



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1994 Performance Advances, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	Bulletin No. P-818
	Date April 21, 1994

The Director of the Budget has issued Budget Bulletin D-1088, dated March 29, 1994 authorizing the payment of:

April 1, 1994 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-1088, may begin submitting PR-75's to process these payments.

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.

BUDGET GUIDELINES

The payments for the April 1, 1994 Performance Advances and the Performance and Merit Awards are based on evaluations for the period July 1, 1992 through June 30, 1993. Longevity Salary Increases payable during the 1994-95 fiscal year are based on the July 1, 1994 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).

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-1088.

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.

1992-93 SERVICE PERIOD

In determining the number of payroll periods of creditable service for Advances or Performance and Merit Awards, the 1992-93 service period is:

July 2, 1992 - June 30, 1993 Administration-cycle employees
 July 9, 1992 - July 7, 1993 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, 1993 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, 1994 PERFORMANCE ADVANCES

Performance advances are payable at the beginning of Payroll Period #1, March 31, 1994 for Institution employees and April 7, 1994 for Administration employees.

EDUCATION DIRECTORS - Performance Advances for Education Directors are payable September 1, 1994.

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, 1994 M/C Salary Schedule (Attachment A) and a chart of M/C Performance Advances for April 1994 (Attachment B).

Salary limitation. Budget Bulletin D-1088 establishes a salary limitation rate of \$102,335 for Performance Advances to 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 \$102,335.

LONGEVITY SALARY INCREASES - Grades 603-617

The rules for payment of a \$750 longevity salary increase during the 1994-95 fiscal year 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, 1994 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

The rules continue the payment of Performance and Merit Awards to employees whose salary was at least 98% of the job rate of their grade and who completed 20 payroll periods of creditable service in the 12-month period preceding July 1, 1993 and who were rated "Highly Effective" or "Outstanding".

In determining the 20 payroll periods of creditable service, employees who received a performance advance on April 1, 1993 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, 1992.

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

Employees receiving a salary prior to April 1, 1993 or those who received a performance advance on April 1, 1993 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	\$18591	611	\$28146
604	19460	612	29651
605	20433	613	31330
606	21510	614	33084
607	22705	615	34901
608	23904	616	36793
609	25206	617	38854
610	26635		

The maximum 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, 1993 or those who received a performance advance on April 1, 1993 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	\$38981	661	\$55646
619	41038	662	61777
620	43123	663	68606
621	45379	664	75837
622	47795	665	84366
623	50911	666	93051
		667	(above cap)

The range for Merit Awards has been eliminated, and replaced by "not to exceed" amounts.

<u>M/C Grade</u>	<u>Not To Exceed</u>
618-662	\$1,250
663-667	1,750

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 - A salary cap has been established in Budget Bulletin D-1088 for employees 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 2L. 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, make certain the equated grade is shown on an Approved Budget Certificate or CC4 on file in OSC or submitted with the PR-75.

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 040194.
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.

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, 1994-March 31, 1995.

Overtime adjustments, retroactive to April 1, 1994, may be submitted in any period.

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

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, 1994

<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	\$15,303	\$ 19,730	\$20,480	\$21,230
M/C 4	16,004	20,652	21,402	22,152
M/C 5	17,002	21,685	22,435	23,185
M/C 6	17,748	22,827	23,577	24,327
M/C 7	18,807	24,096	24,846	25,596
M/C 8	19,871	25,368	26,118	26,868
M/C 9	21,040	26,750	27,500	28,250
M/C 10	22,207	28,266	29,016	29,766
M/C 11	23,588	29,870	30,620	31,370
M/C 12	24,864	31,467	32,217	32,967
M/C 13	26,347	33,249	33,999	34,749
M/C 14	27,948	35,110	35,860	36,610
M/C 15	29,536	37,039	37,789	38,539
M/C 16	31,237	39,046	39,796	40,546
M/C 17	33,042	41,233	41,983	42,733
M/C 18	33,221	41,368		
M/C 19	35,033	43,551		
M/C 20	36,851	45,764		
M/C 21	38,871	48,158		
M/C 22	40,991	50,722		
M/C 23	43,123	54,028		
M 1	46,595	59,053		
M 2	51,738	65,560		
M 3	57,489	72,807		
M 4	63,650	80,480		
M 5	70,738	89,532		
M 6	78,387	98,749		
M 7	86,464	107,229		
M 8	72,808+			

