



Office of the State Comptroller PAYROLL BULLETIN

Subject 1984 Longevity Lump Sum Payment to Employees in the Professional, Scientific and Technical Services Negotiating Unit	Bulletin No. P-387
	Date March 12, 1984

Chapter 78 of the Laws of 1982, as amended by Chapter 671 of the Laws of 1983, which implements the contract between the State and the Public Employees Federation representing employees in the PS&T (05) services negotiating unit provides for a Longevity Lump Sum Payment of \$1,000 to be made in April, 1984 to certain employees.

The following employees will be eligible for the longevity LSP.

A. Employees in grades 001-037

1. a. Employees who were on the payroll on April 1, 1984 (active or on leave with partial pay) in a position in the PS&T negotiating unit, who as of April 1, 1984 have 5 years or more of continuous service equal to or above the job rate, or maximum, of the grade of their position on April 1.

and b. who did not receive a "Below Minimum" rating during rating periods ending between April 1 and December 31, 1983. An employee who received no ratings during the period will receive the payment. (Because of possible delays in completing evaluations ending during the last quarter of 1983-84, the Governor's Office of Employee Relations and the Public Employees Federation have established the criteria described above. In 1985, the payment will be based upon ratings received for rating periods ending between January 1 and December 1, 1984.)

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.

NOTE: Teachers in Institutions being paid over 10 months (pay basis code 10M) are not on the payroll in July and August. However, these employees will receive credit for a full year of continuous service if they were on the payroll for 10 months. Their service will be reduced only for periods when they were not paid between September 1 and June 30.

In determining eligibility

1. Employees who have been continuously occupying the same position without any break in service must have been at the maximum salary of the grade on April 1, 1979. For employees who have a break in service, any service prior to April 1, 1979 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 April 1, 1984.
 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 re-allocated, whose resulting salary was below the job rate of the new grade but whose salary on April 1, 1984 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 April 1, 1984 will become eligible if they return to a lower grade position between April 1, 1984 and March 31, 1985, would have been eligible for the payment if they had been in the lower grade position on April 1, 1984 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.

B. Employees in N.S. (grade 600) Positions Which are Equated to Grades

The Division of the Budget has authorized payment of the Longevity LSP to employees who occupy non-seasonal N.S. (grade 600) positions which are equated to grades in the PS&T unit on April 1, 1984 and who meet all other eligibility criteria as described above.

The legislation also provides for a second payment of \$1,000 to be made in 1985 to employees who, as of April 1, 1985 have five years or more of continuous service at a salary equal to or above the job rate. In other respects the rules are the same.

Determining Maximum Salaries

In 1977 and 1978 and in April, 1979 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, 1978 and 1979 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.

In 1980 and 1981, the job rates on the PS&T Salary Schedules were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the longevity LSP for employees who were receiving a salary at or above the job rate prior to the effective date(s) of the new schedules.

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 1979, 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 longevity payment is \$1,000, or a pro-rated amount as described below.

1. Employees who were full-time on April 1, 1984 and full-time employees who were on leave with partial pay will receive the full payment.
2. Employees who are part-time on April 1, 1984 will receive a pro-rated payment based upon their part-time percentage on April 1.
3. Part-time employees who on April 1, 1984 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 graded 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 PEF 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 1984 PEF longevity, will have '78' entered in the increment code block. Effective immediately you should begin using the new increment codes for employees in the PS&T unit.

During the middle of March you will receive tentative listings of employees who, as of now, are eligible for the longevity LSP. Review the listing carefully, especially for employees who are ineligible because they received "Below Minimum" ratings between April 1 and December 31, 1983.

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.) You must also add employees in N.S. positions which are equated to grades who are eligible. If the equated grade is not on the Budget Certificate you must submit available documentation along with the correction sheet. These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, April 13.

Also, please prepare a PR-76 Transmittal. Enter PS&T 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 April 24, 1984 following completion of processing of Administration 26-LAG and Institution 1-LAG. The checks and registers will be distributed the week of April 23. 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 Special payroll

Transaction code LONG LSP is used 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. As PR-75's are received for these employees, a notation will be entered on your correction sheet. When the six payroll periods are completed, you must submit the payment on a PR-75 using LONG LSP.

