



Office of the State Comptroller
PAYROLL BULLETIN

Subject Amendment to Bulletin No. P-535, August 3, 1987 Longevity Salary Increases	Bulletin No. P-535 AMENDMENT
	Date August 3, 1987

The following information pertaining to the payment of the Longevity Salary Increase was omitted in error from Bulletin P-535 dated August 3, 1987.

The longevity salary increase is effective from the first day of Period 1 and will be processed in Administration Period 10-L, checks dated September 2, 1987 and Institution Period 11-L, checks dated September 10, 1987.



Office of the State Comptroller
PAYROLL BULLETIN

Subject Changes in Eligibility Criteria for Longevity Salary Increases for Employees in Administrative (02), Operational (03), Institutional Services (04) and Division of Military and Naval Affairs (47) Negotiating Units	Bulletin No. P-535
	Date August 3, 1987

Legislation has been passed to continue previous eligibility criteria for the 5 and 10-year longevity salary increases for employees in several negotiating units and Management/Confidential employees and adds a new eligibility criteria. These changes are described below.

Continued Provisions

As explained in Bulletin P-519, issued March 20, 1987, certain provisions in effect in previous years (For employees in positions in the Administrative (02), Operational (03) and Institutional (04) Services and Division of Military and Naval Affairs (47) Negotiating Units) were not included in Section 130 of the Civil Service Law for 1987. Chapter 414 of the Laws of 1987 reinstates these special criteria. These provisions are as follows:

1. a. Job rate to job rate promotion credit -

Employees who were receiving a salary equal to or above the maximum/job rate of a grade who on promotion to a higher grade received a salary equal to or above the maximum/job rate receive credit for service in the current position and for all service in the prior position during which they were receiving a salary equal to or above the maximum/job rate of the lower grade.

b. Reallocation service credit -

Employees who were receiving a salary equal to or above the maximum/job rate of a grade whose salary following reallocation, fell below the job rate of the new grade but whose salary on March 31, 1987 or subsequent 5 or 10-year anniversary date was at the job rate receive credit for all service following the reallocation and for all service in the previous position during which their salary was equal to or above the maximum/job rate of the lower grade.

c. N.S. equated to grade -

Employees who occupy non-seasonal N.S. (grade 600) positions which are equated to grades and who meet all other eligibility criteria on March 31, 1987 or subsequent anniversary date are entitled to these longevity increases. The equated grade must be listed on the Budget Certificate or CC-4 on file in OSC.

Longevity for employees as described above who qualified on March 31 was deferred in Period #1L and for identification purposes the first digit of their increment code on the payroll was changed to a '6'.

2. Demotions -

Employees who, on March 31, 1987 or their subsequent anniversary eligibility date, were (or are) not eligible for longevity salary increase(s) will become eligible if they return to a lower grade position between April 1, 1987 and March 31, 1988 and would have been eligible for the increase(s) if they had been in the lower position on March 31, 1987 or their anniversary date and remain in the lower grade position for at least 6 payroll periods and

- a. the promotion was temporary and the employee has been reinstated to his or her previous position or appointed to another position in the lower grade or
- b. the promotion was permanent, but the demotion occurred:
 1. in lieu of layoff,
 2. as a result of failure of a probationary period,
 3. voluntarily during the probationary period.

Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period are not eligible for the longevity increase(s).

New Provision for Eligibility for Longevities

Chapter 581 of the Laws of 1987 has added a new provision for eligibility for longevities for employees in positions in the Administrative (02), Operational (03), Institutional (04), Professional, Scientific and Technical (05), and Rent Regulation (07) Services Units and Management/Confidential (06, 46 & 66) positions. It provides combined service credit to certain promoted employees as follows:

Employees who were promoted prior to the date of the reallocations of positions in 1987 under the new Civil Service Job Evaluation System

- a. who were receiving a salary equal to or above the job rate of their former lower grade position and
- b. following the reallocation, their former and current positions are allocated to the same grade and

c. their salary in the promoted position is at the job rate, receive credit for all service following the promotion and for all service in the previous position during which their salary was equal to or above the job rate of the lower grade.

- Examples:
- (1) A Typist, grade 3, who was promoted to a Stenographer, grade 5, and both positions are being upgraded to Keyboard Specialist, grade 6.
 - (2) A Stenographer, grade 5, was promoted to an Information Processing Specialist I, grade 6 and both positions are changing to Keyboard Specialist, grade 6.
 - (3) A Sr. Clerk, grade 7, was promoted to a Payroll Clerk II, grade 9, and the Sr. Clerk position is being upgraded to grade 9.

