

Office of the State Comptroller
PAYROLL BULLETIN

Subject 1983 Longevity Lump Sum Payment to Employees in the Administrative, Operational and Institutional Services Negotiating Units	Bulletin No. P-371
	Date November 15, 1983

Chapter 220 of the Laws of 1982, as amended by Chapter 555 of the Laws of 1983, which implement the contracts between the State and the Civil Service Employees Association representing employees in the administrative (02), operational (03) and institutional (04) services negotiating units provides for a Longevity Lump Sum Payment of \$500 to be made in December, 1983 to certain employees.

The following employees will be eligible for the longevity LSP.

1. a. Employees who were on the payroll on March 31, 1983 (active or on leave with partial pay) in a position in the administrative, operational or institutional negotiating unit, who as of March 31, 1983 have 5 years or more of continuous service at a salary equal to or above the job rate, or maximum, of the grade of their position on March 31.
- and b. who are still on the payroll (active or on leave with partial pay) in a position in the Executive Branch, even if in another negotiating unit or management/confidential group, on the date of payment

OR

- who died or retired between April 1, 1983 and the date of payment
- and c. whose performance in 1982-83 was rated at least "Satisfactory" or its equivalent. An employee is eligible for the payment unless the last rating for 1982-83 was unsatisfactory. An employee who received no ratings during 1982-83 will receive the payment.

Employees who are on leave without pay on the date of payment, who are otherwise eligible for the longevity payment will receive the payment if they return to the payroll within one year of the payment date. Continuous service as used in determining eligibility for the lump sum payment is paid service (including part-time annual-salaried service and sick leave at half pay) or time on Workers' Compensation leave or Military leave without pay.

In determining eligibility

1. Employees who have been continuously occupying the same position without any break in service must have reached the maximum salary of the grade by April 1, 1978 (Including the April 1 increment). For employees who have a break in service, any service prior to April 1, 1978 during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 year requirement.

2. Employees who have occupied a higher grade position at anytime in the past will receive credit for all service during which they earned a salary which was equal to or above the maximum of the grade of the position which they occupied on March 31, 1983.
 3. Employees who have been receiving a salary equal to or above the maximum of the grade who upon promotion to a higher grade received a salary equal to or above the maximum of the new grade will receive credit for service in the current position and for all service in the prior position during which they were receiving a salary equal to or above the maximum of the lower grade.
 4. Employees who were receiving a salary equal to or above the maximum salary of the grade whose positions have been reallocated, whose resulting salary was below the job rate of the new grade but whose salary on March 31, 1983 was at the job rate will receive credit for all service subsequent to the reallocation and for all service in the position prior to reallocation during which their salary was equal to or above the maximum salary of the lower grade.
2. Employees who were not eligible for the longevity LSP on March 31, 1983 will become eligible if they return to a lower grade position between April 1, 1983 and March 31, 1984, would have been eligible for the payment if they had been in the lower grade position on March 31, 1983 and remain in the lower grade position for at least 6 payroll periods and
 - a. the promotion was temporary and the employee has been reinstated to her/his previous position or appointed to another position in a lower grade.
 - b. the promotion was permanent, but the demotion occurred
 1. in lieu of lay off
 2. as a result of failure of a probationary period
 3. voluntarily during the probationary period

Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period are not eligible for the payment.

The legislation also provides for a second payment to be made in 1984 to employees who, as of March 31, 1984 have five years or more of continuous service at a salary equal to or above the job rate. In all other respects the rules are the same. The 1984 payment will be \$750.

Determining Maximum Salaries

In 1977 and 1978 there were two salary schedules, the official schedule for employees who were hired after March 31, 1977 and a second "unofficial" schedule (including the 1977 and 1978 Percentage Increases) for employees who were incumbents of positions on March 31, 1977. To be eligible for the longevity LSP, an employee must have been at the maximum of the unofficial schedule, and no longer eligible for future increments or performance advances.

Also, due to the percentage method of salary increases and rounding of the Salary Schedules some employees who were at the maximum or job rate have at times received salaries that were slightly lower than the actual maximum or job rate. These employees are considered to be at the maximum and receive credit for all such service. Attached to this Bulletin is a list of the "Maximums" which an employee must have been receiving in order to be considered to be at the maximum for April 1978, October 1977 and April 1977.

Amount of Longevity Lump Sum Payment

The longevity lump sum payment is a one-time lump sum payment which is included as salary for retirement purposes.

The amount of the CSEA longevity payment for 1983 is \$500, or a pro-rated amount as described below.

