

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-269

June 1, 1981

To : All State Departments and Agencies

Subject: Payment of Remaining 1980 Performance Awards for Employees covered by the Budget Director's Rules and Regulations for Management/Confidential Employees and 1979 Awards due certain employees in the CSEA Units

1980 Performance Awards for Management/Confidential employees will be paid in separate checks during the week of June 29, 1981 for those agencies who have not yet paid these awards. Any remaining 1980 Performance Awards for CSEA employees (NU 02,03,04) may also be submitted.

Also some agencies have employees who are entitled to awards for 1979 as a result of changed ratings under an agreement between the Governor's Office of Employee Relations and CSEA as explained in a letter of November 19, 1980 from Jack McKenna of the Task Force on Performance Evaluation. This agreement has been approved by the Division of the Budget and these payments may be submitted at this time.

(Some employees with changed ratings may be eligible for performance advances. PR-75's must be submitted for these payments and they may be submitted in any payroll period.)

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 NS (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 (prior to the payment of performance advances due on April 1) and who were still in the same grade or a lower grade on October 1, 1980, and who received 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	\$ 8379	Grade 617	\$17694
604	8776	618	18694
605	9222	619	19694
606	9712	620	20708
607	10261	621	21805
608	10810	622	22981
609	11408	623	24500
610	12064	661	26803
611	12760	662	29792
612	13451	663	33124
613	14225	664	36652
614	15034	665	40817
615	15872	666	45080
616	16744	667	49000

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 7 Administration June 18-July 1, 1981 and Period 6 Institution June 11-24, 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 June 29, 1981.

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 June 19, 1981.

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