



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject April 1, 1993 Performance Advances, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	Bulletin No. P-785
	Date October 8, 1993

The Director of the Budget has issued Budget Bulletin D-1086, dated August 31, 1993, authorizing the payment of:

April 1, 1993 Performance Advances  
Longevity Salary Increases  
Performance and Merit Awards

to Management/Confidential employees and other employees excluded from collective bargaining units.

Agencies who have received approval from the Division of the Budget, as explained in Budget Bulletin D-1086, may begin submitting PR-75's to process these payments in Period 15L, checks dated November 3, 1993 for employees paid on the Administration cycle and checks dated November 10, 1993, for those paid on the Institution cycle.

REVISED BUDGET GUIDELINES

The payments for the April 1, 1993 Performance Advances and the Performance and Merit Awards are based on evaluations for the period July 1, 1991 through June 30, 1992. Longevity Salary Increases payable during the 1993-94 fiscal year are based on the July 1, 1993 rating.

The guidelines apply to all full-time and part-time annual-salaried graded and NS equated to grade employees (except those in the exempt class and grade 668 positions) designated Management/Confidential (NU 06), employees of PERB (NU 66) and certain civilian employees of the Division of Military & Naval Affairs excluded from a bargaining unit (NU 46).

A copy of the Budget approved agency compliance plan must be attached to the PR-76 Transmittal for the Period in which these payments are submitted.

EXEMPT EMPLOYEES

Performance Award and Merit Payments based on longevity and performance for employees who occupy positions in the exempt jurisdictional class or allocated to grade 668 require Budget approval as explained in D-1086. Salary increases equivalent to performance advances for these employees are processed in accordance with Special Salary Plans as approved for individual agencies by the Director of the Budget.

Agencies must make certain that Amended Budget Certificates are on file in OSC before submitting performance advances based on these Special Salary Plans.

1991-92 SERVICE PERIOD

In determining the number of payroll periods of creditable service for Advances or Performance and Merit Awards, the 1991-92 service period is:

July 4, 1991 - July 1, 1992 Administration-cycle employees  
 July 11, 1991 - July 8, 1992 Institution-cycle employees

PERFORMANCE ADVANCE ELIGIBILITY

The eligibility rules for receipt of performance advances for employees in all M/C grades who completed at least six payroll periods of creditable service and who were evaluated on July 1, 1992 and rated higher than "Unsatisfactory" are the same as have been in effect since July 1, 1986 and as described in the OSC Salary Manual, Part I, Pages 21-23.

APRIL 1, 1993 PERFORMANCE ADVANCES

Performance advances are payable at the beginning of Payroll Period #1, March 25, 1993 for Administration employees and April 1, 1993 for Institution employees.

EDUCATION DIRECTORS - Performance Advances for Education Directors are payable September 1, 1993.

The amount of the performance advance is as follows:

<u>Rating</u>	<u>% of grade range</u>
Outstanding	up to 25%
Highly Effective or Effective	16-2/3%
Needs Improvement	12-1/2%
Unsatisfactory	-0-

The amount of the advance, based on the number of payroll periods of service completed, is as follows:

<u>Number of payroll periods of service completed</u>	<u>Part of Advance Amount payable</u>
24-26	Full
18-23	3/4
12-17	1/2
6-11	1/4
1-5	No evaluation, no advance.

Attached to this Bulletin are the April 1, 1993 M/C Salary Schedule (Attachment A) and a chart of M/C Performance Advances for April 1993 (Attachment B).

Salary limitation. Budget Bulletin D-1086 establishes a salary limitation rate of \$95,635 for employees in upper-level M/C positions. Agencies may therefore find it necessary to reduce the normal amount of a performance advance in order to maintain the salary for these employees at the capped rate of \$95,635.

LONGEVITY SALARY INCREASES - Grades 603-617

The rules for payment of a \$750 longevity salary increase to an employee who has completed 5 or 10-years of continuous service at a salary equal to the job rate of the grade, and who on July 1 is rated "Effective" or higher, remain the same. The increase is payable from the first day of the payroll period following the completion of the 5 or 10-years of service, with the limitation that the final salary may not exceed the job rate of the grade plus \$1500.

PERFORMANCE & MERIT AWARDS

Revised Rules - The rules continue the payment of Performance and Merit Awards to employees whose salary is at least 98% of the job rate of their grade and who have completed 20 payroll periods of creditable service in the 12-month period preceding July 1 and who are rated "Highly Effective" or "Outstanding".

