

Office of Operations'
2023 Virtual Fall Conference

Reallocations

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What Are Reallocations?

- Reallocations are the change in grade; either upward or downward of an entire job title. This process is authorized by the NYS Department of Civil Service, with the approval of the Director of the NYS Division of the Budget.
- Per Civil Service Law Section 132.3, employees who have a change in grade resulting from their position being reallocated, receive credit for service in the incumbent grade toward eligibility for performance advances in the reallocated grade. Therefore, the anniversary date and payment cycle are retained.



How are Reallocations processed?

- Once a reallocation is approved by the Division of Budget (DOB), both filled and vacant positions of the reallocated titles are updated to reflect the change in grade and/or title with an action reason code of POS/RAL on the effective date of the approval.
- In the pay period that the reallocation is approved for processing, agencies must submit a job action request using action reason code PAY/RAL to increase the salaries as appropriate; including any subsequent rows using action reason code PAY/CSL.



Salary Determination

Upward Reallocation

- Per Civil Service Law Section 132, an employee is entitled to the greater of an increase to their current salary by applying the promotion percentage corresponding to the change in grade *or* hiring rate *or* approved 130.4 (if applicable) salary of the higher grade. The following are additional factors to be considered when applying the promotion method:
 - If applicable, promotion calculation may include Longevity Lump Sum Portability (LLS) or Longevity Service Payment (LGS)
 - A performance advance of the higher grade may be added to the promotion calculation if one has not been received in the past twelve months
 - The anniversary date of the prior grade is retained
 - The increment code is based on the anniversary date of the prior grade and where the reallocated salary falls after the reallocation promotion calculation



Salary Determination

Upward Reallocation – Below Job Rate

- Salary in prior grade is below job rate – the employee is entitled to either hiring rate **or** the 130.4 salary (if applicable) **or** their current salary multiplied by the promotion percentage, whichever is better at the time of the reallocation.
- There is no promotion recalculation (FIS) as the employee will receive the performance advance of the higher grade.
- The anniversary date and increment code remain the same.



Salary Determination

Upward Reallocation – Below Job Rate

Upward Reallocation	Current Salary	130.4 Salary (Higher Grade)	Job Rate (Higher Grade)	Promotion Calculation	Final Salary	Anniversary Date	Increment Code	Action Reason Code
PEF 16 to PEF 18	\$68,247	\$69,686	\$77,912	$\$68,247 \times 1.045 = \$71,319$	\$71,319	10/15/2020	0001	PAY/RAL

- Reallocation effective 12/22/2022
- PEF grade 16 salary prior to reallocation is \$68,247
- Compare promotion calculation to the approved 130.4 of \$69,686
- Promotion calculation is best (greater than 130 increase) and employee retains the PEF grade 16 anniversary date and increment code



Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

- Salary in prior grade at or above job rate ***who has received a performance advance within the past twelve months and has not received LLS or LGS*** – entitled to either hiring rate ***or*** the approved 130.4 salary ***or*** current salary multiplied by the promotion percentage, whichever is better at the time of the reallocation.
 - If the employee falls below job rate, assign increment code based on the anniversary date, also reviewing time in grade considering any leaves during the rating period (must have one year in grade) resulting in the employee becoming performance advance eligible.
 - If the salary falls below job rate, assign increment code based on the anniversary date and payment cycle of the prior grade.



Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

Reallocation	Current Salary	Hiring Rate (Higher Grade)	Job Rate (Higher Grade)	Promotion Calculation	Final Salary	Anniversary Date	Prior Increment Code	Increment Code after RAL	Action Reason Code
CSEA 11 to CSEA 13	\$53,490	\$48,881	\$59,542	$\$53,490 \times 1.045 = \$55,898$	\$55,898	10/15/2017	2022	0001	PAY/RAL

- Reallocation effective 01/12/2023
- CSEA grade 11 salary prior to reallocation is \$53,490
- Compare promotion calculation to the hiring rate of the reallocated grade
- Promotion calculation is best (greater than hiring rate of grade 13), and employee now falls below job rate of the CSEA grade 13
- Employee retains the CSEA grade anniversary date and increment code becomes 0001
- Once the employee reaches job rate in the higher grade, the agency will need to submit a transaction to revert the increment code back to 2022



Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

- Salary in prior grade at or above job rate ***who has not received a performance advance in the last twelve months and has not received LLS or LGS*** – if the salary after promotion is less than job rate of the new grade, apply appropriate performance advance of the higher grade (NTE job rate) to the promotion salary.
 - If the resulting salary is equal to or greater than job rate, job rate to job rate rules apply and the employee remains at or above job rate holding the anniversary date and increment code from the lower grade.
 - If the resulting salary is below job rate of the higher grade after applying the appropriate performance advance, assign the increment code to indicate the employee's performance advance eligibility and the anniversary date will remain the same.



Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

Reallocation	Current Salary	130.4 Salary (Higher Grade)	Job Rate (Higher Grade)	Promotion Calculation	Final Salary	Anniversary Date	Prior Increment Code	Increment Code after RAL	Action Reason Code
CSEA 11 to CSEA 14	\$53,490	\$58,051	\$62,806	$\$53,490 \times 1.06 = \$56,700$ $\$56,700 + \$1,585 = \$58,285$	\$58,285	10/15/2017	2019	0001	PAY/RAL

- Reallocation effective 01/12/2023
- CSEA grade 11 salary prior to reallocation is \$53,490
- Since employee has not received a performance advance in the past twelve months, a CSEA grade 14 performance advance is applied to the promotion calculation
- Promotion calculation is best when compared to the approved 130.4 and employee now falls below job rate of the CSEA grade 14
- Employee retains the CSEA grade anniversary date and increment code becomes 0001
- Once the employee reaches job rate in the higher grade, the agency is responsible for reverting the increment code back to 2019 by a submitting a DTA/CIC using the effective date of when job rate was reached



Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

- Salary in prior grade is equal to or above job rate and LLS or LGS has been received within twelve months prior to the promotion – the LLS or LGS amount is added to the current salary prior to applying the promotion percentage; excluding M/C.

Reallocation	Current Salary	130.4 Salary	Job Rate (Higher Grade)	Promotion Calculation	Final Salary	Anniversary Date	Increment Code	Action Reason Code
PEF 19 to PEF 20 Step 4	\$82,036	\$77,029	\$86,140	$\$82,036 + \$3,000 \times 1.03 = \$87,588$	\$87,588	10/15/2007	2011	PAY/RAL

- If after applying the promotion calculation, the salary goes over job rate of the higher grade, the employee keeps the higher salary, and the anniversary date and increment code remain the same.
- An employee can go over job rate on promotion; the salary is not capped at job rate.

* This excludes M/C as M/C does not have Longevity portability and is capped at job rate.



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Salary Determination

Upward Reallocation

Equal to or Greater than Job Rate

- Salary in prior grade is equal to or above job rate and received LLS or LGS within twelve months prior to the promotion – the LLS or LGS amount is added to the current salary prior to applying the promotion percentage.

Reallocation	Current Salary	130.4 Salary	Job Rate (Higher Grade)	Promotion Calculation	Final Salary	Anniversary Date	Increment Code	Action Reason Code
CSEA 11 to CSEA 14 Step 4	\$53,490	\$58,051	\$62,806	$\$53,490 + \$4,500 \times 1.06 = \$61,470$ $\$61,470 + \$1,336$ (partial perf advance* to job rate) = \$62,806	\$62,806	10/15/2000	2007	PAY/RAL

* For PEF reallocations, if after applying the job rate advance amount the employee remains below job rate, apply a regular performance advance and correct the increment code to the cycle based on the anniversary date.



Salary Determination

Upward Reallocation

Reverting Increment Code

- Employees established on an LLS payment cycle who held job rate status in their grade prior to reallocation and whose salary is below the job rate of the new grade upon reallocation, are entitled to have their job rate credit restored if they are not eligible for LGS, once they attain job rate of the new grade, taking into consideration any time off payroll that may affect the prior job rate increment code needing to be adjusted.
- Transactions to revert the increment code to restore job rate credit are submitted by the agency as a DTA/CIC using the effective date the employee reached job rate in the higher grade.
- The reverted increment code will require agency review to determine if an LLS is due once job rate is attained to be submitted using the attained job rate effective date. This is only for employees who were receiving LLS prior to reallocation and do not meet the years of qualifying service criteria for LGS.
- This does not affect employees who are receiving LGS as the payment is continuous based on years of qualifying service and not based on years at job rate.



Salary Determination

Security Units – Upward Reallocation

Per Civil Service Law Section 132.1, the reallocation in the Security Units is computed on the base salary excluding any longevity payment(s) as follows:

- Subtract any longevity payment(s) from the employee's current salary and, if the base salary in the lower grade is equal to the hiring rate, one of the job performance advance rates or the job rate, increase to the corresponding step in the higher grade

OR

- If the salary is less than the job rate and not equal to a step on the schedule, compute the difference between the salaries of the next higher steps of the grades involved and add that difference (*Example: Grade 112 reallocated to grade 114. Employee's base salary is between Step 3 and 4 (\$57,000) The difference between Step 4 of grade 112 and 114 is \$6,350. The reallocated salary is \$63,530 (\$57,000 + \$6,350)*)

OR

- If the salary is above the job rate, increase to the job rate of the higher grade

AND

- Add the longevity payment(s) of the NEW reallocated grade to the new base salary.



Salary Determination

Downward Reallocation

Per Civil Service Law Section 121.2 (a) & (b) and Section 132.5:

- Employees who are incumbents (active on the payroll or on an approved leave without pay and subsequently reinstated) of these positions on the date of downward reallocation are entitled to continue to receive the salary of the higher grade prior to reallocation.
- Performance advances/increments, job rate limitation, longevity increase(s), merit payments/awards or bonuses and percentage on promotion increases (in general, all future salary calculations) will continue to be computed as if the employee was still in the former higher grade as long as the employee remains an incumbent of that position.



Salary Determination

Downward Reallocation

If the title is reallocated to a lower grade, the salary is determined as follows:

- Employee will retain their same salary, but future performance advances are based on the performance advance amounts, job rate and longevities of the higher grade.

Downward Reallocation	Current Salary	Job rate (Lower Grade)	Salary Determination	Final Salary	Anniversary Date	Increment Code	Action Reason Code
CSEA 7 to a CSEA 6	\$43,236	\$41,018	Employee is at job rate of the CSEA 7 off 2023 chart and retains that salary on downward reallocation	\$43,236	9/21/2006	1410	POS/ADR



Salary Determination

Downward Reallocation

History Information									
03/30/2023	PAY / SAC	00037142	DR - FACIL	09/21/2006	\$44531.00	1.0000 / F	PERM	S	DR - FACILITY OPERATION ASST 1
0	██████████	690000032	007	1410	ANN	1	ALD	N03	██████████
A	04/14/2023	03693	03		\$1703.36	NYYYYYN	1.00	NYS	0110
12/22/2022	POS / ADR	00037142	DR - FACIL	09/21/2006	\$43236.00	1.0000 / F	PERM	S	DR - FACILITY OPERATION ASST 1
1	██████████	690000032	007	1410	ANN	1	ALD	N03	██████████
A	01/13/2023	03693	03		\$1658.36	NYYYYYN	1.00	NYS	0110
12/22/2022	POS / TSR	00037142	FACILITY O	09/21/2006	\$43236.00	1.0000 / F	PERM	S	FACILITY OPERATIONS ASSNT 1
0	██████████	00037142	006	1410	ANN	1	ALD	N03	██████████
A	12/29/2022	03693	03		\$1658.36	NYYYYYN	1.00	NYS	0110
03/31/2022	PAY / SAC	00037142	MOTOR VEH	09/21/2006	\$43236.00	1.0000 / F	PERM	S	MOTOR VEH OPER
0	██████████	00037142	007	1410	ANN	1	ALD	N03	██████████
A	09/30/2022	03693	03		\$1658.36	NYYYYYN	1.00	NYS	0110

- OSC has created Reason Code ADR (Appoint Downward Reallocation) for agencies to use to update the NYS position number of employees affected by a downward reallocation.
- The NYS position number for a downward reallocation is created by the Position Management team and is identified by beginning with 69.
- The title is prefixed by DR to distinguish the NYS title from the title of the reallocated position.



Salary Determination

Reallocation References

- [Payroll Bulletin 1811](#) – New Procedure for Maintaining Job Data Information for Employees in Reallocated Positions
- [Payroll Bulletin 2096.1](#) – Reallocation of Nursing Titles
- [Civil Service Law Sections 121.2 \(a\) & \(b\)](#) and [Section 132](#)



Questions?

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