



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
JOEL I. KLEIN, *Chancellor*

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Vincent A. Giordano, *Executive Director*  
Division of Financial Operations

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 11, 2006 – 2007**

**DATE:** November 30, 2006

**TO:** ROC Directors and Heads of Offices  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/Timekeepers

**FROM:** Vincent A. Giordano  
Executive Director

**SUBJECT:** Revision of Overtime CAP for Administrative Employees

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Effective August 1, 2006 the overtime cap for employees subject to the overtime provisions of the Citywide Agreement shall be increased to \$65,856. Subsequently effective February 1, 2007, the cap shall be increased to \$68,490.

Most administrative employees are not eligible to earn more than 5% of their annual salaries in overtime per calendar year. A waiver must be submitted to Administrative Payroll from the 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 \$65,856 for overtime earnings is currently in effect. Employees, whose annual gross salary including overtime, differentials, longevity, etc., are equal or in excess of \$65,856 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 Deputy Chancellor of Operations or designee for approval. Your request should state why the employee should be entitled to exceed the city mandated cap of \$ 65,856. The waiver request must also indicate the duration of the overtime, as well as an estimate for the cost. Effective February 1, 2007, this citywide mandated cap will be raised to \$ 68,490.

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 contact Angel Lopez at (718) 935-2201.

VAG/ms