

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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July 9, 1979

To : All State Departments and Agencies

Subject: April 1, 1979 Salary Increases and Changes in Salary Determination for employees in the Administrative Services, Operational Services and Institutional Services, Security Services and Security Supervisors negotiating units, for employees designated management/confidential and other State employees considered to be management/confidential

Chapter 307 of the Laws of 1979 implements the agreements between the State and unions representing employees in several bargaining units and provides benefits to employees designated management/confidential and to other employees considered to be management/confidential. The legislation provides salary increases and new salary schedules effective April 1, 1979 and alters the method of determining salaries under the Civil Service Law. The basic provisions of the law effective during 1979-80 for each group of employees is described below.

ADMINISTRATIVE (02), OPERATIONAL (03) AND INSTITUTIONAL (04) UNITS (CSEA UNITS)

The CSEA agreements for the Administrative, Operational and Institutional units provide for a general salary increase of 7% and a new salary schedule, effective April 1, 1979, which reflects the 1977 salary increases which were not previously included in the schedule. (The 1974 Salary Schedule is increased for 5% and 4% for 1977, 5% for 1978 and 7% for 1979.) Employees hired after March 31, 1977, who did not receive the 1977 salary increases, will receive either a 7% increase in salary or the new hiring rate of the grade, whichever is higher. (A copy of the new schedule is attached.)

The new 1979 Salary Schedule has four steps (instead of the previous five) with the previous "minimum" now called a "hiring rate" and the previous "maximum" now the "job rate". Increments as such have been eliminated. The two intermediary steps of the schedule are called "performance advancement rates". Performance advancement payments (equal to the difference between the steps) will be given upon completion of a required period of service in the position, based on an evaluation of performance. Performance advancement payments may not be given more frequently than every six months nor less frequently than annually for employees who's performance is satisfactory. Procedures for implementing the new system and the criteria for evaluation are being developed by a joint committee of the State and the union. The first performance advancement payments will not be paid until the fall, but they will be retroactive to July 1, 1979.

The agreement also provides for payment of performance awards of \$300 to employees who are at or above the job rate of their position and who have performed in a better than satisfactory manner during 1979, based on an evaluation process to be developed by the joint committee. The evaluation will be performed in October. These awards are one-time lump sum payments which are not part of base salary, but are included as compensation for retirement purposes. They will be made in a separate check in December.

#### SECURITY SERVICES (01) AND SECURITY SUPERVISORS (61) (COUNCIL 82 UNITS)

The Council 82 agreements for the Security and Security Supervisors units provide for a general salary increase of 7% and a new salary schedule, effective April 1, 1979. The new schedule reflects the 7% increase. (A copy of the new schedule is attached.)

The new 1979 Salary Schedule is compressed into four steps, similar to the CSEA schedule, with a hiring rate, job rate, and two intermediary performance advancement rates. Performance advancement payments are payable annually based on evaluation of performance. Procedures for implementing the new system and the criteria for evaluation are being developed by a joint committee of the State and the union. Performance advancement payments for 1979 will be made to all employees who have continuous service in grade from October 1, 1978 who are rated satisfactory and are effective July 1, 1979. The payment will be made later, after the joint committee has established procedures. In 1980 and 1981 the performance advancement payments will be effective April 1 and paid to employees who have continuous service in grade from the preceding October 31 and who are rated satisfactory.

#### LONGEVITY PAYMENTS

The new Salary Schedule also provides for new longevity payments, which are not related to service in grade and are slightly different for the two units.

##### Security Unit Longevity

Effective April 1, 1979 employees in the security unit are entitled to a longevity payment upon the completion of ten years of continuous service in titles in the security unit and to a second longevity payment upon the completion of 15 years of such service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10 or 15 years of service but the employee's salary may not exceed the longevity maximum of the grade. The longevity payment is payable from the payroll period closest to the date the employee completes the required service. Employees who have completed the required service prior to April 1, 1979 will receive the payment(s) (an employee may receive both longevities if he/she has 15 years of service and is at or below the job rate of his/her grade) on April 1 at the longevity rate shown for the grade of their position on April 1. Any salary above the job rate which an employee is receiving on April 1, 1979 will be considered longevity pay.

