



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Performance Advances to Employees in the Professional, Scientific and Technical Services Negotiating Unit commencing April 1, 1983	Bulletin No. P-362
	Date August 17, 1983

The Director of the Budget has extended the modified Rules and Regulations which allow payment of performance advances during the 1983-84 fiscal year to employees who occupy positions assigned to the Professional, Scientific and Technical Services Unit (NU 05). Instructions for the performance evaluation process are the same as previously issued by the Task Force on Performance Evaluation.

Budget Bulletin G-1021 issued July 28, 1983 contains the instructions for reporting to the Division of the Budget to obtain their approval, which is required each quarter prior to the payment of performance advances for that quarter. PR-75's for the payment of the performance advances for agencies which have obtained approval from the Division of the Budget may be submitted to OSC at any time.

The system of eligibility and payment of advances is essentially the same as in the 1982-83 fiscal year and as explained in detail in Bulletin P-328 dated September 20, 1983, with the following modifications.

A. Employees with 120 full work days of service in grade during 1980-81, 1981-82 and 1982-83 who remain in the same grade or a lower grade (rating dates of April 1 and October 1).

1. Employees in grades 23 and below

Employees in grades 23 and below, who have 120 full work days of service during 1980-81, 1981-82 and 1982-83 and whose current salary remains below job rate, will continue to be eligible for and advance equal to 1/3 of the salary range for their grade, as shown on Chart A which is attached. Performance advances are payable from the first day of Payroll Period 7 (June 30 to July 13, 1983) for Administrative Agencies and Payroll Period 8 (July 7 to 20, 1983) for Institutions. The payment dates for these employees who qualify for advances effective January 1, 1984 are Payroll Period 20 (December 29, 1983 to January 11, 1984) for Administrative Agencies and Payroll Period 21 (January 5 to 18, 1984) for Institutions.

2. Employees in grades 24 and above

Employees in grades 24 and above, who have 120 full days of service during 1980-81, 1981-82 and 1982-83 will continue to be eligible for advances based on their ratings. Chart B converting the percentages to minimum and maximum dollar amounts is attached. Performance advances effective April 1, 1983 are payable from the first day of Payroll Period 1 (April 7 to April 20, 1983 for Administrative agencies and March 31 to April 13, 1983 for Institutions) and performance advances effective October 1, 1983 are payable from the first day of Payroll Period 14 (October 6 to 19, 1983) for Administrative agencies and Payroll Period 14 (September 29 to October 12, 1983) for Institutions.

B. Employees in grades 23 and below with 120 full work days of service in grade in 1980-81, but who do not have 120 full work days of service in grade in 1981-82 and/or in 1982-83 and who remain in positions in the same grade or in a lower grade.

Employees in grades 23 and below who were previously on the fixed date schedule but who did not have 120 full work days of service in 1981-82 who were evaluated after they completed six months of service in 1982-83 will continue to be evaluated at the end of each six months of service. Performance advances for which they qualify are 1/3 of the range (from Chart A) and are payable from the first day of the payroll period which begins three months after the evaluation date.

Employees in grades 23 and below who were previously on the fixed date schedule in 1980-81 and 1981-82, but who do not have 120 full work days of service in 1982-83 and who remain in the same grade or a lower grade will move to the "variable date-fixed rate" schedule. They will be evaluated when they complete six months of service (including any service in 1982-83), and will be eligible for performance advances equal to 1/3 of the range (from Chart A). The performance advance is payable from the first day of the payroll period which begins three months after the evaluation date. These employees will continue to be rated at the completion of each six months of service.

C. Employees in any grade with less than 120 full work days of service in grade during 1980-81, employees in grades 24 and above who were previously on the fixed rating date schedule but who have less than 120 days of service in 1981-82, and/or 1982-83 and all others who since April 1, 1981 have been newly appointed or promoted to a higher grade.

These employees continue to be evaluated at the time they complete each six months of service in regular pay status and will receive performance advances based on their ratings, using Chart B.

The performance advance is effective from the first day of the payroll period commencing four weeks after the payroll period in which the employee completed the required period of service.

Special Plan for Institution Teachers

The Special Plan for Institution Teachers remains in effect with no changes.

All other provisions of Bulletin P-328 remain in effect.

CHART A
 OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
 FIXED PAYMENT PLAN-
 PERFORMANCE ADVANCEMENTS FOR EMPLOYEES IN GRADES 23 & BELOW
 JULY 1, 1983

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	\$8877	\$10926	683
2	9230	11361	711
3	9701	11914	738
4	10155	12468	771
5	10655	13067	804
6	11249	13745	832
7	11902	14492	864
8	12579	15258	893
9	13303	16075	924
10	14080	16976	966
11	14910	17936	1009
12	15770	18890	1040
13	16711	19955	1082
14	17694	21190	1166
15	18718	22338	1207
16	19789	23544	1252
17	20925	24863	1313
18	22132	26235	1368
19	23351	27612	1421
20	24569	28995	1476
21	25893	30502	1537
22	27306	32092	1596
23	28772	33740	1656



CHART B
 OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
 PERFORMANCE ADVANCEMENTS FOR GRADES 24 AND ABOVE
 AND OTHER EMPLOYEES SUBJECT TO THE
 VARIABLE RATE PAYMENT PLAN
 APRIL 1, 1983

Grade	Effective	Outstanding
	Min. 12.5% - Max. 20 %	Min. 25% - Max. 40%
1	\$257 - 410	\$513 - 820
2	267 - 427	533 - 853
3	277 - 443	554 - 886
4	290 - 463	579 - 926
5	302 - 483	603 - 965
6	312 - 500	624 - 999
7	324 - 518	648 - 1036
8	335 - 536	670 - 1072
9	347 - 555	693 - 1109
10	362 - 580	724 - 1159
11	379 - 606	757 - 1211
12	390 - 624	780 - 1248
13	406 - 649	811 - 1298
14	437 - 700	874 - 1399
15	453 - 724	905 - 1448
16	470 - 751	939 - 1502
17	493 - 788	985 - 1576
18	513 - 821	1026 - 1642
19	533 - 853	1066 - 1705
20	554 - 886	1107 - 1771
21	577 - 922	1153 - 1844
22	599 - 958	1197 - 1915
23	621 - 994	1242 - 1988
24	643 - 1028	1285 - 2056
25	668 - 1068	1335 - 2136
26	693 - 1108	1385 - 2216
27	729 - 1166	1457 - 2331
28	754 - 1206	1507 - 2412
29	780 - 1247	1559 - 2494
30	805 - 1287	1609 - 2574
31	830 - 1328	1660 - 2656
32	853 - 1365	1706 - 2729
33	875 - 1400	1750 - 2800
34	900 - 1440	1800 - 2880
35	923 - 1477	1846 - 2953
36	949 - 1519	1898 - 3037
37	972 - 1554	1943 - 3108

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