

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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To : All State Departments and Agencies

Subject: April 1, 1978 Annual Increments and Salary Increase for employees represented by the Civil Service Employees Association, employees designated Management/Confidential and certain other State Employees

Chapter 444 of the Laws of 1977, which implements the agreements between the State and the CSEA and extends similar benefits to employees designated Management/Confidential and to certain other State employees, provides for the payment of annual increments to all eligible employees and for a salary increase of 5% with a \$500 minimum increase on April 1, 1978. This legislation applies to the following employees:

Employees in the administrative services, institutional services, operational services, and professional, scientific and technical services units and non-professional positions under the management of Cornell and Alfred.

Employees designated management/confidential under the Taylor Law, or considered to be such, including those employed by the State University, State Police, Cornell and Alfred, PERB, Division of Military and Naval Affairs, and as superintendents in the Correctional Services Department, and employees of the Lt. Governor's Office.

The increments and salary increase are payable from the first day of Payroll Period 1 (March 30 to April 12, 1978 for Administrative agencies; April 6 to 19, 1978 for Institutions).

April 1, 1978 Annual Increments

Under the provisions of recent legislation submitted to implement the state settlement of grievance with the CSEA, special incrementing procedures will be used for employees who were incumbents of CSEA and Management/Confidential positions on March 31, 1977. For these employees, increments will be given as if the 1974 Salary Schedule had been increased by 9%. The annual increment, increased by 9%, will be given if the employee is otherwise eligible under the rules stated below, and the employee's salary is below the Maximum, extended 1st additional or 2nd Additional Step, (whichever is appropriate) increased by 9%. A special "Annual Incrementing Chart for Incumbents of CSEA or Management/Confidential Positions on March 31, 1977" reflecting the 9% increases is attached.

All other CSEA and Management/Confidential employees-those hired after March 31, 1977 and employees who were in another bargaining unit on March 31, 1977-will receive increments based on the 1974 Salary Schedule. A special "Annual Incrementing Chart for Incumbents of CSEA or Management/Confidential Positions on or after April 1, 1977" is attached.

Except for the value of the increment and the salaries to compare against, increment eligibility is determined in the same manner for all employees.

ELIGIBILITY FOR INCREMENTS

The annual service increments are applied to the March 31 basic salary. To be eligible for an increment or service credit toward a longevity increment an employee must have rendered 120 work days of satisfactory service (the equivalent of 12 complete payroll periods) between April 1, 1977 and March 31, 1978. In no case may an employee advance beyond the salary of the 2nd additional step of her/his grade by application of an increment.

A new employee appointed after October 17, 1977 will not have 120 work days of service in the fiscal year 1977-78 and therefore will not be eligible for a service increment.

When the March 31 basic salary is below the maximum of the grade, an eligible employee will receive a full increment, or that part of an increment which will bring her/his salary to the maximum salary.

1ST Additional Increment

An employee who reached the maximum of her/his position in April 1973 and has completed 5 years of satisfactory service at the maximum will be eligible for the 1st additional increment on 4/1/78. This employee will have received the benefit of the adjustments to bring her/his salary to the extended maximum levels since 1973. Consequently, her/his current salary will be above the 1st additional level as indicated on the 1974 Salary Schedule. Since prior salary legislation provided that an employee's increment rights be unimpaired, such employee will be given a full or partial increment not to exceed the extended 1st additional salary step as shown on the appropriate chart.

2ND Additional Increment

An employee who received the 1st additional increment of her/his grade in 1973 and has completed 5 years of satisfactory service will be eligible to receive the second longevity increment on 4/1/78. Any eligible employee will receive a full or partial increment of her/his grade to advance her/his salary to the 2nd additional salary step.