Agencies must identify their employees who were demoted on or after March 31, 1987 and who, after six payroll periods of service in the lower grade, qualify for longevity increase.

Agencies must also identify their promoted employees who are eligible or who later become eligible, for longevity salary based on the special combined service credit by submission of a PR-75.

Also, in the future, PR-75's must be submitted at the beginning of the payroll period which follows the completion of five or ten-years for employees at or above the maximum/job rate salary level under the old or new provisions.

Preparation for Payment for Longevity Salary Increase

After payrolls are processed for Period 8-L, OSC will prepare a separate listing of those employees who we project to receive the longevity increase only. Employees who are in positions which are being reallocated and entitled to the longevity increase are included in the listing produced for employees being reallocated (see Bulletin P-536). You will receive this listing the week of August 3, 1987.

The listing will include those employees who we project to receive the longevity salary increase and will include the employee's negotiating unit and part-time percent, the increment code, the current salary and new salary, the longevity amount (which is also included in the new salary), the employee's current activity status (blank for active) WK COM for Workers' Comp leave, LWOP for Leave Without Pay and INACT for an employee who has been permanently separated. You must review this listing carefully.

Longevity Increases NU 02, 03 and 04

For employees who are not in positions which are being reallocated and who have not had a status change since Period 1L and codes '67' the salary is advanced to Longevity Step 2 and those coded '60-62', '68' and '69' whose salary is below the 1st additional step receive \$750.

Review and compute the salary for employees who were in positions eligible for longevity but have had movement since period 1. You can identify these employees by reviewing your Period 1 register.

Payment of Longevity Increase

The Office of the State Comptroller will automatically calculate the longevity increase and retroactive adjustment for annual-salaried employees wherever possible and will produce a listing to identify employees receiving the increase and employees for whom agency action is required.

The increase will be applied as follows:

Class of Employees - Graded Positions

1. Employees who were active at the end of Administration Period 1L (April 2-15, 1987) and Institution Period 1L (March 26-April 8, 1987) who have not had a change in annual salary or a change in part-time percentage since Period 1L.

OSC will apply the longevity increase and calculate the retroactive adjustment including Period 1. These employees will be printed on the Exception Listing with no message.

2. Employees who were active at the end of Period 1L and who have had a change in part-time percentage or went on leave of absence without pay and have returned to active pay status since Period 1L.

OSC will apply the longevity increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STAT CHG - RETRO NOT COMPUTED.

3. Employees who were active at the end of Period 1L and who have had a change in annual salary since Period 1L.

OSC will not apply the longevity increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - INCR NOT COMPUTED.

4. Employees who are now active, but were not active at the end of Period 1L.

OSC will not apply the longevity increase. If the increase is due, the agency must calculate the new salary and submit a PR-75. These employees will be printed on the listing as STAT CHG - INCR NOT COMPUTED.

5. Employees now inactive, who may be due an adjustment for the longevity increase.

The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.

Employees in NS Positions (Grade 600)

1. OSC will not apply the longevity increase.

The agency must review these records and submit a PR-75 if eligible.

Tentative Payrolls

After Administration Period 9-L and Institution Period 10-L, OSC will convert our records. You will receive a single tentative salary register for both the longevity payment and the Job Evaluation Reallocation (see Bulletin P-536). The longevity increase will include the retroactive adjustment for all employees for whom it can be calculated automatically for 9 periods for Administrative agencies and 10 periods for Institutions. You will receive an Exception Listing identifying employees receiving the longevity (with the amount of longevity shown separately) and the amount of the retroactive adjustment, if computed automatically.

The tentative payrolls will be used as the previous payroll for all information on all forms submitted for the Period. OSC will prepare salary payments as they are shown on the tentative unless a PR-75 is submitted.

In completing your payroll for the period

1. Submit PR-75's for all changes on salary and retroactive adjustments required by your review of the Preliminary Listing and the Exception Listing. Please show the complete calculation of the retroactive adjustment in the Remarks block on all PR-75's submitted.
2. Do not submit PR-75's for adjustments due for overtime, holiday pay, etc., in this period. Submit them in a later period.
3. Use the following transaction codes.

Transaction Codes

1. For an eligible employee for whom the longevity salary increase was not automatically applied. Use transaction code COR SAL and additional transaction code LONG PAY. Use ADJ SAL PA as an additional code to report the retroactive adjustment due.
2. Employees for whom the longevity salary increase was automatically applied who are not eligible. Use transaction code COR 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. For an active employee for whom the retroactive adjustment has not been computed use ADJ SAL PA.

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

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 486-3066.