



Office of the State Comptroller
PAYROLL BULLETIN

Subject	1988 Salary Increase, Pre-Shift Briefing Change and other changes for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No.	P-577
		Date	September 8, 1988

Chapter 578 of the Laws of 1988 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, a major change in pre-shift briefing pay and for other changes as described below.

APRIL 28/MAY 5, 1988 SALARY INCREASE

The legislation provides for a revised April 28 (Administration) and May 5 (Institution), 1988 salary schedule. The new schedule was generally constructed by increasing the April 1987 Hiring Rates, Job Rates and Performance Advance/Longevity Amounts by 4%. A copy of the revised Salary Schedule is attached.

A second salary increase of 1% (non-compounded) will be effective in December 1988 to bring the total percentage within the 1988-89 fiscal year to 5%.

The salary increase is applied to the April 27(A)/May 4(I), 1988 salary as follows:

For employees whose annual salary is identical to the Hiring Rate, Performance Advance Rate 1, 2, 3 or the Job Rate or the Longevity Steps of the salary grade of their position on the April 1987 salary chart, the salary will be increased to the Hiring Rate, Performance Advance Rate 1, 2, 3, the Job Rate or the corresponding Longevity Step on the attached salary schedule.

For employees whose annual salary is not equal to any step on the April 1987 salary schedule, and those in NS (grade 600) or Trainee-including Correction Officer Trainees-(grade 800) positions, the salary is increased by 4% rounded to the next whole dollar amount.

The salary increase is effective from the first day of Payroll Period 3L and will be paid in Institution Payroll Period 12L, checks dated October 6, 1988 and Administration Payroll Period 13L, checks dated October 12, 1988.

PRE-SHIFT BRIEFING PAY

A major revision in the calculation of pre-shift briefing pay is included in the new contracts. This change is effective June 30 for employees paid on Institution payrolls and July 7, 1988 for those paid on Administration payrolls.

A. Security Services

The payment of pre-shift briefing pay for full-time employees has been revised from a single biweekly rate to a time and one-half overtime calculation based on the employee's annual salary plus differentials, if any. If the employee's overtime rate x 2½ hours (15 minutes per day) is less than \$48.00, then the employee is entitled to a minimum payment of \$48.00 biweekly.

Where the employee is on an approved absence from work which is charged to accumulated leave credits or Worker's Compensation, the employee is entitled to \$4.80 per day in lieu of overtime. An employee on an approved leave of absence with one-half pay is entitled to \$2.40 per day. An employee who works his or her tour of duty but is absent from or tardy for briefing, charges such absence or tardiness in accordance with the agency tardiness policy and is entitled to \$4.80 pre-shift briefing pay for that day. When calculating a lump sum payment for accumulated vacation credits, the pre-shift amount is \$4.80 per day.

Under an agreement between GOER and Council 82, employees in the Security Services Unit will continue to receive biweekly payments of pre-shift briefing pay, calculated under the new overtime rules. Quarterly, however, agencies must submit adjustments to reflect the actual amount due for the quarter. Generally, it will be a negative adjustment computed as follows -

(1/10 of pre-shift briefing - \$4.80) X number of days the employee was on approved leave or Worker's Compensation or was tardy.

If an employee is going to be on extended leave at full pay (sick leave, education leave, union leave, etc.) or Workers' Compensation Leave, you may change the biweekly amount to \$48.00 when the leave begins, and eliminate the need to make an adjustment later.

B. Security Supervisors -

The payment of pre-shift briefing pay has also been revised to a time and one-half overtime calculation based on the employee's annual salary plus differentials, if any. There is no guaranteed daily minimum and no payment is due for any day the employee does not report and work his or her shift. Employees will be paid pre-shift briefing pay only for days worked. A PR-75 must be submitted each payroll period reporting the amount due. The amount reported is a one-time payment; it will be dropped automatically in the payroll system. The amount is calculated as follows:

OT Rate X Number of hours (at 15 minutes per day for each day actually worked)
= pre-shift briefing

There is a minimum annual guarantee of \$1248 for each fiscal year, which is pro-rated (\$48.00 per period) on the length of service in a Supervisor's position within the fiscal year. For employees who remain in the unit for the entire fiscal year, instructions on computing and processing this adjustment will be issued after the close of the current fiscal year. An employee who separates from this unit (permanently or who is appointed to a position in another negotiating unit) is entitled to an adjustment if the total amount of pre-shift briefing pay actually paid to the employee during the fiscal year is less than \$48.00 multiplied by the number of periods of service in the year.

