1. Who is eligible for the retro payment for 2016-17?** To be eligible, the employee must have been on the NPS payroll and in the Newark Teachers Union as of April 26, 2017 when the Memorandum of Agreement was signed by both parties.
- 2. Will I be eligible for a Step Increase and/or COLA Adjustment?** Yes, if you have received an Annual Evaluation Rating of Effective or Highly Effective.
- 3. Will I be eligible for a Step Increase and/or COLA Adjustment if I receive an Ineffective Rating or Partially Effective Rating during the 2014-2015 and 2015-2016 SY?** If you received an Ineffective, you will not receive any salary increase other than any longevity that you may have earned. If you received a Partially Effective rating, you *may* receive a salary increase.
- 4. How do I know what my annual evaluation rating is for the prior school year?** Please log into EdReflect to review your annual ratings for each school year.
- 5. Will I be eligible for a Step Increase and or COLA if I was hired during 2015-2016 or 2016-2017 SY?**  
**New hires** you will only receive a step increase after completion of one full school year (excluding any per diem time).  
**New hires** you will only receive a COLA adjustment if your Step Annual Rate is less than the new negotiated Compensation Scales for the 2015-2016 and the 2016-2017 SY.  
  
Employees hired during the 2015-2016 and 2016-2017SY were hired at the frozen Salary Scale on the 2014-2015SY and your current rate may be greater.
- 6. What month will I receive my increase if I'm a teacher?** Instructional Certified staff receives their increments either in **September** or **February** and this is determined by the **month** and **day** you were hired as a full time employee (excluding per diem time). **If your increment date falls in February your retro will be prorated.**  
  
*You earn a **September increment** if you were hired between March 1<sup>st</sup> through October 15<sup>th</sup>.*  
*You earn a **February increment** if you were hired between October 16<sup>th</sup> through February 28<sup>th</sup>.*  
  
For example: If the difference between the two rates is \$710 and your increment is in February you will be prorated and receive approximately \$363 minus applicable payroll deductions.
- 7. What month will I receive my increase if I'm a non-instructional staff member (Clerks/Teacher Aides, etc.)?** Non-instructional Staff increases are determined by the month and day and can be at any month during the year. For example, if you were hired between April 16<sup>th</sup> through May 15<sup>th</sup> you earn an increment in May. Depending on your month of increase, your retro amount will be prorated.
- 8. Why did I receive a Step but no annual increase?** If you received a satisfactory rating and worked the full year, and are eligible to move a step, but your current step salary is greater than the new negotiated 2015-2016 and the 2016-2017 SY salary scales, your salary remains the same and no retro will be paid.

9. **What if I was out on an unpaid leave of absence (suspension, FMLA without pay, Personal Leave) am I entitled to retro?** You will not be entitled to retro if you were not active or on unpaid time for more than half of the prior school year.
10. **How do I know what Step I am currently on?** All employees can log into (ESS) Employee Self Service, select "Compensation History," then select your current title to review the effective dates you received an increase. To review your current annual rate and step, select the effective date to populate the information.
11. **I worked 20 years with NPS why am I not getting my 15<sup>th</sup> year longevity?** The 15<sup>th</sup> year longevity is non-cumulative and will not be added to your annual salary once the 20<sup>th</sup> year longevity is added.
12. **How do I know if I am receiving longevity?** All employees can log into (ESS) Employee Self Service, select "Compensation History," then select your current title to review the effective dates you received an increase. To review your current annual rate and step, select the effective date to populate the information.
13. **Who is NOT eligible for longevity?** Employees **hired or appointed into NTU after May 15, 2017** shall NOT be eligible for longevity during their career in the District?
14. **Who is eligible for longevity? Active and Current NTU employees on NPS payroll as of April 26, 2017** who has reached the years of service for 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> year longevity will be eligible.
15. **Will I receive retro if I was transferred or was reclassified to another union or became unaffiliated during the freeze? NO,** to be eligible you had to be an active current NTU employee at the time the agreement was signed on April 26, 2017.
16. **Will I be eligible for retro if I retired during the 2015-2016 SY?** NTU retirees whose retirement became effective during the 2015-2016 school year received a check for retroactive pay, excluding longevity, prorated for the amount of time they worked that school year. This payment was provided if they had a satisfactory rating for the 2014-15 school year and their salary was not greater than the newly negotiated salary scales for the 2015-2016 school year.
17. **Will I be eligible for retro if I retired during the 2016-2017 SY?** NTU retirees whose retirement became effective during the 2016-2017 SY (8/1/2016-4/1/2017) will **NOT** be eligible for any retro as they were not active during the signing of the agreement on April 26, 2017.  
  
NTU retirees whose retirement became effective May 1, 2017 or after; retro will be prorated for the amount of time worked for the 15-16 and 16-17 school years less any unpaid time as long as they had a satisfactory rating and were not being paid over the current Compensation Scale.
18. **Is the retro payment pensionable?** Yes, pension contributions and applicable payroll deductions are subtracted from the retro payment.
19. **How much taxes will be deducted from the retro?** The retro is subject to the standard IRS Federal supplemental tax rate of 25% plus applicable State taxes.
20. **I am a per diem teacher aide. Why did I not receive a retro payment?** No increases were negotiated for the 2015-2016 and the 2016-2017 school years for per diem teacher aides.
21. **If I am a Per Diem Teacher Aide will I be entitled to a Salary Increase?** Yes, Per Diem Teacher Aides will receive a rate increase of \$0.50 raise, increasing their rate to \$14.50 per hour commencing in the 2017-2018SY. Effective in the 2018-2019, school year Per Diem Teacher Aides will receive a rate increase of \$0.50 raise, increasing their rate to \$15.00.