

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-304

March 10, 1982

To : All State Departments and Agencies

Subject: April 1, 1982 Salary Increase for Employees in the Administrative Services, Operational Services, Institutional Services, Security Services and Security Supervisors Negotiating Units

Chapter 307 of the Laws of 1979, which implements the agreements between the State and the CSEA representing employees in the Administrative, Operational and Institutional Service Units and the State and Council 82 representing employees in the Security and Security Supervisors Unit provides for salary increases effective on April 1, 1982. These increases are described below.

Administrative (NU02), Operational (NU03) and  
Institutional (NU04) Units (CSEA Units)

The CSEA agreements provide for an increase of 2.8% over the October 1, 1981 salary schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 6.4%. A copy of the April 1, 1982 Salary Schedule is attached. The salary increase is 2.8% of the April 1 salary 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 (NU01) and Security Supervisors (NU61)  
Units (Council 82 Units)

The Council 82 agreements provide for an increase of 2.8% over the October 1, 1981 salary schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 6.4%. A copy of the April 1, 1982 Salary Schedule is attached. The salary increase is 2.8% of the April 1 salary 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.

Payment of the Salary Increases

The salary increases are effective from the first day of Payroll Period 1 (March 25 to April 7, 1982 for Administrative agencies and April 1 to 14, 1982 for Institutions).

The Office of the State Comptroller will automatically compute the increase for annual-salaried employees and will produce a listing of employees who are paid on an hourly or daily basis.

Tentative Salary Register

After payrolls are processed for Period 26, this Office 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 Listings 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. We 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 2.8% 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 2.8% 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. To correct a salary for employees when you disagree with the OSC determination.

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

- 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-305 issued March 10, 1982 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.

Attachments

DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02,  
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04  
 EFFECTIVE APRIL 1, 1982

<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>
1	7490	7958	8426	8894	468
2	7793	8283	8773	9263	490
3	8195	8707	9219	9731	512
4	8571	9113	9655	10197	542
5	8999	9567	10135	10703	568
6	9505	10096	10687	11278	591
7	10050	10670	11290	11910	620
8	10626	11268	11910	12552	642
9	11232	11904	12576	13248	672
10	11887	12593	13299	14005	706
11	12591	13332	14073	14814	741
12	13317	14085	14853	15621	768
13	14117	14918	15719	16520	801
14	14941	15779	16617	17455	838
15	15812	16682	17552	18422	870
16	16713	17624	18535	19446	911
17	17673	18634	19595	20556	961
18	18697	19704	20711	21718	1007
19	19715	20770	21825	22880	1055
20	20754	21851	22948	24045	1097
21	21874	23023	24172	25321	1149
22	23059	24261	25463	26665	1202
23	24303	25555	26807	28059	1252
24	25619	26916	28213	29510	1297
25	27045	28400	29755	31110	1355

Year	1990	1991	1992	1993	1994
Population	100	100	100	100	100
Income	100	100	100	100	100
Health	100	100	100	100	100
Education	100	100	100	100	100
Environment	100	100	100	100	100
Quality of Life	100	100	100	100	100

March 10, 1982

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, 1982

<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	7687	8162	8637	9112	475	357	9826
102	7990	8491	8992	9493	501	375	10243
103	8399	8924	9449	9974	525	393	10760
104	8799	9350	9901	10452	551	413	11278
105	9234	9814	10394	10974	580	434	11842
106	9741	10351	10961	11571	610	457	12485
107	10304	10939	11574	12209	635	475	13159
108	10895	11555	12215	12875	660	496	13867
109	11519	12209	12899	13589	690	518	14625
110	12192	12915	13638	14361	723	542	15445
111	12920	13674	14428	15182	754	566	16314
112	13654	14442	15230	16018	788	589	17196
113	14478	15299	16120	16941	821	617	18175
114	15325	16185	17045	17905	860	645	19195
115	16219	17114	18009	18904	895	672	20248
116	17142	18078	19014	19950	936	702	21354
117	18124	19109	20094	21079	985	739	22557
118	19171	20207	21243	22279	1036	778	23835
119	20230	21311	22392	23473	1081	810	25093
120	21281	22412	23543	24674	1131	848	26370
121	22432	23612	24792	25972	1180	884	27740
122	23658	24905	26152	27399	1247	921	29241
123	24929	26214	27499	28784	1285	964	30712
124	26275	27607	28939	30271	1332	999	32269
125	27744	29134	30524	31914	1390	1043	34000

