

Understanding Your Retro Pay

SEIU 73 UIC Employees, Spring 2021

We have received lots of questions about how the retro pay was calculated and if the checks are correct. The important thing to remember is that the union doesn't cut your checks or calculate your pay, which is why we requested that UIC put together [these FAQs](#) for you in understanding your retro pay. If you feel that you have been paid the wrong amount for whatever reason, you need to reach out to HR and explain to the best of your ability why you think the calculation is wrong. After communicating with HR, if you still believe you have been paid incorrectly, then you should reach out to your steward or union representative.

Rather than resolving these issues on an individual basis, we are planning on filing all-affected grievances so that we can fight to ensure that every single person received what were fought for and won in our contract.

→ Why does my check say 100 hours?

This is for the funding percentage and will always total 100% for everyone. This does not reflect retroactive hours.

→ How many retro checks will I receive?

Retro will appear in one check as the total amount that was calculated for that individual member.

→ What am I owed in my retro?

Retro pay should account for the following:

- Across the board raises for each year of the contract (to know what you are owed for what year of your contract, look at the table below)
- Overtime hours worked
- Benefit time
- Any step increases or changes to your rate

YEAR	TECHNICAL	CLERICAL	SERVICE	PROFESSIONAL
1 = 2% Increase	Dec 17 2019 – Dec 16 2020	Aug 27 2019 – Aug 26 2020	Oct 4 2019 – Oct 3 2020	Aug 16 2019 – Aug 15 2020
2 = 1% Increase	Dec 17 2020 – Dec 16 2021	Aug 27 2020 – Aug 26 2021	Oct 4 2020 – Oct 3 2021	Aug 16 2020 – Aug 15 2021

→ How do I know if I was paid correctly?

The simple formula for understanding how your gross retro pay is calculated is:

Amount you are owed per hour (this is not your rate, it's the increase you were owed on top of your rate, for example 2% for Year 1 or 1% for Year 2)

Multiplied by

Hours worked during the time period you were owed

If you are full time, your hours owed for a year would just be 2080 (40 hours a week x 52 weeks a year) or 1950 (37.5 hours per week x 52 weeks), not counting overtime. Because your rates are different for each year, you have to calculate Year 1 and Year 2 separately then add together. The easiest way to check your

retro for Year 1 is to multiply your rate before the strike by 2% to find out how much you were owed per hour. Then multiply that number by either 2080 or 1950 hours worked for Year 1. When calculating Year 2, you have to estimate the number of hours worked between the beginning of Year 2 and the date that the retro was applied. Then multiply that number by 1%. Add Year 1 and Year 2 together and compare to the gross amount on your check.

Ask yourself: Does this number look right? Were you paid more or less than the number you calculated? How much overtime did you work last year? Does it look like your retro check incorporated your overtime? Does it look like you were overpaid? Did you receive a step increase or a promotion that would have increased your rate during the year? Does this number account for that? If you were paid more or less than the amount you calculated, and you can't account for the difference after asking yourself the questions above, then it is likely that you were underpaid or overpaid.

→ What do I do if my retro looks wrong?

At this point, you should reach out to HR and explain to them why you think your check was wrong. Below is a sample of a letter or email that you can send to HR explaining what you believe you were owed. This is written based on the year 1, year 2, and implementation dates in the Technical contract, so you would need to update with the correct dates for your contract.

To Whom It May Concern,

I am a (...title...) and as such I understand that my pay increases are determined by the collective bargaining process. I also understand that this process was concluded on or about 12/1/2020.

In that agreement I am to receive 2% pay retroactive to 12/17/2019 for year 1 of the technical contract, which brings my hourly rate from (prestrike rate) to (prestrike rate x 1.02). For that increase I am expecting at least (\$ amount of retro= amount of increase x 20560 hours) with additional retro for overtime hours. For year 2 of the technical contract starting 12/17/2020, I am to receive a 1 percent raise bringing my rate from (year 1 rate x 1.01). This is retroactive from 3/3/2021 to 12/17/2020, which is at least 480 hours, so I am expecting at least (rate increase x 480) additional retro pay for year 2 of the contract with additional retro for overtime hours worked since 12/17/2020.

Please let me know when I will be receiving this and what assistance you may need from me to get this accomplished.

Sincerely,

→ Did I lose money because of the strike?

No, you absolutely did not. Remember, management was offering us almost nothing up until the strike. Without the strike, members would have seen little to nothing for all the work they did throughout the pandemic. You can calculate the minimum amount you will see over the course of the contract by multiplying your hourly rate by the percentage increase for each year of the contract, then adding the totals up. For example, an employee who makes \$25 an hour will see a total increase of \$8060 over the four years of the contract, and that doesn't account for step increases, market adjustments, hourly differentials, or merit pay. Cicero-Flyers The across-the-board raises are the same for all contracts. The year 1 raise is 2%, year 2 is 1%, year 3 is 1.5% and year 4 is 1.5%.