

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-242

December 15, 1980

To : All State Departments and Agencies

Subject: 1980 Performance Awards for Employees Represented
by the Civil Service Employees Association

The Task Force on Performance Evaluation has issued new guidelines for the performance evaluation system for employees in the administrative (02), operational (03) and institutional (04) series negotiating units and the evaluation system has been reinstated effective for all evaluations which are due on or after October 1, 1980. Instructions for the evaluation have been issued by the Task Force. This bulletin contains instructions for the payment of awards based on these evaluations.

A separate bulletin will be issued on payment of performance advances after the revised Budget Director's Rules and Regulations are issued. However, in order to provide additional information on the payroll register regarding eligibility for performance advances, the increment codes to be used for employees in the CSEA units are being revised, as described below. The new coding appears on your payroll register in Period 18 for Institutions and Period 19 for Administration agencies.

New Increment Codes

- 01 Employees who are below the job rate of their grade whose anniversary date is April 1, 1979. This includes all employees who received a performance advance effective April 1, 1980. (These employees were previously coded either 01 or 02 on the register.)

This code is used for employees who will be eligible for a performance advance for April, 1981 as a result of an "Effective Rating".

If an employee in this group receives a six-month (expedited) performance advance for October 1, 1980 as a result of an "Outstanding" rating, and the employee's salary is still below the job rate, the employee's increment code should be changed to '02'.

- 02 Employees who are below the job rate of their grade whose anniversary date is other than April 1, 1979. (These employees were previously coded 03 on the register.)
- 03 Employees who are at or above the job rate for their grade. (These employees are currently coded 03.)

Payment of Performance Awards

Employees in non-seasonal annual-salaried positions allocated to a salary grade or in N.S. (grade 600) positions which are equated to a salary grade who

- (a) were at or above the job rate for their grade on March 31, 1980 (prior to payment of performance advances which were effective April 1, 1980) and who are still in that grade on October 1, 1980 or, for employees who have had a change in grade since March 31, 1980, were at or above the job rate for their grade on October 1, 1980 (prior to the October 1, 1980 salary increase) and would have been at or above the job rate on March 31, 1980 if they had been in that grade
- and (b) have 100 days of service between April 1 and September 30, 1980, or its equivalent for part-time employees

who are rated "Outstanding" for the rating period ending October 1, 1980 are eligible to receive a performance award of \$310.50. (The \$310.50 is \$300 increased by the 3½% general increase effective October 1, 1980.)

Part-time employees are eligible for a pro-rated award based on the percentage of time worked on October 1.

In determining whether an employee has the required service the following rules apply.

- (a) an employee who has been full time for the entire period must have 100 full days of service.
- (b) an employee who has been part-time for the entire period must have 100 part-time days of service. For example, an employee who was hired to work 60% time must have 60 full days of service.
- (c) an employee who was part-time for part of the period and full time for part of the period must have worked 75% of the total number of days that he/she could have worked during the period. For example, an employee who was 50% part-time for 6 payroll periods and then full-time for 7 payroll periods could have worked 100 full days during the period. They must have 75 full days of service to qualify for an award.
- (d) an employee in a 10 month teaching position must have worked 75% of the total number of days that he/she could have worked during the period.

Any days on leave without pay (including lost time) or leave with less than full pay (including sick leave at half pay) do not count as service.

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 22 (January 15 to 28, 1981 for Administration; January 22 to February 4, 1981 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 2, 1981.

In order to assist agencies in identifying employees who would be eligible for performance awards, the Department of Audit and Control has provided a listing of all graded employees who are at the job rate for their grade who may be eligible.

This listing was sent out during the week of November 3, 1980 and was produced as of the end of Period 13, prior to the October 1, 1980 salary increase. As a result of rounding of the Salary Schedule, some of these employees are now receiving a salary slightly less than the job rate on the October 1 schedule. They are still considered to be at the job rate, however, and are eligible for an award. These adjusted job rates are listed below.

Grade 1	\$ 8084	Grade 11	\$13466
Grade 2	8420	Grade 12	14201
Grade 3	8840	Grade 13	15018
Grade 4	9265	Grade 14	15865
Grade 5	9729	Grade 15	16740
Grade 6	10252	Grade 16	17678
Grade 7	10827	Grade 17	18687
Grade 8	11410	Grade 18	19740
Grade 9	12040	Grade 19	20790
Grade 10	12725	Grade 20	21860
		Grade 21	23019

Each agency is responsible for identifying employees in N.S. (grade 600) positions who are eligible for an award.

The information necessary to make the performance award payment will be reported by PR-75 during regular payroll processing and should be submitted in Payroll Period 21 (January 1 to 14, 1981 for Administrative agencies; January 8 to 21, 1981 for Institutions.)

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 \$310.50 by the employee's PT% on October 1, 1980.

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).

Following Payroll Period 21, 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 submit a PR-75 in Period 22 with transaction code PERF AWARD and the correct data, or with zero (0) in miscellaneous block A to cancel the payment completely. 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 total from the special listing (including any adjustments you have made) 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 Period 22.

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.