1. Employees who were full-time on March 31, 1983 and full-time employees who were on leave with partial pay will receive the full payment.
2. Employees who are part-time on March 31, 1983 will receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who on March 31, 1983 were on leave with partial pay will receive a pro-rated payment based upon their regular part-time percentage prior to the leave.

Preparation for Payment

The Office of the State Comptroller is reviewing the records of employees to determine those who are eligible for the payment.

As explained in Bulletin P-369 issued November 7, 1983, we have revised the increment codes for employees in the CSEA units and added a new transaction code ANNIV DATE, to report the anniversary date in grade. The increment code block will be used to record eligibility for the longevity payment. Employees eligible for the 1983 longevity, will have '78' entered in the increment code block.

During the week of November 14 we will begin mailing out (as they are completed) tentative listings of employees who, as of now, will receive the longevity LSP. The listings will include the amount of the payment for each employee, based upon the part-time percentage on March 31, 1983.

All employees will be paid the longevity LSP in the agency in which they are employed on the date of payment, so employees who transferred into your agency during the current fiscal year will appear on your listing and employees who transferred out of your agency will not. Also, employees otherwise eligible who are on leave without pay will automatically receive the payment if they return to the payroll prior to the date of payment.

In reviewing the listing, you should carefully review the following groups of employees:

1. Employees whose retirement or death was reported prior to Period 1, but was effective after March 31, 1983. The listing will include only employees who were on the Payroll in Period 1.
2. Employees whose retirement or death was reported using a Dual Purpose transaction code. The listing will include only employees whose last transaction code was RETIRED or DECEASED.
3. Employees who have returned to lower grade positions since March 31, 1983 but who are not eligible for the payment because demotion was the result of a disciplinary action or voluntary after the successful completion of the probationary period in the higher grade. Since we do not have a record of probationary completion for all employees, some of these employees may appear on the listing.
4. Employees who received unsatisfactory service ratings in 1982-83 and are therefore ineligible for the payment.

Corrections to the preliminary listing should be submitted on the form which is attached to this Bulletin. (Duplicate this sample if you need additional forms.) These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, December 2.

Also, please prepare a PR-76 Transmittal. Enter CSEA Longevity LSP at the top, leave the certification total blank, and sign the agency payroll certification. Submit the transmittal along with your corrections, if any.

The longevity payment will be paid in a separate check dated December 13, 1983 following completion of processing of Period 17-Lag. The checks and registers will be distributed the week of December 12. Deductions will be taken for Federal, State and New York City taxes, social security, retirement normal contributions and garnishees.

Payments to be made after the December Special payroll

A new transaction code-LONG LSP- is being added to report the longevity lump sum payment for

- a. employees who are not paid on the Special payroll in error.
- b. employees who become eligible for the payment after the Special payroll is processed.

Employees who return to a lower grade and would have been eligible for the longevity payment in the lower grade must serve in the lower position for 6 payroll periods before they become eligible for the longevity. Employees who were appointed to a lower grade after Period 12-Lag will not be paid on the Special payroll. As PR-75's have been received for these employees, a notation has been entered on your correction sheet. When the six payroll periods are completed, you must submit the payment on a PR-75 using LONG LSP. We will continue this procedure through March 31, 1984.

- c. employees who were on leave without pay on December 13, who return to service within one year.

