



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reallocations of Positions to Lower Grades Effective August 6, 1987	Bulletin No. P-537
	Date August 13, 1987

The following positions were reallocated to a lower grade by the Department of Civil Service and the Division of the Budget under the Job Evaluation System, effective August 6, 1987.

	<u>From Grade</u>	<u>To Grade</u>
Correctional Videotape Monitor	5	4
Window Washer	6	4
Construction Equipment Mechanic	14	13
Garage Helper	4	3
Garage Attendant	6	3

Chapter 581 of the Laws of 1987 added a new provision which guarantees salary protection rights to employees whose positions are downgraded as a result of the Job Evaluation System reallocations. This provision, which is effective April 1, 1987, applies to positions which are in the Administrative (02), Operational (03), Institutional (04), Professional, Scientific and Technical (05) and Rent Regulation (67) Services units and Management/Confidential (06, 46 and 66) positions.

Employees who are incumbents (active on the payroll or on an approved leave without pay and subsequently reinstated) of these positions on the date of downward reallocation are entitled to continue to receive the salary of the higher grade prior to reallocation. Performance advances/increments, Job Rate limitation, longevity increase(s), merit payments/awards or bonuses and percentage on promotion increases (in general, all future salary calculations) will continue to be computed as if the employee were still in the former higher grade as long as the employee remains an incumbent of that position.

OSC is producing a separate REALL DOWNGRADE exception listing of employees active in these positions at the end of periods 9L Administration and 10L Institution. The exception listing will show the new grade, as will the tentative payroll which is being produced for the Period. Since OSC is changing the records for these employees to the new grade, they will not appear on the longevity listing reference in Bulletin P-535 and we will not be automatically calculating longevity salary. You must review this exception listing for employees who may be entitled to longevity salary increase(s) in Period 1L or later and submit PR-75's to process such increase(s) to eligible employees based on the salary range of the former higher grade.

You must report the new grade for these positions for all appointments that occur on or after August 6, 1987.

SPECIAL INCREMENT CODE DESIGNATION

Following the payment of the Job Evaluation System reallocations on September 2 (Administration) and September 10 (Institutions), new increment codes will be entered into the payroll record for these employees as explained below.

<u>Increment Code</u>	<u>Explanation</u>
61	Current salary falls below Job Rate of higher grade
69	Current salary equals or exceeds Job Rate plus \$1500 of higher grade
50-59	The first digit '5' designates employees who have been downward reallocated, whose current salary equals or exceeds the Job Rate of the higher grade and who are entitled to longevity salary. The second digit indicates the April 1 or year in which they began the fiscal year at the maximum/job rate of their former higher grade. For example, increment code 53 designates an employee who attained job rate salary on April 1, 1983 or during the 1982-'83 fiscal year.