



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1993 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No. P-760
	Date March 5, 1993

Chapter 411 of the Laws of 1992 - as amended by Chapter 842 of the Laws of 1992 - which implement the Agreements for 1991-1995 between the State and Council 82 representing employees in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units provides, effective April 1, 1993, for the following:

- Performance Advances
- Revised Salary Schedule
- 4% Salary Increase
- Location Pay Increase
- Pre-Shift Briefing Pay
- Premium Overtime Increase (Supervisors Unit)
- Longevity Payments

The performance advances and increases will be processed in Period #1L, March 25 - April 7, 1993 (checks dated April 21, 1993) for Administration employees and April 1 - 14, 1993 (checks dated April 29, 1993) for Institution employees.

CONTRACT PROVISIONS

April 1, 1993 Performance Advances

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and who rendered 100 work days of service in such position during the 1991-92 fiscal year, is eligible for receipt of a performance advance on April 1, 1993.

April 1, 1993 Revised Salary Schedule

The revised April 1, 1993 Salary Schedule (Attachment A) was generally constructed by increasing the April 1, 1992 Hiring Rates, Job Rates, Performance Advances and 10, 15 and 20 year Longevity Amounts by 4%.

April 1, 1993 Salary Increase

The legislation provides for a 4% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$729 annually.

Monroe County - The amount remains unchanged at \$203 annually.

Pre-shift Briefing Pay

The rules for payment of Pre-shift briefing pay remain unchanged.

Premium Overtime

Security Supervisors Unit - Premium Overtime paid to employees who occupy the position of Forest Ranger III remains at 12% of annual salary. The not-to-exceed amount has been increased to \$4992 per fiscal year.

Longevity Payments

Employees who complete 10, 15 or 20 years of continuous service in positions in the Units continue to remain eligible for receipt of longevity payments.

OSC has prepared a listing of employees with increment code 'X3' in their records. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1993-94 (IC=X3)". The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity payment during the 1993-94 fiscal year.

This listing will be sent to you with the payroll for Period #1L. Agencies must review this listing and when the employee completes the 10, 15 or 20-year service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONSPerformance Advances

OSC will automatically apply the performance advance, if due, from the April 1, 1992 Salary Schedule, attached to Bulletin P-743, dated September 22, 1992, based on the two-digit increment code in the record. 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. The definitions for the increment codes are shown in Attachment B.

7(+year) An employee whose salary is below the job rate for his or her grade, who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during the next fiscal year and thereafter be entitled to the deferred performance advance. Longevity payment is due in the year indicated.

Miscellaneous codes that indicate when all longevity payments have been processed or a promotion calculation is due to the employee.

08 with An employee whose base salary is below the job rate for his
FIS salary or her grade, is entitled to a performance advance in April,
but who has received all longevity payments.

or

An employee who has been promoted during the current fiscal year, who has insufficient service in the higher grade to qualify for the next two April 1 performance advances in the higher grade, but who is entitled to a reconstructed promotion salary based on a deferred performance advance in the lower grade and a repromotion to the higher grade.

99 An employee whose salary reflects all performance advances and longevity payments due.

March 5, 1993

INCREMENT CODES FOR SECURITY SERVICES/SUPERVISORS

- 1(+year) An employee whose salary is below the job rate for his or her grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.
- For example, code 14 would mean that a performance advance is due in April and a longevity payment is due in the 1994-'95 fiscal year.
- 2(+year) An employee whose base salary is at or above the job rate of his or her position, is receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.
- 3(+year) An employee whose salary is below the job rate for his or her grade, not entitled to a performance advance the following April 1, but has sufficient service in the current year to be entitled to the deferred performance advance thereafter.
- or
- An employee whose salary is at the job rate, or the job rate and receiving one longevity payment. The next longevity payment for 10 or 15 years is due in the year indicated.
- 4(+year)
with FIS
salary An employee receiving longevity pay whose base salary is below the job rate of his or her current position, and who is entitled to a performance advance in April and next longevity payment in the year indicated.
- 5(+year)
with FIS
salary An employee who is receiving two longevity payments whose base salary is below the job rate of the current position, and who is entitled to a performance advance in April and 20-year longevity payment in the year indicated.
- The following increment code, '6', designates those employees who are receiving the salary of a higher grade due to abolishment of their positions prior to October 1971.
- 6(+year) An employee whose base salary is at or above the job rate of the abolished position and who is entitled to longevity pay in the year designated by the second digit.
- 69 An employee whose base salary is at or above the job rate of the abolished position and who is receiving all longevity payments.

(OVER)

Salary Increase

For employees whose annual salary is identical to the Hiring Rate, Performance Advance Step 1, 2, 3, 4, 5, the Job Rate or the Longevity Steps of the salary grade of their position on the April 1992 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate, Performance Advance Step, Job Rate or Longevity Step on the April 1, 1993 Salary Schedule.

