



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1987 Salary Increase and other changes in Salary for Employees in the Administrative, Operational and Institutional Services and Division of Military and Naval Affairs Negotiating Units	Bulletin No. P-519
	Date March 20, 1987

Chapter 302 of the Laws of 1985 and Chapter 510 of the Laws of 1986 which implements the agreements between the State and the Civil Service Employees Association representing employees in the Administrative (02), Operational (03) and Institutional (04) Services and Division of Military and Naval Affairs (47) 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. Generally, the new schedule was constructed by increasing the April 1986 schedule by 6% and adding two longevity steps in the amount of \$750 each to the new job rates. 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 March 31, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

Longevity Salary Increase

The legislation provides for a longevity salary increase of \$750 to employees who have completed 5 or more years of continuous service at a salary equal to or above the job rate of the grade of their position; the resultant salary may not exceed Longevity Step 2 for the grade as shown on the April 1, 1987 Schedule. An increase to Longevity Step 2 is payable to employees who have completed 10 years of continuous service at a salary equal to or above the job rate, or maximum, of the grade of their position. In addition to these requirements, the employee must receive a performance rating of "Satisfactory" or its equivalent during the rating period which ends prior to payment.

Longevity Salary Increase (continued)

The appropriate longevity increase is payable from the beginning of Payroll Period 1L to those employees who have completed the eligibility requirements by March 31, 1987. It is also payable from Period 1L to those employees who completed 10 years at the job rate on March 31, 1986, but who could receive only one \$750 increase under the provisions governing the 1986 longevity increase.

Employees who complete the requirements on or after April 1, 1987 are entitled to the longevity increase at the beginning of the payroll period which follows the completion of five or ten-years at or above the maximum/job rate salary level. Agencies will be sent a listing of their employees who are presently coded '78' or '83' in the increment code block. Review this listing for employees who may have reached the maximum salary level on April 1, 1977 but due to interrupted service do not immediately qualify for the longevity increase or employees who reached the job rate salary during the 1982-'83 fiscal year and will become eligible for a longevity salary increase upon completion of 5 or 10-years service at the job rate salary during 1987-'88.

Continuous service as used in determining eligibility for the longevity salary increase is paid service (including part-time annual-salaried service and sick leave at half pay) or time on Workers' Compensation leave or Military leave without pay.

NOTE: Effective April 1, 1986, Geographic Differential became an adjustment added to the longevity salary to which an employee may be entitled. Refer to your SALARY MANUAL, GEOGRAPHIC DIFFERENTIAL, Part II, Pages 6 and 7 for directions on payment of this differential to employees who are entitled to longevity.

In determining eligibility:

1. Employees who have been continuously occupying the same position without any break in service must have reached the maximum salary of the grade by April 1, 1977 to be eligible for advancement to Longevity Step 2 in Period 1L or April 1, 1982 to be eligible for the \$750 salary increase in Period 1L. For employees who have a break in service, any service prior to those dates during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 or 10 year requirement.

NOTE: Employees who received a performance advance to bring their salary to the job rate on July 1, 1979, who were active on the payroll for the entire period from April 1 to June 30, 1979, receive credit for that 3 months.

2. Employees who have occupied a higher grade position at anytime in the past will receive credit for all service during which they earned a salary which was equal to or above the maximum of the grade of the position which they occupied on March 31, 1987.
3. Employees who occupy Trainee positions on the date they complete the 5 or 10-year service requirement, who are holding the salary of a prior graded position which upon completion of the Traineeship results in appointment to the same (or lower) grade as previously held, will become eligible for receipt of the appropriate longevity salary increase on appointment to the graded "target" position.
4. Employees who were demoted during the 1986-'87 fiscal year and who otherwise qualified for longevity salary increase but did not receive it due to payment of a Performance Award in their former higher grade position or are in the midst of their 6 payroll period wait will receive longevity increase automatically in Period 1L, based on their increment code. Employees in the latter group will become entitled to their adjustment for the periods prior to Period 1L via submission of a PR-75 only after the 6 payroll periods of service in the lower grade is completed.
5. Employees who lateral transfer from a position represented by another negotiating unit or M/C position, who otherwise would have qualified for the CSEA longevity salary increase if they had been in a CSEA position on March 31, 1987, become eligible for receipt of the appropriate longevity salary increase upon transfer to the CSEA position.