Promotion after 10/17/77

An employee promoted after October 17, 1977 will not have 120 work days of service in the higher grade. If the combined service in the lower and higher grades equals or exceeds 120 work days of service, the increment due will be based on the amount of the increase received upon promotion. Such employee promoted after October 17 will be entitled to receive the difference between two full increments of the promotion grade and the amount of increase received on promotion. If an employee received the equivalent of one increment on promotion, she/he would receive a full increment of the higher grade on 4/1/78. If the increase received on promotion was more than two increments of the higher grade (advancement to the minimum) no increment would be due on 4/1/78. If the increase received on promotion was less than two increments of the higher grade, the employee is entitled to the difference between the amount received on promotion and the sum of the two increments.

Note A simplified method of computation to assure accuracy: Take the salary in the lower grade prior to promotion, add two full increments of the higher grade. If the employee's salary in the higher grade on March 31 is lower than the resulting figure, advance to this amount. If the employee's salary on March 31 is higher than the resulting figure, no increment is due.

Section 131.6 Adjustment (1 grade promotion)

A section of the Civil Service Law (131.6) provides a certain benefit for employees who have been promoted from the maximum or 1st additional step of their grade to a position in the next higher grade (1 grade promotion). This section provides that an employee will not receive a lesser salary on the April 1 when the additional increment of the lower grade would have been due, had the promotion not occurred until that April 1, after receipt of the additional increment.

Therefore, the salary must be adjusted to apply the 1st or 2nd additional increment of the lower grade for those employees who were promoted one grade from the maximum or 1st additional step of the lower grade, who would have been eligible for either of these increments of the lower grade on 4/1/78. The salary must be reconstructed in the lower grade to reflect the salary at the 1st or 2nd additional level of the lower grade on 4/1/78, then the current increment of the promotional grade will be added. This becomes the employee's new 4/1/78 salary in his higher grade.

Abolishment of Positions Prior to 10/1/72

An employee receiving the salary of a higher grade position, while occupying a lower grade position as a result of the abolishment of her/his former position prior to 10/1/72, will receive the increment of the higher grade, if an increment is due.

Advanced Minimums

For an employee who is eligible for the service increment and who has been advanced to the \$6,000 or \$6,500 minimum, the increment must be applied to the basic 3/31/78 annual salary (employee's basic annual salary plus the \$500 and \$400 increases). If the incremented base salary remains below that salary, the employee will continue to receive his current salary. If the incremented base salary exceeds the current salary, that will be the new 4/1/78 base salary.

Remember location pay is included when advancing to the minimum salaries. All incrementing must be done on the basic salary of March 31. If the addition of the location pay brings the salary over the \$6,000 or \$6,500, the employee is not involved in the minimum eligibility.

Reallocation

An employee whose position has been reallocated to a higher grade receives credit for reaching the maximum of the higher grade on the April 1 he would have reached it in the lower grade. In this situation an employee will be eligible for the 1st or 2nd additional increment of the grade to which her/his position has been reallocated, when the maximum level was actually attained in the lower grade.

Reclassification

Do not confuse reclassification with reallocation. The above statement does not pertain in the case of reclassification of an employee's position to a higher grade. Reclassification is in effect a promotion. Credit for service in the higher grade begins only with service in the higher grade. The maximum is credited upon reaching the maximum of the higher grade. All rules for incrementation in the case of promotion apply to reclassification.

Trainee Positions

An employee appointed to a trainee position, who has been occupying a graded position equal to or lower than the grade of the journeyman position prior to such appointment, will continue to receive the salary of the graded position, if higher than the trainee rate. Such employee will be entitled, if eligible, to an increment of his former grade on 4/1/78.

An employee appointed to a trainee position, from a graded position, may receive the trainee salary if higher than the graded salary. If, on April 1, her/his former graded salary, by addition of the service increment, would exceed the trainee rate, she/he is then on 4/1 entitled to the higher salary.

When a trainee is appointed to the journeyman position it is treated as any other promotion.

