

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-207

November 15, 1979

To : All State Departments and Agencies

Subject: 1979 Performance Advances and Performance Awards for
Employees in the Administrative, Operational and
Institutional Services Negotiating Units

The joint labor-management committee established under the CSEA contracts covering employees in the administrative (02), operational (03), and institutional (04) services negotiating units have adopted the procedures for the evaluation system required for the payment of performance advances and performance awards to employees in these units. Instructions on the evaluation and rating system have been issued by the Governor's Office of Employee Relations and the evaluation of all employees in the units is currently in process. This bulletin contains instructions for the payment of the performance advances and performance awards based on these evaluations.

PERFORMANCE ADVANCES

Generally, under the new evaluation system, an employee is appointed to a position at the hiring rate of the grade and receives periodic performance advancement payments based upon evaluation of the employee's performance in the position until the employee reaches the job rate for the grade. The amount of each performance advance is the amount shown on the Salary Schedule for the CSEA units for the grade of the employee's position, or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate by application of a performance advance. A copy of the CSEA Salary Schedule is attached.

The new performance evaluation system applies to all non-seasonal employees in the units paid on an annual salaried basis in graded positions and in N.S. (grade 600) positions which are equated to grades. Part-time employees in these positions are covered by the program. A new salary plan for Trainees is being developed which will provide for performance advances for employees in these positions. The details of these plans will be forwarded to you under a separate communication from the Department of Civil Service.

In implementing the new system for current employees, special rules have been established for the first payment. These rules are described below. They apply for employees in both graded and N.S.-equated positions. The initial anniversary date for all employees who were incumbents of positions prior to April 1, 1979 is April 1.

1. Employees in positions on March 31, 1979 who have 120 days or more of service in their grade between April 1, 1978 and March 31, 1979 (increment eligible) will be evaluated for the period January 1 through September 30, 1979 and, if rated satisfactory or better, will receive a performance advance payable from July 1, 1979.

Although the performance advance is not payable until July 1, employees who would have been eligible for a performance advance, but who have been appointed, promoted or demoted to another grade, after March 31 are entitled to a salary reconstruction as described below.

- a. Employees appointed or promoted to a higher grade position between April 1 and June 30.

These employees will be considered to have had a satisfactory rating in the lower grade by virtue of being promoted. They are entitled to receive a reconstructed promotion salary including the performance advance in the lower grade effective July 1,

- b. Employees appointed or promoted to a higher grade position on or after July 1.

These employees will be considered to have had a satisfactory rating in the lower grade by virtue of being promoted. They are entitled to receive the performance advance in the lower grade effective July 1 and a reconstructed promotion salary effective on the date of promotion.

- c. Employees appointed or demoted to a lower grade position between April 1 and June 30.

These employees will be rated for the period and if rated satisfactory or better will be eligible for a performance advance in the lower grade, effective July 1.

- d. Employees appointed or demoted to a lower grade position on or after July 1.

These employees will be rated for the period and if rated satisfactory or better will receive the performance advance in the higher grade effective on July 1. At the time of demotion, the reconstruction of the employee's salary will include a performance advance of the lower grade, if eligible.

2. Employees in positions on March 31, 1979 who did not have 120 days of service in their grade during 1978-79 will be evaluated for the period January 1 and September 30, 1979, and, if rated "Outstanding" or "Highly Effective" will receive a performance advance payable from October 1, 1979.

Performance advances for employees who have been appointed, promoted or demoted to another salary grade after March 31 will be applied as follows:

- a. Employees appointed or promoted to a higher grade between April 1 and September 30 will have a new anniversary date of the date of appointment or promotion. They are not eligible for any performance advance in the lower grade. They will be evaluated at the end of each six month period following the new anniversary date.
- b. Employees appointed or promoted to a higher grade after October 1, if rated "Outstanding" or "Highly Effective", will receive a performance advance in the lower grade effective October 1 and a reconstructed promotion salary effective on the date of promotion. They will also have a new anniversary date of the date of promotion.
- c. Employees appointed or demoted to a lower salary grade between April 1 and September 30 will be evaluated for the period and
 - (1) if the employee would have been increment eligible for 1978-79 in the lower grade (120 days of service in the lower grade and higher grade combined) he/she will be eligible for a performance advance on the lower grade effective on July 1 or the date of demotion, whichever is later, if rated satisfactory or better.
 - (2) if the employee would not have been increment eligible for 1978-79 in the lower grade, he/she will be eligible for a performance advance on the lower grade effective October 1, if rated Outstanding or Highly Effective.
- d. Employees appointed or demoted to a lower salary grade on or after October 1 will be evaluated for the period and
 - (1) if the employee received an Outstanding or Highly Effective rating, he/she will receive a performance advance in the higher grade effective October 1 and will be eligible for a performance advance in the lower grade upon demotion.

- d. (2) if the employee received a satisfactory rating, he/she will not receive a performance advance in the higher grade, but upon demotion will be eligible for a performance advance in the lower grade if the employee would have been increment eligible for 1978-79 in the lower grade.

3. Employees newly appointed to State service on or after April 1, 1979 will have an anniversary date of their date of appointment. They will be evaluated at the end of each six month period and performance advances will be paid based on these ratings.

All employees in the categories above who are appointed or promoted to a higher grade on or after April 1 will have a new anniversary date for evaluation which is the date of movement to the higher grade. They will be evaluated at the end of each six-month period following the new anniversary date and performance advances will be given under the normal rules.

All employees in these categories who are appointed or demoted to a lower salary grade will continue to have an anniversary date of April 1, 1979, or the date of entry into State service, whichever is later.

All normal six-month or annual performance advances are payable from the first day of the payroll period following the date the employee completes the required period of service.

Payment of the Performance Advances

The performance advance payments will be paid in Payroll Period 21 (January 3 to 16, 1980 for Administration; January 10 to 23, 1980 for Institutions). Performance advance payments effective July 1, 1979 are payable from the first day of Payroll Period 7 for Institutions (June 28 to July 11, 1979) and Period 8 for Administration (July 5 to 18, 1979). Performance advance payments effective October 1, 1979 are payable from the first day of Period 14 for Institutions (October 4 to October 17, 1979 and Period 15 for Administration (October 11 to 24, 1979).

The Department of Audit and Control is reviewing the records of employees in the CSEA units and will determine eligibility for the performance advances and enter the appropriate code in the employee's record. The updated codes will appear in the increment code block on the Salary Register with the FIS salary, if needed, on your payroll for Period 19 (December 6 to 19, 1979 for Administration; December 13 to 26, 1979 for Institutions).

An explanation of the codes to be used follows.

| <u>Code</u> | <u>Explanation</u> |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Employees below job rate who have 120 days of service in grade during 1978-79 who are eligible for a performance advance not to exceed the job rate, effective July 1, 1979, if rated satisfactory or better. |

| <u>Code</u> | <u>Explanation</u> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02 | Employees below the job rate who <u>do not</u> have 120 days of service in grade during 1978-79 who are eligible for a performance advance, not to exceed the job rate, effective October 1, 1979 if rated "Outstanding" or "Highly Effective". |
| 03 | Employees ineligible for a performance advance because they (a) are above the job rate for their grade. (b) were appointed on or after April 1, 1979. |
| 04 | Employees who were eligible for a performance advance who have had a change in status since March 31 and are entitled to a salary recomputation. |

Note: The FIS salary for employees with code 04 will also appear on the Salary Register.

Because of the percentage increase method required for the April 1, 1979 salary increase some employees who had been at the "maximum" of the old Schedule are now below the "job rate" for their grade. These employees will appear with code 01 and their salary will be adjusted to the job rate.

Using these codes the Department of Audit and Control will compute the new salaries automatically when possible and will produce an Exception Listing to identify employees receiving increases and employees for whom agency action is necessary.

Class of Employees

1. Employees with code 01 who have not had a change in annual salary (except for the salary increase paid automatically in Period 9) or a change in part-time percentage since Period 25 for Institutions and Period 26 for Administration.

Audit and Control will apply the performance advances and calculate the retroactive adjustment due. These employees will be printed on the exception listing with no message.

2. Employees with code 01 or 04 who have had a change in annual salary submitted by PR-75 or who have had a change in part-time percentage since Period 25 (or Period 26).

