

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-261

March 18, 1981

To : All State Departments and Agencies

Subject : 1981 Performance Advances, salary increase and longevity  
payments for employees in the Security Services and  
Security Supervisors Negotiating Units

Chapter 307 of the Laws of 1979, which implements the agreements between the State and Council 82 representing employees in the security (01) and security supervisors (61) negotiating units provides for a new Salary Schedule to be promulgated by the Director of the Budget and for a salary increase for these employees effective April 1, 1981. Also, under the agreement, performance advances will be paid effective April 1, 1981 to eligible employees and longevity payments are continued for 1981-82.

The performance advances and salary increase are payable from the first day of Payroll Period 1 (March 26 to April 8, 1981 for Administrative agencies; April 2 to 15, 1981 for Institutions).

Performance Advance Payments

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1981 and whose basic salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 work days) in their grade or a higher grade between April 1, 1980 and March 31, 1981, and who receive a final performance rating of "Outstanding, Excellent, Good, or Needs Improvement". Employees who are appointed or promoted to a higher grade prior to April 1, 1981 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade. The amount of the performance advance is the amount shown on the October 1, 1980 Salary Schedule for the grade of the employee's position or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate for his position by application of a performance advance. Any longevity previously paid to employees in the units is excluded from basic annual salary in determining eligibility for a performance advance.

A letter listing all employees who receive an "Unsatisfactory" performance rating must be submitted to the Bureau of Payroll Audit. In addition, PR-75's must be submitted in Period 1 using transaction code UNSAT PERF, as described later in this bulletin.

April 1981 Salary Increase

The new Salary Schedule includes an increase of 3.38% over the October 1, 1980 schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 7%. A copy of the April 1, 1981 Salary Schedule is attached. The salary increase is 3.38% of the April 1 salary, including any Performance Advance due, rounded to the next whole dollar or since the Salary Schedule is rounded slightly, the hiring rate of the grade if it results in a higher salary.

Security Supervisors Longevity Payments

Employees in the security supervisors unit are entitled to a longevity payment upon the completion of ten years of continuous service in supervisory positions in the security service occupational title series and to a second longevity payment upon the completion of 15 years of such service. To receive the longevity, an employee must have received a rating of "Needs Improvement" or better for the rating period immediately preceding the completion of the required service. The amount of the payment is the amount shown on the Salary Schedule for the grade of the position the employee is in at the time the employee completes the required period of service, but the employee's salary may not exceed the longevity maximum of the grade, and is payable from the first day of the payroll period closest to the date the employee completes the required service.

Each agency will be provided with a list of their employees showing the date during the current 1981-82 fiscal year that 10 or 15 years of service in a supervisory title is completed. If an employee is not to receive a longevity payment because of an "Unsatisfactory" performance rating, submit a PR-75 using the transaction code UNSAT PERF and submit a letter reporting the rating to the Bureau of Payroll Audit.

Below is a list of security occupational series titles which are considered supervisory in which service counts toward a longevity payment.

- Assistant Deputy Superintendent of Correctional Facility
- Capital Police Captain
- Capital Police Lieutenant
- Capital Police Sergeant
- Chief Lifeguard
- Chief Lifeguard, Long Island Park Commission
- Chief of Capital Police
- Chief of Long Island Park Police
- Chief of Palisades Park Police
- Chief Security Officer
- Correction Captain
- Correction Hospital Charge Officer
- Correction Lieutenant
- Correction Sergeant
- Correction Sergeant Downstate Program
- Narcotic Correction Charge Officer
- Narcotic Correction Supervising Officer
- Security Hospital Supervising Treatment Assistant
- Senior Institution Safety Officer
- Senior Institution Safety Officer Substance Abuse
- Senior Security Officer
- Senior Warrant and Transfer Officer
- Sergeant Park Patrol
- Supervising Campus Security Officer
- Supervising Environmental Conservation Officer
- Supervising Lifeguard Long Island State Park Commission
- Supervising Warrant Enforcement Officer

Supervising Park Ranger  
Supervisor of Elevator and Security Services  
Traffic and Park Captain  
Traffic and Park Lieutenant  
Traffic and Park Sergeant  
Urban Park Sergeant

