

City of New York Compensation Primer for Non-Managerial Employees

Welcome to New York City Government!

This guide is designed to help non-managerial employees understand salary and benefits, and the advantages of working for New York City government.

New York City's Civil Service System

For more than a century, New York State has required public employees be selected for jobs based on individual merit and fitness, as determined by examination (which should be competitive, if practicable). The concept of merit and fitness was implemented in the late 1880s, to ensure that positions in government were not based on an individual's political affiliation, but rather on a system where candidates would be tested based on their ability to perform the duties of the position. Many municipalities have their own civil service commissions to administer the testing and appointment of public employees. New York City's municipal civil service commission is the Department of Citywide Administrative Services (DCAS). DCAS administers the classified service, which includes most public employees. Certain public employees are not part of the classified service, including school teachers and principals, elected officials, employees of the Board of Elections, and employees of some agencies known as public benefit corporations.

Positions in the classified service are divided into four classes: competitive, non-competitive, exempt, and labor class.

The table below describes the City's title structure by class.

Title Classes	Description
Competitive class	Positions in which there are minimum qualifications set by DCAS, and for which DCAS has determined it is practicable to administer a competitive examination. Example: clerical associate
	Civil Service Status <ul style="list-style-type: none">• Permanent - Employee took and passed a civil service examination, was appointed from a civil service list, and completed their probation.• Provisional - Agencies generally hire provisional employees when there is no viable list to fill their vacancies. Civil service law permits agencies to hire provisionally for up to nine months and/or until an eligible list is established. Provisional employees are encouraged to take civil service exams to become permanent.

Title Classes	Description
<p>Competitive class</p>	<p>Probationary Term</p> <p>Every appointment or promotion to a permanent position in the competitive class has a probationary period of one year, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p> <p>Provisional employees do not serve a probationary term and do not gain permanent status while serving provisionally.</p>
<p>Non-competitive class</p>	<p>Positions in which there are minimum qualifications set by DCAS, but the hiring agency evaluates the qualifications of candidates because a determination has been made that it is impracticable to test competitively for the position.</p> <p>Example: agency attorney</p>
	<p>Civil Service Status</p> <p>Non-competitive</p>
	<p>Probationary Term</p> <p>Every original appointment to a position in the non-competitive class has a probationary period of six months, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS, or in the applicable Collective Bargaining Agreement.</p> <p>Passing a probationary period in the non-competitive class does not grant permanent civil service status.</p>
<p>Exempt class</p>	<p>Positions in which the appointing agency (not DCAS) sets the minimum qualifications and conducts the evaluation of merit and fitness. Employees in these positions typically have a confidential reporting relationship with the agency head.</p> <p>Example: deputy commissioner</p>
	<p>Civil Service Status</p> <p>Exempt</p>

Title Classes	Description
<p>Exempt class</p>	<p>Probationary Term</p> <p>Every original appointment to a position in the exempt class has a probationary period of six months, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p> <p>Passing a probationary period in the exempt class does not grant permanent civil service status.</p>
<p>Labor class</p>	<p>Positions for which there are no minimum qualification requirements, and no exams are administered. Evaluation of merit and fitness is conducted by the appointing agency.</p> <p>Example: city laborer</p>
	<p>Civil Service Status</p> <p>Labor</p>
	<p>Probationary Term</p> <p>Every appointment or promotion to a position in the labor class has a probationary period of one year, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p>

Note: Employees can confirm their civil service status by contacting their HR department, or by referring to their appointment letter.

New York City also offers the **55-a Program**, which allows the City to appoint qualified persons with a certified mental or physical disability to competitive class positions without taking a civil service examination. A person hired under 55-a is considered *non-competitive serving in a competitive title*. To learn more about NYC’s 55-a Program, please contact your agency’s HR department or visit the [DCAS website](#).

Assignment Levels Within Titles

Assignment levels differentiate the varying degrees of difficulty and responsibility within a title. Higher assignment levels will have more responsibility, work with greater independence, and perform more complex work than lower assignment levels. They may also supervise staff or supervise a larger number or higher level of staff than lower assignment levels. Each assignment level has its own salary or salary range. For example, principal administrative associate is a title with three assignment levels.

A civil service examination is not required to change an employee from one assignment level of a title to another.

Please note that not all titles have assignment levels. For example, police officer and construction laborer do not have multiple assignment levels.

