Office of Operations'
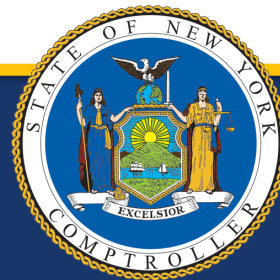# 2023 Virtual Fall Conference

Increased Hiring Rates

Karisa Stowell and Crystal Borelli

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Topics

What will we cover?

- Definition of Increased Hiring Rates

- Action/Reason Codes

- Performance Advances

- Leaves

- Promotions

- Laterals

- Demotions

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Increased Hiring Rates

What are they?

- Established by the Director of Classification and Compensation with the approval of the Division of the Budget.

- Approved for certain positions in certain areas of the State.

- Different amounts for the same title may be approved for different areas.

- An increased hiring rate may not exceed the job rate of the grade of the position.

Civil Service Law – 130.4

Impractical to Recruit Rate

- Location Based.

- Pre-approved Increased Hiring Salaries (130.4) are used to recruit for positions in a particular title(s) in one or all areas or locations of the State.

- Generally located in Civil Service (CS) search engine

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Civil Service Law – 131.1-a

Increased Minimum Hiring Rate

- Qualification Based

- Approved rates used to appoint highly qualified individuals with outstanding training and experience

- Approved rate located in NYSTEP

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Civil Service Law – 131.1-a

Equivalent Qualifications (EQs)

- Used to pay an increase to a current employee when an employee is hired in the same agency with the same experience at a higher rate

- Compensation of certain current employees with EQs of experience or training shall be increased as provided by section 131.1-a

  o Experience: Recognition shall be given only to experience which, from the standpoints of quality and length, substantially exceeds the minimum requirements

  o Recognition of training, shall be given only to pertinent degrees held in excess of those specified in the minimum requirements

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IHR – Dual Increased Minimums

Increased Hiring Salaries

- 130.4 – Impractical to Recruit; and

- 131.1-a – Qualifications

When rates are combined, a job request using Reason Code IHR should be submitted.

Types of Reason Codes

What codes are used to represent an Increased Rate, and which one to use

130

(130.4 Increase)

IHR

(combination of rates)

131

(131.1-a Increase)

Reference Payroll Bulletin # 880

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Definition of Codes

Why is proper code use crucial?

- Employee could receive wrong rate of pay

- Erroneous transactions could potentially be processed

- Creates additional work for agency and auditors

- Used for query purposes

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Definition of Codes

What Action Code should be used?

- POS/XXX or XFR/XXX – when an employee is moving into a new position with an Increased Hiring Rate

- PAY/XXX – when remaining in the same position and an employee becomes eligible for an increase

OSC Actions

- OSC will attempt to contact the agency when necessary to verify submitted job requests and assist with correction(s).

- If unable to reach the agency for confirmation of an increase in the salary, the job request may be reduced, or the transaction denied so an overpayment is averted.

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Additional Information

What should I do if I need to explain something to an auditor when submitting a job request?

General Comments!

If we are unsure of the reason for a job request or are having issues confirming information, this is the <u>first</u> place we look.

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Performance Advance

Can an employee still receive this payment?

Yes!

An employee who receives an IHR, 130, or 131 increase would still be entitled to their next performance advance when eligible.

Performance Advance
Example

April 2023 performance advance paid:
69686 + 2104 = 71790

Returning from Leave

What happens upon rein leave?

Employee histories should always be reviewed by agency upon return from leave to verify:

- If any anniversary date or increment code adjustments are needed.

- If any payments were missed such as performance advances earned, raises, LLS and increased hiring rates.

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Returning from Leave

If an Increase Rate was missed

- Upon return from leave, if it is determined an employee is entitled to a 130.4 or 131.1-a increase, it is the agency's responsibility to enter using the effective date of rein leave.

- Reason Code should still report the type of increase(s) being paid (130/131/IHR).

Returning from Leave

Example

A 130.4 increase is approved effective 2/10/2023. An employee who is eligible for this increase is on sick leave (LOA/SKL) for the period of 1/15/2023 – 3/01/2023. When should the PAY/130 be entered?

PAY/130 should be entered manually by agency upon rein leave effective 3/02/2023.

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Promotions

Promoting into a position with applied increases

Regular promotional calculation and promotional recalculation (FIS) steps should always be considered.

