



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	Payment of Performance Advances to employees in the Professional, Scientific and Technical Services Unit for evaluations due on and after October 1, 1988	Bulletin No.	P-582
		Date	November 9, 1988

Chapter 581 of the Laws of 1988, which implements the agreement between the State and the Public Employees Federation, representing employees in the Professional, Scientific and Technical (NU 05) Services negotiating unit provides a new Salary Schedule effective October 1, 1988. The hiring rates and job rates are unchanged from the the 1988 salary increase schedule, but the performance advance amounts have been revised from one-quarter to one-fifth of the range for the salary grades. A copy of the new schedule is attached.

The Division of the Budget has waived the rules of the PS&T Performance Evaluation Program to the extent necessary to implement provisions of the 1988-1991 agreement which change the payment date for Performance Advances, as described below, for evaluation periods which end on and after October 1, 1988.

The general rules for eligibility for performance advances have not changed. The system applies to all non-seasonal employees paid on an annual-salaried basis in graded positions (except grade 38) and in NS (grade 600) positions which are equated to grades who are below the job rate for their grade. Part-time employees in these positions are covered by the program. The amount of the performance advance is the amount shown on the attached Salary Schedule for the grade of an employee's position or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate by application of a performance advance.

Employees (except Institution Teachers) are evaluated following the completion of each year of service in grade and, if rated at least "Effective", are eligible for a performance advance.

Institution Teachers

All ten-month teachers and other employees in positions covered by Section 136 of the Civil Service Law continue to have a fixed evaluation period of September 1 to June 30 or, for these employees who have an obligation that commences on a date other than September 1, ten months beginning on the first day of their work year. Employees with 150 work days of service in regular pay status during the evaluation period will receive a performance advance.

Payment of Performance AdvancesGrades 1-37 and NS positions equated to grades 1-37:

For evaluation periods that end on or after October 1, 1988, the performance advance from the attached schedule is payable from the first day of the payroll period following the completion of the year of service;

except

the final performance advance (full or partial) that brings the employee's salary to the job rate of their grade is payable from the first day of the payroll period in which the year of service is completed.

Ten-Month Teachers and others covered by C.S. Section 136

The performance advance remains payable from the first day of the following work year.

Trainees (unallocated grade 800 positions)

Effective October 1, 1988, the Director of Classification and Compensation with the approval of the Director of the Budget has changed the amount of the performance advance payable to employees who occupy PS&T Trainee positions. For employees who are rated "Outstanding" and otherwise due a performance advance under the existing rules covering payment of salary to these employees, the revised advance for evaluation periods that end on or after October 1, 1988 is payable from the first day of the payroll period following the evaluation period.

Agencies which have completed evaluations for these employees may submit PR-75 forms.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit at (518) 474-3564.

Attachment

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND  
 TECHNICAL SERVICES NEGOTIATING UNIT 05  
 EFFECTIVE OCTOBER 1, 1988

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	11101	14562	693
2	11542	15132	718
3	12131	15859	746
4	12698	16585	778
5	13324	17479	831
6	14065	18369	861
7	14882	19350	894
8	15729	20355	926
9	16635	21428	959
10	17606	22611	1001
11	18643	23977	1067
12	19718	25232	1103
13	20894	26630	1148
14	22124	28251	1226
15	23404	29757	1271
16	24744	31340	1320
17	26162	33072	1382
18	27672	34442	1354
19	29197	36250	1411
20	30719	38066	1470
21	32375	40045	1534
22	34141	42131	1598
23	35973	44295	1665
24	37917	46559	1729
25	40035	49047	1803
26	42171	51549	1876
27	44482	54354	1975
28	46849	57105	2052
29	49331	59981	2130
30	51936	62978	2209
31	54731	66185	2291
32	57668	69507	2368
33	60831	73062	2447
34	64099	76754	2531
35	67447	80510	2613
36	70863	84373	2702
37	74608	88539	2787
38	69573		