

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-234

August 21, 1980

To : All State Departments and Agencies

Subject: 1980 Performance Advances for employees covered  
by the Budget Director's Rules and Regulations  
for Management/Confidential Employees

The Director of the Budget and the Director of Employee Relations have ordered a temporary suspension of the performance evaluation system for employees covered by the Budget Director's Rules and Regulations for management/confidential employees and have adopted interim rules for rating of employees and payment of performance advances during the period of suspension. This bulletin contains instructions for these payments.

The interim rules apply to employees designated management/confidential, employees of PERB, and employees of the Division of Military and Naval Affairs. They cover all full-time and part-time annual-salaried employees—other than those in the exempt class—in positions allocated to salary grades or in N.S. (grade 600) positions which are equated to salary grades, whose salary is below the job rate for their grade.

The interim rules, which are effective for all rating periods ending after January 1, 1980, provide for performance advances to be paid to all employees whose performance is considered to be at least "At Expected Level" by their supervisors. Although no formal evaluation is required, each eligible employee's supervisor must provide, in writing, a statement that the employee performs at least at that level. The Division of the Budget has prepared a sample form for this purpose and a copy is attached to this bulletin. These forms should be completed by the supervisor and reviewer and retained in the agency Personnel Office.

If a supervisor believes that an employee is performing at less than "At Expected Level", a full performance evaluation must be done using the forms and procedures previously in effect. An employee rated "below expected level" or "below minimum level" is ineligible for a performance advance. Each agency should submit a letter to the Department of Audit and Control listing all employees who receive these ratings.

Determination of Performance Advance Payment

Performance advancement payments will be determined as described below. Since no employee may exceed the job rate for his/her grade as a result of a performance advancement payment, the actual amount of the advance is the amount listed below, or the difference between the employee's salary and the job rate for the grade, if less. (Copies of the April 1, 1979 and July 1, 1980 Salary Schedules are attached.)

1. Employees who were "increment-eligible" in 1978-79 (those who had 120 days of service in that grade or a higher grade during the fiscal year) who are still in the same grade or a lower grade and who have six months of service during 1979-80 are eligible for a performance advance on April 1, 1980. The amount of this performance advance is as listed below for the grade.

1980 Performance Advances for Increment-Eligible Employees  
"Schedule A"

Grade 603	\$ 455	Grade 613	\$ 720
604	480	614	750
605	505	615	780
606	525	616	815
607	565	617	860
608	575	618	910
609	600	619	950
610	630	620	980
611	660	621	1,020
612	685	622	1,070
		623	1,200
		Grade 661	\$1,250
		662	1,350
		663	1,500
		664	1,650
		665	1,850
		666	2,000
		667	2,000

This schedule applies to all employees who have been in management/confidential positions since April 1, 1979 and to other employees who meet the qualifications ("increment-eligible" in 1978-79 and six months of service in 1979-80) who have been appointed (in the same grade) or demoted to management/confidential positions since April 1, 1979 and to employees whose positions have been redesignated management/confidential since that date.

Employees who were appointed or demoted or redesignated after April 1, 1980 who did not receive a performance advance effective on or after April 1, 1980 (or July 1, 1980 for the PS&T Unit) are eligible for a performance advance effective on the date of appointment, demotion, or redesignation.

2. Employees (1) who, although "increment-eligible" in 1978-79, did not have six months of service in 1979-80, or (2) who were not increment-eligible" for 1978-79, or (3) who were promoted to a higher grade after April 1, 1979, or (4) who have been newly appointed since April 1, 1979 are eligible for a performance advance at the completion of each six months of service in grade since their last performance advance or from their date of appointment if no performance advance has been received. The amount of the performance advance is as listed below for the grade.

1980 Performance Advances for Non-Increment-Eligible Employees

Advances due before Institution Period 7 and Administration Period 8 "Schedule B"				Advances due in and after Institution Period 7 and Administration Period 8 "Schedule C"			
Grade 603	\$ 228	Grade 613	\$ 360	Grade 603	\$ 236	Grade 613	\$ 373
604	240	614	375	604	249	614	389
605	253	615	390	605	262	615	404
606	263	616	408	606	273	616	423
607	283	617	430	607	293	617	446
608	288	618	455	608	299	618	471
609	300	619	475	609	311	619	492
610	315	620	490	610	327	620	508
611	330	621	510	611	342	621	528
612	343	622	535	612	355	622	554
		623	600			623	621
		Grade 661	\$ 625			Grade 661	\$ 625
		662	675			662	675
		663	750			663	750
		664	825			664	825
		665	925			665	925
		666	1,000			666	1,000
		667	1,000			667	1,000

3. Because of the increases made in the job rates on the July 1, 1980 Salary Schedule, employees who reach the job rate on the April 1, 1979 Salary Schedule prior to July 1, 1980 will be eligible for an additional performance advance on July 1, 1980 as described below.

- a. an employee who was at or above the job rate for his/her grade on January 1, 1980 will receive a performance advance to bring his/her salary to the new job rate for the grade effective on July 1, 1980.
- b. an employee who, between January 1 and June 30, 1980, receives a partial performance advance to bring his/her salary to the job rate for the grade will receive an additional performance advance effective on July 1, 1980 equal to the difference between the full performance advance the employee was eligible to receive and the amount actually received, or the amount required to bring the employee's salary to the new job rate, if less.