Service in Non-statutory (N.S.) Positions

Credit for the annual increment will be granted to an employee who moved from an N.S. to a graded position, if she/he has at least 120 work days of actual service in both positions combined, and salary in the N.S. position was at least equal to the minimum salary of the graded position (Section 131.5 of the Civil Service Law).

Unsatisfactory Performance Rating

An unsatisfactory performance rating eliminates increment eligibility. A letter listing all employees receiving unsatisfactory performance ratings must be submitted to the Bureau of Payroll Audit in Payroll Period 26. A PR-75 is also required for each employee in Payroll Period 1 using the transaction code UNSAT SERV to correct the salary and/or increment code.

INCREMENT CODES

Salary registers currently contain the numerical codes which indicate Audit and Control determination of increment eligibility. The code is printed on the register in the column headed "Incr. Code" directly above the salary grade. Where Code 04, 05 or 06 is required, the payroll register will show FIS under the Ret. Serv. entry on the salary register with the salary shown under the annual salary or rate.

Computer Action

The automatic payment of an increment and/or credit toward the additional steps will be accomplished for the increment codes listed below, (with the exception of code 03 (not eligible) and code 04), if the accumulated total days worked in the employee's record equals 120 (123 for Institutions).

Explanation of Codes Appearing on Salary RegisterCODE 01

An employee whose salary is below the maximum of the grade and will be eligible for a full increment or partial increment which will bring her/his salary to the grade maximum.

CODE 03

An employee at a salary below the maximum of her/his grade who is not eligible for an increment, full or partial.

An employee receiving the advanced minimum of \$6,000 or \$6,500, whose basic salary remains below \$6,000 or \$6,500 after incrementation.

An employee promoted after October 17 who is not eligible for an increment because she/he received more than two increments of the higher grade when advancing to the minimum of the higher grade.

CODE 04

An employee promoted after October 17 and eligible for a partial increment to make up the sum of two increments.

Trainees in N.S. titles who are eligible for an increment based on prior service in graded positions.

An employee who moved from an N.S. to a graded position and credit for the annual increment is granted as she/he has a total of 120 work days actual service in both positions at a salary at least equal to the minimum of the graded position. As the computer does not accumulate work days for an employee in N.S. (grade 600) positions, code 04 must be designated to effect payment of the increment if the appointment to the graded position was after October 17.

An employee who moved from an agency which is not on our computerized system (e.g. 1402 Dept of Labor) and transfer occurs after October 17. The incrementable days for prior service at 1402 are not included in the accumulated total days worked in the employee's record.

CODE 05

An employee entitled to an adjustment in accordance with Section 131.6 of the Civil Service Law dealing with employees receiving the maximum salary or the first additional step at the time of appointment or promotion to a position in the next higher grade.

CODE 06

An employee eligible for an increment at a higher grade than that occupied because her/his previous position was abolished prior to 10/1/72. It is the agencies responsibility to identify these employees by submitting a PR-75 with the transaction code FIS in Block 07, increment code 06 in Block 27 and fiscal salary in Block 49. If the employee is not eligible this year for an increment, the agency should submit a PR-75 reporting the fiscal salary as the same as the current salary in order to identify these employees for future increment determination.

CODE 11-14

An employee accumulating years of service credit toward the 1st additional step.

CODE 15

An employee in the process of accumulating 5 years of service at the maximum and who is eligible for an increment or partial increment of the grade which will bring her/his salary to the 1st additional step.

CODES 21-24

An employee accumulating years of service credit toward the 2nd additional step.

CODE 25

An employee who is eligible for an increment or partial increment of the grade which will bring her/his salary to the 2nd additional step or an employee whose current salary is at or above the second additional step.

Listing to Identify Employees With Less Than 120 Work Days

A computer produced listing entitled "Employees Ineligible for Increments or Update of Increment Codes" will be forwarded to you in March to identify employees who, on a projected basis, will not accumulate the required days of service and therefore will not automatically receive an increment and/or will not receive credit toward the additional steps. For Administration agencies, the required number of days is 120. For Institution agencies, because Payroll Period 26 includes 3 days in the new fiscal year, and these 3 days will be included in the incrementable days total, employees will automatically receive an increment and/or have the increment code updated only if they have 123 or more incrementable days. Therefore, the listing will include all employees with less than 123 days.

