



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1986 Salary Increase and Other Changes in Salary for Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No.	P-472
		Date	March 12, 1986

Chapters 306 and 307, Laws of 1985 provide for a salary increase, new salary schedule and other changes as described below for management/confidential employees and other employees excluded from collective bargaining units.

Management/Confidential employees (NU 06), unrepresented employees of the Division of Military and Naval Affairs (NU 46) and employees of PERB (NU 66)

The legislation provides a new Salary Schedule which includes a 5½% increase for grades 603-617 and a 5% increase for grades 618-668. A copy of the April 1, 1986 Salary Schedule is attached.

Employees in Graded Positions

Effective April 1, 1986, employees in grades 603-617 will receive a salary increase of 5½% of their April 1 salary and employees in grade 618-668 will receive a salary increase of 5%.

Employees in NS (Grade 600) Positions

The legislation provides a salary increase of 5½% of the April 1 salary for employees in NS (grade 600) positions if their positions are equated to grade 617 or below, or if not equated, would in the opinion of the Director of the Budget be equated to a grade 617 or below. All other employees in NS (grade 600) positions will receive a salary increase of 5% of the April 1 salary.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The legislation provides new salary schedules effective April 1, 1986 as listed below.

1. For facilities with an inmate population of 400 or more

<u>Hiring Rate</u>	<u>Job Rate</u>
\$56,094	\$76,715

2. For facilities with an inmate population of less than 400

<u>Hiring Rate</u>	<u>Job Rate</u>
\$43,520	\$55,115

Effective April 1, 1986 all Correction Superintendents (grades 600 and 700), will receive a salary increase of 5%, rounded to the next whole dollar.

Employees of the State Police whose salaries are provided
for in Section 215.1(a) of the Executive Law (NU 18)

Effective April 1, 1986 all employees will receive a salary increase of 5%, rounded to the next whole dollar.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$406 annually (\$15.57 biweekly) for the fiscal year beginning April 1, 1986. Location pay is paid to all full-time employees whose principal place of employment or official station is in these areas.

Monroe County

The amount remains at \$200 for employees who were incumbents of positions on March 31, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

Calculation of Salary

Promotions

Since the Hiring Rate on the April 1, 1986 salary schedule is increased, the normal rules for calculation of salaries are applicable for promotions that are effective on or after the first day of Payroll Period 1L. On promotion, an employee is entitled to:

1. the appropriate percentage increase based on the number of grades promoted

or

2. the Hiring Rate on the April 1, 1968 salary schedule. whichever results in the higher promotion salary.

Reallocations

The rules for calculating salaries for reallocations that occur on or after April 1, 1986 are the same as explained above for Promotions, except that no salary may be increased above the Job Rate of the higher grade plus \$1500.

SPECIAL PROVISIONS AFFECTING THE SALARY INCREASE1. Withholding of the Salary Increase by the Director of the Budget

The legislation provides for the withholding of any increase or partial increase when the Director of the Budget determines that the increase is not warranted or is not appropriate.

2. Identification of Employees in Positions Equated to or Considered Equal to Grade 617 or Below

In preparation for the salary increase, the OSC identified all employees in NS (grade 600) positions which are equated to grade 617 or below on a Budget certificate. The Division of the Budget is reviewing all non-equated positions and will inform OSC of their determination and the appropriate raise will be given automatically.

3. Employees in Trainee Positions

Employees in trainee positions will receive the salary increase based upon the grade of the position for which they are training. The only management/confidential trainee title which results in appointment to a position in a salary grade less than grade 618 is the Junior Administrative Assistant Trainee. Employees in this title will receive the 5½% salary increase. All other management/confidential trainees are in programs for appointment to positions allocated to grade 618 or higher. Employees in these positions will receive the 5% salary increase.

Longevity Salary Increase, Grades 603-617

The legislation also provides for an annual salary increase, effective April 1, 1986, of \$750 to employees in Grades 603-617 who have completed 5 or more years of continuous service at a salary equal to or within 98% of the job rate of the grade of their position occupied on March 31, 1986; the resultant salary may not exceed the April 1, 1986 Job Rate salary for the grade plus \$1500. Since this increase is dependent on the July 1986 M/C Performance Rating, it will be processed on a retroactive basis at a later date.

Payment of the Salary Increase

The salary increases are effective from the first day of Payroll Period 1L and will be paid in Institution Period March 27-April 9, 1986 (checks dated April 24, 1986) and Administration Period April 3-16, 1986 (checks dated April 30, 1986).

The salary increase will be applied as follows:

Class of Employees

1. Employees in graded positions.

OSC will apply the salary increase of 5½% for grades 603-617 and 5% for grades 618-668.

These employees will not appear on the Exception Listing.

2. Employees in NS (Grade 600) Positions.

OSC will apply the salary increase of 5½% for employees in NS positions equated to grade 603-617 on the Budget Certificate, or determined to be equal to grade 617 or below by the Director of the Budget and trainee positions when the attained salary grade would be equal to or less than 617.

OSC will apply the salary increase of 5% for all other employees.

These employees will be printed on an Exception Listing with a message identifying whether the increase was computed at 5½% or 5%.

3. Employees with pay basis code HRY or DLY.

OSC will not apply the salary increase.

These employees will be printed on the Exception Listing with no message.

Tentative Salary Register

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

A copy of the tentative salary register, and the Exception Listing will be forwarded to reach you shortly after your regular salary register for the period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

Preparation of PR-75 Forms

PR-75's must be submitted for the following groups of employees.

1. Employees who are not to receive the full increase.

The legislation provides for the withholding of an increase or partial increase by the Director of the Budget. If OSC has increased the salary automatically for an employee who is not to receive the full increase, a PR-75 to reduce the salary to the approved level must be submitted.

Preparation of PR-75 Forms (continued)

2. Hourly and Daily Employees.

PR-75's must be submitted to increase the rate for all hourly and daily employees. To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to get the annual salary. Increase the annual by the appropriate percentage rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Use transaction code CHG RATE.

3. Correction Superintendents in Grade 700 positions.

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted. Use transaction code COR FY SAL.

In preparing your payroll for Period 1

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.
- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.

Attachment

OFFICE OF THE STATE COMPTROLLER
BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
NEGOTIATING UNITS 06, 46 & 66
EFFECTIVE APRIL 1, 1986

<u>Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
M/C 3	\$11,473	\$14,793
M/C 4	12,000	15,485
M/C 5	12,748	16,260
M/C 6	13,307	17,116
M/C 7	14,101	18,067
M/C 8	14,900	19,021
M/C 9	15,776	20,057
M/C 10	16,651	21,195
M/C 11	17,687	22,397
M/C 12	18,643	23,595
M/C 13	19,756	24,931
M/C 14	20,955	26,327
M/C 15	22,148	27,773
M/C 16	23,423	29,279
M/C 17	24,776	30,918
M/C 18	25,146	31,315
M/C 19	26,520	32,967
M/C 20	27,896	34,644
M/C 21	29,424	36,456
M/C 22	31,029	38,397
M/C 23	32,643	40,899
M 1	35,273	44,703
M 2	39,165	49,629
M 3	43,520	55,115
M 4	48,183	60,924
M 5	53,549	67,776
M 6	59,339	74,755
M 7	65,453	81,174
M 8	55,116 +	