Security Supervisors Longevity

Effective July 1, 1979 employees in the security supervisors unit are entitled to a longevity payment upon the completion of ten years of continuous service in supervisory positions in the security services occupational title series based on periodic evaluation of work performance and to a second longevity payment upon the completion of 15 years of such service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10 or 15 years of service but the employee's salary may not exceed the longevity maximum of the grade. Service in the following titles in the security services unit count as service toward security supervisory longevity.

Supervisory Security Titles

<u>Salary Grade</u>	<u>Title</u>
115	Capital Police Sergeant
NS	Chief Lifeguard
NS	Chief Lifeguard Long Island State Park Commission
117	Correction Camp Shift Supervisor
117	Correction Sergeant
NS	Correction Sergeant Downstate Program
120	Security Hospital Supervising Treatment Assistant
112	Senior Institution Safety Officer
112	Senior Institution Safety Officer Substance Abuse
111	Senior Security Officer
117	Senior Warrant and Transfer Officer
115	Sergeant Park Patrol
117	Supervising Environmental Conservation Officer
NS	Supervising Lifeguard Long Island State Park Commission
112	Supervising Park Ranger
111	Supervisor of Elevator and Security Services
116	Urban Park Sergeant

Titles not Presently in Existence

<u>Salary Grade</u>	<u>Title</u>
113	Assistant District Ranger
113	Assistant Regional Conservation Officer
111	Institution Safety Supervisor
113	Chief Institution Safety Supervisor
116	Traffic and Park Sergeant
115	Correction Youth Camp Assistant Supervisor

The longevity payment is payable from the payroll period closest to the date the employee completes the required service. Only one longevity may be paid in 1979-80 to employees in the Security Supervisors Unit. Employees who have completed the required service prior to July 1, 1979 will receive the payment on July 1 at the longevity rate shown for the grade of their position on April 1. Any salary above the job rate which an employee is receiving on April 1, 1979 will be considered longevity pay. Longevity payments will not be made until the procedures and criteria for evaluation have been developed by the joint committee.

Continuous Service for Longevity Payments

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

OTHER CHANGES

Effective April 1, 1979 pre-shift briefing pay is increased to \$18.00 biweekly. Also the \$200 per year bonus has been eliminated.

MANAGEMENT/CONFIDENTIAL EMPLOYEES

The legislation covering Management/Confidential Employees, including employees of PERB and Military and Naval Affairs, who are treated as management/confidential, provides for a 7% general salary increase and for a new salary schedule effective April 1, 1979. The new schedule reflects the 1977 salary increases which were not previously included in the schedule. (The 1974 Salary Schedule is increased by 5% and 4% for 1977, 5% for 1978 and 7% for 1979). Employees hired after March 31, 1977 who did not receive the 1977 salary increases will receive either the 7% increase or the new hiring rate of the grade, whichever is higher.

The new salary schedule includes grades 3 through 23 and 8 management grades M-1 through M-8. Each management grade includes positions previously assigned to two grades-that is positions in grades 24 and 25 are now assigned to M-1, grades 26 and 27 to M-2, grades 28 and 29 to M-3, grades 30 and 31 to M-4, grades 32 and 33 to M-5, grades 34 and 35 to M-6, grades 36 and 37 to M-7 and grade 38 to M-8. (A copy of the new Salary Schedule is attached.)

In order to provide adjustments for employees who did not receive the 1977 salary increases and are being converted to M grades, a special conversion salary chart will be used containing minimum salaries for the odd numbered grades between grades 25 and 37. Incumbents of these positions on April 1, 1979 will receive either a 7% increase or the minimum for their grade as listed below.

<u>Grade</u>	<u>Minimum</u>
25	23,753
27	26,387
29	29,269
31	32,473
33	36,093
35	40,020
37	44,266

The new schedule for Management/Confidential employees contains a hiring rate and a job rate. Employees will be appointed to the position at the hiring rate and will receive periodic performance advancement payments in accordance with rules and regulations promulgated by the Director of the Budget. Performance advancement payments may not be paid before July 1, 1979.

