



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject 1990 Longevity Lump Sum Payment to Employees in the Professional, Scientific and Technical Services Negotiating Unit	Bulletin No. P-652
	Date March 14, 1990

Chapter 581 of the Laws of 1988, which implements the contract between the State and the Public Employees Federation representing employees in the PS&T Services (05) negotiating unit and Rules and Regulations promulgated by the Director of the Budget provide for a Longevity Lump Sum Payment of \$1,250 or \$2,500 to be made in April to certain employees.

A. The following employees will be eligible for the longevity LSP in April.

1. Employees in graded positions (grades 001-037)

- a. Employees who are on the payroll on March 31, 1990 (active or on leave with partial pay or on Workers' Compensation leave without payment on the regular payroll and being paid on the Workers' Compensation Supplement payroll) in a position in the PS&T negotiating unit, who as of March 31, 1990 have 5 or more years or 10 or more years of continuous service at a salary equal to or above the job rate, or maximum, of the grade of their position on March 31

and

- b. who did not receive a "Below Minimum" rating during rating periods ending between January 1 and December 31, 1989. An employee who received no ratings during the period will receive the payment.

2. Employees in N.S. (grade 600) positions which are equated to grades

The rules authorize payment of the Longevity LSP to employees who occupy non-seasonal N.S. (grade 600) positions which are equated to grades in the PS&T unit on March 31, 1990 and who meet all other eligibility criteria.

Continuous service as used in determining eligibility for the lump sum payment is paid service (including part-time annual-salaried service and sick leave at half pay) or time on Workers' Compensation leave or Military leave without pay.

NOTE: Teachers in Institutions being paid over 10 months (pay basis code 10M) are not on the payroll in July and August. However, these employees will receive credit for a full year of continuous service if they were on the payroll for 10 months. Their service will be reduced only for periods when they were not paid between September 1 and June 30.

In determining eligibility:

1. Employees who have been continuously occupying the same position without any break in service must have been at the maximum salary of the grade on April 1, 1985 to qualify for the 5 year longevity and April 1, 1980 for the 10 year longevity. For employees who have a break in service, any service prior to those dates during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 or 10 year requirement.
2. Employees who received a performance advance to bring their salary to the job rate on July 1, 1979 or July 1, 1980 who were active on the payroll for the entire period from April 1 to June 30, 1979 or 1980 will receive credit for that 3 months.
3. Employees who have occupied a higher grade position at any time in the past will receive credit for all service during which they earned a salary which was equal to or above the maximum of the grade of the position which they occupied on March 31, 1990.
4. Employees who have been receiving a salary equal to or above the maximum of the grade who upon promotion to a higher grade received a salary equal to or above the maximum of the new grade will receive credit for service in the current position and for all service in the prior position during which they were receiving a salary equal to or above the maximum of the lower grade.
5. Employees who have been promoted from a position which, subsequent to April 1, 1987 has been reallocated, who were receiving a salary equal to or above the job rate of their former lower grade position and following the reallocation, their former and current positions are allocated to the same grade and their salary in the promoted position is at the job rate, receive combined credit for all service following the promotion and for all service in the previous position during which their salary was equal to or above the job rate of the lower grade.
6. Employees who were receiving a salary equal to or above the maximum salary of the grade whose positions have been reallocated, whose resulting salary was below the job rate of the new grade but whose salary on March 31, 1990 was at the job rate will receive credit for all service subsequent to the reallocation and for all service in the position prior to reallocation during which their salary was equal to or above the maximum salary of the lower grade.
7. Former Institution Teachers whose positions were reclassified to Developmental Specialist and who were receiving a salary equal to or above the maximum salary of the lower grade, whose salary following reclassification was below the job rate of the new grade, but whose salary on March 31, 1990 was at the job rate, will receive credit for all service subsequent to the reclassification and for all service prior to the reclassification during which their salary was equal to or greater than the maximum of the lower grade.

8. Employees who previously held the position of Pharmacist I who were receiving a salary equal to or above the job rate of grade 17, whose salary on promotion to the newly-established position of Pharmacist II fell below the job rate of grade 18, but whose salary on March 31, 1990 was at the job rate of grade 18, receive credit for all grade 18 service subsequent to the promotion and for all service during which their salary was equal to or above the maximum of grade 17.

B. The following employees will become eligible for the Longevity LSP during 1990-91.

(1) Employees who are otherwise qualified but who are on an approved leave of absence without pay or on a preferred list on March 31, 1990 and who return from such leave between April 1, 1990 and March 31, 1991 are eligible for the payment. There is no minimum service requirement following the employee's return to active payroll status. Full or pro-rated payment is based on the employee's full or part-time percentage work schedule prior to commencement of the leave without pay.

(2) Demotion after March 31, 1990 -

Employees who were not eligible for the 1990 payment become eligible if they return to a lower grade position between April 1, 1990 and March 31, 1991 in which they would have been eligible if they had been in the lower grade position on March 31, 1990 and remain in the lower grade position for at least 6 payroll periods and

a. the promotion was temporary and the employee has been reinstated to her or his previous position or appointed to another lower grade qualifying position.

