

## **IMPLEMENTATION GUIDELINES FOR NON-REPRESENTED STAFF SALARY INCREASE OF 2.7%.**

1. All non-represented regular and temporary regular employees who were hired before July 1, 2000 and have successfully completed their initial probation by June 30, 2000.

### Examples:

- a. Employee "A" was hired on 8-15-99 and successfully completed probation on 2-15-00. Employee will receive a 2.7% increase retro to 7-1-00.
  - b. Employee "B" was a represented (union) employee since 1996, promoted to a non-represented position on 11-5-99 and successfully completed probation on 5-5-00. Employee will receive a 2.7% increase retro to 7-1-00.
  - c. Employee "C" was hired on 2-1-00 and completed probation on 8-1-00. Employee will not receive any salary increase.
2. Employees who were on an unpaid absence for any portion of the fiscal year from July 1, 1999 to June 30, 2000, will receive a prorated salary increase for the period of time they actually worked or were on paid absence.
3. Payment of retroactive checks for employees who may have unpaid absences or who were promoted after July 1, 2000, may be delayed until the December 1<sup>st</sup> payday due to complex processing.
4. The actual salary increases will appear on the November 17 paycheck.

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