



# Office of the State Comptroller **PAYROLL BULLETIN**

<b>Subject</b> April 1, 1989 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	<b>Bulletin No.</b> P-604
	<b>Date</b> March 9, 1989

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, a new Salary Schedule, an increase in the amount of the 20-year longevity step and an increase in location pay.

### APRIL 1, 1989 SALARY SCHEDULE

The legislation provides for a revised April 1, 1989 salary schedule. The new schedule was generally constructed by increasing the December 1988 Hiring Rates, Job Rates, Performance Advances and 10 and 15 year Longevity Amounts by 5%. The 20-year Longevity payment has been increased from one-half to three-quarters of the Longevity Amount of the grade. A copy of the revised Salary Schedule is attached.

### 20-YEAR LONGEVITY STEP ADJUSTMENT

Employees in the units who are currently receiving a 20-year longevity payment are entitled to an adjustment in salary, effective April 1, equal to the difference between the previous 20-year longevity (50% of the longevity amount) and the expanded 20-year longevity (75% of the longevity amount) for the current grade of the position which the employee held upon completion of the 20-year continuous service requirement.

The following schedule lists the 20-year longevity adjustment for each grade:

<u>Grade</u>	<u>Adjustment</u>	<u>Grade</u>	<u>Adjustment</u>
101	\$203	113	\$350
102	214	114	367
103	224	115	383
104	236	116	400
105	248	117	421
106	261	118	442
107	271	119	462
108	282	120	483
109	295	121	504
110	309	122	533
111	322	123	549
112	336	124	569
		125	593

PRE-SHIFT BRIEFING PAY AND PREMIUM OVERTIME

Payment of pre-shift briefing pay calculated at a time and one-half overtime rate and premium overtime at 12% of basic annual salary remains as described in Bulletin P-577 (September 8, 1988).

LOCATION PAYNYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$665 annually (\$25.50 biweekly) for the fiscal year beginning April 1, 1989. 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 remains at \$203 (\$7.78 biweekly) for employees as previously described in Bulletin P-577 (September 8, 1988).

PERFORMANCE ADVANCE AND LONGEVITY PAYMENTS

The rules for payment of performance advances to eligible employees on April 1 and longevity payments to employees who complete 10, 15 and 20-years of continuous service in positions in the Units remain as described in Bulletin P-564, dated April 1988. As in previous years, OSC will provide agencies/facilities with a listing of their employees we have determined will be completing 10, 15 or 20-years of service during 1989-90 and become eligible for a longevity payment.

Additionally, OSC has reviewed the records of employees in the Units with increment codes '69', '08' and '99' (the codes that indicate an employee has received all longevity payments due) currently on the record and whose salary is not equal to the 20-year longevity step on the December 1988 schedule for the grade the employee occupies. OSC has determined the position in which the employee was credited with the 20-year longevity step and, following application of the April 1989 5% salary increase, added the appropriate 20-year longevity adjustment. These employees will appear on the tentative payroll with the increment code '08', plus the April 1, 1989 salary.

INCREMENT CODES FOR PERFORMANCE ADVANCES AND LONGEVITY PAYMENTS

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any.

Salary registers contain the increment codes as described below:

- 1 (+ Year) Employees whose salary is below the job rate for this grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.
- For example, code 10 would mean that a performance advance is due in April and a longevity payment is due in the 1990-91 fiscal year.
- 2 (+ Year) Employees whose base salary is at or above the job rate of the current position, are receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.
- 3 (+ Year) Employees whose salary is below the job rate for this grade and are not entitled to a performance advance (due to lack of service) or employees whose salary is at the job rate, or the job rate and receiving one longevity payment. Longevity payment (10 or 15-year) is due in the year indicated.
- 4 (+ Year) Employees who are receiving longevity pay whose base (with FIS salary) salary is below the job rate of the current position, and who are entitled to a performance advance in April and longevity pay in the year indicated.
- 5 (+ Year) Employees who are receiving two longevity payments (with FIS salary) whose base salary is below the job rate of the current position and who are entitled to a performance advance in April and 20-year longevity pay in the year indicated.
- NOTE: Increment code 6 designates employees who are receiving the salary of a higher grade due to abolishment of their previous positions prior to October 1972.
- 6 (+ Year) Employees whose base salary is at or above the job rate of the abolished position and who are entitled to longevity pay in the year designated by the second digit.
- 69 Employees whose base salary is at or above the job rate of the abolished position and who are receiving all longevity payments due.

Additionally, there are two miscellaneous codes that indicates when all longevity payments have been processed or a promotion recalculation is due to the employee.

08 (with FIS salary) Employees whose base salary is below the job rate of their current position who are entitled to a performance advance in April, but who have received all longevity payments due.

OR

Employees whose base salary is at or above the job rate of the current position, and who have received all longevity payments due.

In the above two categories, OSC has determined the salary, including the 20-year longevity adjustment due. The FIS salary includes the 5% raise.

Employees promoted during 1988-89 who have insufficient service to qualify for a performance advance in the higher grade but who are entitled to a reconstructed promotion salary. The FIS salary includes the 5% raise.

