

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-230

June 18, 1980

To : All State Departments and Agencies

Subject: 1980-81 Salary Increases for Management/Confidential Employees
and Other Employees excluded from collective bargaining units

Chapter 307 of the Laws of 1979 authorizes the Director of the Budget to increase the salaries of management/confidential employees and other employees excluded from collective bargaining units and to establish new salary schedules for these employees during 1980-81. The Director has taken such action and his plan is contained in Subtitle C, Part 152 of the Codes, Rules and Regulations of the State of New York. The increases are described below.

Management/confidential employees (NU 06), employees of the Division of Military and Naval Affairs (NU 46 and 47) and employees of PERB (NU 66)

The plan provides for a new Salary Schedule effective July 1, 1980 which supercedes the schedule contained in Section 130.1(d) of the Civil Service Law, incorporating the following changes.

- a) the job rates of the April 1, 1979 schedule were raised by an amount ranging from \$150 at grade 603 to \$300 at grade 665 and above.
- b) the hiring rates and the job rates (including the additional increase described above) have been increased by 3½%.
- c) an additional small increase has been made in the hiring rates of grade 661 to 668. This has been done by keeping the range (the difference between the hiring rate and the job rate) for these grades constant from the 1979 Schedule.

The plan also provides for a new Salary Schedule effective January 1, 1981. This Schedule includes an increase of 3.38% over the July 1, 1980 schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 7%. Again the hiring rates for grades 661 to 668 are raised by slightly more than the percentage increase to keep the salary ranges constant.

Effective July 1, 1980, all employees on graded and N.S. (grade 600) positions will receive a salary increase of 3½% of their July 1 salary and effective January 1, 1981 they will receive a further increase of 3.38% of the January 1 salary. On both dates, employees in grades 661 to 668 will receive the new hiring rate if it results in a higher salary.

Copies of the July 1, 1980 and January 1, 1981 Salary Schedules are attached.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700).

The plan provides new salary schedules on July 1, 1980 and January 1, 1981, as listed below, which supercedes the salary schedule contained in Section 19.

Effective July 1, 1980		Effective January 1, 1981	
Hiring Rate	Job Rate	Hiring Rate	Job Rate
\$37,985	\$49,473	\$39,269	\$51,146

Effective July 1, 1980, all employees will receive a salary increase of 3½% of the July 1 salary and effective January 1, 1981 will receive a further increase of 3.38% of the January 1 salary.

Employees in the SUNY Professional Service who are considered to be management/confidential (NU 13) and employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU 18).

Effective July 1, 1980 all employees will receive a salary increase of 3.5% of the July 1 salary and effective January 1, 1981 they will receive a further increase of 3.38% of the January 1 salary.

Legislation is currently pending to authorize a deferred payment in April, 1981 to all employees of an amount equal to the difference between the increase actually paid and the amount that would have been paid had the increases and schedules in effect on January 1, 1981 been in effect on April 1, 1980.

Payment of the July 1, 1980 Salary Increase

The July 1, 1980 salary increase is 3½% of the July 1 salary rounded to the next whole dollar, or for employees in grades 661 to 668, the hiring rate of the grade if it results in a higher salary. The increase is payable from the first day of payroll period 7 for Institutions (June 26 to July 9, 1980) and payroll period 8 for Administration agencies (July 3 to 16, 1980).

The Department of Audit and Control will automatically compute the increase for annual-salaried employees, whenever possible and will produce a listing to identify employees receiving the increase and employees who are on LAG for whom a PR-75 must be submitted in the following period.

Tentative Salary Register

After payrolls are processed for Period 6 for Institutions and 7 for Administrative agencies, 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.

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

(For Institution agencies, the tentative salary register for Period 7 will also include the performance advances for the security and security supervisors units. For administrative agencies, the tentative for Period 8 will also include performance advances for the administrative, operational and institutional services units.)

Preparation of PR-75 Forms

PR-75's must be submitted for the following groups of employees.

1. Employees in N.S. (grade 600) positions which are equated to grades 661 to 668 whose salary, as a result of the 3½% will be below the hiring rate of the grade.
2. Employees who are not to receive the full increase.

The Budget Director's rules provide for the withholding of any increase or partial increase when the Director determines that the increase is not warranted or is not appropriate. If the Department of Audit and Control has increased a salary automatically for these employees, the agency must submit a PR-75 to reduce it to the salary approved by the Director of the Budget.

3. 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 to get the annual salary. Increase the annual by 3½% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

4. Correction Superintendents in Grade 700 positions

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted.

To report an adjusted salary for an annual-salaried employee (either an increase or a decrease) use transaction code COR FY SAL. To report the new rate for hourly and daily employees use transaction code CHG RATE.

In preparing your payroll for that period

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

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.

Attachments

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 JULY 1, 1980

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	7452	9005
604	7794	9429
605	8280	9905
606	8643	10428
607	9160	11013
608	9678	11598
609	10247	12234
610	10816	12933
611	11489	13673
612	12110	14408
613	12834	15231
614	13611	16090
615	14387	16980
616	15215	17906
617	16095	18915
618	17026	19976
619	17958	21037
620	18889	22113
621	19924	23278
622	21011	24525
623	22103	26134
661	23727	28577
662	26344	31744
663	29273	35273
664	32410	39010
665	36019	43419
666	39921	47921
667	44061	52061
668	43346	

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 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
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 EFFECTIVE JANUARY 1, 1981

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	7704	9310
604	8058	9748
605	8560	10240
606	8936	10781
607	9470	11386
608	10006	11991
609	10594	12648
610	11182	13371
611	11878	14136
612	12520	14895
613	13268	15746
614	14072	16634
615	14874	17554
616	15730	18512
617	16640	19555
618	17602	20652
619	18565	21749
620	19528	22861
621	20598	24065
622	21722	25354
623	22851	27018
661	24693	29543
662	27417	32817
663	30466	36466
664	33729	40329
665	37487	44887
666	41541	49541
667	45821	53821
668	45106	