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M/C PERFORMANCE ADVANCES
(NU 06, 46 AND 66)
April 1994

<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	\$1107	\$738	\$554	611	Full	\$1571	\$1047	\$786
\$4427	3/4	831	554	416	\$6282	3/4	1179	786	590
	1/2	554	369	277		1/2	786	524	393
	1/4	277	185	139		1/4	393	262	197
604	Full	\$1162	\$775	\$581	612	Full	\$1651	\$1101	\$826
\$4648	3/4	872	582	436	\$6603	3/4	1239	826	620
	1/2	581	388	291		1/2	826	551	413
	1/4	291	194	146		1/4	413	276	207
605	Full	\$1171	\$781	\$586	613	Full	\$1726	\$1151	\$863
\$4683	3/4	879	586	440	\$6902	3/4	1295	864	648
	1/2	586	391	293		1/2	863	576	432
	1/4	293	196	147		1/4	432	288	216
606	Full	\$1270	\$847	\$635	614	Full	\$1791	\$1194	\$896
\$5079	3/4	953	636	477	\$7162	3/4	1344	896	672
	1/2	635	424	318		1/2	896	597	448
	1/4	318	212	159		1/4	448	299	224
607	Full	\$1323	\$882	\$662	615	Full	\$1876	\$1251	\$938
\$5289	3/4	993	662	497	\$7503	3/4	1407	939	704
	1/2	662	441	331		1/2	938	626	469
	1/4	331	221	166		1/4	469	313	235
608	Full	\$1375	\$917	\$688	616	Full	\$1953	\$1302	\$977
\$5497	3/4	1032	688	516	\$7809	3/4	1465	977	733
	1/2	688	459	344		1/2	977	651	489
	1/4	344	230	172		1/4	489	326	245
609	Full	\$1428	\$952	\$714	617	Full	\$2048	\$1366	\$1024
\$5710	3/4	1071	714	536	\$8191	3/4	1536	1025	768
	1/2	714	476	357		1/2	1024	683	512
	1/4	357	238	179		1/4	512	342	256
610	Full	\$1515	\$1010	\$758	618	Full	\$2037	\$1358	\$1019
\$6059	3/4	1137	758	569	\$8147	3/4	1528	1019	765
	1/2	758	505	379		1/2	1019	679	510
	1/4	379	253	190		1/4	510	340	255

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods

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Grade and Range		25%	16-2/3%	12-1/2%	Grade and Range		25%	16-2/3%	12-1/2%
619	Full	\$2130	\$1420	\$1065	662	Full	\$3456	\$2304	\$1728
\$8518	3/4	1598	1065	799	\$13822	3/4	2592	1728	1296
	1/2	1065	710	533		1/2	1728	1152	864
	1/4	533	355	267		1/4	864	576	432
620	Full	\$2229	\$1486	\$1115	663	Full	\$3830	\$2553	\$1915
\$8913	3/4	1672	1115	837	\$15318	3/4	2873	1915	1437
	1/2	1115	743	558		1/2	1915	1277	958
	1/4	558	372	279		1/4	958	639	479
621	Full	\$2322	\$1548	\$1161	664	Full	\$4208	\$2805	\$2104
\$9287	3/4	1742	1161	871	\$16830	3/4	3156	2104	1578
	1/2	1161	774	581		1/2	2104	1403	1052
	1/4	581	387	291		1/4	1052	702	526
622	Full	\$2433	\$1622	\$1217	665	Full	\$4699	\$3133	\$2350
\$9731	3/4	1825	1217	913	\$18794	3/4	3525	2350	1763
	1/2	1217	811	609		1/2	2350	1567	1175
	1/4	609	406	305		1/4	1175	784	588
623	Full	\$2727	\$1818	\$1364	666	Full	\$5091	\$3394	\$2546
\$10905	3/4	2046	1364	1023	\$20362	3/4	3819	2546	1910
	1/2	1364	909	682		1/2	2546	1697	1273
	1/4	682	455	341		1/4	1273	849	637
661	Full	\$3115	\$2077	\$1558	667	Full	\$5192	\$3461	\$2596
\$12458	3/4	2337	1558	1169	\$20765	3/4	3894	2596	1947
	1/2	1558	1039	779		1/2	2596	1731	1298
	1/4	779	520	390		1/4	1298	866	649

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods