



# PAYROLL BULLETIN

<b>Subject</b> CHANGES FOR LONGEVITY PAYMENTS IN SECURITY SERVICES AND SECURITY SUPERVISORS UNIT	<b>Bulletin No.</b> P-885
	<b>Date</b> February 7, 1996

Chapter 3 of the Laws of 1996 has amended Sections 131 and 132 of the Civil Service Law to reflect the current contractual agreement that officers and employees in Security Services Unit (01) and Security Supervisors Unit (61) who are eligible for longevity payments, will have such longevity amounts calculated at the rates established for their current salary grades. Previously, the longevity amount was frozen at the salary rate of the grade when earned. These amendments provide for recalculation of longevity in the current salary grade upon an officer's or employee's promotion, demotion or reallocation. Current incumbents receive this adjustment in longevity, effective September 28, 1995 for employees on the institutional payroll and October 5, 1995 for employees on the administrative payroll.

## OSC PAYMENT OF SALARY INCREASE AND ADJUSTMENT

At the end of Periods 24L (Institution) and 24L (Administration) OSC will produce an agency information listing containing the following:

### 1. CURRENTLY ACTIVE EMPLOYEES WITH NO MOVEMENT SINCE PERIOD #1

- a) If increment code is **3X** and the current salary of the grade is greater than Job Rate, but less than 10-year Longevity Step, salary will be increased to 10-year Longevity Step. If increment code is **2X** and the current salary of the grade is greater than 10-year Longevity Step, but less than 15-year Longevity Step, salary will increase to 15-year Longevity Step. If increment code is **99** and the current salary of the grade is greater than 15-year Longevity Step, but less than 20-year Longevity Step, salary will be increased to the 20-year Longevity Step.

If an employee is in NU 01, OSC will calculate the new pre-shift briefing amount. A retroactive adjustment for both salary and pre-shift briefing will be computed.

- b) If increment code is **4X, 5X or 08 W/FIS SALARY** agencies must review their employees' records to determine who may be entitled to the longevity adjustment. No action will be taken by OSC. Agencies must submit a PR-75 to correct the current salary and project new FIS SALARY and pay retroactive adjustment. Remember that a new pre-shift briefing amount must be calculated.

## 2. CURRENTLY ACTIVE EMPLOYEES WITH ANY MOVEMENT SINCE PERIOD #1

- a) If increment code is **3X** and the current salary of the grade is greater than Job Rate, but less than 10-year Longevity Step, salary will be increased to 10-year Longevity Step. If increment code is **2X** and the current salary of the grade is greater than 10-year Longevity Step, but less than 15-year Longevity Step, salary will increase to 15-year Longevity Step. If increment code is **99** and the current salary of the grade is greater than 15-year Longevity Step, but less than 20-year Longevity Step, salary will be increased to the 20-year Longevity Step.

If an employee is in NU01, pre-shift briefing will also be increased. No retroactive adjustment will be calculated. Agencies must submit forms to make this payment.

- b) If increment code is **4X, 5X OR 08 W/FIS SALARY** agencies must review their employees' records to determine who may be entitled to the longevity adjustment. No action will be taken by OSC. Agencies must submit a PR-75 to correct the current salary and project new FIS SALARY and pay retroactive adjustment. Remember that a new pre-shift briefing amount must be calculated.

## 3. INACTIVE EMPLOYEES

Agencies must review their employees' records to determine who may be entitled to the longevity adjustment. No action will be taken by OSC. Agencies must submit a PR-75 to correct the salary and/or pay retroactive adjustment (remember new pre-shift briefing).

**NOTE:** Employees who were demoted **before** September 28, 1995-Institution or October 5, 1995-Administration who have earned a longevity payment in the higher grade will keep their higher attained salary. **Employees who were demoted on or after those dates will have their salaries reduced to reflect the current grade longevity payments and the overpayment must be recovered. OSC has identified these employees and you will be notified if you have an employee in this situation.** Employees with an increment code of 6X are entitled to hold the longevities of their abolished position. You will also be notified if you have an employee in this situation.

**For all facilities within the Department of Correctional Services, where employees have transferred between facilities, the current facility will pay the entire adjustment. For all other agencies and facilities, where employees have transferred, each will be responsible for their own portion of the adjustment.**

### TENTATIVE PAYROLLS

Tentative payrolls will be produced reflecting the new salaries and increases in pre-shift briefing and the retroactive adjustment, when possible, for all active employees.

The tentative salary register and Information Listing will be forwarded to you with your regular register for Period 24L. Please review it carefully and submit a PR-75 to make any corrections or additions necessary.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period 25L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a salary change is submitted by the agency.

### PREPARATION OF PR-75 FORM

To correct an employee's salary and pay a retroactive adjustment, use transaction code **COR SAL**, and additional transaction code **ADJ SAL PA** (or **ADJ NET** if paying salary and miscellaneous adjustments). To report an adjustment only use **ADJ SAL PA** or **ADJ NET**.

If possible, miscellaneous adjustments (holiday, overtime, lost time, etc.) should be submitted in the same period with the salary adjustment.

### WITHHOLDING TAXES

The annualized tax method will be used for employees receiving the payment.

### NEED HELP?

Questions on salary determination or other information supplied in this bulletin may be directed to Jim LaRoe of the Salary Determination Unit at (518) 486-3087.