The rules have been revised to provide service eligibility credit to certain employees. In determining the 20 payroll periods of creditable service, employees who received a performance advance on April 1, 1992 that resulted in a salary that was at least 98% of the job rate of their grade receive service credit as if that salary had been paid to them from the start of the period following July 1, 1991.

A. PERFORMANCE AWARDS - Grades 603-617 with less than 5 years service at the job rate

Employees receiving a salary prior to April 1, 1992 or those who received a performance advance on April 1, 1992 that resulted in a salary equal to or greater than the salary shown below for their grade may be eligible for a Performance Award.

Grade 603	\$17876	611	\$27063
604	18712	612	28511
605	19648	613	30125
606	20682	614	31812
607	21832	615	33559
608	22984	616	35378
609	24237	617	37359
610	25611		

The fixed amounts for the Performance Awards are as follows:

Grade 603	\$400	611	\$600
604	425	612	625
605	450	613	650
606	475	614	675
607	500	615	700
608	525	616	725
609	550	617	750
610	575		

## B. MERIT AWARDS - Grades 618-667

Employees receiving a salary prior to April 1, 1992 or those who received a performance advance on April 1, 1992 that resulted in a salary equal to or greater than the salary shown below for their grade may be eligible for a Merit Award.

Grade 618	\$37482	661	\$53506
619	39459	662	59400
620	41465	663	65967
621	43634	664	72920
622	45957	665	81121
623	48952	666	89473
		667	97156

Revised Range - The range for Merit Awards has been reduced. Merit Awards fall within the following ranges:

<u>M/C Grade</u>	<u>AWARD RANGE</u>
618-662	\$1000-1900
663-667	1500-2700

For employees (both A and B above) whose salary is at least 98% of the job rate, any performance advance amount required to bring the salary to the job rate must be deducted from the Performance or Merit Award.

Salary limitation - The salary cap established in Budget Bulletin D-1086 is also applicable where the employee may be eligible for the receipt of an Award. In no instance may the sum of an employee's annual salary plus an Award exceed the cap of \$95,635.

PAYMENT INSTRUCTIONS

1. PR-75's may be submitted starting in Period 15L. Make certain that OSC is provided with a copy of your Budget approved agency payment plan.
2. Where an employee occupies an unallocated position which is equated to a grade and is eligible for any of these payments, please make certain the equated grade is shown on an Approved Budget Certificate or CC4 on file in OSC or submitted with the PR-75.
3. If an employee had service in more than one agency or facility, each is responsible for the adjustment for the period of employment within that agency or facility.

Preparation of PR-75s

In the 'REMARKS' block, indicate the employee's rating. If rated "Outstanding", include the percentage of advance.

Use the following transaction codes when preparing PR-75 forms to process these payments.

1. PERF ADV - To report a performance advance due in the current grade for an active or inactive employee.
2. PERF AWARD - To report the payment of a Performance or Merit Award to an active or inactive employee. Enter the date as 040193.
3. LONG PAY - To report a Longevity Salary Increase for an active or inactive employee.
4. PROM RECAL - To report an adjustment in current salary as a result of a performance advance in a previous grade or a promotion recalculation.

WITHHOLDING TAXES

Fixed Taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for this payment. A special tax routine is used for the calculation of taxes.

OVERTIME

For an employee who is entitled to an Award and who works overtime, the Award will be included in the calculation of overtime for any services rendered during the period April 1, 1993-March 31, 1994.

Overtime adjustments, retroactive to April 1, 1993, may be submitted in any period after the Advances and Awards are processed.

NEED HELP?

If you require assistance in preparation of PR-75 forms or determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.

Attachments

October 8, 1993

## ATTACHMENT

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL  
 NEGOTIATING UNITS 06, 46 & 66  
 EFFECTIVE APRIL 1, 1993

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE Plus \$750</u>	<u>JOB RATE Plus \$1500</u>
M/C 3	\$14714	\$18971	\$19721	\$20471
M/C 4	15388	19858	20608	21358
M/C 5	16348	20851	21601	22351
M/C 6	17065	21949	22699	23449
M/C 7	18084	23169	23919	24669
M/C 8	19107	24392	25142	25892
M/C 9	20231	25721	26471	27221
M/C 10	21353	27179	27929	28679
M/C 11	22681	28721	29471	30221
M/C 12	23908	30257	31007	31757
M/C 13	25334	31970	32720	33470
M/C 14	26873	33760	34510	35260
M/C 15	28400	35614	36364	37114
M/C 16	30036	37544	38294	39044
M/C 17	31771	39647	40397	41147
M/C 18	31943	39777		
M/C 19	33686	41876		
M/C 20	35434	44004		
M/C 21	37376	46306		
M/C 22	39414	48771		
M/C 23	41464	51950		
M 1	44803	56782		
M 2	49748	63038		
M 3	55278	70007		
M 4	61202	77385		
M 5	68017	86088		
M 6	75372	94951		
M 7	83138	103105		
M 8	70008 +			

