



Office of the State Comptroller
PAYROLL BULLETIN

Subject	July 1, 1989 Performance Advances, Longevity Increases, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	Bulletin No.	P-620
		Date	June 20, 1989

Budget Policy and Reporting Manual, D-260, dated December 28, 1988, which continued 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 covers July 1, 1989 evaluations.

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 1988-1989 service period is as follows:

July 7, 1988 - July 5, 1989 (Administration-Cycle Employees)
July 14, 1988 - July 12, 1989 (Institution-Cycle Employees)

PR-75s to process these payments may be submitted as soon as agencies have completed the July 1 evaluation process.

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. Agencies should confirm that their Plans have been updated for the 1989-90 fiscal year prior to submission of PR-75 transactions.

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, 1989 and rated higher than "Unsatisfactory" are explained in Bulletin P-534, dated July 30, 1987, and Bulletin P-593 dated January 4, 1989. The April 1, 1989 M/C Salary Schedule is attached to Bulletin P-607, dated March 26, 1989, and the Schedule for advances based on ratings and service is attached to this Bulletin.

Advances are payable to eligible employees on July 6, 1989 for employees paid on the Administration cycle and July 13, 1989 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.

C. PERFORMANCE AWARDS-EMPLOYEES IN GRADES 603-617
WITH LESS THAN 5 YEARS AT THE JOB RATE
and
MERIT AWARDS-EMPLOYEES IN GRADES 618-667

The rules and amounts for payment of Performance Awards and Merit Awards to employees who have 20 payroll periods of creditable service between July 1, 1988 and June 30, 1989 and who are rated "Highly Effective" or "Outstanding" remain as explained in Bulletins P-534 and P-593.

Employees receiving a salary prior to July 1, 1989 equal to or greater than the salary shown below (98% of the Job Rate) for their grade may be eligible for Awards:

Grade 603	\$16944	Grade 617	\$35411
604	17736	618	35527
605	18622	619	37401
606	19603	620	39303
607	20693	621	41358
608	21786	622	43561
609	22973	623	46400
610	24275	661	50715
611	25652	662	56303
612	27024	663	62527
613	28554	664	69118
614	30153	665	76891
615	31808	666	84808
616	33533	667	92090

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 1989

<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>	<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
603	Fu11	\$1294	\$970	\$647	611	Fu11	\$1835	\$1376	\$918
\$3880	3/4	971	728	486	\$5504	3/4	1377	1032	689
	1/2	647	485	324		1/2	918	688	459
	1/4	324	243	162		1/4	459	344	230
604	Fu11	\$1358	\$1019	\$679	612	Fu11	\$1929	\$1447	\$965
\$4074	3/4	1019	765	510	\$5787	3/4	1447	1086	724
	1/2	679	510	340		1/2	965	724	483
	1/4	340	255	170		1/4	483	362	242
605	Fu11	\$1368	\$1026	\$684	613	Fu11	\$2016	\$1512	\$1008
\$4104	3/4	1026	770	513	\$6047	3/4	1512	1134	756
	1/2	684	513	342		1/2	1008	756	504
	1/4	342	257	171		1/4	504	378	252
606	Fu11	\$1484	\$1113	\$742	614	Fu11	\$2093	\$1570	\$1047
\$4451	3/4	1113	835	557	\$6278	3/4	1570	1178	786
	1/2	742	557	371		1/2	1047	785	524
	1/4	371	279	186		1/4	524	393	262
607	Fu11	\$1545	\$1159	\$773	615	Fu11	\$2192	\$1644	\$1096
\$4635	3/4	1159	870	580	\$6574	3/4	1644	1233	822
	1/2	773	580	387		1/2	1096	822	548
	1/4	387	290	194		1/4	548	411	274
608	Fu11	\$1606	\$1205	\$803	616	Fu11	\$2281	\$1711	\$1141
\$4817	3/4	1205	904	603	\$6843	3/4	1711	1284	856
	1/2	803	603	402		1/2	1141	856	571
	1/4	402	302	201		1/4	571	428	286
609	Fu11	\$1668	\$1251	\$834	617	Fu11	\$2393	\$1795	\$1197
\$5004	3/4	1251	939	626	\$7178	3/4	1795	1347	898
	1/2	834	626	417		1/2	1197	898	599
	1/4	417	313	209		1/4	599	449	300
610	Fu11	\$1770	\$1328	\$885	618	Fu11	\$2381	\$1786	\$1191
\$5310	3/4	1328	996	664	\$7141	3/4	1786	1340	894
	1/2	885	664	443		1/2	1191	893	596
	1/4	443	332	222		1/4	596	447	298

Full Advance = 24-26 periods
 3/4 Advance = 18-23 periods
 1/2 Advance = 12-17 periods
 1/4 Advance = 6-11 periods

<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>	<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
619	Full	\$2488	\$1866	\$1244	662	Full	\$4038	\$3028	\$2019
\$7464	3/4	1866	1400	933	\$12112	3/4	3029	2271	1515
	1/2	1244	933	622		1/2	2019	1514	1010
	1/4	622	467	311		1/4	1010	757	505
620	Full	\$2604	\$1953	\$1302	663	Full	\$4475	\$3356	\$2238
\$7440	3/4	1953	1465	977	\$13423	3/4	3357	2517	1679
	1/2	1302	977	651		1/2	2238	1678	1119
	1/4	651	489	326		1/4	1119	839	560
621	Full	\$2713	\$2035	\$1357	664	Full	\$4917	\$3688	\$2459
\$8139	3/4	2035	1527	1018	\$14749	3/4	3688	2766	1845
	1/2	1357	1018	679		1/2	2459	1844	1230
	1/4	679	509	340		1/4	1230	922	615
622	Full	\$2843	\$2132	\$1422	665	Full	\$5490	\$4118	\$2745
\$8528	3/4	2133	1599	1067	\$16470	3/4	4118	3089	2059
	1/2	1422	1066	711		1/2	2745	2059	1373
	1/4	711	533	356		1/4	1373	1030	687
623	Full	\$3186	\$2390	\$1593	666	Full	\$5949	\$4462	\$2975
\$9557	3/4	2390	1793	1195	\$17845	3/4	4462	3347	2232
	1/2	1593	1195	797		1/2	2975	2231	1488
	1/4	797	598	399		1/4	1488	1116	744
661	Full	\$3639	\$2730	\$1820	667	Full	\$6066	\$4550	\$3033
\$10917	3/4	2730	2048	1365	\$18198	3/4	4550	3413	2275
	1/2	1820	1365	910		1/2	3033	2275	1517
	1/4	910	683	455		1/4	1517	1138	759

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