How Can I Find More Information Pertaining to My Civil Service Title?

Employees can find information related to their civil service title in various ways, such as:

1. Contacting their HR department.
2. Signing into [Employee Self Service \(ESS\)](#), and checking under Personal Details.
3. At some agencies, it may also be reflected on your work identification.

You can research more information about your title and/or other civil service titles on [Title Specification Online \(TSOL\)](#). TSOL can be accessed on any computer in the City's network. TSOL houses information related to title codes, title specifications, collective bargaining units (CBUs), pay and other terms of employment.



The screenshot shows the homepage of the NYC Title Specifications Online website. At the top left is the NYC logo and the text "Citywide Administrative Services" and "Title Specifications Online". Below this is a navigation menu with links for HOME PAGE, TITLE SEARCH, SALARY SEARCH, INSTRUCTIONS, GLOSSARY, FAQ, and CONTACT INFO. The main content area includes a "Home Page" section with several links: Search for Title Information, Search for Salary Information by CBU, Instructions, Glossary of Terms Used in Title Specifications and Pay Authorizations, Frequently Asked Questions, Contact Information, Site Map, and Administration Login (security access required). A disclaimer states that the information should not be interpreted as superseding Collective Bargaining Agreements. On the right side of the page is a photograph of the New York State Capitol building. At the bottom of the page is a footer with navigation links and a copyright notice: "2024 City of New York * DCAS * Office of Management Information Systems * All Rights Reserved".

Now that you have a better understanding of your title within your agency, let's look at how compensation is set!

Collective Bargaining in New York City

In 1967, the New York State Legislature enacted the Public Employees' Fair Employment Act, commonly known as the Taylor Law. The law recognizes the right of public employees to organize and be represented by a union and requires governments to negotiate and enter written agreements with certified employee organizations concerning terms of employment such as compensation, benefits (e.g., health insurance, annual and sick leave time), and processes for grieving and resolving

disputes. The Taylor Law authorizes local governments to enact their own laws consistent with the Taylor Law to administer the local collective bargaining process. To this end, New York City has enacted the New York City Collective Bargaining Law. Most, but not all, non-managerial employees in the New York City classified service are represented by a union selected by the employees and certified to represent them in negotiations and grievance proceedings.

Salary and Compensation

How Are Salaries and Salary Ranges Determined?

For most civil service titles, salary and salary ranges are determined through collective bargaining. Collective bargaining is the process of negotiating the terms of employment, such as pay and working conditions, between an employer and a group of workers. In New York City, negotiations are between the City [through the Mayor’s Office of Labor Relations (OLR)] and unions to set the salary and other employment terms for represented titles.

Note: To find the current salary range for a represented title, you may look at the relevant collective bargaining agreement on [the Office of Labor Relations website](#) or search [TSOL](#) for the title’s pay authorization. The current salary will be listed under the most recent effective date.

		Effective 10/5/20			Effective 10/6/20		
		Minimum			Minimum		
TITLE CODE	TITLE	Hiring Rate ***	Incumbent Rate	Max	Hiring Rate ***	Incumbent Rate	Max
023PA 20 3/4	PRINCIPAL ADMINISTRATIVE ASSOCIATE						
UNIT:	023						
CBU CODE:	CWA, LOCAL 1180						
UNION:	OCTOBER 6, 2020 3%						
EFFECTIVE DATE:							
1022A, B,C	Legal Secretarial Assistant						
	Level II	\$40,549	\$46,631	\$50,181	\$41,765	\$48,030	\$51,686
	Level III	\$45,179	\$51,956	\$57,271	\$46,535	\$53,515	\$58,989
	Level IV	\$50,604	\$58,195	\$87,086	\$52,123	\$59,941	\$89,699
11703, 960400	Office Machine Associate	\$35,579	\$40,916	\$53,705	\$36,646	\$42,143	\$55,316
71488	Operations Assistant (Civil Defense)	\$37,094	\$42,658	\$56,850	\$38,207	\$43,938	\$58,556
22113	Planning & Operations Officer (CD)	\$56,985	\$65,533	\$87,086	\$58,695	\$67,499	\$89,699
0570, 10124, 960210-30	Principal Administrative Associate						
	Level I	\$46,037	\$52,943	\$67,439	\$47,418	\$54,531	\$69,462
	Level II	\$51,511	\$59,238	\$74,878	\$53,057	\$61,015	\$77,124
	Level III	\$56,985	\$65,533	\$87,086	\$58,695	\$67,499	\$89,699
71014	Principal Police Communications Technician						
	Level I	\$60,343	\$69,395	\$83,136	\$62,154	\$71,477	\$85,630
	Level II	\$63,605	\$73,146	\$88,761	\$65,513	\$75,340	\$91,424
	Level III	\$71,278	\$81,970	\$94,387	\$73,417	\$84,429	\$97,219
10420	Principal Shorthand Reporter *	\$48,522	\$55,800	\$71,445	\$49,977	\$57,474	\$73,588
10825	Principal Telephone Operator *	\$39,341	\$45,242	\$60,767	\$40,521	\$46,599	\$62,590
71415	Security Officer (Civil Defense)	\$46,037	\$52,943	\$67,439	\$47,418	\$54,531	\$69,462
10217, 960710-30	Stenographic Specialist						
	Level I	\$36,469	\$41,939	\$48,932	\$37,563	\$43,197	\$50,400
	Level II	\$38,215	\$43,947	\$52,227	\$39,361	\$45,265	\$56,884
	Level III	\$41,103	\$47,268	\$65,146	\$42,336	\$48,686	\$67,100
	Level IV **	\$50,783	\$58,401	\$69,402	\$52,307	\$60,153	\$71,484
11704, 117010/20	Supervisor of Office Machine Operations						
	Level I	\$35,579	\$40,916	\$53,705	\$36,646	\$42,143	\$55,316
	Level II	\$39,126	\$44,995	\$61,415	\$40,300	\$46,345	\$63,257
71496	Training Coordinator (Civil Defense)	\$51,511	\$59,238	\$74,878	\$53,057	\$61,015	\$77,124

Prevailing Wage/220 Titles

Pursuant to NYS Labor Law section 220, Skilled Craftsman and Trades titles are compensated based on the prevailing rate of wages. The City's Comptroller's Office has the authority to conduct proceedings to set the Prevailing Wage based on information concerning the rate of pay for the same titles in private industry and the rates set forth by the NYS Department of Labor. Typically, the prevailing wage rate is negotiated between the City, through the Mayor's Office of Labor Relations (OLR), and the union that represents the title in lieu of proceeding before the comptroller.

Note: Prevailing Rate Consent Determinations and Pay Authorizations for represented titles can be found on [TSOL](#) or the [Office of Labor Relations website](#).

Monetary Compensation

Base Salary

The annual rate of compensation paid to an individual employee, exclusive of any additions-to-gross or overtime.

The City has established salary ranges for most titles. The ranges are categorized as follows:

- *New Hire Rate*: The salary (exclusive of any differentials or overtime) at which a new hire must be paid, generally for their first two years of city service. Some titles have a waiver exempting them from the new hire rate. Refer to the collective bargaining agreement for information regarding specific titles.
- *Incumbent Minimum*: The minimum salary (exclusive of any differentials or overtime) at which an employee with at least two years of continuous city service must be paid. Refer to the collective bargaining agreement for certain exceptions.
- *Maximum Rate*: The maximum base salary (exclusive of any differentials or overtime) at which an employee can be paid in a respective title/assignment level.
- Note: There are some titles that only have a single salary rate (i.e., flat rate) and other titles, like police officer, which have a salary schedule determined by the length of service in the title.

Overtime Pay

In addition to base salary, employees may often receive overtime (OT) pay which results in additional compensation. OT is paid when an employee works beyond the standard weekly work hours for their title (e.g., 35 hours). The City pays OT in two ways:

1. *Cash*: Money paid in the form of cash, which is directly added to an employee's paycheck for OT worked. This may be subject to a cash overtime cap.
2. *Compensatory time*: OT paid for overtime in the form of time, which is credited to an employee's leave bank for future use. Payment for overtime with compensatory, or comp, time may be limited by provisions in the federal Fair Labor Standards Act (FLSA) requiring cash compensation.

OT can be classified as straight OT or premium OT:

- *Straight OT:* Overtime that is paid at the same rate of pay as regular hours. This generally applies to hours worked beyond the standard weekly work hours, but less than 40 hours per week.
- *Premium OT:* Overtime that is paid at a higher rate of pay than regular hours. This generally applies for hours worked beyond 40 hours per week, which may result in time and a half pay. Some collective bargaining agreements provide for double pay in certain circumstances.