The block requirements for this code are as follows

Group 3
Class B

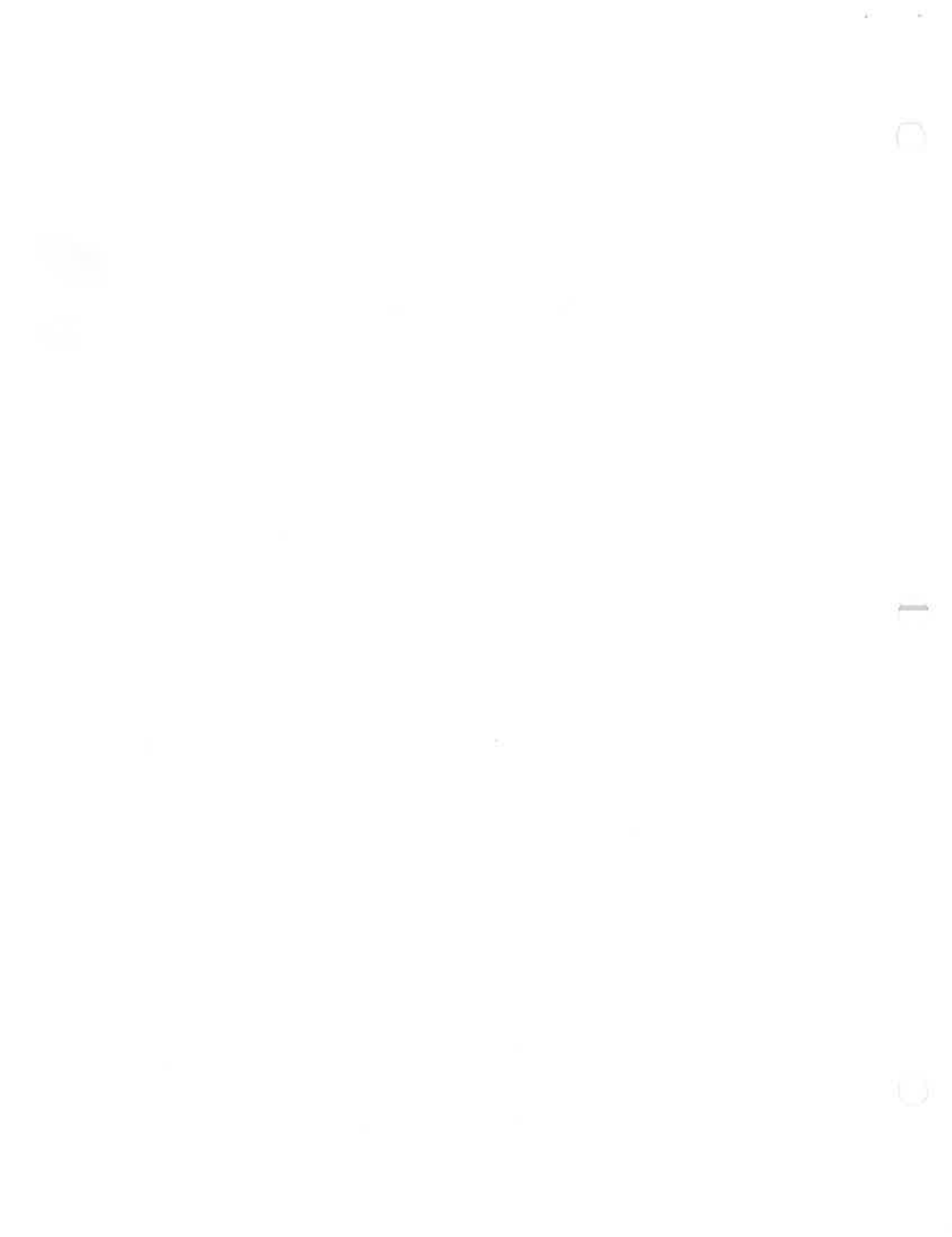
Block Requirements: 01 through 06
07 Transaction Code - enter LONG LSP. If
this block is filled
use the first available
Addt'l Trans Code Block.
23 Gross (Add) - if applicable
24 Normal (Deduct)
49 Misc Block A - Year of Payment '84'
50 Misc Block B - amount of payment

Remarks: If the employee was part-time on April 1, 1984
enter the PT% used to calculate the amount of
the payment.

Attachment

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	23419
23	21123	21929	23032	24645
24	22214	23061	24221	25917
25	23420	24312	25532	27322
26	24632	25570	26854	28735
27	25913	26903	28255	30230
28	27243	28283	29704	31784
29	28645	29737	31230	33410
30	30086	31233	32799	35098
31	31632	32837	34485	36901
32	33254	34524	36257	38795
33	34975	36310	38131	40802
34	36766	38165	40080	42886
35	38586	40054	42062	45008
36	40452	41994	44100	47187
37	42476	44094	46305	49547



CORRECTIONS TO PEF 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)

EMPLOYEES INELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	REASON