October 8, 1993

M/C PERFORMANCE ADVANCES  
(NU 06, 46 AND 66)  
April 1993

<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>	<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>
603	Full	\$1065	\$710	\$533	611	Full	\$1510	\$1007	\$ 755
\$4257	3/4	799	533	400	\$6040	3/4	1133	756	567
	1/2	533	355	267		1/2	755	504	378
	1/4	267	178	134		1/4	378	252	189
604	Full	\$1118	\$745	\$559	612	Full	\$1588	\$1059	\$ 794
\$4470	3/4	839	559	420	\$6349	3/4	1191	795	596
	1/2	559	373	280		1/2	794	530	397
	1/4	280	187	140		1/4	397	265	199
605	Full	\$1126	\$751	\$563	613	Full	\$1659	\$1106	\$ 830
\$4503	3/4	845	564	423	\$6636	3/4	1245	830	623
	1/2	563	376	282		1/2	830	553	415
	1/4	282	188	141		1/4	415	277	208
606	Full	\$1221	\$814	\$611	614	Full	\$1722	\$1148	\$ 861
\$4884	3/4	916	611	459	\$6887	3/4	1292	861	646
	1/2	611	407	306		1/2	861	574	431
	1/4	306	204	153		1/4	431	287	216
607	Full	\$1272	\$848	\$636	615	Full	\$1804	\$1203	\$ 902
\$5085	3/4	954	636	477	\$7214	3/4	1353	903	677
	1/2	636	424	318		1/2	902	602	451
	1/4	318	212	159		1/4	451	301	226
608	Full	\$1322	\$881	\$661	616	Full	\$1877	\$1252	\$ 939
\$5285	3/4	992	661	496	\$7508	3/4	1408	939	705
	1/2	661	441	331		1/2	939	626	470
	1/4	331	221	166		1/4	470	313	235
609	Full	\$1373	\$915	\$687	617	Full	\$1969	\$1313	\$ 985
\$5490	3/4	1030	687	516	\$7876	3/4	1477	985	739
	1/2	687	458	344		1/2	985	657	493
	1/4	344	229	172		1/4	493	329	247
610	Full	\$1457	\$971	\$729	618	Full	\$1959	\$1306	\$ 980
\$5826	3/4	1093	729	547	\$7834	3/4	1470	980	735
	1/2	729	486	365		1/2	980	653	490
	1/4	365	243	183		1/4	490	327	245

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods

Grade and Range		25%	16-2/3%	12-1/2%	Grade and Range		25%	16-2/3%	12-1/2%
619	Full	\$2048	\$1365	\$1024	662	Full	\$3323	\$2215	\$1662
\$8190	3/4	1536	1024	768	\$13290	3/4	2493	1662	1247
	1/2	1024	683	512		1/2	1662	1108	831
	1/4	512	342	256		1/4	831	554	415
620	Full	\$2143	\$1429	\$1072	663	Full	\$3683	\$2455	\$1842
\$8570	3/4	1608	1072	804	\$14729	3/4	2763	1842	1382
	1/2	1072	715	536		1/2	1842	1228	921
	1/4	536	358	268		1/4	921	614	461
621	Full	\$2233	\$1489	\$1117	664	Full	\$4046	\$2698	\$2023
\$8930	3/4	1675	1117	838	\$16183	3/4	3035	2024	1518
	1/2	1117	745	559		1/2	2023	1349	1012
	1/4	559	373	280		1/4	1012	675	506
622	Full	\$2340	\$1560	\$1170	665	Full	\$4518	\$3012	\$2259
\$9357	3/4	1755	1170	878	\$18071	3/4	3389	2259	1695
	1/2	1170	780	585		1/2	2259	1506	1130
	1/4	585	390	293		1/4	1130	753	565
623	Full	\$2622	\$1748	\$1311	666	Full	\$4895	\$3264	\$2448
\$10486	3/4	1967	1311	984	\$19579	3/4	3672	2448	1836
	1/2	1311	874	656		1/2	2448	1632	1224
	1/4	656	437	328		1/4	1224	816	612
661	Full	\$2995	\$1997	\$1498	667	Full	\$4992	\$3328	\$2496
\$11979	3/4	2247	1498	1124	\$19967	3/4	3744	2496	1872
	1/2	1498	999	749		1/2	2496	1664	1248
	1/4	749	500	375		1/4	1248	832	624

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods