

## Appendix A

The following rules shall govern the eligibility of employees for the Recurring Increment Payment ("RIP").

1. A RIP is a dollar amount paid to eligible employees based on length of continuous, active and qualifying full-time or prorated hourly service within the designated CUNY classified staff title or occupational group.
2. For determining RIP eligibility for hourly employees in titles that have a full-time equivalent, the criteria for years of eligibility will be based on hours worked comparable to the hours worked by a full-time employee in a calendar year. For hourly employees in the White Collar Unit, it will be based on a 35-hour equivalent work week - i.e., 1827 work hours per year; and for hourly employees in the Blue Collar Unit, it will be based on a 40-hour equivalent work week - i.e., 2088 work hours per year.
3. For determining RIP eligibility for hourly employees in titles that do not have a full-time equivalent title (i.e., College Assistant, EOC Assistant, Sign Language Interpreter and CUNY Art Model), the criteria for years of service will be based on working 1040 or more hours in a fiscal year.
4. Only service in pay status shall be used to calculate the qualifying years of service. A continuous year of service shall be a full year of service without a break of more than 31 days.
5. Service in pay status prior to a break in service of more than one year shall not be used to calculate the qualifying years of service.
6. The following time in which an employee is not in pay status shall not constitute a break in service, but such time shall not be used to calculate the qualifying years of service:
  - a. time on leave approved by the proper authority which is consistent with the Personnel Rules and Regulations of The City University of New York;
  - b. time prior to reinstatement
  - c. time on a preferred list
  - d. time not in pay status of 31 days or less
7. RIPs shall be considered a salary adjustment for the purpose of Article III of CUNY's Classified Staff Blue Collar, White Collar Unit and EOC Agreements and the maximum salary of an eligible title shall not constitute a bar to the payment thereof.
8. Once the employee has qualified for a RIP and is receiving it, the RIP shall become part of the employee's base rate and included in calculating all salary based payments, except as provided in paragraph 9 below. Any future negotiated general increases shall be applied to RIPs.
9. A RIP shall not become pensionable until two (2) years after the employee begins to receive such RIP.

10. RIPs will be implemented on a quarterly basis. Employees who become eligible for a RIP shall begin to receive payment at the beginning of the quarter (January 1, April 1, July 1 and October 1) subsequent to their qualifying anniversary date, subject to the eligibility rules. There is no pro-rata or retroactive payment for the time between the actual anniversary date and the beginning of the quarter.