- Even with increased rates approved there may still be a greater benefit to the employee

- Calculation Steps remain the same

  - <u>Promotion</u>: Lower Grade Salary x promotion %

  - <u>FIS</u>: Lower Grade Salary + Perf of Lower Grade (NTE Job rate) x promotion %

  - Compare resulting salary of each calculation to hiring rate of position (Increased Hiring Rate)

130 with FIS Calculation

Example

Employee is being promoted to a position with an Increased Hiring Rate

Standard Results	Detailed Results	Save as Spreadsheet	Search Again

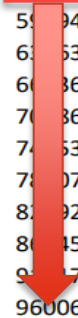| Approved Agency Name	Approved Location	Approved Title	Statutory Hiring Rate	130.4 ?	Downstate Adjust* ?	Mid-Hudson Adjust* ?
51XXX	Statewide	Dev Assnt 2	$50,347.00	$6,276.00		

Fiscal Year 2023 CSEA

Salary Schedule
Effective March 30, 2023 (Admin.) and April 6, 2023 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	JR	INCR
1	27132	28047	28962	29877	30792	31707	32622	33537	915
2	28167	29128	30089	31050	32011	32972	33933	34894	961
3	29574	30577	31580	32583	33586	34589	35592	36595	1003
4	30866	31928	32990	34052	35114	36176	37238	38300	1062
5	32343	33455	34567	35679	36791	37903	39015	40127	1112
6	34152	35309	36466	37623	38780	39937	41094	42251	1157
7	36040	37253	38466	39679	40892	42105	43318	44531	1213
8	38073	39332	40591	41850	43109	44368	45627	46886	1259
9	40193	41509	42825	44141	45457	46773	48089	49405	1316
10	42493	43872	45251	46630	48009	49388	50767	52146	1379
11	44957	46405	47853	49301	50749	52197	53645	55093	1448
12	47530	49028	50526	52024	53522	55020	56518	58016	1498
13	50347	51916	53485	55054	56623	58192	59761	61330	1569
14	53262	54895	56528	58161	59794	61427	63060	64693	1633
15	56355	58057	59759	61461	63163	64865	66567	68269	1702
16	59512	61293	63074	64855	66636	68417	70198	71979	1781
17	62862	64743	66624	68505	70386	72267	74148	76029	1881
18	66493	68458	70423	72388	74353	76318	78283	80248	1965
19	70055	72118	74181	76244	78307	80370	82433	84496	2063
20	73720	75863	78006	80149	82292	84435	86578	88721	2143
21	77673	79916	82159	84402	86645	88888	91131	93374	2243
22	81837	84182	86527	88872	91217	93562	95907	98252	2345
23	86214	88662	91110	93558	96006	98454	100902	103350	2448

13	50347	51916	53485	55054	56623	58192	59761	61330	1569

Employee History

130 Rate (Grade 13 step 4) is better than promotional calculation.

Employee entitled to a FIS due to calculation being higher than pay rate.

FIS Calculation:

53,703 + 1,498 (GR 12 Perf) * 1.03 = 56,858

Promotional calculation:

53,703 * 1.03 = 55,315

130.4 Increases
Lateral Movement

What happens if an employee has lateral movement to a different location and/or position after 130.4 increase is applied?

- <u>Within same fiscal year:</u> Remove initial 130.4 from salary. Then apply any increase(s) of position moving into.

- <u>New Fiscal year:</u> The 130.4 is considered locked in once fiscal year is crossed. Regular calculation rules apply.

Demotions

Rules for Reconstructing when there is an Increased Hiring Rate

<u>Demoted from a position with an Increased Hiring Rate:</u>

- If entering into another position with no Increased Hiring Rate, the benefit of the prior Increased Hiring Rate does not carry over.

- It should not be included when reconstructing the salary to the lower grade.

Demotions

Rules for Reconstructing when there is an Increased Hiring Rate

Demoted into a position with an Increased Hiring Rate:

- The benefit of the increase can be included when reconstructing the salary of the lower grade.

    o Compare the effective date of the Increased Hiring Rate for the position to the employee's timeline.

    o Determine if they will benefit from the increase versus regular reconstruction.

References

- [Payroll Bulletin #880](#)
  New Increased Hiring Rate Reason Codes

- [Salary Differentials Search Engine](#)

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Thank you!

Questions can
be sent to:

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