Prevailing rate titles: Consult the applicable Consent Determination on the [Office of Labor Relations](#) website.

Additional Monetary Compensation

In addition to an employee’s salary, the City may pay other forms of monetary compensation pursuant to the collective bargaining agreement for the title. These include, but are not limited to:

Additional Monetary Compensation	Description
Assignment differential	<ul style="list-style-type: none"> • Based on performing specific or unique tasks. • Employees receive the assignment differential only while they are performing the specified duties or assigned to the particular assignment. • Assignment differentials do not become part of an employee’s base pay. • Assignment differentials cease when employees stop performing the duties or if they change job titles.
Advancement increase	<ul style="list-style-type: none"> • A guaranteed minimum increase when an employee is promoted from one title to another.
Level increase	<ul style="list-style-type: none"> • The guaranteed minimum increase when an employee is reassigned to a higher assignment level within a title.
Longevity differential	<ul style="list-style-type: none"> • A payment above the base rate of pay that is based on years of service in a title or occupational group. • This payment does not become part of an employee’s base pay.
Longevity Increment	<ul style="list-style-type: none"> • A payment based on years of City service, in an eligible title.
Recurring Increment Payment (RIP)	<ul style="list-style-type: none"> • A pay schedule that provides regular flat dollar amounts above the base rate of pay to eligible employees usually based on length of active city service. • Only full-time and full-time per diem employees are eligible to receive a RIP.

Additional Monetary Compensation	Description
<p>Service increment</p>	<ul style="list-style-type: none"> • A payment to incumbents of an eligible title based on years of service in the title, in an occupational group, or with the City. • This payment does become part of base pay (refer to the collective bargaining agreement).
<p>Uniform allowance</p>	<ul style="list-style-type: none"> • An amount of money negotiated to allow members to purchase or maintain uniforms required by the employer. • Uniform allowances do not become part of an employee’s base pay.
<p>Other additions to gross</p>	<ul style="list-style-type: none"> • Payments in addition to base salary, including certification, educational, license, experience, night shift or evening differentials, and transportation and equipment allowances.

Note: To find the additional monetary compensation for a represented title, you may look at the relevant collective bargaining agreement on the Office of Labor Relations website or search TSOL for the title’s pay authorizations.

The City also provides non-monetary compensation:

Non-Monetary Compensation

- **Leave:** Leave accrual rates are contingent upon the applicable collective bargaining agreement and generally based upon years of service. Most non-uniformed employees have their accrual rates set by the Citywide Agreement, with certain exceptions. Refer to the relevant collective bargaining agreement.

Under the Citywide Agreement annual leave and sick leave accrual are as follows:

- Annual leave, for employees hired after July 1, 2004 starts at 15 days/year and gradually increases, maxing out at 27 days/year for employees with more than 17 years of service.
- Sick leave, for employees hired after July 1, 2004 starts at 10 days/year and increases to 12 days/year for employees with more than 5 years of service.
- **Health insurance:** Through collective bargaining, the City of New York and the municipal unions have cooperated in choosing health plans and designing the benefits for the City’s Health Benefits Program. Employees have a choice of health plans, including plans with \$0 premiums. The [Office of Labor Relations website](#) shares information regarding employee health benefits.
- **Welfare fund:** A union administered fund that provides union members with a wide range of benefits, including prescription drug plans, dental, optical, disability, education, and legal services. The employer contributes per employee to the fund, as negotiated through collective bargaining.

- *Annuity benefits:* An investment fund for some titles into which the employer contributes a specific amount of money per employee per workday. These accounts are managed by a union annuity fund, where the monies are pooled and invested (please note that this is not provided by all unions).
- *Flexible Spending Accounts (FSA):* City employees may deposit a portion of their pre-tax income into accounts maintained for certain health and dependent care expenses. Information regarding Flexible Spending Accounts can be found on the [Office of Labor Relations website](#).
- *Paid holidays:* The City offers 13 paid holidays, excluding the floating holiday, to most full-time employees.
- *Floating holidays:* Floating holidays are afforded to most employees hired on or before July 2004.
- *Paid leave:* The City offers a variety of different paid leave programs for military leave, family leave, and others for eligible employees. Please consult your agency HR department for additional details.
- *Dedicated sick leave:* Some employees are eligible to voluntarily donate sick and/or annual leave for use as sick leave by a seriously ill or injured colleague. For more information about this program, consult your agency HR department or [click on this link](#).
- *Commuter benefits:* City employees are eligible to utilize pre-tax money to pay for commutes and reduce their overall tax burden. This includes fares for buses, subways, railroads, ferries, and paratransit. Information regarding commuter benefits can be found on the [Office of Payroll Administration website](#).

