

Office of the State Comptroller
PAYROLL BULLETIN

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| Subject April 1987 Job Evaluation Reallocations and Increase in Geographic Pay for Employees in the Professional, Scientific and Technical Services Unit Positions | Bulletin No. P-543 |
| | Date October 16, 1987 |

Reallocations for positions in the Professional, Scientific and Technical Services (NU 05) unit, effective from the first day of Payroll Period #2 (April 9 for Institutions and April 16 for Administrative agencies), have been approved by the Department of Civil Service and the Division of the Budget.

Increases in geographic differential for certain Nurse positions in the metropolitan area are also authorized as part of the implementation of the job evaluation system. These increases, as approved on Form CC-4D signed by the Director of the Budget on August 28, 1987, are effective August 13 for Institutions and August 20 for Administration payrolls.

Both increases (reallocation salaries and geographic differentials) and adjustments will be processed in Payroll Period 16L, checks dated November 19 (Institution Payroll employees) and November 25 (Administration Payroll employees).

Calculation of Salaries

The reallocation increase is applicable to the positions as shown on the attached list. For employees who have had status changes or salary increases since Period 2L, the reallocation salary must be computed and the other transactions then reapplied.

The salary upon reallocation is computed as follows.

a. Each employee receives

a percentage over the base salary paid in the lower position (the percentage is shown following the "TO GRADE" column on the attached list),

OR

the hiring rate of the new grade if the percentage increase did not result in a salary equal to the Hiring Rate of the reallocation grade.

NOTE: There is no limitation on the resulting salary based on a reallocation increase for a position in the PS&T unit. If the percentage increase results in a salary above the job rate of the higher grade, the employee is entitled to that salary.

b. Performance advance after computing the basic salary

If the employee was receiving a salary equal to the Job Rate in the lower grade and it has been more than one year since a performance advance would have been paid had the salary not already been at the Job Rate, and following reallocation the salary falls below the Job Rate of the new grade, a Performance Advance of the new grade is added, not to exceed the new Job Rate.

Special instructions - employees in grades 17 and below:

Employees in positions formerly allocated to a salary grade with an extended job rate in 1986 or 1987 (as described in Bulletins P-473, dated March 12, 1986 and P-514, dated March 19, 1987) whose salary was equal to the job rate of their position and who within the past year received a partial performance advance increase solely to bring their salary to the extended job rate, shall be considered to have been at the job rate for more than one year and immediately eligible for a Performance Advance of the new grade on reallocation.

c. Reinstatement

If the employee had previous service in a higher grade, a salary reconstruction is also calculated and the result compared against the percentage increase method. The employee receives the higher salary. (See SALARY MANUAL, Part I, Page 8)

OSC has reviewed the records of all employees currently in positions which are being reallocated and computed new salaries as described above.

Preliminary Listing of Employees being Reallocated

After payrolls are processed for Period 13L (Administration) and 14L (Institutions), OSC will prepare preliminary listings of employees being reallocated. You will receive the listing during the week of October 19.

The listing will include each of your employees currently in a title being reallocated, and will include the title and current grade, the new grade, the part-time percent, the current salary and new salary, the employee's current activity status (blank for active, WK COMP for Workers' Comp Leave, LWOP for Leave Without Pay and INACT for an employee who has been permanently separated). The message RETRO NOT COMPUTED will appear if OSC will not compute a retroactive adjustment.

You must review this listing carefully with particular attention to the following areas.

1. Employees Due Performance Advances Since Period 2

Employees who were not at the job rate of the lower grade for more than one year retain their anniversary date. If you have reported a performance advance which was due in or after Period 2, the performance advance has been re-added to the computed reallocated salary. If an employee is due a performance advance which has not yet been reported to OSC, you must add it to the salary on the listing.

Employees whose salary was below the job rate in the lower grade are eligible for a performance advance in the new grade from the first day of the payroll period commencing twelve weeks following the completion of one year of service in the position prior to and after reallocation.

2. Employees No Longer In Reallocated Titles

You must identify all employees who, while not currently in a reallocated title, were in one of these positions in or after Period 2L. You must compute the salary due upon reallocation and the current adjusted salary, if appropriate. (Also see Promotion Recalculations on page 5.)

Tentative Payrolls

After Period 15-L, OSC will convert our records. You will receive a tentative payroll including the new grades and salary or increased geographic differentials, and the retroactive adjustment for all employees for whom it can be calculated automatically. The retroactive adjustment for reallocations is for 14 periods. The retroactive adjustment for geographic differentials is for 5 payroll periods. You will receive an Exception Listing identifying all employees in titles being reallocated on your payroll at the end of the period, with their salary and the amount of the retroactive adjustment, if computed automatically. Employees who appear on your Preliminary Listing but who are no longer in a title to be reallocated will not appear on this listing. You will receive a separate Exception Listing identifying all employees receiving an increase in the geographic differential and employees in eligible positions who became inactive after the effective date of the increase.