The agreement also provides for the payment of performance awards to employees who are at or above the job rate of their position, based on an evaluation conducted under rules and regulations promulgated by the Director of the Budget. The awards are one-time lump sum payments which are not part of base salary, but are included as compensation for retirement purposes. They will be made in a separate check in December.

For payroll processing, new grades are being assigned for management/confidential employees. The grades, which will be automatically converted by the Department of Audit and Control when the salary increase is paid, will be 603 to 623 for grades 3 through 23 and grades 661 to 668 for grades M-1 to M-8. Grade 600 will continue to be used for management/confidential non-statutory positions.

#### Correction Superintendents

A new schedule has been provided for Correction Superintendents paid under Section 19 of the Correction Law (grade 700's). The schedule provides a hiring rate and a job rate as listed below.

<u>Hiring Rate</u>	<u>Job Rate</u>
\$36,700	\$47,800

Employees will receive either a 7% increase or the hiring rate, whichever is higher. Employees will receive periodic performance advancement payments and performance awards under the rules developed for management/confidential employees.

#### PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05) PEF UNIT

The Public Employees Federation which represents employees in the Professional, Scientific and Technical unit, does not have a new contract for 1979 and therefore these employees will receive no salary increase at this time. These employees will continue to be paid from the April 1, 1978 salary schedule used previously for CSEA and Management/Confidential employees.

Chapter 307, however, has extended the provisions of Chapter 12 of the Laws of 1978 so that PS&T employees who were incumbents of positions in the CSEA or Management/Confidential positions on March 31, 1977 who are appointed or promoted to a PS&T position on or after April 1, 1979 may continue to have their salary recomputed as if the promotion had occurred on March 31, 1977. Full instructions for the calculation of salary under the provisions of Chapter 12 are contained in Bulletin P-164.

Revised salaries for these employees should be reported in Payroll Period 10 (August 2-15, 1979 for Administration Agencies and August 9-22, 1979 for Institutions).

Shortly after Payroll Period 8 you will receive a listing of all of your employees in PS&T who have had status changes since April 1 as an aid in identifying employees who are entitled to recomputation of salary under Chapter 12.

CHANGES IN SALARY DETERMINATION

Chapter 307 revises portions of the Civil Service Law dealing with salary determination. These changes are effective for all State employees except those in the PS&T unit, whose salaries will continue to be determined in accordance with the rules in existence prior to the revision of the law. A description of these changes is included in the Bulletin as Appendix A.

Application of Salary Increase

The salary increases are effective from the first day of Payroll Period 1 (March 29 to April 11 for Administrative agencies; April 5 to 18 for Institutions) and will be paid in Payroll Period 9 (July 19 to August 1 for Administrative Agencies; July 26 to August 8 for Institutions). The Department of Audit and Control will automatically calculate the salary increase and retroactive adjustment wherever possible and will produce Exception Listings to identify employees for whom agency action is necessary. Separate Exception Listings will be printed for (a) security and security supervisor units (b) CSEA units (c) management/confidential. Processing for each group is as follows:

(a) security and security supervisors units

Annual-salaried employees will receive an increase of 7% of the April 1, 1979 salary rounded to the next whole dollar. Employees in negotiating unit 01 who are eligible for longevity payments on April 1, 1979 will receive them. Employees on the tentative payroll and Exception Listing with increment code 15 are entitled to 1 longevity payment, those with code 25 to 2 payments, not to exceed the longevity maximum. Pre-shift briefing pay will also be increased automatically to \$18.00 biweekly for all employees.

(b) CSEA units

Annual-salaried employees will receive an increase of 7% of the April 1, 1979 salary rounded to the next whole dollar, or, for graded employees, the hiring rate of the grade if it results in a higher salary.