For employees whose graded-annual salary is not equal to any step on the April 1992 schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 4%, rounded to the nearest whole dollar amount.

Employees with pay basis codes HRY or DLY will not be automatically increased.

Pre-shift briefing pay for NU-01

OSC will automatically calculate the new Pre-Shift Briefing amount for all employees except for those who are currently limited to \$48 even though their current salary entitles them to a higher pre-shift briefing amount.

Refer to Payroll Bulletins P-577 and P-651 for calculation of pre-shift briefing.

Tentative Salary Register and Security Information Listings

After payrolls are processed for Administration and Institution Periods #26L, OSC will convert the computer records to reflect the performance advances, salary, location pay and pre-shift briefing pay (NU 01 only) increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

Separate "Security Information Listings" for NU 01 and NU 61 will be prepared showing the increased salaries and location pay for annual salaried employees, and identifying hourly and daily pay basis code employees. The listing for NU 01 will also show the increased Pre-Shift Briefing Pay amount.

The tentative salary register and Security Information Listings will be forwarded to you with your regular salary register for Period #26L.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for the Period #1L. 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.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the first payroll period. The increment codes reported should be the projected increment codes for 1994.
2. Employees with pay basis codes HRY or DLY will not be automatically increased. To calculate the increased salary for an hourly or daily, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Increase the annual by 4% rounded to the nearest whole dollar. Then divide the new annual by 2088 or 261 to determine the new hourly or daily amount.
3. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report changes or corrections to the tentative payroll:

1. COR FY SAL
To increase or decrease an annual salary reported on the tentative payroll.
2. UNSAT PERF
To report and reduce the salary for an employee who was rated "Unsatisfactory" for service rendered during the 1991-92 fiscal year.
3. CHG RATE
To report an increase for an employee who is paid on an Hourly or Daily basis.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP?

If you require assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 486-3728.

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

Attachments

March 5, 1993

Payroll Bulletin No. P-760

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 UNIT 61
EFFECTIVE APRIL 1, 1993

SG	Perf. Adv.	Hiring Rate	Perf. Adv. Step 1	Perf. Adv. Step 2	Perf. Adv. Step 3	Perf. Adv. Step 4	Perf. Adv. Step 5	Job Rate	Long Amount	10-yr. Long Step	15-yr. Long Step	20-yr. Long Step	(Long Max)
101	596	13513	14109	14705	15301	15897	16493	17089	893	17982	18875	19768	
102	629	14031	14660	15289	15918	16547	17176	17805	943	18748	19691	20634	
103	656	14757	15413	16069	16725	17381	18037	18693	985	19678	20663	21648	
104	691	15454	16145	16836	17527	18218	18909	19600	1036	20636	21672	22708	
105	726	16221	16947	17673	18399	19125	19851	20577	1089	21666	22755	23844	
106	764	17109	17873	18637	19401	20165	20929	21693	1147	22840	23987	25134	
107	795	18119	18914	19709	20504	21299	22094	22889	1192	24081	25273	26465	
108	826	19181	20007	20833	21659	22485	23311	24137	1239	25376	26615	27854	
109	864	20292	21156	22020	22884	23748	24612	25476	1296	26772	28068	29364	
110	905	21487	22392	23297	24202	25107	26012	26917	1357	28274	29631	30988	
111	943	22799	23742	24685	25628	26571	27514	28457	1415	29872	31287	32702	
112	985	24108	25093	26078	27063	28048	29033	30018	1478	31496	32974	34452	
113	1027	25591	26618	27645	28672	29699	30726	31753	1540	33293	34833	36373	
114	1076	27104	28180	29256	30332	31408	32484	33560	1613	35173	36786	38399	
115	1121	28708	29829	30950	32071	33192	34313	35434	1682	37116	38798	40480	
116	1171	30367	31538	32709	33880	35051	36222	37393	1757	39150	40907	42664	
117	1233	32113	33346	34579	35812	37045	38278	39511	1849	41360	43209	45058	
118	1296	33981	35277	36573	37869	39165	40461	41757	1944	43701	45645	47589	
119	1352	35875	37227	38579	39931	41283	42635	43987	2028	46015	48043	50071	
120	1416	37751	39167	40583	41999	43415	44831	46247	2123	48370	50493	52616	
121	1475	39821	41296	42771	44246	45721	47196	48671	2212	50883	53095	55307	
122	1561	41987	43548	45109	46670	48231	49792	51353	2341	53694	56035	58376	
123	1607	44297	45904	47511	49118	50725	52332	53939	2410	56349	58759	61169	
124	1666	46731	48397	50063	51729	53395	55061	56727	2499	59226	61725	64224	
125	1738	49377	51115	52853	54591	56329	58067	59805	2606	62411	65017	67623	