

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-227

June 5, 1980

To : All State Departments and Agencies

Subject: 1980 Performance Advances for employees in the Security Services and Security Supervisors Negotiating Units and longevity payments for employees in the security supervisors unit

The joint labor-management committee established under the Council 82 contracts covering employees in the security services and security supervisors negotiating units have adopted the procedures for the payment of the 1980 performance advances and for the longevity payments for the security supervisors unit. Instructions on the evaluation and rating system have been issued and the evaluation of employees is currently in process.

The performance advances for employees in both units are payable from the first day of period #1 (March 27 to April 9, 1980 for Administration payrolls and April 3 to 16, 1980 for Institutions) and will be paid in period #7 (June 19 to July 2, 1980 for Administration payrolls and June 26 to July 9, 1980 for Institutions).

Eligibility requirements for these payments are defined below.

Performance Advancement Payments

Performance advancement payments for employees in these units will be paid to employees who were in graded positions on April 1, 1980 and whose basic salary was below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 work days) in grade between April 1, 1979 and March 31, 1980, and who received a final performance rating of "Outstanding, Excellent, Good, or Needs Improvement". The amount of the performance advance is the amount shown on the Salary Schedule 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 for his position by application of a performance advance. Any longevity previously paid to employees in the units is excluded from basic annual salary in determining eligibility for a performance advance.

Employees who would have been eligible for a performance advance on April 1, 1980 and have been promoted or demoted since April 1 are entitled to the performance advance and will have their salary recomputed from that date.

A letter listing all employees who receive an "Unsatisfactory" performance rating must be submitted to the Bureau of Payroll Audit. In addition, PR-75's must be submitted in Period 7 using transaction code UNSAT PERF, as described later in this bulletin.

Security Supervisors Longevity Payments

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 service occupational title series and to a second longevity payment upon the completion of 15 years of such service. To receive the longevity, an employee must have received a rating of "Needs Improvement" or better for the rating period immediately preceding the completion of the required 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 period of service, but the employee's salary may not exceed the longevity maximum of the grade, and is payable from the first day of the payroll period closest to the date the employee completes the required service.

During 1979-80 fiscal year, an employee could receive only one longevity payment even though she/he may have completed 15 years of service in a supervisory position prior to April 1, 1980. The second longevity may now be paid retroactive to April 1, 1980. The payroll has been coded to automatically apply this longevity. Also, agencies have been provided with a list of their employees showing the date during the current 1980-81 fiscal year that 10 or 15 years of service in a supervisory title is completed. If that date has already transpired and the employee received an appropriate rating, submit a PR-75 retroactive to the period in which the longevity became payable. If an employee is not to receive a longevity payment because of an "Unsatisfactory" performance rating, submit a PR-75 using the transaction code UNSAT PERF and submit a letter reporting the rating to the Bureau of Payroll Audit.

Below is a list of security occupational series titles which are considered supervisory in which service counts toward a longevity payment.

- Assistant Deputy Superintendent of Correctional Facility
- Capital Police Captain
- Capital Police Lieutenant
- Capital Police Sergeant
- Chief Lifeguard
- Chief Lifeguard, Long Island Park Commission
- Chief of Capital Police
- Chief of Long Island Park Police
- Chief of Palisades Park Police
- Chief Security Officer
- Correction Captain
- Correction Hospital Charge Officer
- Correction Lieutenant
- Correction Sergeant
- Correction Sergeant Downstate Program
- Narcotic Correction Charge Officer
- Narcotic Correction Supervising Officer
- Security Hospital Supervising Treatment Assistant
- Senior Institution Safety Officer
- Senior Institution Safety Officer Substance Abuse

Senior Security Officer
Senior Warrant and Transfer Officer
Sergeant Park Patrol
Supervising Campus Security Officer
Supervising Environmental Conservation Officer
Supervising Lifeguard Long Island State Park Commission
Supervising Warrant Enforcement Officer
Supervising Park Ranger
Supervisor of Elevator and Security Services
Traffic and Park Captain
Traffic and Park Lieutenant
Traffic and Park Sergeant
Urban Park Sergeant

- * Assistant District Ranger
- * Assistant Regional Conservation Officer
- * Correction Camp Assistant Superintendent
- * Correction Camp Shift Supervisor
- * Correction Hospital Senior Officer
- * Correction Hospital Supervising Officer
- * Correction Youth Camp Assistant Supervisor
- * Chief Institution Safety Supervisor
- * Institution Safety Supervisor

- * Titles Not Presently in Existance

Security Unit Longevity Payments

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.

Each agency was provided with a list of their employees who would become eligible for a longevity payment during 1980-81.