(c) management/confidential employees (including employees of PERB and Military and Naval Affairs)

Annual-salaried employees will receive an increase of 7% of the April 1 1979 salary rounded to the next whole dollar, or, for employees in graded positions (including employees in grades 25, 27, 29, 31, 33, 35, 37 who were appointed to their position on or before April 1), the hiring rate of the grade if it results in a higher salary. Existing grades for all employees will be converted to the new grades of 603 to 623 and 661 to 668.

The salary increases will be applied for all employees as follows.

Class of employees

1. Employees who were active at the end of Period 25 for Institution (March 8 to 21, 1979) and Period 26 for Administration (March 15 to 28, 1979) and have not had a change in annual salary, or a change in part-time percentage.

Audit and Control will apply the longevity payments for employees in the security unit (01), if due, and the salary increase and calculate the retroactive adjustment for both the longevity and salary increase.

2. Employees who were active at the end of Period 25 (or 26) and who have had a change in part-time percentage, but no change in annual salary. Employees who are now active, but were not active in Period 25 (or 26) and who have not had a change in annual salary.

Audit and Control will apply the longevity payment, if due, and salary increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - RETRO NOT COMPUTED.

3. Employees who have had a change in annual salary since Period 25 (or 26).

Audit and Control will not apply the longevity or the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message STATUS CHG - SAL INCR NOT COMPUTED. Instructions for computation of salaries under the revised Civil Service Law are in Appendix A.

4. Employees now inactive, who may be due an adjustment for longevity payment and/or salary increase.

The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.

SPECIAL INSTRUCTIONS FOR CERTAIN GROUPS OF EMPLOYEES

1. (a) Employees in CSEA NS (grade 600) positions which are equated to grades.  
(b) Employees in Management/Confidential NS (Grade 600) positions equated to grades 603 to 623 and to grades 661 to 668 whose positions were previously equated to even-numbered grades (24, 26, 28, 30, 32, 34, 36, 38).  
(c) Employees in Management/Confidential NS (Grade 600) positions which are equated to grades 661 to 668 whose positions were previously assigned to odd numbered grades (25, 27, 29, 31, 33, 35, 37) who were appointed or promoted to the position on or before April 1, 1979.

Each agency must review the salary of these employees to identify employees who are below the hiring rate of the grade to which the position is equated after the 7% salary increase is applied. If the equated grade is on your current Budget Certificate, the certificate does not need to be amended. Prepare a PR-75 to increase the employee's salary to the hiring rate, entering the equated grade in the Remarks block. If the Budget Certificate does not contain the equated grade, you must have an amended certificate before you submit the PR-75.

2. Employees appointed or promoted after April 1, 1979 to management/confidential positions in grades 661 to 668 who's positions were previously assigned to odd-numbered grades (25, 27, 29, 31, 33, 35, 37).

New employees who have been appointed to positions in grades 661-668 after April 1, 1979 will receive 7% increase in salary or the hiring rate of their new grade. Since the hiring rate is the minimum of the preceding even numbered grade prior to consolidation, employees who were previously in the odd numbered grades may receive a salary which is lower than the amount he/she would have received if the grades had not been combined. Also, because of the consolidation of the grades, employees who have been promoted to positions in these grades since April 1, 1979 may receive a percentage increase upon promotion which is less than the amount they would otherwise have received. (See explanation of calculation of salary upon promotion for management/confidential employees in Appendix A.)

Agencies may apply to the Director of Classification and Compensation for review of individual cases to adjust inequities resulting from the consolidation of grades. The requests will be evaluated under the provisions of sections 130.4, 131.1a, and 131.2, whichever is applicable. Do not submit PR-75's to increase an employee's salary under these provisions until you have received the required approval from the Director of Classification and Compensation.

3. Employees appointed or promoted after April 1, 1979 to management/confidential NS (grade 600) positions equated to grades 661-668 whose positions were previously assigned to odd-numbered grades (25, 27, 29, 31, 33, 35, 37).

Employees in these positions will be treated as are the employees in number 2 above. If you wish to give an adjustment in salary, you must have the approval of the Division of the Budget. Do not submit PR-75's until you have an amended certificate of approval.