The tentative payroll 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. Use the new grades for all transactions involving the reallocated titles. All Vacant items will have been changed on the tentative.
2. Submit PR-75's for all changes in salary and retroactive adjustments (including geographic) required by your review of the Preliminary Listing and the Exception Listings.

Please show the complete calculation of the retroactive adjustment in the Remarks block on all PR-75's submitted.

3. Use the following transaction codes.

Transaction Code

1. For an active employee for whom the retroactive reallocation adjustment has not been computed.

Use ADJ SAL PA.

2. For an active employee due a performance advance after the reallocation.

Use PERF ADV. Enter the date of the performance advance. Use ADJ SAL PA for the total amount of the retroactive adjustment.

3. For all inactive employees (WK COMP, LWOP and Separated from service).

Use the appropriate Dual Purpose code -

APPT REM
APPT LV
APPT WC LV

and enter REALL and the appropriate removal code in the Miscellaneous blocks and enter information for the new position in the required blocks. Enter SPECIAL as an Addtl Trans Code and put the adjustment in the Remarks block.

4. For an employee no longer in a reallocated title who is due an adjustment.

(a) if the employee is due an adjusted salary as a result of reallocation of the previous position use COR SAL and ADJ SAL PA.

(b) if there is no change in current salary use ADJ SAL PA.

5. For an active employee for whom the retroactive geographic adjustment has not been computed.

Use ADJ GEO DF.

6. For an employee for whom the geographic differential has not been increased and computed.

Use AD SAL FAC
(enter the amount of geographic
and ADJ GEO DF pay in Block 31)

Future Salary transactions

1. Employees who were at the job rate or credited with service at the job rate of the previous grade for more than one year, received a full performance advance effective upon reallocation. Based on an agreement between the State and PEF, the anniversary date for performance evaluation is adjusted to end on the date nine months following the reallocation date. These employees will become eligible for their next performance advance on April 7, 1988 (Institution employees) and April 14, 1988 (Administration employees).

2. Promotion Recalculations

Employees continue to be eligible for recalculated promotion salaries on their anniversary/payment date in the lower grade, if they have not yet received an advance in the higher grade. For employees who were promoted prior to Period 2 and whose payment date is in or after Period 2, a salary reconstruction must be done to calculate what the salary would have been had they continued in the lower grade, been reallocated, received a performance advance in the reallocated grade and then been promoted. (Refer to calculation example on page 6 of Bulletin P-536, dated August 3, 1987, adjusting the example for the PS&T payment plan).

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 474-1330.

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

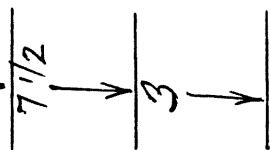
Attachments

TITLES TO BE REALLOCATED
PROFESSIONAL, SCIENTIFIC & TECHNICAL UNIT

| TITLE CODE | TITLE | FROM GRADE | TO GRADE | NEW GRADE | NEW TITLE CODE |
|-------------|------------------------|------------|----------|-----------|----------------|
| * 0200000 | ACCOUNTANT AIDE | 12 | 13 | | |
| * 0200301 | AUDITOR AIDE | 12 | 13 | | |
| * 0224025 | SOC SRV MGMT AIDE | 11 | 13 | | |
| * 0325300 | SENR INSUR POLICY EXR | 24 | 25 | | |
| *** 0325355 | SENR INSUR PLCY E 55B | 24 | 25 | | |
| 0849600 | HEAD DATA ENTRY MACH O | 15 | 16 | | |
| 1506555 | FORESTER 55B | 14 | 16 | | |
| 1516200 | FORESTER | 14 | 16 | | |
| * 1633100 | ENVIRNL CONS PGM AIDE | 11 | 13 | | |
| 2501600 | HEAD CLERK | 15 | 17 | | |
| 2501611 | HEAD CLERK CORPS | 15 | 17 | | |
| 2501612 | HEAD CLERK PERSONNEL | 15 | 17 | | |
| 2501613 | HEAD CLERK PROP CNTRL | 15 | 17 | | |
| 2501642 | HEAD CLERK CORPS SRCH | 15 | 17 | | |
| 2501670 | HEAD CLERK PURCHASE | 15 | 17 | | |
| 2501680 | HEAD CLERK SURROGATE | 15 | 17 | | |
| 2503600 | HEAD FILE CLERK | 15 | 17 | | |
| * 2538100 | ST LAW-E ONT COMM R A | 11 | 13 | | |
| 2540520 | SUPVG MOTOR VEH REP 2 | 15 | 17 | | |
| 2557400 | APPS CNTRL CLK 4 | 15 | 17 | | |
| 2560400 | STUDENT LOAN CLK 4 | 15 | 17 | | |
| 2568400 | EMP INS REVWNG CLK 4 | 15 | 17 | | |
| * 3004701 | CHF HOUSEKEEPER 1 | 14 | 18 | | |
| * 3004702 | CHF HOUSEKEEPER 2 | 16 | 20 | | |
| * 3016810 | CHF JANITOR 1 | 14 | 18 | | |
| * 3016820 | CHF JANITOR 2 | 16 | 20 | | |
| 3601300 | SENR LIBRN | 18 | 19 | | |
| 3601311 | SENR LIBRN MANUS&HIST | 18 | 19 | | |
| 3601312 | SENR LIBRN REF | 18 | 19 | | |
| 3601313 | SENR LIBRN RARE BOOKS | 18 | 19 | | |