\*Assistant District Ranger  
\*Assistant Regional Conservation Officer  
\*Correction Camp Assistant Superintendent  
\*Correction Camp Shift Supervisor  
\*Correction Hospital Senior Officer  
\*Correction Hospital Supervising Officer  
\*Correction Youth Camp Assistant Supervisor  
\*Chief Institution Safety Supervisor  
\*Institution Safety Supervisor

\*Titles Not Presently in Existence

#### Security Unit Longevity Payments

Employees in the security unit are entitled to a longevity payment upon the completion of ten years of continuous service in titles in the security unit and to a second longevity payment upon the completion of 15 years of such service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10 or 15 years of service but the employee's salary may not exceed the longevity maximum of the grade. The longevity payment is payable from the payroll period closest to the date the employee completes the required service.

Each agency will be provided with a list of their employees who will become eligible for a longevity payment during 1981-82.

#### Continuous Service for Longevity Payments

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

#### New Increment Codes for Performance Advances and Longevity Payments

In order to provide additional information on the payroll register regarding eligibility for performance advances and longevity payments, the increment codes to be used for employees in the Council 82 units are being revised. The new codes are two-digit codes as described below.

The first digit designates the status of the employee's base salary. The codes are as follows:

- 1 Employee's base salary is below the job rate and he/she is eligible to receive a performance advance, not to exceed the job rate.
- 3 Employee is ineligible for a performance advance because
  - (a) insufficient service during 1980-81
  - (b) base salary is at or above the job rate
- 4 Employee is receiving longevity of a previous position, but is eligible for a performance advance in present grade or an employee entitled to a reconstructed promotion salary to reflect a performance advance in a lower grade.
- 6 Employee who is receiving the salary of a higher grade due to abolishment of previous position prior to October 1972.

The second digit represents the fiscal year in which it is projected that the next longevity payment is due. Since a fiscal year covers two calendar years, the digit is the year in which the major portion of the fiscal year occurs. For example, the digit 1 represents longevity due in the 1981-82 fiscal year, digit 2 represents longevity due in the 1982-83 fiscal year, etc.

In implementing the new coding system, Audit and Control has reviewed the records of employees already receiving salaries at or above the job rate. At this time, the majority of employees with a salary below the job rate will appear on the payroll with the former increment codes.

Those codes are as follows:

<u>CODE</u>	<u>EXPLANATION</u>
01	Employee below the job rate who is eligible to receive a performance advance, not to exceed the job rate.
03	Employee ineligible for a performance advance because of insufficient service during 1980-81.

The new codes which will appear for other employees are as follows:

<u>CODE</u>	<u>EXPLANATION</u>
1 (+ Year)	Employee below job rate and entitled to performance advance in April 1981. Longevity payment due in year indicated. For example, Code 16 would mean that a performance advance is due in April and a longevity payment is due in the 1986-87 fiscal year.
3 (+ Year)	Employee below job rate and not entitled to performance advance (lack of service) or salary at or above job rate. Longevity payment due in the year indicated. For example, Code 37 would mean that no performance advance is due in April and longevity payment is due in the 1987-88 fiscal year.

CODE

- 40 with FIS salary same as that presently paid to employee-  
No longevity pay due in the current grade in the future and no performance advance due in the current fiscal year, but due performance advance in the future.
- 40 with FIS salary higher than that presently paid to employee-  
No longevity pay due in the current grade in the future, but eligible for performance advance in April 1981.
- 4 (+ Year) with FIS salary same as that presently paid to employee-  
No performance advance due for the current fiscal year, but due performance advance in the future. Due longevity payment in present grade in the year indicated.
- 4 (+ Year) with FIS salary higher than that presently paid to employee-  
Performance advance due in April 1981. Due longevity payment in present grade in the year indicated.
- 6 (+ Year) with FIS salary same as that presently paid to employee-  
No performance advance due to insufficient service or current base salary at job rate. Due longevity pay of former position in year indicated.
- 6 (+ Year) with FIS salary higher than that presently paid to employee-  
Due performance advance of former abolished position in April 1981 and longevity pay of former position in year indicated.
- 99 Employee's salary is at or above longevity maximum of current grade-  
No further performance advance or longevity payment due.