Employees covered by paragraph a above must be rated by their supervisor and must be performing at least "At Expected Level". Employees covered by paragraph b need not be rated again; this payment is based on the previous rating received between January 1 and June 30.

As with other performance advancement systems, the following general rules apply in determining eligibility for performance advances.

- a. Service in positions allocated to the same grade or in N.S. (grade 600) positions equated to the same grade counts as service in a grade.
- b. Service in a higher grade or in an N.S. position equated to a higher grade or in a Trainee position from which the employee will upon completion of the Traineeship advance to a position in the same grade or a higher grade counts as service in a grade.
- c. Service in graded positions or N.S. positions equated to grades in the three CSEA units, the security and security supervisors units, the professional, scientific and technical unit, and in management/confidential positions counts as service upon movement into a management/confidential position.
- d. For each complete payroll period during which an employee is on leave without pay (including Lost Time) or leave with less than full pay, the date at which an employee becomes eligible for a performance advance is extended by one payroll period. Payroll periods during which an employee performs some services do not affect the eligibility date for performance advances.
- e. Part-time employees are eligible to receive performance advances under the same rules as full-time employees.

#### Payment of Performance Advances

The Director of the Budget has waived the required submission of a performance evaluation plan to the Division of the Budget prior to payment of any performance advances and all performance advances due after January 1, 1980 may now be paid. The Department of Audit and Control will not make these payments automatically. However, you will receive a listing, printed as of the end of Payroll Period 10, which will help you identify your employees who may be eligible for performance advances. The listing will include (1) your graded employees who are below the job rate for their grades, (2) your graded employees who have had changes in status since April 1, 1980 even if they are now above the job rate for their grade and (3) your N.S. (grade 600) employees. The listing will not include employees who had changes in status prior to April 1 who are currently at the job rate for their grade and who may be due an adjustment for a period between January 1 and March 31.

PR-75's must be submitted to make the advancement payments and they may be submitted in any payroll period. Performance advances effective April 1, 1980 are payable from the first day of Payroll Period 1 (March 27 to April 9, 1980 for Administrative agencies and April 3 to 16, 1980 for Institutions). Performance advances due to bring employees to the new job rate on July 1, 1980 are payable from the first day of Payroll Period 7 for Institutions (June 26 to July 9, 1980) and Payroll Period 8 for Administrative agencies (July 3 to 16, 1980). All other performance advances are payable from the first day of the payroll period following the date the employee completes the required six months of service.

Since the general salary increase for management/confidential employees effective July 1, 1980 has been paid, employees entitled to a performance advance prior to that date must have their salary recomputed on that date.

Performance advances should be reported using the following transaction codes.

1. To report a performance advance due prior to Institution Period 7 or Administration Period 8 for an active or 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 6/26/80 for Institution or 7/3/80 for Administrative agencies
22	Salary Rate	- enter the employee's recomputed salary including the July 1 salary increase
23	Gross (Add)	
24	Normal (Deduct)	

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the date and amount of the performance advance in the Remarks Block and show the calculation of the retroactive adjustment for each period of time.

2. To report a performance advance due in or after Institution Period 7 or Administration Period 8 for an active or 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 the payroll period in which the performance advance is effective
22	Salary Rate	
23	Gross (Add)	
24	Normal (Deduct)	

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the amount of the performance advance in the Remarks Block and show the calculation of the retroactive adjustment.

3. To report an adjustment in current salary as a result of a performance advance in a previous grade

Transaction Code: COR SAL and ADJ SAL PA

Enter the amount of performance advance in the Remarks Block and explain the recomputation of salary.

4. To report an adjustment only for an employee due a performance advance in another position when the current salary will not change

Transaction Code: ADJ SAL PA

Enter the amount of performance advance in the Remarks Block and show the calculation of the retroactive adjustment.

5. To report a rating of "Below Expected Level" or "Below Minimum Level"

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 the date at which the employee would have become eligible for a performance advance
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable

6. Adjustments for overtime, lost time, holiday pay, etc. may be reported in the period the performance advance is reported or may be reported in a later period.

#### Withholding Taxes

Withholding taxes will be calculated automatically for this payment. For active employees, they will be computed at the withholding rates which would have applied if the employee had received the adjustment in equal biweekly installments during 1980. (No fixed taxes will be accepted in this period and employees will be taxed at their normal exemptions.) For inactive employees, the adjustment will be taxed at fixed percentages of 20% for Federal, 5% for State, 1.8% for NYC Resident and .45% for NYC Non-Resident tax.

Since the taxes for this payment are being automatically adjusted, agencies should not accept W-4 forms from employees changing exemptions for this payment only.

Special Instructions for Employees who have retired

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.

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 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	



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	



TO: Director of Personnel

FROM:

SUBJECT: Performance Evaluations for M/C Employees for Rating  
Periods Ending After January 1, 1980

I certify that the work performance of the following employee(s)  
under my supervision is at least "at expected level" for the  
rating period indicated:

<u>Name</u>	<u>Item #</u>	<u>Rating Period</u>
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Rater: \_\_\_\_\_  
                                Signed                                Date

Reviewer: \_\_\_\_\_  
                                Signed                                Date

