



Office of the State Comptroller
PAYROLL BULLETIN

Subject Performance Advances, Longevity Increases, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	Bulletin No. P-593
	Date January 4, 1989

The Director of the Budget has issued Budget Policy and Reporting Manual, D-260, dated December 28, 1988, which continues the rules for payment of performance advances, longevity salary increases and performance/merit awards for Management/Confidential employees and other employees excluded from collective bargaining units for evaluations that occurred on July 1, 1988.

The system applies to all full-time and part-time annual-salaried (graded or equated to grade) employees, except those in the exempt class and in grade 668 positions, designated management/confidential (NU 06), employees of PERB (NU 66) and certain civilian employees of the Division of Military and Naval Affairs excluded from a bargaining unit (NU 46).

In determining the number of payroll periods of creditable service for Performance Advances or Performance/Merit Awards, the 1987-1988 service period is as follows:

- July 9, 1987 - July 6, 1988 (Administration-Cycle Employees)
- July 2, 1987 - July 13, 1988 (Institution-Cycle Employees)

PR-75s to process these payments should be submitted in Period 22L, the payday of February 15, 1989 for Administration agencies and February 22, 1989 for Institutions.

NOTE: Salary increases equivalent to performance advances for M/C employees who occupy positions in the exempt jurisdictional class or allocated to grade 668 are processed in accordance with Special Salary Plans as approved for individual agencies by the Director of the Budget. Performance Awards and Merit Payments based on longevity and performance for these employees require prior Budget approval as explained in Budget Policy and Reporting Manual, D-270, dated December 28, 1988.

A. PERFORMANCE ADVANCES

The rules for payment of performance advances to employees in all M/C grades who completed at least six payroll periods of creditable service and were evaluated on July 1, 1988 and rated higher than "Unsatisfactory" are explained in Bulletin P-534, dated July 30, 1987. A copy of the June 9(A)/16(I), 1988 M/C Salary Schedule is attached to Bulletin P-588, dated December 21, 1988, and the Schedule for advances based on ratings and service is attached to this Bulletin.

The rules have been amended in two areas described below:

1. Employees with six payroll periods or more of M/C service during the rating period but who were occupying a lower position (M/C or Non-M/C) on July 1.

Since the employee was not evaluated in the higher M/C position on July 1, no advance was paid if he or she was subsequently reappointed to the same or another M/C position. Under the amended rules, these employees are, upon reappointment, deemed to have been rated "Effective" and entitled to an advance on that basis. This revision is retroactive to July 1986.

2. Employees who have been promoted from a position in a bargaining unit to an M/C position.

Previously, a promotion recalculation was processed only for employees who moved from an M/C position to a higher M/C position during the service period. The adjustment is expanded to now include employees who were promoted from a position in a bargaining unit to an M/C position. In determining the pro-rated advance amount due in the lower grade, treat that position as if it were an M/C position. This revision is also retroactive to July 1986.

Advances are payable to eligible employees on July 7, 1988 for employees paid on the Administration cycle and July 14, 1988 for employees paid on the Institution cycle.

B. LONGEVITY SALARY INCREASE-GRADES 603-617

The rules for payment of the longevity salary increases to employees who complete 5 or 10-years of continuous service at a salary equal to the job rate, or maximum, of the grade remain the same as explained in Bulletin P-534.

In determining eligibility, you are reminded of those employees who were reallocated during implementation of the Job Classification System in 1987. Employees whose salary was equal to the job rate of the lower grade and fell below the job rate of the new grade upon reallocation, but whose salary following payment of a performance advance is again equal to the job rate of the reallocated grade, receive continuous service credit toward eligibility for the longevity increase. These employees reaching the Job Rate on July 1, 1988, who completed the longevity service requirement between July 1987 and July 1988 are entitled to the longevity salary increase effective on the same date that the performance advance brings their salary to the job rate of the reallocated grade.

C. PERFORMANCE AWARDS-EMPLOYEES IN GRADES 603-617 WITH LESS THAN 5 YEARS AT THE JOB RATE

The rules and amounts for payment of Performance Awards to these employees who have 20 payroll periods of creditable service between July 1, 1987 and June 30, 1988 and who are rated "Highly Effective" or "Outstanding" remain as explained in Bulletin P-534 except: employees who will complete 5-years of service at the job rate on or before March 31, 1989 and qualify for the \$750 longevity salary increase are not eligible for a Performance Award in 1988. Upon completion of the service requirement, the employees are entitled to the longevity salary increase only.

Employees receiving a salary prior to July 1, 1988 equal to or greater than the salary shown below for their grade may be eligible for Awards:

Grade 603	\$16136	Grade 611	\$24430
604	16891	612	25736
605	17736	613	27194
606	18669	614	28716
607	19707	615	30293
608	20748	616	31936
609	21878	617	33724
610	23119		

MERIT AWARDS-EMPLOYEES IN GRADES 618-667

The Rules and range amounts of Merit Awards for employees in grades 618-667 are the same as defined in Bulletin P-534.