OR

b. the promotion was permanent, but the demotion occurred

1. in lieu of layoff
2. voluntarily during the probationary period
3. as a result of failure of a probationary period.

Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period or who qualified for an Award or longevity salary increase in the higher salary grade during the present fiscal year are not eligible for the payment.

Determining Maximum Salaries

In 1977 and 1978 and in April 1979 there were two salary schedules, the official schedule for employees who were hired after March 31, 1977 and a second "unofficial" schedule (including the 1977, 1978 and 1979 Percentage Increases) for employees who were incumbents of positions on March 31, 1977. To be eligible for the longevity LSP, an employee must have been at the maximum of the "unofficial" schedule, and no longer eligible for future increments or performance advances.

In 1980 and 1981 for all grades and 1986 and 1987 for grades 001-017 the job rates on the PS&T Salary Schedules were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the longevity LSP for employees who were receiving a salary at or above the job rate prior to the effective dates of the new schedules and who advanced to the new job rate on the date they were next eligible for a performance advance.

Also, due to the percentage method of salary increases and rounding of the Salary Schedules, some employees who were at the maximum or job rate have at times received salaries that were slightly lower than the actual maximum or job rate. These employees are considered to be at the maximum and receive credit for all such service. Refer to Bulletin P-520, dated March 20, 1987, for a list of the "Maximums" which an employee must have been receiving in order to be considered to be at the maximum for April 1980, April 1979, April 1978, October 1977 and April 1977.

Amount of Longevity Lump Sum Payment

The longevity lump sum payment is a one-time lump sum payment which is included as salary for retirement purposes. It is also included in overtime compensation which is payable between April 24, 1990 and April 23, 1991 (refer to "OVERTIME COMPENSATION", Part III, Page 1 of your Salary Manual).

The amount of the longevity payment is \$1,250 for 5 years at the job rate or \$2,500 for 10 years at the maximum or job rate or a pro-rated amount, as appropriate, as described below.

1. Employees who are full-time on March 31, 1990 and full-time employees who are on leave with partial pay or on Voluntary Reduction in Work Schedule (VRWS) will receive the full payment.
2. Employees who are part-time on March 31, 1990 will receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who on March 31, 1990 are on leave with partial pay will receive a pro-rated payment based upon their regular part-time percentage prior to the leave.

Preparation for Payment

The increment code block is used to record eligibility for the longevity payment. Employees eligible for the \$2,500 longevity payment will have codes '76' through '80' entered in the increment code block and employees eligible for the \$1,250 payment will have codes '81' through '85' entered in the increment code block.

Agencies will receive tentative listings of employees who, as of now, are eligible for the longevity LSP. The amount shown is calculated on the employee's current full or part-time percentage status. Review the listing carefully, especially for employees who are ineligible because they received "Below Minimum" ratings between January 1 and December 31, 1989.

Corrections to the preliminary listing should be submitted on the form which is attached to this Bulletin. (Duplicate this sample if you need additional forms.) You must also add employees in N.S. positions which are equated to grades who are eligible. If the equated grade is not listed on the Budget Certificate you must submit available documentation along with the correction sheet. These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, April 13.

Also, please prepare a PR-76 Transmittal. Enter PS&T Longevity LSP at the top, leave the certification total blank, and sign the agency payroll certification. Submit the transmittal along with your corrections, if any. If a PR-76 Transmittal is not received in time for payment, the checks will not be released.

The longevity payment will be paid in a separate check dated April 24, 1990 following completion of processing of Institution 26-LAG and Administration 1-LAG. The checks and registers will be distributed the week of April 23. Deductions will be taken for Federal, State, New York City and Yonkers City taxes (the weekly tax table will be used if the payment is \$1250 or less and the biweekly tax table will apply if the payment is larger than \$1250), Social Security or Medicare, retirement normal contributions, garnishees and Federal levies. Deferred Compensation is not deducted.

Payments to be made after the Special Payroll

Transaction code LONG LSP is used to report the longevity lump sum payment for employees who are not paid on the Special payroll.

The block requirements for this code are as follows:

Group 3  
Class B

Block Requirements: 01 through 06  
07 Transaction Code - enter LONG LSP. If  
this block is filled  
use the first available  
Addt'l trans Code block

23 Gross (Add)  
24 Normal (Deduct)  
49 Misc Block A - Year of Payment '90'  
50 Misc Block B - amount of payment

Remarks: If the employee was part-time on March 31, 1990 enter the PT% used to calculate the amount of the payment.

CORRECTIONS TO PEF LONGEVITY LSP

AGENCY \_\_\_\_\_

ADDITIONAL EMPLOYEES ELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	INCREMENT CODE * (CC 45-46)

\*Enter '76' - '80' for employees eligible for the 10-year payment and ('81' - '85') for employees eligible for the 5-year payment.

EMPLOYEES INELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	REASON