Educational Benefits

- Some City unions may provide educational benefits.
- Mayor's Graduate Scholarship (MGSP): Provided to eligible employees, to assist with their graduate education. For more information, please visit the [MGSP page](#) on the DCAS website.
- Loan forgiveness: Some City jobs qualify for the Public Service Loan Forgiveness Program. This is a student loan forgiveness program administered by the Federal Government. [Visit the Federal Student Aid website for more information](#).

Retirement Benefits

- *Pension benefits:* There are five City retirement systems: New York City Employees' Retirement System (NYCERS), Board of Education Retirement System ([BERS](#)), Teachers' Retirement System (TRS), Police Pension Fund, and Fire Pension Fund. Most City employees are covered by NYCERS. NYCERS is a defined benefit retirement plan. Generally, retirement allowances are based on a member's years of service, age, and final salary. Other kinds of benefits, such as loans, disability, and death benefits, are also offered. All benefits are funded by employee and employer contributions, and from earnings on the invested assets of the system. Information about the retirement plan can be found on the [NYCERS website](#).

- *Deferred Compensation Plan:* The New York City Deferred Compensation Plan allows eligible City employees a way to save for their retirement through convenient payroll deductions. The plan is comprised of two programs: a 457 Plan and a 401(k) Plan. More information about the Deferred Compensation Plan can be found on the [Office of Labor Relations website](#).
- *Individual Retirement Accounts (IRAs):* The New York City Employee Individual Retirement Account (NYC IRA) is a tax-favored retirement savings vehicle. It includes both a traditional IRA and a Roth IRA. More information about the NYC IRA can be found on the [Office of Labor Relations website](#).
- *Retiree Health Benefits:* The City offers health benefit plans for both non-Medicare and Medicare eligible retirees. The [Office of Labor Relations website](#) contains information regarding employee health benefits.

Glossary

CBU: Collective Bargaining Unit. Pay Authorization documents available on [Title Specifications Online \(TSOL\)](#) are organized by CBU.

Civil service title: Civil service titles are how different kinds of work are classified in government service. A civil service title performs a particular kind of work, requires specific qualifications to be appointed, and is paid according to a set range. Employees with civil service titles are considered civil servants. Appointment to competitive class titles require taking and passing a civil service exam administered by DCAS.

Classified service: The classification of government jobs into civil service titles. The classified service is divided into four classes: competitive, non-competitive, exempt, and labor.

Occupational group: A group of related competitive class civil service titles.

Office/functional titles: Also known as the *in-house or business title*, an office or functional title is used at an agency's discretion to describe a specific function (e.g., an employee with a civil service title of *principal administrative associate* who functions with the office title of *timekeeper*).

Not all titles or positions are assigned an office/functional title. In some instances (mostly for uniform titles), the civil service title and the office/functional title are identical (e.g., police officer and firefighter).

OLR: The Office of Labor Relations represents the mayor in the conduct of all labor relations between the City of New York and labor unions representing employees of the City. Additionally, OLR administers the Health Benefits Program, Management Benefits Fund, Employee Assistance Program, Workwell NYC Program, Medicare Part B reimbursement, and Pre-Tax Benefits & Citywide Programs (including the Deferred Compensation Plan and NYCE IRA).

OMB: The Mayor's Office of Management and Budget (OMB) is the City government's chief financial agency.

Salary: Pay rates and other types of monetary compensation are listed on pay authorizations which can be viewed on [TSOL](#). Pay rates are also often listed in collective bargaining agreements. These can be viewed on the [Office of Labor Relations website](#).

Title specifications: Title specifications provide information including the duties and responsibilities of a title, as well as the examples of typical tasks and qualification requirements. Title specifications can be viewed on [TSOL](#).

Unclassified service: The unclassified service is comprised of elective offices and all offices/employees of the City Council. It also includes Commissioners of City agencies, pedagogical positions, and Board of Election positions.

DCAS

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