



# Berkeley Federation of Teachers

1432 University Avenue  
Berkeley, CA 94702-1509  
www.berkeleyfederationofteachers.org

**Local 1078, AFL-CIO**

p: (510) 549-2307  
f: (510) 549-2308  
e: bft4tchr@lmi.net

## IS YOUR 2012-2013 RETRO PAY CORRECT? IS YOUR 2012-2013 BONUS CORRECT?

August 30, 2013

To: All BFT Members at Berkeley Adult School and Independent Study, and all BFT Bargaining Unit substitute teachers who worked in 2012-2013 school year,

It is important that you take a few minutes with your August 30th paycheck stubs (you may have THREE of them) and this flier in order to be certain that you have been paid correctly for the second 1% bonus payment (negotiated in August 2012), the 2.5% retroactive salary increase (negotiated in May 2013), AND the 2.5% bonus (also negotiated in May 2013) owed to you for 2012-2013.

**NOTE:** For all of the calculations below you should exclude any cash-in-lieu payments you received.

### **How to Check Your Second 1% Bonus Payment (for 2/1/13-6/30/13):**

Add ALL of your "gross" (before deductions) earnings for February 1, 2013 through June 30, 2013 and calculate 1.0% of this total (the total earnings x .01). This is the amount that you should see listed as the GROSS amount of your second 1% bonus for 2012-2013.

### **How to Check Your 2012-2013 Retroactive Salary Payment:**

Add ALL of your "gross" (before deductions) earnings for September 1, 2012 through August 30, 2013 and calculate 2.5% of this total (the total earnings x .025). **You should exclude your first 1% bonus payment (received on March 15, 2013) from this amount.** This is the amount that you should see listed as the GROSS amount of your 2012-2013 retroactive salary increase payment.

### **How to Check Your 2012-2013 2.5% Bonus Payment:**

Add your gross earnings for 2012-2013 **AND** your 12-13 retroactive salary payment, and calculate 2.5% of this **total**. This is the amount that you should see listed as the GROSS amount of your **2012-2013** bonus.

### **IF YOUR SECOND 1% BONUS, YOUR RETROACTIVE 12-13 SALARY PAYMENT, OR YOUR 2.5% BONUS PAYMENT APPEAR TO BE IN ERROR:**

If you suspect an error in your 2012-2013 retroactive salary payment or bonus, first email your Payroll Specialist. Please cc BFT (bft4tchr@lmi.net).

**Malika Upshur (A-J): malikaupshur@berkeley.net**

or

**Kevin Younger (K-Z): kevinyounger@berkeley.net**

If you receive no response within a few days, or the problem continues unresolved, please email Payroll Manager Robert Martin at robertmartin@berkeley.net. Please cc BFT on this email.