4. Employees in the security services unit who became eligible for longevity payments between April 1 and August.

PR-75's must be submitted for employees who became eligible for longevity payments after April 1. You will receive a list of these employees with your tentative payroll and exception listings. The longevity payment is payable from the first day of the payroll period closest to the date the employee completes the required period of service.



## 5. Management/Confidential Positions

The legislation provides for the Director of the Budget to withhold any increase or partial increase from any management/confidential employee 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.

## 6. Hourly and Daily employees

PR-75's must be submitted to increase the rate for all hourly and daily employees. To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261. Increase the annual salary by 7% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Employees in CSEA or management/confidential positions who are paid an hourly or daily rate based on the annual salary of a grade on the Salary Schedule should receive at least the new hiring rate.

Hourly rates for seasonal employees are contained in Budget Bulletin D-1032.

## 7. Correction Superintendents in Grade 700 positions

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted to give either a 7% increase or the new hiring rate, whichever is higher.

8. The salary increases are being given based on the employee's negotiating unit code on your Tentative Payroll Register. Also, all positions with negotiating units 06, 66, 46, and 47 will be converted to the new management/confidential grades 603 to 623 and 661 to 668. If an incorrect negotiating unit code results in an incorrect annual salary and/or grade on the tentative payroll, you must correct it by PR-75.

### Tentative Salary Register

After payrolls are processed for Period 8, Audit and Control will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive adjustment for 8 payroll periods will be included in the normal gross salary for all employees for whom it can be automatically calculated. Employees identified as "LAG" on the salary register will receive an adjustment of 7 payroll periods.

A copy of the tentative salary register, and the Exception Listings will be forwarded to reach you shortly after your regular salary register for the 8th period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. Audit and Control will prepare salary payments 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 and any corrections made by submission of a PR-75.

Preparation of PR-75 Forms for Period 9

PR-75's must be submitted to correct a salary and/or where applicable the longevity payments if you disagree with the Audit and Control determination, to report the correct increased salary and/or report the retroactive adjustment for employees appearing on the exception listing, and to report the increased salary for employees paid on an hourly or daily basis. In preparing your forms, remember that the retroactive adjustment must be computed for all employees for the full period from Payroll Period 1. For employees with salary changes during this period, adjustments must be made for each salary earned. Fully explain your calculation of the adjustments in the Remarks block of the PR-75.

1. a. To report an increased salary not computed automatically by Audit and Control.
- b. To report a decreased salary for an employee not entitled to the full increase applied by Audit and Control.
- c. To report an increased salary and retroactive adjustment for an inactive employee.

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 salary or the effective date of the last change  
22 Salary Rate  
23 Gross (Add)  
24 Normal (Deduct) - as shown on tentative payroll

Remarks Block - provide a full explanation of your determination

Use ADJ SAL PA as an additional code to report the retroactive adjustment due from Period 1.

2. To report the correct salary and/or negotiating unit and grade when the employee received either an incorrect salary and/or grade on the tentative payroll as the result of an incorrect negotiating unit in the employee's record.

Use transaction codes COR FY SAL, CHG NU and COR GRADE in the additional transaction code blocks and the necessary block requirements as illustrated below. CHG NU and COR GRADE must both be used when changing from or to a management/confidential grade.

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning of Period 1 or the effective date of the last salary change
15 Salary Grade	
16 NU	
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
45 Addt'l Transaction Code	- enter CHG NU
46 Addt'l Transaction Code	- enter COR GRADE

Remarks block - provide a full explanation of your determination.  
Use ADJ SAL PA as additional code to report the retroactive adjustment due from period 1.

3. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

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

Transaction Code: CHG RATE

Use ADJ SAL PA as an additional code to report the retroactive adjustment due from Period 1.

5. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) should be processed in period 10.

In preparing your payroll for Period 9

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.
- d. Beginning in Period 9 and thereafter, you must use the new management/confidential grades (603-623, 661-668) on all PR-75's submitted for employees in negotiating units 06, 66, 46 and 47.

Special Instructions for Employees who have retired prior to Period 9

Employees who have retired and are to receive an adjustment payment for the longevity and salary increase should not have retirement normal contributions deducted. For employees who have had contributions deducted, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

Should you require assistance in preparation of PR-75's for Period 9 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.