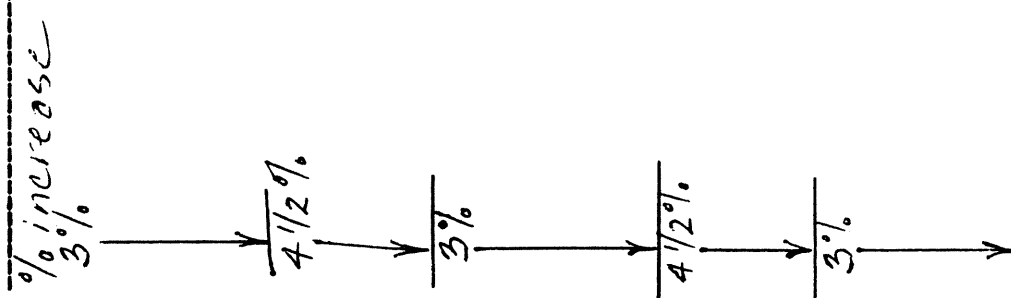
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TITLES TO BE REALLOCATED
PROFESSIONAL, SCIENTIFIC & TECHNICAL UNIT

| TITLE CODE | TITLE | FROM GRADE | TO GRADE | NEW TITLE | NEW TITLE CODE |
|------------|-----------------------|------------|----------|-----------|----------------|
| 3601314 | SENR LIERN LEG REF | 18 | 19 | | |
| 3601316 | SENR LIERN SCI&TECH | 18 | 19 | | |
| 3601317 | SENR LIERN AUDIO VISL | 18 | 19 | | |
| 3601350 | SENR LIERN LAW | 18 | 19 | | |
| 3601360 | SENR LIERN TECH PROC | 18 | 19 | | |
| 3601370 | SENR LIERN MEDICINE | 18 | 19 | | |
| 4003204 | SENR ENRG TECH S TST | 12 | 13 | | |
| 4003300 | SENR ENRG TECH | 11 | 13 | | |
| 4003301 | SENR ENRG TECH WIRPC | 11 | 13 | | |
| 4003302 | SENR ENRG TECH AIRPC | 11 | 13 | | |
| 4003303 | SENR ENRG TECH SOILS | 11 | 13 | | |
| 4003304 | SENR ENRG TECH S W M | 11 | 13 | | |
| 4003500 | PRIN ENRG TECH | 15 | 16 | | |
| 4003503 | PRIN ENRG TECH COONS | 15 | 16 | | |
| 4003506 | PRIN ENRG TECH W P C | 15 | 16 | | |
| 4003507 | PRIN ENRG TECH A P C | 15 | 16 | | |
| 4003508 | PRIN ENRG TECH SOILS | 15 | 16 | | |
| 4003513 | PRIN ENRG TECH PKS&R | 15 | 16 | | |
| 4003514 | PRIN ENRG TECH S W M | 15 | 16 | | |
| 5111300 | SENR DRFIG TECH GENL | 11 | 13 | | |
| 5111301 | SENR DRFIG TECH ARCHL | 11 | 13 | | |
| 5111302 | SENR DRFIG TECH ELECT | 11 | 13 | | |
| 5111303 | SENR DRFIG TECH MECHL | 11 | 13 | | |
| 5111304 | SENR DRFIG TECH SIRCT | 11 | 13 | | |
| 5111501 | PRIN DRFIG TECH GENL | 15 | 16 | | |
| 5111502 | PRIN DRFIG TECH ARCHL | 15 | 16 | | |
| 5111503 | PRIN DRFIG TECH ELECT | 15 | 16 | | |
| 5111504 | PRIN DRFIG TECH MECHL | 15 | 16 | | |
| 5111505 | PRIN DRFIG TECH SIRCT | 15 | 16 | | |
| 5506230 | TEACHINGERSCH CIR N 3 | 19 | 20 | | |



