



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1987 Performance Advances, Salary Increase and other changes in Salary for Employees of the Security Services and Security Supervisors Negotiating Units	Bulletin No. P-515
	Date March 19, 1987

Chapter 305 of the Laws of 1985 which implements the agreements between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) Negotiating Units provides for a salary increase and a new Salary Schedule for these employees and for other changes as described below.

April 1, 1987 Salary Increase

The legislation provides for a revised April 1, 1987 salary schedule. The new schedule was constructed by increasing the April 1986 Hiring Rates and Performance Advance/Longevity Amounts by 6%; the Performance Advance Rates and Longevity Steps were determined by addition of the revised Performance Advance/Longevity Amounts. A copy of the revised Salary Schedule is attached.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$602 annually (\$23.02 biweekly) for the fiscal year beginning April 1, 1987. 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 (\$7.65 biweekly) for employees who were incumbents of positions on May 23, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

Pre-Shift Briefing Pay & Premium Overtime

Pre-shift briefing pay is increased to the rate of \$48.00 biweekly and premium overtime paid to certain employees in the Security Units remains at 12% of basic annual salary.

Performance Advance Payments

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1987 and whose basic annual salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 full work days) in their grade or a higher grade between April 1, 1986 and March 31, 1987, and who receive a final performance rating of "Needs Improvement" or higher. An employee may have performance advances withheld for two consecutive years in each grade as a result of "Unsatisfactory" rating; however, an employee receiving a third consecutive "Unsatisfactory" rating in the same grade should also receive a performance advance.

Employees who were appointed or promoted to a higher grade prior to April 1, 1987 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade.

Any longevity paid to employees is subtracted from annual salary before determining eligibility for a performance advance. The amount of the performance advance is the amount shown on the April 1986 Salary Schedule for the grade of the employee's position or the difference between the employee's basic annual salary and the job rate, if less, since an employee may not exceed the job rate of their position by application of a performance advance.

Longevity Payments

Employees in the Security and Security Supervisors Unit are entitled to longevity payment upon the completion of ten years of continuous service in titles in the Security and Security Supervisors Units, a second longevity payment upon the completion of 15 years of service and a third longevity payment (which is equal to one-half of the performance/longevity amount) upon the completion of 20 years of service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10, 15 or 20 years of service, but the employee's salary may not exceed the longevity maximum of the grade.

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

Longevity payments in both units are paid from the first day of the payroll period which begins after the date the employee completes the required service.

Each agency/facility will be sent a list of employees who will complete 10, 15 or 20 years of service during 1987-88 and become eligible for a longevity payment.

Increment Codes for Performance Advances and Longevity Payments

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any.

Salary registers currently contain the increment codes which are described below:

- 1 (+ Year) Employees whose salary is below the job rate for this grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.

For example, code 18 would mean that a performance advance is due in April and a longevity payment is due in the 1988-89 fiscal year.

- 2 (+ Year) Employees whose base salary is at or above the job rate of the current position, are receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.

- 3 (+ Year) Employees whose salary is below the job rate for this grade and are not entitled to a performance advance (due to lack of service) or employees whose salary is at the job rate. Longevity payment is due in the year indicated.

For example, code 37 would mean that no performance advance is due in April and longevity payment is due in the 1987-88 fiscal year.

- 4 (+ Year) Employees who are receiving longevity pay whose base salary (with FIS salary) is below the job rate of the current position, and who are entitled to a performance advance in April and longevity pay in the year indicated.
- 5 (+ Year) Employees who are receiving two longevity payments whose base salary (with FIS salary) is below the job rate of the current position and who are entitled to a performance advance in April and 20-year longevity pay in the year indicated.

NOTE: Increment code 6 designates employees who are receiving the salary of a higher grade due to abolishment of their previous positions prior to October 1972.

- 6 (+ Year) Employees whose base salary is at or above the job rate of the abolished position and who are entitled to longevity pay in the year designated by the second digit.

- 69 Employees whose base salary is at or above the job rate of the abolished position and who are receiving all longevity payments due.

Additionally, there are two miscellaneous codes that indicate when all longevity payments have been processed or a promotion recalculation is due to the employee.

- 08 (with Employees whose base salary is below the job rate of their FIS current position who are entitled to a performance advance salary) in April, but who have received all longevity payments due.

Employees promoted during 1986-87 who have insufficient service to qualify for a performance advance in the higher grade but who are entitled to a reconstructed promotion salary.

- 99 Employees whose salary reflects all performance advances and longevity payments due to them.

The Office of the State Comptroller will automatically apply the performance advance, if due.

