

**NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER**

BULLETIN

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-255

March 5, 1981

To : All State Departments and Agencies

Subject: 1980 Performance Awards for Employees covered by the
Budget Director's Rules and Regulations for
Management/Confidential Employees and Remaining
1980 Performance Awards for Employees Represented by CSEA

1980 Performance Awards for Management/Confidential employees will be paid in separate checks during the week of March 23, 1981 for those agencies that have completed their interim ratings and determined the employees who are eligible for this payment. Also, any remaining performance awards due to employees represented by CSEA (NU 02, 03, 04) should be paid at this time.

Eligibility for Performance Awards for
Management/Confidential Employees (NU 06, 46, 47, 66)

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 prior to April 1, 1980, and who were still in the same grade or a lower grade on October 1, 1980, and who receive a performance rating of "superior" for the rating period that ended October 1, 1980 are eligible for a performance award. The exact amount of the award is determined by the appointing authority and is a minimum of \$500 and a maximum of 5% of the job rate on the July 1, 1980 Salary Schedule.

All employees receiving a salary prior to April 1, 1980 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	10,261		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

Payment of Performance Awards

Performance awards are one-time lump sum payments which are not part of the base salary but are included as compensation for retirement purposes. The payment will be made in a separate check after Period 25 for Institutions (March 5 to 18, 1981) and Period 26 for Administration agencies (March 12 to 25, 1981). 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 March 23, 1981.

Agencies that have completed their ratings for management/confidential employees and/or have performance awards outstanding for employees in the CSEA units should submit the required information as described below.

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 March 13, 1981.

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