Attached to this Bulletin are charts listing the Maximums/Job Rates for the years 1974 through 1982; Attachment A applies to employees who occupy positions in the Administrative, Operational or Institutional Services Units and Attachment B covers employees in the Division of Military and Naval Affairs Unit.

Changes from previous years -

1. At present, the legislation does not continue the combined service/salary credit for:
 - (a) Employees who have been promoted and whose salary in the lower and higher grades was equal to or above the maximum/job rate of the respective grades
 - and
 - (b) employees whose positions have been reallocated and whose salary in the lower grade was equal to or above the maximum/job rate and who attained the job rate in the reallocated grade by March 31, 1987.

For employees as described above with increment codes '77'-'82' in their record, OSC is converting the first digit to a '6' ('67', '68', '69', '60', '61' or '62') for identification should future salary legislation be enacted to cover them.

2. At present, the legislation does not cover employees who occupy unallocated positions which are equated to salary grades.
3. The agreements and legislation eliminated the longevity lump sum payment in December, as has been provided to certain employees in past years. Employees whose March 31, 1986 salary is already equal or in excess of the Job Rate plus \$1500 are entitled to the 6% salary increase only.

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, Step 1, 2, 3, 4 or the Job Rate of the salary grade of their position on the April 1986 Salary Chart, the salary will be increased to the Hiring Rate, Step 1, 2, 3, 4 or the Job 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 (grade 800) positions, the salary will be increased by 6% rounded to the next whole dollar amount.

Longevity Salary Increase

The increment code block is used to record eligibility for the longevity salary increase.

Following application of the 1987 6% salary increase:

- (a) employees with salaries less than the Job Rate plus \$1500 of their grade and with a '77' in the increment code block, will receive an additional salary increase required to bring the salary to the Job Rate plus \$1500.
- (b) employees with salaries equal to the Job Rate and with a '78', '79', '80', '81' or '82' in the increment code block will receive an additional salary increase of \$750 to bring the salary to Longevity Step 1 on the April 1, 1987 Schedule
- (c) employee with salaries between the Job Rate and Longevity Step 1 on the April 1987 Schedule and with a '78', '79', '80', '81' or '82' in the increment code block, will receive an additional salary increase of \$750.

The salary increase and longevity increase for employees who have completed the eligibility requirements by March 31, 1987 are 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).

Preparation for Payment for Longevity Salary Increases

After payrolls are processed for Period 24L, OSC will prepare preliminary listings for each agency of those employees currently active with an increment code of '77', '78', '79', '80', '81' or '82' in their record and who we project to receive the longevity salary increase. The amount of projected longevity salary increase will be shown on the special listing.

The special listing will be distributed during the week of March 23. You should carefully review the listing and where required correct the increment code block by submission of a PR-75 in Payroll Period 26L, or a PR-75 may be submitted in Period 1L to process the longevity increase.

Tentative Salary Register

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the salary increase(s). 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 (1) with pay basis code HRY or DLY and (2) who are receiving both the raise and longevity (with the amount of longevity shown separately), 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 employees:

1. Eligible employees for whom the longevity salary increase was not automatically applied. Use transaction code COR FY SAL and additional transaction code LONG PAY.
2. Employees for whom the longevity salary increase was automatically applied who are not eligible. Use transaction code COR FY SAL.
3. Employees for whom the longevity salary increase was automatically applied and who received Unsatisfactory Performance Ratings during 1986-87. Use transaction code UNSAT PERF.
4. Employees for whom the longevity salary increase was not automatically applied and who are otherwise eligible but receive Unsatisfactory Performance Ratings during 1986-87. Use transaction code UNSAT PERF.
5. Hourly and Daily Employee

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 1987.
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.

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.