For each listed position, the agency code, employee's line, name, social security number, title, grade, salary, part-time percentage, lag basis (if applicable), increment code, fiscal year salary (if applicable) and incrementable days will be printed.

As there are certain transactions that can affect the correct automatic accumulation of total days worked, the agency should carefully review this listing to identify employees for whom a PR-75 will be needed in Period 1.

APRIL 1 SALARY INCREASE

The salary increase of 5% of the April 1, 1978 salary, including the 1978 increment, rounded to the next whole dollar, or \$500, whichever is greater, is payable to all incumbents of items on March 31, 1978. An incumbent of an item is an employee who:

- a) Is active and being paid on March 31.
- b) Is on leave with or without pay for any reason on March 31.

Also, the legislation provides for the increase to be given, upon reinstatement, to employees who were on preferred lists on March 31, 1978 and who would otherwise be eligible.

A new Salary Schedule, increased by 5%, will also go into effect on April 1, 1978.

The salary increase is to be applied as follows:

Full-time positions

The April 1, 1978 annual salary, including the 1978 increment, will be increased by 5% of that salary or \$500, whichever is greater.

Employees receiving the \$6,000 or \$6,500 minimum annual salary will receive the \$500 minimum increase added to the minimum annual salary, not to their basic annual salary.

Part-time positions

The full-time April 1, 1978 annual salary of the position, including the 1978 increment, will be increased by 5% of that salary or \$500, whichever is greater. The employee will receive a pro-rated portion of the new salary.

Hourly and Daily positions

The April 1, 1978 hourly or daily rate is converted to an annual salary by multiplying the hourly rate by 2088 and the daily rate by 261. Apply the increase of 5% of the annual salary or \$500, whichever is greater. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

Payment of Increments and Salary Increase

Wherever possible Audit and Control will automatically apply the increments and salary increase for annual salaried employees and you will receive an exception listing to identify employees for whom agency action is required. The exception listing will identify the following groups of employees:

1. NS (grade 600) employees with salary below \$5,370.
2. Employees with increment codes 04, 05 and 06 with no fiscal incremented salary or with FIS salary below current salary.
3. Employees with annual salary below minimum of the grade.
4. Employees on LAG basis (See special instructions below).

Special Instructions for Certain Groups of Employees

1. NS (grade 600) Annual Salaried Employees

Part-time NS employees paid on an annual salaried basis who are on the payroll without a part-time percentage must be reviewed by the agency, since Audit and Control will apply the \$500 minimum increase if the employee's annual salary is below \$10,001, and the employee may not be entitled to this increase.

To determine the correct increased salary, first determine the full annual salary for the position. Apply the increase of 5% of that salary or \$500 and then pro-rate the full annual to obtain the employee's new salary.

2. Management/Confidential NS (grade 600) and Grade 38 positions

The salary legislation provides for the Director of the Budget to withhold any increase or partial increase from any NS or Grade 38 employee designated management/confidential when he determines that the increase is unwarranted or not appropriate. If the Department of Audit and Control has increased the salary automatically, the agency must submit a PR-75 to reduce the salary to the salary approved by the Director of the Budget.

3. Employees in NS (grade 600) positions with salary below \$5,370

Audit and Control will not apply the salary increase, since it is assumed that the position is part-time. The agency must submit a PR-75.

4. Employees reinstated from Preferred Lists.

An employee reinstated from a preferred list to a lower graded position is entitled to receive the 5% salary increase computed on the salary attained in the higher grade at the time of layoff. Since Audit and Control will compute the increase on the current salary, the agency must submit a PR-75 to report the correct salary.

