Subject	Bulletin No.
April 1, 1990 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	P-651
	Date
	March 14, 1990

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, 1990 SALARY SCHEDULE

The legislation provides for a revised April 1, 1990 salary schedule. The new schedule was generally constructed by increasing the April 1989 Hiring Rates, Job Rates, Performance Advances and 10 and 15 year Longevity Amounts by 5½%. The 20-year Longevity payment has been increased from three-quarters to the full 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 (75% of the longevity amount) and the expanded 20-year longevity (100% 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:

Grade	Adjustment	Grade	Adjustment
101	$215	113	$371
102	227	114	388
103	237	115	405
104	249	116	423
105	262	117	445
106	276	118	468
107	287	119	488
108	298	120	511
109	312	121	532
110	327	122	563
111	341	123	580
112	356	124	601
		125	627

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 PAY

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to $701 annually ($26.88 biweekly) for the fiscal year beginning April 1, 1990. 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. OSC will compute performance advances automatically, as well as provide agencies/facilities with a listing of their employees we have determined will be completing 10, 15 or 20-years of service during 1990-91 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 April 1989 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 1990 5½% salary increase, added the appropriate 20-year longevity adjustment. These employees will appear on the tentative payroll with the increment code '08', as described below.

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 is below the job rate of the current position,
salary)   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   whose base salary is below the job rate of the current
salary)   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 indicate 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.

<div align="center">OR</div>

         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 $5\frac{1}{2}\%$ raise.

         Employees promoted during 1989-90 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 $5\frac{1}{2}\%$ 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 April 1989 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 April 1989 salary schedule, and those in NS (grade 600) or Trainee-including Correction Officer Trainees-(grade 800) positions, the salary is increased by $5\frac{1}{2}\%$, 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 29-April 11, 1990 (checks dated April 25, 1990) for Administration agencies and April 5-18, 1990 (checks dated May 3, 1990) 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.

> NOTES: 1. 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.
>
> 2. For employees with pay basis code 8AN, the calculation for pre-shift briefing pay will be based on the employee's overtime rate X 2 hours (15 minutes per day for 8 days).

          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 two Exception Listings (one for NU 01 and a separate Listing for NU 61) 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. Employees whose pre-shift briefing pay was $48.00 and who, in Period #1L are entitled to pre-shift briefing pay higher than $48.00.

4. 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 rate by 2088 and the daily rate by 261 to determine the annual salary. Increase the annual by 5½% 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 5½% 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 1990.

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 code 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 Fred Mullin in the Payroll Planning Unit at (518) 486-3040.

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, 1990

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	859	$12993	$13852	$14711	$15570	$16429	$17288	$18147	$19006
102	907	13491	14398	15305	16212	17119	18026	18933	19840
103	947	14189	15136	16083	17030	17977	18924	19871	20818
104	996	14860	15856	16852	17848	18844	19840	20836	21832
105	1047	15597	16644	17691	18738	19785	20832	21879	22926
106	1103	16451	17554	18657	19760	20863	21966	23069	24172
107	1146	17422	18568	19714	20860	22006	23152	24298	25444
108	1191	18443	19634	20825	22016	23207	24398	25589	26780
109	1246	19512	20758	22004	23250	24496	25742	26988	28234
110	1305	20661	21966	23271	24576	25881	27186	28491	29796
111	1361	21922	23283	24644	26005	27366	28727	30088	31449
112	1421	23181	24602	26023	27444	28865	30286	31707	33128
113	1481	24607	26088	27569	29050	30531	32012	33493	349,.
114	1551	26062	27613	29164	30715	32266	33817	35368	36919
115	1617	27604	29221	30838	32455	34072	35689	37306	38923
116	1689	29199	30888	32577	34266	35955	37644	39333	41022
117	1778	30878	32656	34434	36212	37990	39768	41546	43324
118	1869	32674	34543	36412	38281	40150	42019	43888	45757
119	1950	34495	36445	38395	40345	42295	44245	46195	48145
120	2041	36299	38340	40381	42422	44463	46504	48545	50586
121	2127	38289	40416	42543	44670	46797	48924	51051	53178
122	2251	40372	42623	44874	47125	49376	51627	53878	56129
123	2317	42593	44910	47227	49544	51861	54178	56495	58812
124	2403	44934	47337	49740	52143	54546	56949	59352	61755
125	2506	47478	49984	52490	54996	57502	60008	62514	65020