


MEMORANDUM

City of Philadelphia
Office of the Director of Finance

TO: ALL DEPARTMENTS, BOARDS AND COMMISSIONS

FROM: Valerie D. Hayes, Payroll Director 

DATE: September 18, 2014

SUBJECT: **DISTRICT COUNCIL 33 RATIFICATION BONUS**

\$2,800 ratification bonus is being issued to permanent full-time employees coded in payroll as compulsory union code A, G, M and T who are on the active payroll and/or currently on military leave as part of Operation Enduring Freedom as of the ratification date, September 9, 2014. \$1,400 ratification bonus is being issued to permanent part-time employees in the above categories who work a minimum of 18 hours per week.

Probationary employees hired between March 9, 2014 and September 9, 2014 will receive their bonuses upon completion of their probation periods. Permanent employees who are on a leave of absence without pay as of September 1, 2014 will be eligible for the bonus only if he/she returns to the active payroll before March 1, 2015 and remains on the active payroll for at least sixty (60) consecutive calendar days. No exceptions. When employees in the above categories are eligible for payment, please e-mail their names, payroll numbers and amount due to me and cc Melissa Conlin of Finance-Payroll. As soon as we gather enough eligible employees we will pay them; we will not pay them one at a time. If an employee receives a bonus check and is not entitled, please return the check to Finance-Payroll with a Payroll Credit Advice (PCA) attached.

Employees who terminate prior to the ratification date will not receive the bonus.

Thank you.

cc:

Catherine Paster, 1st Deputy Finance Director
Al D'Attilio, Director of Human Resources
Joe Oswald, Director of Accounting
Rene Vargas, Director of Labor Relations
Monica Marchetti-Brock, Deputy Director of Labor Relations
Shannon Farmer, Ballard Spahr