

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-232

July 14, 1980

To : All State Departments and Agencies

Subject: 1979 Performance Awards for Employees covered  
by The Budget Director's Rules and Regulations for  
Management/Confidential Employees

1979 Performance Awards for employees covered by The Budget Director's Rules and Regulations for Management/Confidential Employees will be paid in separate checks during the week of August 4, 1980 for all agencies whose plans for the awards have been approved by the Director of the Budget.

Eligibility for Performance Awards

Employees, other than employees in the exempt class, in annual-salaried positions allocated to a salary grade or in N.S. (grade 600) positions which are equated to a salary grade who were receiving a salary equal to 98% or more of the job rate on April 1, 1979, who were still in the same grade or a lower grade on October 1, 1979, and who received a performance rating of "superior" on October 1, 1979 are eligible for a performance award. The exact amount of the award is determined by the appointing authority and is a minimum of \$500 (less any performance advance received on July 1, 1979 to bring the employee's salary to the job rate) and a maximum of 5% of the job rate (less any performance advance received).

All employees receiving a salary on April 1, 1979 (including the April 1 salary increase) equal to or greater than the salary shown below for their grade are eligible for performance awards.

Grade 603	\$8,379	Grade 617	\$17,694
604	8,776	618	18,694
605	9,222	619	19,694
606	9,712	620	20,708
607	10,260	621	21,805
608	10,810	622	22,981
609	11,408	623	24,500
610	12,064	661	26,803
611	12,760	662	29,792
612	13,451	663	33,124
613	14,225	664	36,652
614	15,034	665	40,817
615	15,872	666	45,080
616	16,744	667	49,000

After reviewing the plans submitted by the agencies, the Director of the Budget rejected a number of them. Subsequently, he waived the rules and regulations and approved alternative plans for these agencies. Therefore, performance awards for 1979 will be paid as follows:

1. Agencies whose original performance award plans were approved will pay the awards under the normal rules described above.
2. Agencies that selected Alternative 1 and ranked their employees will also pay the awards under the normal rules, but may only pay the number of awards approved by The Director of the Budget.
3. Agencies that selected Alternative 2 will pay all employees the minimum award of \$500. (The \$500 is in addition to any performance advance received on July 1, 1979 to bring the employee to the job rate.) They may pay only the number of awards approved by The Director of the Budget.

#### Payment of Performance Awards

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 in a separate check after Period 9 (July 17 to 30, 1980 for administration; July 24 to August 6, 1980 for institution). 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 August 4, 1980.

All agencies with approved performance award plans should submit the required information as described below. Also, performance awards for employees in the C.S.E.A. units (02,03,04) which were omitted in error from previous payrolls may be submitted for this payroll.

Each agency should prepare a list of employees to be paid performance awards. The list should include line number, name, social security number, negotiating unit, and amount of award for each eligible employee. In addition, a special PR-76 Transmittal must be prepared. Write Performance Awards at the top of the transmittal, enter the total amount from the listing in the certification total block and sign the agency payroll certification. Submit the listing and the transmittal to the Department of Audit and Control by July 23, 1980.

Questions regarding performance award payments should be directed to the Salary Determination Unit at 474-3564 or 474-1248.