The block requirements for this code are as follows

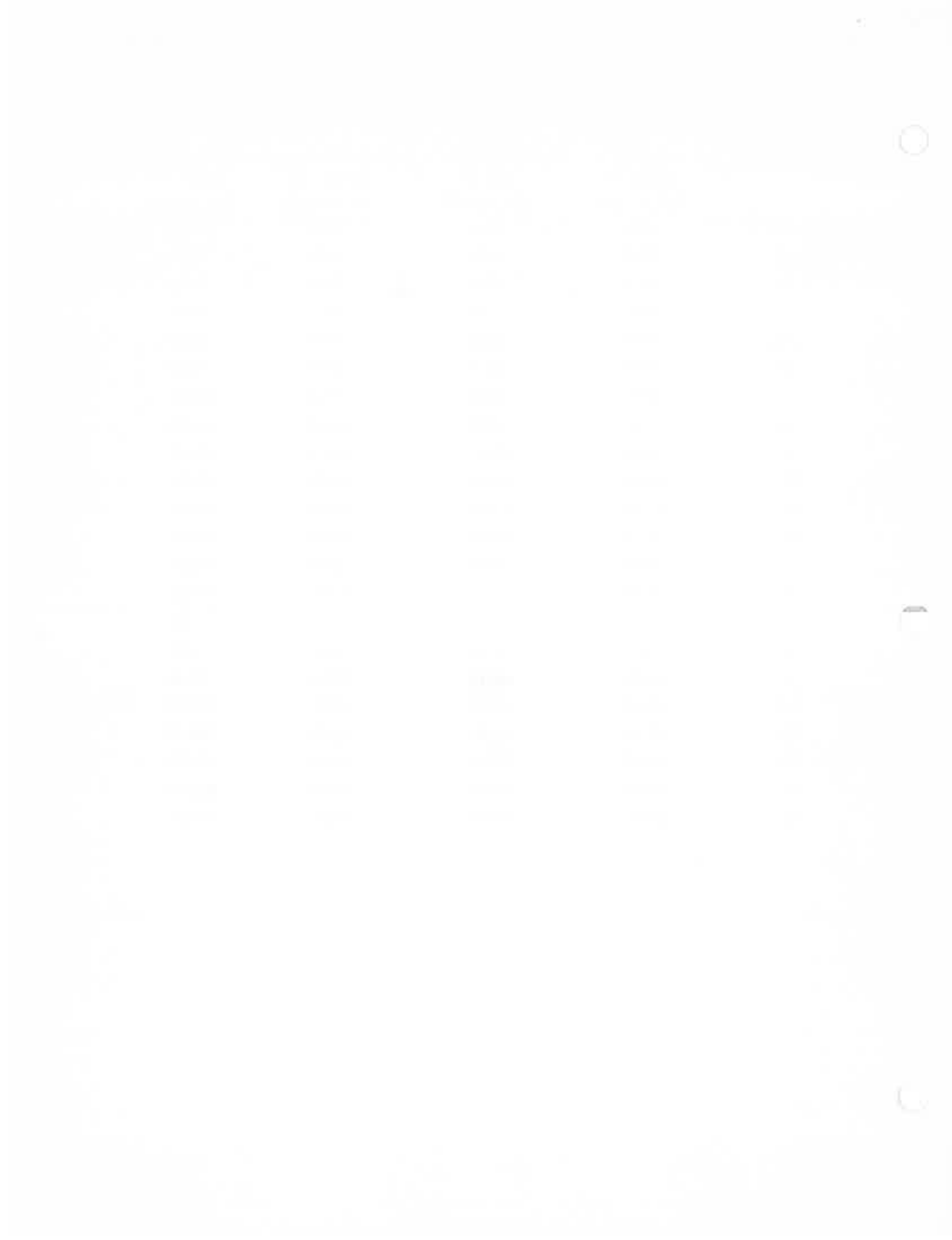
Group 3
Class B

Block Requirements: 01 through 06
07 Transaction Code - enter LONG LSP. If
this block is filled
use the first available
Addt'l Trans Code Block.
23 Gross (Add) - if applicable
24 Normal (Deduct)
49 Misc Block A - Year of Payment '83'
50 Misc Block B - amount of payment

Remarks: If the employee was part-time on March 31, 1983,
enter the PT% used to calculate the amount of
the payment.

MAXIMUM SALARIES

	<u>APRIL 77</u> <u>MAX SALARY</u>	<u>OCT 77</u> <u>MAX SALARY</u>	<u>APRIL 78</u> <u>MAX SALARY</u>	<u>APRIL 79</u> <u>MAX SALARY</u>
1	6681	6936	7290	7801
2	6959	7223	7590	8123
3	7315	7594	7980	8539
4	7666	7960	8362	8951
5	8047	8357	8783	9397
6	8486	8811	9257	9905
7	8951	9292	9763	10447
8	9447	9808	10302	11025
9	9968	10347	10871	11632
10	10536	10941	11495	12300
11	11139	11561	12144	12997
12	11750	12200	12815	13715
13	12430	12903	13553	14504
14	13136	13637	14326	15329
15	13870	14400	15127	16180
16	14637	15193	15957	17077
17	15466	16057	16866	18048
18	16345	16966	17821	19069
19	17224	17882	18783	20095
20	18106	18794	19740	21120
21	19059	19787	20783	22238
22	20071	20837	21885	23420



CORRECTIONS TO CSEA LONGEVITY LSP

AGENCY _____

ADDITIONAL EMPLOYEES ELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	INCREMENT CODE (CC 45-46)	PT PCT MARCH 31, 1983 (CC 47-49)

EMPLOYEES INELIGIBLE FOR LONGEVITY LSP

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