Payment of Salary Increase

The salary increase will be applied to the April 1, 1987 salary as follows:

For employees whose annual salary is identical to the hiring rate, performance advance rate 1, 2, 3 the job rate or the longevity rates of the salary grade of their position on the April 1986 salary chart, the salary will be increased to the hiring rate, performance advance rate 1, 2, 3, the job rate or the corresponding longevity rate on the attached salary schedule.

For employees whose annual salary is not equal to any step on the April 1986 salary schedule, and those in NS (grade 600) or Trainee, including Correction Officer Trainees, (grade 800) positions, the salary will be increased by 6% rounded to the next whole dollar amount.

The salary increase is effective from the first day of Payroll Period #1L and will be paid in Institution Payroll Period #1L, March 26-April 8, 1987 (checks dated April 23, 1987) and Administration Payroll Period #1L, April 2-15, 1987 (checks dated April 29, 1987).

Tentative Salary Register

After payrolls are processed for Period #26L, OSC will convert the computer records to reflect the performance advance and/or salary increase. A tentative salary register will be prepared showing computed biweekly gross payments (using the leap year factor .038251) and variable deductions based on the new salaries.

A copy of the tentative salary register and Exception Listings identifying employees in annual-salaried NS positions or with pay basis code HRY or DLY 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 forms 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 employees:

1. Eligible employees for whom a performance advance has not been automatically applied. Use transaction code COR FY SAL.
2. Employees receiving Unsatisfactory Performance ratings. Use transaction code UNSAT PERF.
3. 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 6% 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.

In preparing your payroll for Period #1L, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1988.
2. Submit PR-75 forms for all corrections to the tentative register and for the items described above.
3. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
4. The normal amount of Previous Payroll on the PR-76 for Period #1L should be the amount shown on the tentative payroll listing.

Update of Increment Codes

The salary register for Period #1L will reflect the updated increment codes for next year for all active employee as defined below.

For employees with increment code 10-19 on the tentative payroll whose increased salary is:

- a. below the job rate, the increment code will remain the same.
- b. equal to the job rate, the first position of the increment code will be updated to 3 and the second position will remain the same.

For employees with increment code 30-39 on the tentative payroll whose increased salary is:

- a. below the job rate, the first position of the increment code will be updated to 1 and the second position will remain the same.
- b. equal to the job rate, the code will remain the same.

For employees with increment code 08 or 40-59 with FIS salary:

The increment code will remain the same, the FIS salary will be removed.

For employees with increment code 60-69, 99:

The increment code will remain the same.

If a PR-75 is submitted in Period #1L and the increment code is a block requirements, the increment code on the PR-75 will be reflected on the Period #1L salary 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 SECURITY SERVICES NEGOTIATING UNIT 01
 SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE APRIL 1, 1987

Salary Grade	Hiring Rate	Perf. Advance			Job Rate	Perf. Advance & Long. Amount		10-yr. Long. Step		15-yr. Long. Step		(Long. Max) 20-yr. Long. Step	
		Rate 1	Rate 2	Rate 3		Long. Amount	Step	Step	Step	Step	Step	Step	
1	11169	11907	12645	13383	14121	738	14859	15597	15966				
2	11598	12377	13156	13935	14714	779	15493	16272	16662				
3	12198	13011	13824	14637	15450	813	16263	17076	17483				
4	12775	13631	14487	15343	16199	856	17055	17911	18339				
5	13408	14307	15206	16105	17004	899	17903	18802	19252				
6	14142	15089	16036	16983	17930	947	18877	19824	20298				
7	14977	15961	16945	17929	18913	984	19897	20881	21373				
8	15855	16878	17901	18924	19947	1023	20970	21993	22505				
9	16774	17844	18914	19984	21054	1070	22124	23194	23729				
10	17761	18883	20005	21127	22249	1122	23371	24493	25054				
11	18846	20015	21184	22353	23522	1169	24691	25860	26445				
12	19928	21150	22372	23594	24816	1222	26038	27260	27871				
13	21155	22427	23699	24971	26243	1272	27515	28787	29423				
14	22405	23738	25071	26404	27737	1333	29070	30403	31070				
15	23731	25120	26509	27898	29287	1389	30676	32065	32760				
16	25102	26553	28004	29455	30906	1451	32357	33808	34534				
17	26546	28073	29600	31127	32654	1527	34181	35708	36472				
18	28090	29695	31300	32905	34510	1605	36115	37720	38523				
19	29656	31332	33008	34684	36360	1676	38036	39712	40550				
20	31206	32960	34714	36468	38222	1754	39976	41730	42607				
21	32917	34745	36573	38401	40229	1828	42057	43885	44799				
22	34708	36642	38576	40510	42444	1934	44378	46312	47279				
23	36618	38609	40600	42591	44582	1991	46573	48564	49560				
24	38630	40694	42758	44822	46886	2064	48950	51014	52046				
25	40818	42971	45124	47277	49430	2153	51583	53736	54813				