Attachments

MAXIMUMS/JOB RATES (WITH TOLERANCES)
LONGEVITY SALARY CREDIT
ADMINISTRATIVE, OPERATIONAL, INSTITUTIONAL SERVICES

Grade	1974- 1976	April 1977	Oct. 1977	April 1978	Apr./July '79 April 1980	Oct. 1980	April 1981	Oct. 1981	April 1982
1	6370	6681	6936	7290	7801	8084	8358	8651	9695
2	6633	6959	7223	7590	8123	8420	8705	9010	10097
3	6971	7315	7594	7980	8539	8840	9139	9459	10607
4	7308	7666	7960	8362	8951	9265	9579	9915	11115
5	7670	8047	8357	8783	9397	9729	10058	10408	11667
6	8087	8486	8811	9257	9905	10252	10599	10969	12294
7	8532	8951	9292	9763	10447	10827	11193	11583	12982
8	9000	9447	9808	10302	11025	11410	11796	12208	13682
9	9499	9968	10347	10871	11632	12040	12447	12883	14441
10	10039	10536	10941	11495	12300	12725	13156	13617	15266
11	10613	11139	11561	12144	12997	13466	13922	14410	16148
12	11198	11750	12200	12815	13715	14201	14681	15194	17027
13	11842	12430	12903	13553	14504	15018	15526	16069	18007
14	12514	13136	13637	14326	15329	15865	16402	16977	19026
15	13213	13870	14400	15127	16180	16740	17306	17912	20080
16	13947	14637	15193	15957	17077	17678	18276	18916	21197
17	14734	15466	16057	16866	18048	18687	19319	19994	22407
18	15572	16345	16966	17821	19069	19740	20408	21123	23673
19	16410	17224	17882	18783	20095	20790	21493	22246	24940
20	17248	18106	18794	19740	21120	21860	22599	23388	26210
21	18156	19059	19787	20783	22238	23019	23798	24626	27600
22	19118	20071	20837	21885	23420	24238	25055	25932	29065

Attachment B

JOB RATES
LONGEVITY SALARY CREDIT
DIVISION OF MILITARY & NAVAL AFFAIRS UNIT

<u>Grade</u>	<u>1974- 1978</u>	<u>Apr./July '79 April 1980</u>	<u>July 1980</u>	<u>Jan. 1981</u>	<u>Oct. 1981</u>	<u>April 1982</u>
3	REFER	8550	9005	9310	10123	11035
4	ATTACH.	8955	9429	9748	10597	11551
5	A	9410	9905	10240	11128	12130
6		9910	10428	10781	11713	12768
7		10470	11013	11386	12365	13478
8		11030	11598	11991	13018	14190
9		11640	12234	12648	13726	14962
10		12310	12933	13371	14505	15811
11		13020	13673	14136	15329	16709
12		13725	14408	14895	16147	17601
13		14515	15231	15746	17063	18599
14		15340	16090	16634	18018	19640
15		16195	16980	17554	19008	20719
16		17085	17906	18512	20038	21842
17		18055	18915	19555	21160	23065
18		19075	19975	20652	22339	24350
19		20095	21037	21749	23518	25635
20		21130	22113	22861	24713	26938
21		22250	23278	24065	26007	28348
22		23450	24525	25354	27391	29857

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 EFFECTIVE APRIL 1, 1987

Salary Grade	Increment Amount	Hiring Rate	Step 1	Step 2	Step 3	Step 4	Job Rate	Long Step 1	Long Step 2
1	544	11058	11602	12146	12690	13234	13778	14528	15278
2	570	11500	12070	12640	13210	13780	14350	15100	15850
3	595	12096	12691	13286	13881	14476	15071	15821	16571
4	629	12647	13276	13905	14534	15163	15792	16542	17292
5	661	13274	13935	14596	15257	15918	16579	17329	18079
6	686	14042	14728	15414	16100	16786	17472	18222	18972
7	721	14844	15565	16286	17007	17728	18449	19199	19949
8	747	15709	16456	17203	17950	18697	19444	20194	20944
9	782	16611	17393	18175	18957	19739	20521	21271	22021
10	821	17589	18410	19231	20052	20873	21694	22444	23194
11	862	18636	19498	20360	21222	22084	22946	23696	24446
12	892	19732	20624	21516	22408	23300	24192	24942	25692
13	931	20930	21861	22792	23723	24654	25585	26335	27085
14	973	22168	23141	24114	25087	26060	27033	27783	28533
15	1010	23482	24492	25502	26512	27522	28532	29282	30032
16	1059	24824	25883	26942	28001	29060	30119	30869	31619
17	1118	26248	27366	28484	29602	30720	31838	32588	33338
18	1169	27792	28961	30130	31299	32468	33637	34387	35137
19	1226	29308	30534	31760	32986	34212	35438	36188	36938
20	1275	30866	32141	33416	34691	35966	37241	37991	38741
21	1334	32547	33881	35215	36549	37883	39217	39967	40717
22	1396	34318	35714	37110	38506	39902	41298	42048	42798
23	1456	36177	37633	39089	40545	42001	43457	44207	44957
24	1507	38172	39679	41186	42693	44200	45707	46457	47207
25	1575	40308	41883	43458	45033	46608	48183	48933	49683