TITLES TO BE REALLOCATED
PROFESSIONAL, SCIENTIFIC & TECHNICAL UNIT

| TITLE CODE | TITLE | FROM GRADE | TO GRADE | NEW TITLES | NEW TITLE CODE |
|------------|-----------------------|------------|----------|------------|----------------|
| 5510701 | NURSE ADMR 1 | 19 | 20 | | |
| 5510730 | NURSE ADMR REHAB 1 | 19 | 20 | | |
| 5510750 | NURSE ADMR PSY 1 | 19 | 20 | | |
| 5510760 | NURSE ADMR 1 ONCOLOGY | 19 | 20 | | |
| 5534100 | HEALTH PROG AIDE | 11 | 13 | | |
| 6216200 | LABORATORY EQ DESGR | 16 | 17 | | |
| 6216210 | LABORATORY EQ DS ELS | 16 | 17 | | |
| 6216300 | SENR LAB EQUIP DESGR | 19 | 20 | | |
| 6216310 | SENR LAB EQUIP DSNR E | 19 | 20 | | |
| 6501300 | SENR ATTORNEY | 24 | 25 | | |
| 6501310 | SENR ATTORNEY LBR REL | 24 | 25 | | |
| 6501320 | SENR ATTORNEY PUB FIN | 24 | 25 | | |
| 6501321 | SENR ATTORNEY HZD WLP | 24 | 25 | | |
| 6501370 | SENR ATTORNEY REALTY | 24 | 25 | | |
| 6501375 | SENR CRM VCTMS ADV AT | 24 | 25 | | |
| 6506200 | ASSNT COUNSL | 24 | 25 | | |
| 8103100 | SOC WORKER 1 DFHRG I | 17 | 18 | | |
| 8103200 | SOC WORKER 2 DFHRG I | 19 | 20 | | |
| 8122005 | CORR COUNSELOR AIDE | 11 | 13 | | |
| 8122155 | CORR COUNSELOR A 55B | 11 | 13 | | |
| 8130100 | COMTY CLIENT SVS ASST | 11 | 12 | | |
| 8130200 | COMTY CLNT S AST DCHI | 11 | 12 | | |
| 8137010 | SOC SRV PROG AIDE | 11 | 13 | | |
| 8159055 | SOC WORKER 1 55B | 17 | 18 | | |
| 8159110 | SOC WORK ASSNT 1 | 11 | 12 | | |
| 8159130 | SOC WORK ASSNT 3 | 16 | 17 | | |
| 8159131 | SOC WORK ASSNT 3 SS | 16 | 17 | | |
| 8159155 | SOC WORK ASSNT 3 55B | 16 | 17 | | |
| 8159210 | SOC WORKER 1 | 17 | 18 | | |
| 8159211 | SOC WORKER I SS | 17 | 18 | | |

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TITLES TO BE REALLOCATED
PROFESSIONAL, SCIENTIFIC & TECHNICAL UNIT

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| TITLE CODE | TITLE | FROM GRADE | TO GRADE | NEW TITLE | NEW TITLE CODE |
|------------|-----------------------|------------|----------|-----------|----------------|
| 8159220 | SOC WORKER 2 | 19 | 20 | | |
| 8159221 | SOC WORKER 2 SS | 19 | 20 | | |
| 8159255 | SOC WORKER 2 55B | 19 | 20 | | |
| 4003355 | SENR ENGRG TECH 55B | 11 | 13 | | |
| 4003510 | PRIN ENGRG TECH STR I | 15 | 16 | | |
| 6501355 | SENR ATTORNEY 55B | 24 | 25 | | |
| 6574600 | SENR CNSMR AFFRS ATTY | 24 | 25 | | |
| 8130150 | COMTY CLNT S AST SS | 11 | 12 | | |

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The Director of Classification and Compensation has made the above determinations pursuant to the provisions of the Civil Service Law.

W. Bayford
 Director of Classification and Compensation

Date July 31, 1987

The above determinations are approved by the Director of the Budget to be effective in accordance with the provisions of Section 121 of the Civil Service Law, or on Pay Period 2, FY 87-88.

W. J. White

Paul S. Vedder
 Director of the Budget

Date July 31, 1987

*ADDED 4/22/87
 **ADDED 5/ 5/87
 **ADDED 6/11/87