SALARY DETERMINATION EFFECTIVE APRIL 1, 1979

Effective April 1, 1979, the provisions of the Civil Service Law concerning the determination of salaries have been revised. The major changes in the law are described below.

These changes in the law cover all State employees except those in the Professional, Scientific and Technical unit (05), who will continue to have their salary determined under the provisions of the Civil Service Law as it previously existed.

Section 130.3 Longevity Payment. The revision to the law eliminates additional increments. It provides for longevity payments for employees in the security and security supervisors units based on service as explained previously in this Bulletin.

Section 130.4 Increased hiring salaries. The revision eliminates the restrictions on the types of positions for which increased hiring salaries may be established, and provides for the increased hiring salary to be set at any salary below the job rate of the position. Provisions of this section concerning computation of salaries upon transfer, promotion, demotion or discontinuance of increased hiring salaries remain the same.

Section 130.7 Geographic Pay Differentials. The revision redefines geographic pay differential to be an amount or percentage to be added as an adjustment to the hiring rate and job rate of a position. Employees whose basic annual salary is at or below the actual job rate for the position will receive the full differential. Employees whose basic annual salary is above the actual job rate will receive the difference between their annual salary and the adjusted job rate for the position.

For example:

A geographic pay differential is established on September 1, 1979 at \$500 for a position which is allocated to grade 13 resulting in an adjusted job rate for the position of \$15,010.

An employee in the position whose basic annual salary is \$12,395 (the hiring rate) would receive \$500 in geographic pay.

An employee in the position whose basic annual salary is \$14,850 (above the actual job rate) would receive \$160 in geographic pay (the difference between \$15,010 and \$14,850).

An employee in the position whose basic annual salary is \$15,560 (above the actual and adjusted job rate) would receive no geographic pay.

## Section 130.7 (continued)

Geographic pay continues to be additional compensation not included in basic annual salary which does not affect other provisions of the law concerning salary determination.

Employees who were receiving a geographic pay differential on April 1, 1979 as a result of a previous determination made under the old rules will continue to receive it while they remain in the position for which it was authorized.

Section 131.1a Appointment above minimum salary in certain cases. The revision eliminates the restriction on the types of positions for which increased hiring salaries may be established and provides for the increased hiring salary to be set at any level below the job rate of the grade.

Section 131.2 Movement to a higher salary grade (promotion). Employees who are appointed or promoted to a position in a higher salary grade will receive a salary increase equal to a percentage of the salary in the lower grade or they will receive the hiring rate of the new grade, whichever results in the higher salary. The percentage increase is equal to  $1\frac{1}{2}\%$  plus  $1\frac{1}{2}\%$  for each grade advanced as illustrated below.

<u>Number of Grades Advancing</u>	<u>Percentage Increase</u>
1	3%
2	4.5%
3	6.0%
4	7.5%
5	9.0%

## For Example:

Promotion from CSEA grade 9 to CSEA grade 14

\$ 9451	3/31/79 grade 9 salary
+661	7% salary increase
<u>10112</u>	
+911	9% promotion increase (5 grades)
<u>11023</u>	(below hiring rate of grade 14)
\$13125	Grade 14 - 1979 hiring rate

Security and Security Supervisors Units Promotions

For employees in the Security and Security Supervisors units, the increase in salary upon advancement to a higher salary grade is calculated on the employee's base salary in the lower grade excluding longevity payments. To compute the salary upon promotion, first subtract any longevity (including any amount that the employee was receiving above the maximum salary of the grade on April 1, 1979 which was considered to be longevity). Determine the new salary in the higher grade under the rules as stated above. Then add back the original longevity amount. This is the employee's salary in the higher grade.

