



**Department of  
Education**

*Carmen Fariña, Chancellor*



**Francine Perkins Colón**  
*Chief Administrator*  
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**PAYROLL ADMINISTRATION MEMORANDUM**

**2014-2015**

**NO. 04**

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**DATE:** October 1, 2014

**TO:** CFN Executive Directors (Via Email)  
Principals (Via Principals' Weekly)  
Payroll Secretaries/Timekeepers (Via Email)

**FROM:** Francine Perkins-Colón *F. Perkins-Colón*

**SUBJECT:** Revised Overtime Cap pursuant to 1995 – 2001 Citywide Agreement Article IV, Section 7 e.

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Effective September 3, 2014, the overtime cap for employees subject to the overtime provisions of the Citywide Agreement shall be increased to \$77,469.

Employees whose annual gross salary (including overtime, differentials, longevity, etc.), is equal or in excess of \$77,469 in a calendar year, are ineligible to receive cash payment for overtime. In such cases where there is a need for overtime; overtime is processed as compensatory time. For compensation in cash, an Over the City Salary Cap Waiver may be requested by the Executive Director or Head of Office which will be reviewed by the Deputy Chancellor of Operations or designee for approval. The request must state why the employee should be entitled to exceed the city-mandated cap of \$77,469 and must indicate the duration of the overtime, as well as an estimate for the cost.

The Online Overtime Waiver Request Form can be found in the Payroll Portal under the DOE Applications tab. Please click [here](#) to access the Payroll Portal.

If you have any questions regarding the overtime waiver cap please call Administrative Payroll at (718) 935-2201.

FPC/mw

C: Raymond Orlando  
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