



Office of the State Comptroller
PAYROLL BULLETIN

Subject Changes in Eligibility for the 1984 PS&T and the 1983 CSEA Longevity Lump Sum Payment	Bulletin No. P-403
	Date September 17, 1984

The following changes have been made in eligibility for the 1984 longevity lump sum payment for employees in the Professional, Scientific and Technical Services Unit (NU 05).

1. Chapter 662 of the Laws of 1984 amends the eligibility requirements for the 1984 \$1,000 longevity lump sum to employees in the PS&T unit. Under the legislation employees who received a performance advance to bring their salary to the job rate on July 1, 1979, who were active on the payroll for the entire period from April 1 to June 30, 1979, will receive credit for that 3 months. Therefore, employees who reached the job rate on July 1, 1979, who had no break in service between April 1, 1979 and March 31, 1984 are eligible for the 1984 payment.

The legislation also provides for payment of the longevity to certain former Institution Teachers whose positions were reclassified to Developmental Specialist titles in May, 1980. Teachers who were receiving a salary equal to or above the maximum salary of the lower grade, whose salary following reclassification 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 reclassification and for all service prior to the reclassification during which their salary was equal to or greater than the maximum of the lower grade.

2. A Memorandum of Interpretation signed by the Governor's Office of Employee Relations with the Public Employees Federation provides for payment of the longevity lump sum to employees, otherwise eligible, who were on leave without pay on April 1, 1984 and who return from such leave between April 2, 1984 and March 31, 1985 and render at least three consecutive payroll periods of service.

Also, there was confusion regarding the performance ratings to be used in determining eligibility for this payment. Employees who received a "Below Minimum" rating during rating periods ending between April 1 and December 31, 1983 are ineligible for the payment. For an employee whose anniversary date is April 1, the April 1, 1983 rating was for the rating period ending March 31. This does not effect eligibility for the 1984 longevity LSP. If you have any employees who did not receive the payment based upon this rating, submit a PR-75 for the payment.

The following change has been made in eligibility for the 1983 longevity lump sum payment for employees in the Administrative, Operational and Institution Service Unit (NU 02).

An agreement signed by the Governor's Office of Employees Relations with the Civil Service Employees' Association provides for payment of the 1983 \$500 CSEA longevity lump sum to employees, otherwise eligible, who were on leave of absence on March 31, 1983 and who return from such between May 1, 1984 and December 13, 1984 (one year from the date of payment of the longevity lump sum).

Preparation for Payment

The Office of the State Comptroller has prepared a listing of all employees in NU 05, active and inactive, who have an increment code of '79' or '80'. For OMRDD agencies, the listing also contains employees in Developmental Specialist series positions whose salary is currently at or above the job rate for their grade. Review the listing carefully to determine those eligible for the payment. Submit PR-75's for these employees and for employees eligible under the other provisions for immediate payment in the employee's regular paycheck. For those employees who have transferred between agencies, payment may be processed in the current agency.

All other eligibility requirements and instructions for preparation of PR-75's are described in Bulletins P-371 (dated November 15, 1983) and P-380 (dated February 7, 1984) for the CSEA payment and P-387 (dated March 12, 1984) for the PS&T payment.

Should you require assistance in determining longevity eligibility contact the Salary Determination Unit on 474-1248 or 474-3564.