For Example:

Security Unit Promotion - grade 114 to grade 117

\$15480	3/31/79, grade 114 salary
<u>+1084</u>	1979 7% Security increase
\$16564	current grade 114 salary (above job rate)
\$16564	grade 114 salary
<u>-15726</u>	job rate (maximum)
\$ 838	amount above job rate-considered to be longevity
\$15726	job rate (maximum) grade 114
<u>+944</u>	6% promotion increase - 3 grades
16670	
<u>+838</u>	longevity amount (see calculation above)
\$17508	grade 117 promotion salary

Management/Confidential Promotions

Employees who are advanced to one of the management grades (661-668) will receive an increase in salary based on the number of grades advanced, as stated above. However, because the consolidation of grades may result in an employee receiving a smaller increase than he/she would have received had the grades not been combined, Section 131.2(c) provides for the appointing officer, with the approval of the Director of Classification and Compensation to increase an employee's salary upon such movement by an additional amount, not to exceed 3% of the employee's salary in the lower grade.

For Example:

Management/Confidential 662 (formerly grade 27)  
to Management/Confidential 664 (formerly grade 31)

\$27355	3/31/79, grade 27 salary
<u>+1915</u>	1979 7% M/C salary increase
29270	4/1/79, 662 salary
<u>+1318</u>	4½% promotion increase - 2 grades (662 to 664)
30588	below minimum of grade 664
\$30800*	advance to hiring rate of grade 664

\*With the approval of the Director of Classification and Compensation, the appointing officer may increase this salary by an additional amount which may not exceed 3% of the employee's salary in the lower grade.

Trainees

The provision of the law which allowed promotion from a Trainee or intern position to the graded position has been eliminated.

Section 131.3 Movement to a Lower Salary Grade (Demotion). Under the revised law, an employee who is demoted to a position in a lower salary grade will receive credit in the lower position for the number of increments and/or performance advances actually received on the lower and higher positions.

In computing a salary upon demotion of an employee in the Security Services or Security Supervisors Unit, the employee will retain the actual dollar amount of any longevity pay he/she has received.

Section 131.6 Advancement within salary grade. The revision eliminates the provisions for annual increments and provides for periodic performance advances based on periodic evaluations of performance in accordance with collective bargaining agreements and/or rules and regulations promulgated by the Director of the Budget. No employee may receive a performance advance which would result in a basic annual salary in excess of the job rate for his/her grade. For the purposes of determining eligibility for a performance advance under this section, any longevity pay being paid to an employee in the security or security supervisors units is excluded from basic annual salary.

Section 132 Reallocation. Employees, except employees in the security and security supervisors units, whose positions are reallocated will have their salary in the higher grade computed under the rules for promotion in Section 131.2 as explained above.

Employees in the security and security supervisors units whose positions are reallocated will have their salary computed as explained below. As with promotions, the increase upon reallocation is computed from base annual salary excluding any longevity pay. To compute the salary upon reallocation:

- (1) Subtract any longevity pay from the employee's current annual salary.
- (2)
  - (a) If the employee's salary in the lower grade is equal to the hiring rate, PAR 1, PAR 2, or job rate, increase the employee's salary to the corresponding rate in the higher grade.
  - (b) If the employee's salary in the lower grade is less than the job rate and not equal to any rate on the schedule, increase the employee's salary by an amount equal to the difference between the salary at the next higher rate and the corresponding rate at the higher grade.



## Section 132 (continued)

- (2) (c) If the employee's salary exceeds the job rate of the lower grade, increase the employee's salary to the job rate of the higher grade, or retain the current salary if it is higher.
- (3) Add the original longevity pay amount to the new base salary.

Example #1 (Salary below Job Rate - employee receiving no longevity)

## Grade 109 to 111

\$10500	1979 grade 109 salary
+1289	Reallocation increase grade 109 to 111
<u>\$11789</u>	Grade 111 reallocated salary

\$12010	PAR 1 - grade 11
-10721	PAR 1 - grade 9
<u>\$ 1289</u>	Reallocation increase

Example #2 (Salary above Job Rate - including longevity)

## Grade 117 to 118

\$18775	1979 grade 117 salary (includes a longevity payment effective April 1 for 10 years service in unit #1)
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-649	Subtract longevity portion
<u>18126</u>	Basic 117 salary
+1055	Reallocation increase grade 117 to grade 118
<u>19181</u>	
+649	Re-application of longevity
<u>\$19830</u>	Grade 118 reallocated salary