Audit and Control will apply the performance advance. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message RETRO NOT COMPUTED.

3. Employees with code 01 or 04 who are now inactive, but are due an adjustment for a performance advance.

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

4. Employees with code 02.

The Department of Audit and Control will not increase any of these employees automatically, since only employees who are rated "Outstanding" or "Highly Effective" are eligible for an increase on October 1.

Tentative Salary Register

After payrolls are processed for Period 20 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 13 payroll periods for Administrative agencies and 14 payroll periods for Institutions 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 12 and 13 payroll periods, respectively.

A copy of the tentative salary register, and the Exception Listing will be forwarded to reach you shortly after your regular salary register for the 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 of Payment

PR-75's must be submitted for the following situations. In preparing your forms, remember that the retroactive adjustment must be computed for all employees for the full period. 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. Employees who are rated "Needs Substantial Improvement".

PR-75's must be submitted to report employees who receive "Needs Substantial Improvement" ratings. In addition, each agency must submit a letter to the Department of Audit and Control listing all employees in the agency who receive these ratings. If an employee's salary has been increased automatically, it must be reduced.

2. Employees for whom the retroactive adjustment has not been automatically calculated.

PR-75's must be submitted to pay the retroactive adjustment to all employees for whom it has not been automatically calculated by Audit and Control.

3. Employees who are not "increment-eligible" for 1978-79 who are rated "Outstanding" or "Highly Effective" and due a performance advance on October 1.

PR-75's must be submitted to report the performance advances for these employees. Employees who would be eligible if they receive these ratings are identified with increment code '02' on your payroll.

4. Employees appointed or promoted to their current grade on or after April 1 who are entitled to a normal six-month performance advance based on an "Outstanding" or "Highly Effective" rating.

PR-75's must be submitted to report these performance advances. They are payable from the first day of the payroll period following the date the employee completes the six months of service.

5. Employees in N.S. (grade 600) positions equated to salary grades.

PR-75's must be submitted to pay all performance advances to employees in these positions. These employees may be in any of the categories listed above.

The following transaction codes should be used to report changes to the tentative payroll registers.

1. a. To report a performance advance for an employee who is not increased automatically.
- b. To report an increased salary and retroactive adjustment for an inactive employee.

Transaction Code: PERF ADV

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter PERF ADV
12 Transaction Effective Date - enter beginning date of Institution Period 7 or Administration Period 8 or the effective date of the last change, if later

22 Salary Rate

23 Gross (Add)

24 Normal (Deduct) - as shown on tentative payroll

Remarks Block - Enter the employee's rating.

Use ADJ SAL PA as an additional code to report the retroactive adjustment. If an inactive employee has not been paid in 1980, RESTORE PA must be used and PERF ADV will be an additional transaction code.

2. To report a "Needs Substantial Improvement" rating.

Transaction Code: UNSAT PERF

Group 3
Class B

Complete blocks 01 through 06 and the following:

| | |
|-------------------------------|-------------------------|
| #07 Transaction Code | - enter UNSAT PERF |
| 12 Transaction Effective Date | - enter October 1, 1979 |
| 22 Salary Rate | |
| 23 Gross (Add) | - if applicable |
| 24 Normal (Deduct) | - if applicable |

3. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

4. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) should be processed in Period 22.

In preparing your payroll for the period

- 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-75 should be the amount shown on the tentative register.

Special Instructions for Employees who have retired prior to Period 9

Employees who have retired and are to receive an adjustment payment 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.

Future Performance Advance Payments

Future normal six-month and annual performance advances will be reported by PR-75 using transaction code PERF ADV. The employee's rating must always be entered in the Remarks block.

PERFORMANCE AWARDS

Employees in non-seasonal annual salaried positions allocated to a salary grade or in NS (grade 600) positions which are equated to a salary grade who were at or above the job rate of their grade on April 1, 1979 and continue in that grade on October 1, 1979 are eligible to receive a performance award of \$300 if they are rated "Outstanding" or, to the extent that funds are available, "Highly Effective". Part-time employees are eligible for a pro-rated award based on the percentage of time worked on October 1.