99 Employees whose salary reflects all performance advances and longevity payments due to them and whose salary equals or exceeds the 20-year longevity step salary of the grade that the employee presently occupies.

OSC will automatically apply the performance advance, if due.

#### PAYMENT OF SALARY 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 or the Job Rate or the Longevity Steps (including the 20-year longevity step) of the salary grade of their position on the December 1988 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 December 1988 salary schedule, and those in NS (grade 600) or Trainee-including Correction Officer Trainees-(grade 800) positions, the salary is increased by 5%, rounded to the next whole dollar amount. The additional adjustment is provided for employees who are presently receiving a 20-year longevity step.

The salary increase is effective from the first day of Payroll Period 1L, March 30-April 12, 1989 (checks dated April 26, 1989) for Administration agencies and April 6-19, 1989 (checks dated May 4, 1989) for Institutions.

TENTATIVE SALARY REGISTER

After payrolls are processed for Period #26L, OSC will convert the computer records to reflect the performance advance, salary increase, increases in location pay and pre-shift briefing pay and 20-year longevity adjustment.

NOTE: OCS will not increase the amount of pre-shift briefing pay for employees whose current salary would result in a pre-shift briefing payment higher than \$48.00, but who are listed on the payroll at \$48.00.

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 an Exception Listing showing the increased salary, location pay increase and-for employees in NU 01 only-the increase in Pre-Shift Briefing pay, and identifying employees with pay basis codes HRY, DLY or BIW 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. Eligible employees for whom a performance advance or longevity adjustment has not been correctly applied. Use transaction code COR FY SAL.
2. Employees receiving Unsatisfactory Performance ratings. Use transaction code UNSAT PERF.
3. Hourly, Daily and Biweekly Employees

PR-75's must be submitted for all hourly, daily and biweekly employees. To calculate the increased salary for an hourly or daily employee, first multiply the hourly by 2088 and the daily rate by 261 to determine the annual salary. Increase the annual by 5% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. To calculate the increased salary for a biweekly employee, multiply the current biweekly salary by 5% and add that amount to the current biweekly to arrive at the new increased biweekly salary. Use transaction code CHG RATE.

In preparing your payroll for Period #1L, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1989.
2. Submit PR-75 forms for all corrections to the tentative register and for the items described above.

3. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
4. The normal amount of Previous Payroll on the PR-76 for Period #1L should be the amount shown on the tentative payroll listing.

#### UPDATE OF INCREMENT CODES

The salary register for Period #1L will reflect the updated increment codes for next year for all active employees as defined below.

For employees with increment cod 10-19 on the tentative payroll whose increased salary is:

- a. below the job rate, the increment code will remain the same.
- b. equal to the job rate, the first position of the increment code will be updated to 3 and the second position will remain the same.

For employees with increment code 30-39 on the tentative payroll whose increased salary is:

- a. below the job rate, the first position of the increment code will be updated to 1 and the second position will remain the same.
- b. equal to the job rate, the code will remain the same.

For employees with increment code 08 or 40-59 with FIS salary:

The increment code will remain the same, the FIS salary will be removed.

For employees with increment code 60-69, 99:

The increment code will remain the same.

If a PR-75 is submitted in Period #1L and the increment code is a block requirement, the increment code on the PR-75 will be reflected on the Period #1L salary register.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at (518) 474-1246.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on (518) 486-3087.

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 APRIL 1, 1989

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	814	12315	13129	13943	14757	15571	16385	17199	17810
102	859	12787	13646	14505	15364	16223	17082	17941	18586
103	897	13449	14346	15243	16140	17037	17934	18831	19504
104	944	14085	15029	15973	16917	17861	18805	19749	20457
105	992	14783	15775	16767	17759	18751	19743	20735	21479
106	1045	15593	16638	17683	18728	19773	20818	21863	22647
107	1086	16513	17599	18685	19771	20857	21943	23029	23844
108	1129	17481	18610	19739	20868	21997	23126	24255	25102
109	1181	18494	19675	20856	22037	23218	24399	25580	26466
110	1237	19583	20820	22057	23294	24531	25768	27005	27933
111	1290	20779	22069	23359	24649	25939	27229	28519	29487
112	1347	21972	23319	24666	26013	27360	28707	30054	31065
113	1403	23324	24727	26130	27533	28936	30339	31742	32795
114	1470	24703	26173	27643	29113	30583	32053	33523	34626
115	1532	26164	27696	29228	30760	32292	33824	35356	36505
116	1601	27676	29277	30878	32479	34080	35681	37282	38483
117	1685	29268	30953	32638	34323	36008	37693	39378	40642
118	1771	30970	32741	34512	36283	38054	39825	41596	42925
119	1848	32696	34544	36392	38240	40088	41936	43784	45170
120	1934	34406	36340	38274	40208	42142	44076	46010	47461
121	2016	36292	38308	40324	42340	44356	46372	48388	49900
122	2133	38267	40400	42533	44666	46799	48932	51065	52665
123	2196	40372	42568	44764	46960	49156	51352	53548	55195
124	2277	42591	44868	47145	49422	51699	53976	56253	57961
125	2375	45002	47377	49752	52127	54502	56877	59252	61034