When submitting a lump sum payment for accumulated vacation credits, do not include any amount for pre-shift briefing pay in the daily rate and the calculation of the lump sum.

LOCATION PAY

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$633 annually (\$24.27 biweekly) for the fiscal year beginning April 1, 1988. 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 has been increased to \$203 (\$7.78 biweekly) effective April 1, 1988, for employees who were incumbents of positions on May 23, 1985 and receiving the Monroe County location pay on that date as long as they remain continuously eligible. The legislation also adds a provision, effective April 1, 1988, to allow employees who were eligible for Location Pay on May 23, 1985 and who became part-time as a result of participation in an employer-sponsored summer program to continue to receive Location Pay when they return to full-time service.

PREMIUM OVERTIME

A. Security Services -

Premium overtime paid to certain employees in the Security Services Unit remains at 12% of basic annual salary.

B. Security Supervisors -

Premium overtime paid to employees who occupy the position of Forest Ranger III remains at 12% of basic annual salary, not to exceed \$4800 per fiscal year.

PAYMENT OF THE INCREASES

After payrolls are processed for Period 11L (Institution) and 12L (Administration), OSC will convert the computer records to reflect the salary increase, increase in location pay, and pre-shift briefing pay as described below.

Security Services -

OSC will calculate the employee's overtime rate based on the increased annual salary plus differentials, if any, and enter overtime pay for 2½ hours in the Pre-Shift column on the tentative payroll. Employees whose overtime pay for 2½ hours is less than \$48.00 will remain at \$48.00 on the tentative.

Security Supervisors -

OSC will delete Pre-Shift Briefing Pay from the record of all employees in NU 61.

The retroactive adjustment due is for 9 payroll periods for Institutions and 10 payroll periods for Administration agencies for the salary increase, 11 payroll periods for Institutions and 12 payroll periods for Administration agencies for the location pay increases, and 5 payroll periods for the Pre-Shift Briefing Pay.

The increases will be applied as follows:

Special Instruction for Security Supervisors -

Although OSC will calculate the retroactive adjustment due for the salary and location pay increases and enter that adjustment on the Exception Listing, it will not be included on the tentative payroll. PR-75's must be submitted for all employees in the Supervisors Unit.

1. Employees who were active at the end of Period 26L and who have not had a change in annual salary, or a change in part-time percentage:
OSC will apply the increase(s) and calculate the retroactive adjustment. These employees will be printed on the Exception Listing with no message.
2. Employees who were active at the end of Period 26L and who have had a change in part-time percentage or who went on leave of absence without pay and have since returned to active pay status:
OSC will apply the increase(s). 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 26L and who have since had a change in annual salary:
OSC will not apply the salary increase, but will increase Location Pay and Pre-Shift Briefing. The agency must calculate the new salary and the total retroactive adjustment 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 in Period 26L:
OSC will apply the increase(s). The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - RETRO NOT COMPUTED.
5. Employees now inactive or on leave without pay, who may be due an adjustment for the salary increase.
The agency must submit a PR-75 to process the increases and adjustment. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE or LWOP.
6. Employees with pay basis code HRY, DLY or BIW and who have received payment since Period 26L.
OSC will not apply the salary increase. These employees will be printed on the Exception Listing with no message.

The tentative salary register will be prepared showing the biweekly gross payments plus adjustments based on the new salaries, location pay and Pre-Shift Briefing Pay for employees in the Security Services Unit and the normal biweekly gross payment based on the new salaries and location pay for employees in the Security Supervisors Unit. No retroactive adjustments will be computed on the tentative payroll for employees in the Supervisors Unit.

A copy of the tentative salary register and Exception Listing 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. All employees who appear on the Exception Listing for whom the increase(s) or retroactive adjustment has not been calculated.

For Security Supervisor Unit employees, the agency must calculate the amount of Pre-Shift Briefing Pay due to each employee at an overtime rate from June 30(I) or July 7(A) based on days actually worked. This total is then compared against the Pre-Shift which has been paid to date (at \$48.00 per period) and the difference owed or overpaid to the employee is added or subtracted from the retroactive salary increase and location pay adjustment.

