



Office of the State Comptroller
PAYROLL BULLETIN

Subject December 1988 Salary Increase for Employees of the Security Services and Security Supervisors Negotiating Units	Bulletin No. P-583
	Date November 16, 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 for these employees and a new Salary Schedule effective December 1 (Institutions) and December 8 (Administration), 1988.

The increase is .0096% (1% non-compounded) over the April/May 1988 salary schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 5%. A copy of the December 1988 Salary Schedule is attached.

The salary increase is effective from the first day of Institution Payroll Period 18L (December 1-14, 1988) and Administration Period 19L (December 8-21, 1988) and will be paid in Institution checks dated December 29, 1988 and Administration checks dated January 4, 1989.

NOTE

With the payment of the second part of the 1988-89 Security Services/Supervisors salary increase, it will no longer be necessary to recalculate the general salary increase for this fiscal year when an employee moves between positions in one of the Security Units and a different bargaining unit.

Payment of the Increase

The salary increase is applied as follows:

For employees whose annual salary is identical to the Hiring Rate, performance advance rate 1, 2, 3, the job rate or the longevity steps of the salary grade of their position on the April/May 1988 salary schedule, 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 December 1988 salary schedule.

For employees whose annual salary is not equal to any step on the April/May 1988 salary schedule and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by .0096% rounded to the next whole dollar amount.

Correction Officer Trainees

The rates for Correction Officer Trainee are increased as follows:

\$19261 First 13 Payroll Periods
\$20344 Second 13 Payroll Periods

Correction Officer Trainees who had prior service in a graded position and held their attained graded salary, rather than the Trainee rate, will have their salary increased by .0096%.

Tentative Salary Register

After payrolls are processed for Institution Period 17L and Administration Period 18L, OSC will convert the computer records to reflect the salary increase in both negotiating units, and increase in Pre-Shift Briefing Pay for the Security Services negotiating unit.

Adjustment of Pre-Shift briefing pay (NU 01)

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 and biweekly gross on the tentative payroll. Employees whose overtime pay for 2½ hours is less than \$48.00 or who are on an extended leave at full pay (sick, education, union, Workers' Compensation leave) and previously reduced by the agency or facility to \$48.00, will remain at \$48.00 on the tentative.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

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.

The salary increase will be applied as follows:

Class of Employees

1. Employees who are active at the end of Institution Period 17L and Administration Period 18L:
OSC will apply the salary increase and, for employees in the Security Services unit the increase in Pre-Shift Briefing Pay. These employees will appear on the Exception Listing with no message.

2. Employees with pay basis code HRY or DLY.

OSC will not apply the salary increase. These employees will appear on the Exception Listing with no message.

To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to calculate an annual salary. Increase the annual by .0096% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

In preparing your payroll for Period 18L (Institution) and 19L (Administration):

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.
- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

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 SECURITY SERVICES NEGOTIATING UNIT 01
 SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE DECEMBER 8, 1988 ADMINISTRATION
 DECEMBER 1, 1988 INSTITUTION

SG	Perf. Ad. & Long. Amt.	Hiring Rate	Perf. Adv. Rate 1	Perf. Adv. Rate 2	Perf. Adv. Rate 3	Job Rate	10-yr Long. Step	15-yr Long. Step	(Long. Max)
									20-yr Long. Step
101	775	11728	12503	13278	14053	14828	15603	16378	16766
102	818	12178	12996	13814	14632	15450	16268	17086	17495
103	854	12808	13662	14516	15370	16224	17078	17932	18359
104	899	13414	14313	15212	16111	17010	17909	18808	19258
105	944	14079	15023	15967	16911	17855	18799	19743	20215
106	995	14850	15845	16840	17835	18830	19825	20820	21318
107	1034	15726	16760	17794	18828	19862	20896	21930	22447
108	1075	16648	17723	18798	19873	20948	22023	23098	23636
109	1124	17613	18737	19861	20985	22109	23233	24357	24919
110	1178	18650	19828	21006	22184	23362	24540	25718	26307
111	1228	19789	21017	22245	23473	24701	25929	27157	27771
112	1283	20925	22208	23491	24774	26057	27340	28623	29265
113	1336	22213	23549	24885	26221	27557	28893	30229	30897
114	1400	23526	24926	26326	27726	29126	30526	31926	32626
115	1459	24918	26377	27836	29295	30754	32213	33672	34402
116	1524	26358	27882	29406	30930	32454	33978	35502	36264
117	1604	27874	29478	31082	32686	34290	35894	37498	38300
118	1686	29495	31181	32867	34553	36239	37925	39611	40454
119	1760	31139	32899	34659	36419	38179	39939	41699	42579
120	1842	32767	34609	36451	38293	40135	41977	43819	44740
121	1920	34563	36483	38403	40323	42243	44163	46083	47043
122	2031	36444	38475	40506	42537	44568	46599	48630	49646
123	2091	38449	40540	42631	44722	46813	48904	50995	52041
124	2168	40562	42730	44898	47066	49234	51402	53570	54654
125	2261	42859	45120	47381	49642	51903	54164	56425	57556