



## Office of the State Comptroller **PAYROLL BULLETIN**

<b>Subject</b> 1984 Longevity Lump Sum Payment to Employees in the Administrative, Operational and Institutional Services Negotiating Units	<b>Bulletin No.</b> P-409
	<b>Date</b> November 13, 1984

Chapter 220 of the Laws of 1982, as amended by Chapters 555 of the Laws of 1983 and 662 of the Laws of 1984, 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 \$750 to be made in December, 1984 to certain employees.

The following employees will be eligible for the longevity LSP.

1. a. Employees who were incumbents (active or on leave with partial pay or leave without pay) of positions in the administrative, operational or institutional negotiating units on March 31, 1984 and who, as of March 31, 1984 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 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, 1984 and the date of payment
- and c. whose performance rating during 1983-84 was at least "Satisfactory" or its equivalent. An employee who received no ratings during 1983-1984 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.

Employees who occupied non-seasonal N.S. (grade 600) grade-equated positions are also eligible. Agencies must make certain the Budget documentation for the equated grade is on file in Office of the State Comptroller or submitted with the PR-75 form.

## 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, 1979. 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 payment. 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 March 31, 1984.
  3. Employees who had 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, 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 March 31, 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 position on March 31, 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 the lower grade.

2. 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.

#### 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 1977, October 1977, April 1978, April 1979 and/or July 1979.

#### 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 1984 is \$750 or a pro-rated amount as described below.

1. Employees who were full-time on March 31, 1984 and full-time employees who were on leave with partial pay or leave without pay will receive the full payment.
2. Employees who are part-time on March 31, 1984 will receive a pro-rated payment based upon their part-time percentage on March 31,
3. Part-time employees who on March 31, 1984 were on leave with partial pay or leave without pay will receive a pro-rated payment based upon their regular part-time percentage prior to the leave.



	<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 OR</u> <u>JULY 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, 1984 (CC 47-49)

EMPLOYEES INELIGIBLE FOR LONGEVITY LSP

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