Use the following transaction codes in reporting your changes.

- a. To report an increased salary and retroactive adjustment for an active or inactive employee who has not had a change in annual salary due to a Performance Advance, Longevity Increase, Promotion or Demotion since Period 26L.

Transaction Code: COR FY SAL
Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of Period 3L or the effective date of the last transaction, if later
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter the correct increment code
33 Pre-Shift Briefing	- enter the amount of biweekly Pre-Shift Briefing under the new rules

Remarks Block - provide a full explanation of your determination and calculations.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due, including the amount due for Location and/or Pre-Shift Pay. There is an additional requirement for employees who are inactive: use AD SAL FAC to report an increase in Location Pay if appropriate.

- b. To report an increased salary and retroactive adjustment for an employee who has had a change in annual salary due to a Performance Advance, Longevity Increase, Promotion or Demotion since Period 26L:

Transaction Code: COR SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR SAL
12 Transaction Effective Date	- enter the effective date of the last salary change
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter the correct increment code
33 Pre-Shift Briefing Pay	- enter the amount of biweekly pre-shift briefing pay under the new rules

Remarks Block - provide a full explanation of your determination and calculations.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due, including any amount due for Location and/or Pre-Shift Pay.

- c. To report a retroactive adjustment only, including any amount due for Location and/or Pre-Shift pay.

Transaction Code: ADJ SAL PA

- d. To report an increased salary for hourly and daily employees
To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to determine the annual salary. Increase the annual by 4% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

2. Monroe County Location Pay Reinstatement

A PR-75 must be submitted to reinstate \$203 Location Pay, effective the first day of Period 1L, 1988, to an employee who re-established eligibility under the new provision as described on Page 3 of this Bulletin.

3. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) and the quarterly adjustments of pre-shift briefing pay for employees in the Security Services Unit. These adjustments may be processed in this period or in a later period.

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 28, 1988 ADMINISTRATION
 MAY 5, 1988 INSTITUTION

Salary Grade	Hiring Rate	Perf. Advance Rate 1	Perf. Advance Rate 2	Perf. Advance Rate 3	Job Rate	Perf. Advance & Long. Amount	10-yr.		15-yr.		(Long. Max) 20-yr. Long. Step
							Long. Step	Step	Long. Step	Step	
1	11616	12384	13152	13920	14688	768	15456	16224	16224	16608	
2	12062	12873	13684	14495	15306	811	16117	16928	16928	17334	
3	12686	13532	14378	15224	16070	846	16916	17762	17762	18185	
4	13286	14177	15068	15959	16850	891	17741	18632	18632	19078	
5	13945	14880	15815	16750	17685	935	18620	19555	19555	20023	
6	14708	15693	16678	17663	18648	985	19633	20618	20618	21111	
7	15577	16601	17625	18649	19673	1024	20697	21721	21721	22233	
8	16490	17554	18618	19682	20746	1064	21810	22874	22874	23406	
9	17445	18558	19671	20784	21897	1113	23010	24123	24123	24680	
10	18472	19639	20806	21973	23140	1167	24307	25474	25474	26058	
11	19600	20816	22032	23248	24464	1216	25680	26896	26896	27504	
12	20726	21997	23268	24539	25810	1271	27081	28352	28352	28988	
13	22002	23325	24648	25971	27294	1323	28617	29940	29940	30602	
14	23302	24689	26076	27463	28850	1387	30237	31624	31624	32318	
15	24681	26126	27571	29016	30461	1445	31906	33351	33351	34074	
16	26107	27616	29125	30634	32143	1509	33652	35161	35161	35916	
17	27608	29197	30786	32375	33964	1589	35553	37142	37142	37937	
18	29214	30884	32554	34224	35894	1670	37564	39234	39234	40069	
19	30843	32586	34329	36072	37815	1743	39558	41301	41301	42173	
20	32455	34279	36103	37927	39751	1824	41575	43399	43399	44311	
21	34234	36136	38038	39940	41842	1902	43744	45646	45646	46597	
22	36097	38109	40121	42133	44145	2012	46157	48169	48169	49175	
23	38083	40154	42225	44296	46367	2071	48438	50509	50509	51545	
24	40176	42323	44470	46617	48764	2147	50911	53058	53058	54132	
25	42451	44691	46931	49171	51411	2240	53651	55891	55891	57011	