\$19569	Job rate - grade 118
-18514	Job rate - grade 117
<u>\$ 1055</u>	Reallocation increase



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02,  
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04  
 EFFECTIVE APRIL 1, 1979

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	6580	6990	7400	7810	410
2	6845	7275	7705	8135	430
3	7195	7645	8095	8545	450
4	7530	8005	8480	8955	475
5	7900	8400	8900	9400	500
6	8345	8865	9385	9905	520
7	8825	9370	9915	10460	545
8	9330	9895	10460	11025	565
9	9865	10455	11045	11635	590
10	10440	11060	11680	12300	620
11	11060	11710	12360	13010	650
12	11695	12370	13045	13720	675
13	12395	13100	13805	14510	705
14	13125	13860	14595	15330	735
15	13885	14650	15415	16180	765
16	14680	15480	16280	17080	800
17	15520	16365	17210	18055	845
18	16420	17305	18190	19075	885
19	17320	18245	19170	20095	925
20	18225	19190	20155	21120	965
21	19210	20220	21230	22240	1010
22	20255	21310	22365	23420	1055
23	21345	22445	23545	24645	1100
24	22500	23640	24780	25920	1140
25	23755	24945	26135	27325	1190
26	25020	26260	27500	28740	1240
27	26390	27670	28950	30230	1280
28	27795	29125	30455	31785	1330
29	29270	30650	32030	33410	1380
30	30815	32245	33675	35105	1430
31	32475	33955	35435	36915	1480
32	34220	35745	37270	38795	1525
33	36095	37665	39235	40805	1570
34	38035	39655	41275	42895	1620
35	40020	41685	43350	45015	1665
36	42050	43765	45480	47195	1715
37	44270	46030	47790	49550	1760
38	41284+				



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE APRIL 1, 1979

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>	<u>Longevity Payments</u>	<u>Longevity Maximum</u>
101	6748	7166	7584	8002	418	314	8630
102	7017	7457	7897	8337	440	330	8997
103	7376	7837	8298	8759	461	346	9451
104	7727	8211	8695	9179	484	363	9905
105	8108	8618	9128	9638	510	382	10402
106	8557	9092	9627	10162	535	402	10966
107	9051	9608	10165	10722	557	418	11558
108	9568	10148	10728	11308	580	435	12178
109	10114	10721	11328	11935	607	455	12845
110	10707	11342	11977	12612	635	477	13566
111	11348	12010	12672	13334	662	497	14328
112	11995	12686	13377	14068	691	518	15104
113	12713	13435	14157	14879	722	542	15963
114	13461	14216	14971	15726	755	567	16860
115	14243	15030	15817	16604	787	590	17784
116	15056	15878	16700	17522	822	617	18756
117	15919	16784	17649	18514	865	649	19812
118	16836	17747	18658	19569	911	683	20935
119	17769	18718	19667	20616	949	712	22040
120	18692	19685	20678	21671	993	745	23161
121	19703	20739	21775	22811	1036	777	24365
122	20780	21875	22970	24065	1095	810	25685
123	21896	23025	24154	25283	1129	847	26977
124	23078	24248	25418	26588	1170	878	28344
125	24368	25589	26810	28031	1221	916	29863



DEPARTMENT OF AUDIT AND CONTROL  
BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL NEGOTIATING UNITS 06, 46, 47 & 66  
EFFECTIVE APRIL 1, 1979

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	7200	8550
604	7530	8955
605	8000	9410
606	8350	9910
607	8850	10470
608	9350	11030
609	9900	11640
610	10450	12310
611	11100	13020
612	11700	13725
613	12400	14515
614	13150	15340
615	13900	16195
616	14700	17085
617	15550	18055
618	16450	19075
619	17350	20095
620	18250	21130
621	19250	22250
622	20300	23450
623	21355	25000
661	22500	27350
662	25000	30400
663	27800	33800
664	30800	37400
665	34250	41650
666	38000	46000
667	42000	50000
668	41285	

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