Following are the 98% of Job Rate salaries for these grades:

Grade 618	\$33835	Grade 661	\$48300
619	35620	662	53622
620	37432	663	59549
621	39389	664	65826
622	41486	665	73229
623	44190	666	80769
		667	87705

PAYMENT OF ADVANCES, LONGEVITY SALARY INCREASES AND PERFORMANCE/MERIT AWARDS

In processing these payments follow the instructions for preparation of PR-75 forms as defined on Page 10 of Bulletin P-534, except for Longevity Salary Increases which are now reported as LONG PAY in Block 7 with the amount of longevity salary entered in the first Miscellaneous Block. (See Bulletin P-554, issued January 25, 1988).

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

Attachment

M/C PERFORMANCE ADVANCES
(NU 06, 46 AND 66)
JULY 1988

Grade and Range		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>	Grade and Range		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
603	Fu11	\$1232	\$924	\$616	611	Fu11	\$1748	\$1311	\$874
\$3695	3/4	924	693	462	\$5242	3/4	1311	984	656
	1/2	616	462	308		1/2	874	656	437
	1/4	308	231	154		1/4	437	328	219
604	Fu11	\$1294	\$970	\$647	612	Fu11	\$1837	\$1378	\$919
\$3880	3/4	971	728	486	\$5511	3/4	1378	1034	690
	1/2	647	485	324		1/2	919	689	460
	1/4	324	243	162		1/4	460	345	230
605	Fu11	\$1303	\$978	\$652	613	Fu11	\$1920	\$1440	\$960
\$3909	3/4	978	734	489	\$5759	3/4	1440	1080	720
	1/2	652	489	326		1/2	960	720	480
	1/4	326	245	163		1/4	480	360	240
606	Fu11	\$1413	\$1060	\$707	614	Fu11	\$1993	\$1495	\$997
\$4239	3/4	1060	795	531	\$5979	3/4	1495	1122	748
	1/2	707	530	354		1/2	997	748	499
	1/4	354	265	177		1/4	499	374	250
607	Fu11	\$1472	\$1104	\$736	615	Fu11	\$2087	\$1566	\$1044
\$4414	3/4	1104	828	552	\$6261	3/4	1566	1175	783
	1/2	736	552	368		1/2	1044	783	522
	1/4	368	276	184		1/4	522	392	261
608	Fu11	\$1530	\$1147	\$765	616	Fu11	\$2173	\$1630	\$1087
\$4588	3/4	1148	861	574	\$6517	3/4	1630	1223	816
	1/2	765	574	383		1/2	1087	815	544
	1/4	383	287	192		1/4	544	408	272
609	Fu11	\$1589	\$1192	\$795	617	Fu11	\$2279	\$1709	\$1140
\$4765	3/4	1192	894	597	\$6836	3/4	1710	1282	855
	1/2	795	596	398		1/2	1140	855	570
	1/4	398	298	199		1/4	570	428	285
610	Fu11	\$1686	\$1265	\$843	618	Fu11	\$2267	\$1701	\$1134
\$5057	3/4	1265	949	633	\$6801	3/4	1701	1276	851
	1/2	843	633	422		1/2	1134	851	567
	1/4	422	317	211		1/4	567	426	284

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods

Grade and Range		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>	Grade and Range		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
619	Fu11	\$2370	\$1777	\$1185	662	Fu11	\$3846	\$2884	\$1923
\$7108	3/4	1778	1333	889	\$11536	3/4	2885	2163	1443
	1/2	1185	889	593		1/2	1923	1442	962
	1/4	593	445	297		1/4	962	721	481
620	Fu11	\$2480	\$1860	\$1240	663	Fu11	\$4262	\$3196	\$2131
\$7440	3/4	1860	1395	930	\$12784	3/4	3197	2397	1599
	1/2	1240	930	620		1/2	2131	1598	1066
	1/4	620	465	310		1/4	1066	799	533
621	Fu11	\$2584	\$1938	\$1292	664	Fu11	\$4683	\$3512	\$2342
\$7752	3/4	1938	1454	969	\$14047	3/4	3513	2634	1757
	1/2	1292	969	646		1/2	2342	1756	1171
	1/4	646	485	323		1/4	1171	878	586
622	Fu11	\$2708	\$2031	\$1354	665	Fu11	\$5229	\$3922	\$2615
\$8122	3/4	2031	1524	1016	\$15685	3/4	3922	2942	1962
	1/2	1354	1016	677		1/2	2615	1961	1308
	1/4	677	508	339		1/4	1308	981	654
623	Fu11	\$3034	\$2276	\$1517	666	Fu11	\$5666	\$4249	\$2833
\$9102	3/4	2276	1707	1138	\$16996	3/4	4250	3187	2125
	1/2	1517	1138	759		1/2	2833	2125	1417
	1/4	759	569	380		1/4	1417	1063	709
661	Fu11	\$3466	\$2600	\$1733	667	Fu11	\$5778	\$4333	\$2889
\$10397	3/4	2600	1950	1300	\$17332	3/4	4334	3250	2167
	1/2	1733	1300	867		1/2	2889	2167	1445
	1/4	867	650	434		1/4	1445	1084	723

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