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 or military 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.

Payment of the Performance Advances and Longevities

The Department of Audit and Control has reviewed the records of employees in the security and security supervisors units and determined eligibility for the performance advance and longevities and entered the appropriate code in the employee's record. The codes appear in the increment code block on the Salary Register with the FIS salary, if needed. Using these codes, the Department of Audit and Control will compute the new salaries automatically and will produce an Exception Listing to identify employees receiving increases and employees for whom agency action is necessary.

An explanation of the codes to be used follows.

<u>Code</u>	<u>Explanation</u>
01	Employees below the job rate eligible to receive a performance advance, not to exceed the job rate.
03	Employees ineligible for a performance advance because they <ul style="list-style-type: none"> (a) have insufficient service during 1979-80 (b) were appointed after April 1, 1980 (c) are above the job rate for their grade.
04	Employees in both units who are below or above the job rate as a result of a longevity previously paid, but are eligible for a performance advance. Employees in the security supervisors unit who are eligible for both a performance advance and a longevity. Employees who were eligible for a performance advance who have had changes in status since April 1 and are entitled to a salary recomputation. Note: The FIS salary for employees with code 04 will also appear on the Salary Register.
15	Employees in the security supervisors unit who previously completed 15 years of service in the unit and received only one longevity in 1979 and are now eligible for the second longevity payment, not to exceed the longevity maximum.

Because of the percentage increase method required for the April 1, 1979 salary increase for security services and security supervisors units, some employees who have been receiving one longevity payment and are now due the second longevity would have a salary which is below the longevity maximum on the Salary Schedule. Therefore, an employee with code 15 who is eligible for a longevity payment and whose salary after application of the longevity is within \$4.00 of the longevity maximum will be raised to the longevity maximum.

The increased salaries will be applied as follows:

Class of employees

1. Employees who have not had a change in annual salary since Period 25 for Institutions and Period 26 for Administration agencies.

Audit and Control will apply the performance advances and/or longevity and calculate the retroactive adjustment due. These employees will be printed on the Exception Listing with no message.

2. Employees 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 26).

Audit and Control will apply the performance advance and/or longevity. 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 now inactive, who are due an adjustment for a performance advance and/or longevity.

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.

Tentative Salary Register

After payrolls are processed for Period 6 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 6 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 5 payroll periods.

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 to report unsatisfactory performance ratings, to correct a salary and/or where applicable the longevity payment 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 longevity payment for Security Supervisor employees who became eligible after April 1. 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. To report an "Unsatisfactory" performance rating and a decreased salary if the employee's salary has been increased automatically on the tentative payroll for either a performance advance or, for an employee in the security supervisors unit, a longevity.

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 April 1, 1980
22 Salary Rate
23 Gross (Add) - if applicable
24 Normal (Deduct) - if applicable

2. a. To report an increased salary if you disagree with the Audit and Control determination.
- 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 1 or Administration Period 1 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 - provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

- c. To report an increased salary which includes a performance advance and a longevity payment, use the preceding block requirements for the transaction code PERF ADV and the following:

#45 Addt'l Trans Code - enter LONG PAY
49 Misc Block A - enter the longevity amount

Use NET EFFECT as an additional code to report the retroactive adjustment.

#46 Addt'l Trans Code - enter NET EFFECT
50 Misc Block B - enter PLUS
51 Misc Block C - enter amount of adjustment due

3. To report a decreased salary for an employee if you disagree with the Audit and Control determination.

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 Institution Period 1 or Administration Period 1 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 - provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report a retroactive adjustment, if due.

4. To report a longevity payment for an eligible employee.

Transaction Codes: COR FY SAL and LONG PAY

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 Institution Period 1 or Administration Period 1 or the effective date of the longevity, if later.
 22 Salary Rate
 23 Gross (Add)
 24 Normal (Deduct) - as shown on tentative payroll
 45 Addt'l Trans Code - enter LONG PAY
 49 Misc Block A - enter the longevity amount

Remarks Block - provide a full explanation of your determination and enter the employee's rating for the period.

Use NET EFFECT as an additional code to report the retroactive adjustment due.

#46 Addt'l Trans Code - enter NET EFFECT
 50 Misc Block B - enter PLUS
 51 Misc Block C - enter amount of adjustment due

5. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

6. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) may be submitted for processing in the same period with the performance advancement and/or longevity payment.

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-76 should be the amount shown on the tentative register.

Special Instructions for Employees who have Retired

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 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 SECURITY SERVICES NEGOTIATING UNIT 01
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE APRIL 1, 1980

<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	383	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