The performance awards are one-time lump sum payments which are not part of base salary, but are included as compensation for retirement purposes. The payment will be made on a separate check after Period 23 (January 31 to February 13, 1980 for Administration; February 7 to 20, 1980 for Institutions). Deductions will be taken for federal, state and New York City taxes, social security, retirement normal contributions, and garnishees. The checks and registers will be distributed during the week of February 19, 1980.

Because of the percentage increase method required for the April 1, 1979 salary increase and the rounding of the new Salary Schedule, some employees who had been at the maximum of their grade now have a salary which is below the job rate for their grade. These employees will be adjusted to the job rate when the performance advances are paid. However, for purposes of performance awards, they are considered to be at the job rate. All employees receiving a salary equal to or greater than the salary shown below for their grade are eligible for performance awards.

| | |
|---------|---------|
| Grade 1 | \$ 7801 |
| 2 | 8123 |
| 3 | 8539 |
| 4 | 8951 |
| 5 | 9397 |
| 6 | 9905 |
| 7 | 10447 |
| 8 | 11025 |
| 9 | 11632 |
| 10 | 12300 |
| 11 | 12997 |
| 12 | 13715 |
| 13 | 14504 |
| 14 | 15329 |
| 15 | 16180 |
| 16 | 17077 |
| 17 | 18048 |
| 18 | 19069 |
| 19 | 20095 |
| 20 | 21120 |
| 21 | 22238 |

In order to assist agencies in identifying employees who would be eligible for performance awards, the Department of Audit and Control will provide a listing of all graded employees who currently are at the job rate for their grade (equal to or greater than the salaries listed above) and who have not had a change in annual salary by PR-75 since Period 25 for Institutions and Period 26 for Administrative agencies. This listing will be sent out during the week of November 19.

The information necessary to make the performance award payment will be reported by PR-75 during regular payroll processing and should be submitted on the following schedule.

1. The performance award information for employees rated "Outstanding" should be submitted in Payroll Period 19 (December 6 to 19, 1979 for Administration; December 13 to 26, 1979 for Institutions).
2. The performance award information for employees rated "Highly Effective" who are to receive the award should be submitted in Payroll Period 22 (January 17 to 30, 1980 for Administration; January 24 to February 6, 1980 for Institutions).

If all appeals of employees rated satisfactory have not been resolved, no employees in the "Highly Effective" category can be paid. Do not submit these PR'75's. If necessary, a second payment date will be established after all agencies have completed the appeals process.

Transaction Code PERF AWARD is used to report this information.

Transaction Code: PERF AWARD

Group 3
Class B

Block Requirements: Complete blocks 01 through 06 and

#07 Transaction Code - enter PERF AWARD
49 Misc Block A - enter the amount of the performance award. For part-time employees the amount of the payment is determined by multiplying \$300 by the employee's PT% on October 1, 1979.

Note: The performance award payment should not be reported in the GROSS (ADD) block since it will not be paid in the Period in which the PR-75 is processed.

If other transactions are reported for the individual during this payroll period, PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the performance award data must be reported in these blocks. Enter the other information in the Remarks block. (Remember to use SPECIAL as an additional transaction code.) The amount of the performance award payment should not be added to the GROSS (ADD).

If you report the performance award information incorrectly, you can correct it prior to the payment by submitting another PR-75 in a later payroll period with transaction code PERF AWARD and the correct data, or with zero (0) in miscellaneous block A to cancel the payment completely.

Following Payroll Period 22 you will receive 2 copies of a special listing of all employees who will receive a performance award payment with the amount to be paid to each employee and a grand total for your agency.

Review this listing carefully. If corrections or additions are necessary prepare PR-75's using transaction code PERF AWARD and submit them with your regular payroll submission for Payroll Period 23.

In addition, enter all corrections on the special listing and adjust the grand total. Prepare a special PR-76 Transmittal. Write Performance Award Payment at the top of the form and enter your adjusted total from the special listing in the Certification Total block and sign the Agency Payroll Certification. Submit the original copy of the special listing (corrected for any adjustments you have made) and the PR-76 for the performance award payment at the time you submit your regular payroll for the period.

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

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+ | | | | |