Increase in Pre-Shift Briefing Pay

Chapter 307 also provides for an increase in pre-shift briefing pay to \$23.00 biweekly, effective on April 1, 1981. The increase is payable from the first day of Payroll Period 1.

Payment of the Performance Advances and Salary Increases and Increased Pre-Shift Briefing Pay

The Department of Audit and Control will automatically apply the performance advances, salary increase and increased Pre-Shift Briefing Pay for annual-salaried employees and will produce a listing of employees who are paid on an hourly or daily basis. Employees identified as LAG on your payroll register will also receive the salary increase, but the increase in Pre-Shift Briefing Pay and any performance advance due must be reported by PR-75 in Period 2,

Tentative Salary Register

After payrolls are processed for Period 26, 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.

Preparation of PR-75 Forms

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

1. Employees in N.S. (grade 600) positions which are equated to grades whose salary, as a result of the 3.38% increase, will be below the hiring rate of the grade.
2. 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 3.38% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.
3. Employees who receive an Unsatisfactory Performance Rating.
4. To correct a salary for employees when you disagree with the Audit and Control determination.

In preparing your payroll for Period 1, corrections to the tentative payroll should be reported as follows:

1. To report an "Unsatisfactory" performance rating and a decreased salary if the employee's salary has been increased automatically on the tentative payroll for a performance advance.

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 April 1, 1981
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable

2. a. To report an increased salary if you disagree with the Audit and Control determination.

Transaction Code: COR FY SAL and PERF ADVANCE

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of Institution Period 1 or Administration Period 1
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
45 Addt'l Trans Code	- enter PERF ADV

Remarks Block - provide a full explanation of your determination.

- b. To report an increased salary which includes a performance advance and a longevity payment, use the preceding block requirements for the transaction code COR FY SAL and the following:

#45 Addt'l Trans Code	- enter LONG PAY
46	- enter PERF ADV
49 Misc Block A	- enter the longevity amount

3. To report a decreased salary for an employee if you disagree with the Audit and Control determination.

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 beginning date of Institution Period 1 or Administration Period 1
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll

Remarks Block - provide a full explanation of your determination.

4. To report a longevity payment for an eligible employee.

Transaction Codes: COR FY SAL and LONG PAY

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of Institution Period 1 or Administration Period 1
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
45 Addt'l Trans Code	- enter LONG PAY
49 Misc Block A	- enter the longevity amount

Remarks Block - provide a full explanation of your determination.

5. To report the new rate for hourly and daily employees use transaction code CHG RATE.

In preparing your payroll for the period

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

NOTE: Be sure to read Bulletin P-259 issued March 18, 1981 before preparing your payroll forms for Period 1.

- 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.

Attachment



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE APRIL 1, 1981

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>	<u>Longevity Payments</u>	<u>Longevity Maximum</u>
101	7222	7669	8116	8563	447	336	9235
102	7511	7981	8451	8921	470	353	9627
103	7894	8387	8880	9373	493	370	10113
104	8269	8787	9305	9823	518	388	10599
105	8676	9222	9768	10314	546	408	11130
106	9155	9728	10301	10874	573	430	11734
107	9683	10280	10877	11474	597	447	12368
108	10240	10860	11480	12100	620	466	13032
109	10824	11473	12122	12771	649	487	13745
110	11459	12138	12817	13496	679	510	14516
111	12144	12852	13560	14268	708	532	15332
112	12834	13574	14314	15054	740	554	16162
113	13605	14377	15149	15921	772	580	17081
114	14401	15210	16019	16828	809	606	18040
115	15241	16083	16925	17767	842	631	19029
116	16112	16991	17870	18749	879	660	20069
117	17035	17960	18885	19810	925	695	21200
118	18017	18991	19965	20939	974	731	22401
119	19015	20030	21045	22060	1015	762	23584
120	20000	21063	22126	23189	1063	797	24783
121	21082	22191	23300	24409	1109	831	26071
122	22234	23406	24578	25750	1172	866	27482
123	23429	24637	25845	27053	1208	906	28865
124	24694	25946	27198	28450	1252	939	30328
125	26073	27380	28687	29994	1307	980	31954