TENTATIVE SALARY REGISTER

After payrolls are processed for period 26 Audit and Control will convert their computer payroll records to reflect new fiscal year salaries. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the increased salaries. The increment code of record in the final pay period of the fiscal year will be shown so that the agency can be aware of the code used in determining the incremented salary. The tentative salary register will also include new fiscal year item number changes which were reported by the Administration payrolls on the "Position Realignment for Payroll Period 1".

A copy of the tentative salary register will be forwarded to reach you shortly after you receive copies of your salary register for period 26. The tentative payroll will be used as the "previous payroll" for all information supplied on all forms submitted for payroll period 1.

In addition to the Tentative Salary Register, each agency will receive the Exception Listing and a revised listing of "Employees Ineligible for Increments or Update of Increment Codes" will identify employees with less than 120 work days of service as of Payroll Period 26. This revised listing should be compared to the preliminary March listing to identify differences.

Note: This listing will reflect the new fiscal year line numbers.

Audit and Control will prepare salary payments for period 1 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 by the agency for increment agreement and any corrections should be made by submission of a PR-75 form in period 1.

Preparation of PR-75 Forms for Period 1

PR-75's must be submitted to correct a salary and/or increment code if you disagree with the Audit and Control increment determination, to report the correct increased salary for employees appearing on the exception listing, to report unsatisfactory performance ratings, and to report the increased salary for employees paid on an hourly or daily basis.

Use the following transaction codes

1. a. To report the new salary (either an increase or decrease) if you disagree with the increment determination.
- b. To report the increased salary not computed automatically by Audit and Control.
- c. To report a decreased salary for an employee not entitled to the full increase applied by Audit and Control.

Transaction Code: COR FY SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of period 1
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

Remarks Block - provide a full explanation of your determination

2. To correct an employee's increment code for the new fiscal year only

Transaction Code: COR INC CD

3. To report the new salary for hourly and daily employees

Transaction Code: CHG RATE

4. To report an Unsatisfactory Performance Rating

Transaction Code: UNSAT SERV

Group 2

Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter UNSAT SERV
12 Transaction Effective Date	- enter the first day of payroll period 1 of the new fiscal year
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable (as shown on tentative payroll)
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

In preparing your payroll for Period 1, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1979.
2. Submit PR-75 forms for all corrections to the tentative register and for items on the exception listing described above.
3. Submit PR-75 forms for employees with unsatisfactory performance ratings (UNSAT SERV).
4. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
5. The normal amount of Previous Payroll on the PR-76 for Period 1 should be the amount shown on the tentative payroll listing.

Employees on a Lag Basis

Employees on a lag basis will not be incremented on the tentative salary register. The "Increment Exception Listing" mentioned above will include any employees who are on a lag basis and are eligible to receive an increment and the incremented salary will be printed on the listing. The agency must submit a PR-75 in the appropriate payroll period-when payment is being made for Period 1-using COR FY SAL as the transaction code to reflect the salary increase.

Salary Register Period 1

The salary register for Period 1 will reflect the automatically updated increment codes for the following fiscal year for all active employees and employees on a lag basis except those whose 3/31/78 increment code was 04, 05 or 06. Audit and Control will review these records and enter the 1979 projected increment code.

Reversal of Unsatisfactory Performance Ratings

Transaction code RESC UNSAT is to be used to reverse a performance rating previously reported as unsatisfactory. (This is applicable whether the rating is rescinded by the agency or the Department of Civil Service).

Transaction Code: RESC UNSAT

Group 2
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter RESC UNSAT
12 Transaction Effective Date	- enter the first day of payroll period 1 of the fiscal year
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

Note: If an adjustment is necessary use ADJ SAL PA as an additional transaction code and refer to the block requirements for that code in the Payroll Manual.

In the Remarks block, report whether the unsatisfactory rating is being rescinded by the agency or the Department of Civil Service.

Should you require assistance in preparation of PR-75's for Period 1 contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.

1978 ANNUAL INCREMENTING CHART FOR INCUMBENTS OF
CSEA OR MANAGEMENT CONFIDENTIAL POSITION ON MARCH 31, 1977

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>1ST YEAR</u>	<u>MAX. SALARY</u>	<u>EXT. 1ST ADD STEP</u>	<u>EXT. 2ND ADD STEP</u>
1	\$ 272	\$ 5854	\$ 6942	\$ 7486	\$ 7486
2	285	6089	7229	7799	7799
3	300	6400	7600	8200	8200
4	316	6702	7966	8598	8598
5	333	7031	8363	9029	9029
6	348	7425	8817	9513	9513
7	361	7854	9298	10020	10020
8	378	8302	9814	10570	10570
9	394	8777	10353	11141	11141
10	414	9291	10947	11775	11775
11	431	9843	11567	12429	12429
12	450	10406	12206	13106	13106
13	470	11029	12909	13849	13849
14	491	11679	13643	14625	14625
15	512	12358	14406	15362	15430
16	534	13063	15199	16129	16267
17	563	13811	16063	16953	17189
18	590	14612	16972	17865	18152
19	618	15416	17888	18785	19124
20	645	16220	18800	19705	20090
21	674	17097	19793	20698	21141
22	704	18027	20843	21750	22251
23	734	18999	21935	22669	23403
24	761	20023	23067	23828	24589
25	794	21142	24318	25112	25906
26	827	22268	25576	26403	27230
27	856	23485	26909	27765	28621
28	888	24737	28289	29177	30065
29	923	26051	29743	30666	31589
30	953	27427	31239	32192	33145
31	985	28903	32843	33828	34813
32	1018	30458	34530	35548	36566
33	1048	32124	36316	37364	38412
34	1080	33851	38171	39251	40331
35	1110	35620	40060	41170	42280
36	1144	37424	42000	43144	44288
37	1175	39400	44100	45275	46450

1978 ANNUAL INCREMENTING CHART FOR INCUMBENTS OF
CSEA OR MANAGEMENT CONFIDENTIAL POSITION ON OR AFTER
APRIL 1, 1977

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>1ST YEAR</u>	<u>MAX. SALARY</u>	<u>EXT. 1ST ADD STEP</u>	<u>EXT. 2ND ADD STEP</u>
1	\$ 250	\$ 5370	\$ 6370	\$ 6870	\$ 6870
2	262	5585	6633	7157	7157
3	275	5871	6971	7521	7521
4	290	6148	7308	7888	7888
5	305	6450	7670	8280	8280
6	319	6811	8087	8725	8725
7	332	7204	8532	9196	9196
8	346	7616	9000	9692	9692
9	362	8051	9499	10223	10223
10	379	8523	10039	10797	10797
11	396	9029	10613	11405	11405
12	413	9546	11198	12024	12024
13	431	10118	11842	12704	12704
14	450	10714	12514	13414	13414
15	469	11337	13213	14093	14151
16	491	11983	13947	14797	14929
17	516	12670	14734	15552	15766
18	542	13404	15572	16389	16656
19	567	14142	16410	17233	17544
20	592	14880	17248	18077	18432
21	618	15684	18156	18988	19392
22	645	16538	19118	19953	20408
23	673	17429	20121	20794	21467
24	698	18369	21161	21859	22557
25	728	19396	22308	23036	23764
26	759	20428	23464	24223	24982
27	785	21545	24685	25470	26255
28	814	22694	25950	26764	27578
29	846	23900	27284	28130	28976
30	875	25161	28661	29536	30411
31	904	26516	30132	31036	31940
32	934	27942	31678	32612	33546
33	961	29471	33315	34276	35237
34	991	31055	35019	36010	37001
35	1019	32678	36754	37773	38792
36	1049	34333	38529	39578	40627
37	1078	36146	40458	41536	42614

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