



Office of the State Comptroller
PAYROLL BULLETIN

Subject 1985 Salary Increase and Other Changes for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No. P-437
	Date July 14, 1985

Legislation has been passed which implements the agreements between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) negotiating units and provides for a new 1985 salary schedule and a salary increase for these employees and for other changes described below.

1985 Salary Increase

The salary increase, except for employees in the position of Correction Officer Trainee, is 4% of the April 25 salary for those on the Institution payroll cycle and May 2 salary for those on the Administrative cycle for incumbents of positions on May 23, 1985. The new 1985 Salary Schedule has five steps (instead of the previous four) with a hiring rate unchanged from the October 1984 schedule, three intermediary steps and the job rate. The schedule contains the longevity steps for 10 and 15 years of service in positions in the units and adds a 20 year longevity payment which is equal to one-half of the performance/longevity amount.

A second raise of 1% (non-compounded) for the first year of the agreement will be processed in January 1986.

A copy of the 1985 salary schedule is attached.

Correction Officer Trainees

The legislation now provides for payment of the 4% (non-compounded) raise that was not paid to Correction Officer Trainees on October 1, 1984. The raise is retroactive to September 27, 1984 for Trainees paid on the Institution cycle and October 4, 1984 for those paid on the Administrative cycle or to the date of appointment for Trainees appointed after those dates and who were paid at the former trainee rate(s). The Trainee rates are further increased by 4% for 1985 effective on April 25 or May 2 and apply for all Trainees.

The revised Trainee rates:

<u>September 27/October 4, 1984</u>	
\$15620	First 13 Payroll Periods
16500	Second 13 Payroll Periods
<u>April 25/May 2, 1985</u>	
\$16245	First 13 Payroll Periods
17160	Second 13 Payroll Periods

Correction Officer Trainees appointed to those positions prior to October 1, 1984 who had prior service in a graded position and held their attained graded salary, rather than the Trainee rate(s), will have their salary increased by 3.77% for October 1, 1984 and 4% for April 25 or May 2, 1985.

The adjustments for the October raise will be paid to all employees who are incumbents on May 23, 1985 and who are still on the payroll on the date of payment.

The legislation increases the amount of the special bonus payment from \$150 to \$200 and decreases the required period of service from ten weeks to six weeks for those trainees completing such service after April 1, 1985. Trainees who have received the \$150 payment since April 1, 1985 will receive a \$50 adjustment, if an incumbent on May 23, 1985 and on the payroll in period # 8L and 9L.

Longevity Payments

Longevity payments are continued for employees in the Security Services/Supervisors units following the completion of ten and 15 years of continuous service as explained in Bulletin P-322 dated July 13, 1982.

A 20 year longevity step has been added for employees in the units and is due upon the completion of 20 years of continuous service in titles in the Security Services/Supervisors units and is equal to one-half of the performance advance/longevity amount as shown on the salary schedule for the grade of the position occupied at the time such service is completed.

20 Year Longevity Payment for Certain Employees

In implementing the new longevity, employees who have already completed the required 20 years of service will be entitled to the 20 year step effective April 25 or May 2, 1985, as described below.

Security Services

Employees in this unit who have completed 20 years of continuous service in titles in the Security Services/Supervisors units are entitled on April 25 or May 2, 1985, as appropriate, to an additional longevity payment in an amount equal to one-half of the performance advance/longevity amount as shown on the salary schedule for the current grade of the position occupied at the time the employee completed the 20 year service requirement; the resulting salary may not exceed the longevity maximum of the current grade occupied.

Security Supervisors

Employees in this unit who have completed 20 years of continuous service in titles in the Security Services/Supervisors units are entitled on April 25 or May 2, 1985, as appropriate, to an additional longevity payment in an amount equal to one-half of the performance advance/longevity amount as shown on the salary schedule for the grade of the position occupied on April 25 or May 2; the resulting salary may not exceed the longevity maximum of the current grade.

Increase in Pre-Shift Briefing Pay

The Legislation also provides for an increase in pre-shift briefing pay to \$42.00 biweekly, effective on April 1, 1985. The increase is payable from the first day of Payroll Period 1L.

Increase in Premium Overtime

Premium overtime has been increased to 12% of basic annual salary effective May 2, 1985. Current titles in the Security Services unit who are receiving 11% premium overtime are increased to 12%. In addition, this payment has been extended to the position of Forest Ranger III, in the Security Supervisors unit.

Location Pay ChangesMonroe County

Location pay is eliminated for employees in Monroe County, except that employees who were incumbents of positions on May 23, 1985 and receiving the \$200 Monroe County location pay on that date will continue to receive the \$200 as long as they remain continuously eligible.

Location pay for employees who are currently receiving it, but who were not receiving it on May 23, 1985, will be cancelled effective the first day of Administration Period 8L and Institution Period 9L.

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$203 annually (\$7.78 biweekly) for the fiscal year commencing April 1, 1985. Location pay is paid to all full-time employees whose principal place of employment or official station is in these areas.

Calculation of Salary Upon Promotion

Employees who occupy positions in any of the negotiating units or designated management/confidential who were entitled to the 1985 raise (based on incumbency eligibility) and who are promoted on or after April 25, 1985 (Institution payrolls) or May 2, 1985 (Administration payrolls) and before April 1, 1986 to a position in the Security Services/Supervisors units are entitled to (1) the appropriate percentage increase based on the number of grades promoted or (2) Performance Advance Rate 1 on the April 25/May 2, 1985 salary schedule, whichever results in the higher promotion salary.

Also, employees who are incumbents of positions on May 23, 1985 are entitled to advance to Performance advance Rate 1 of the Grade 114, upon satisfactory completion of the Correction Officer traineeship.

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Payment of Salary Increase

The 4% increase is payable to all incumbents of positions on May 23, 1985. An incumbent of a position is an employee who:

- a. Is active and being paid on May 23.
- b. Is on an approved leave with or without pay (including military or Worker's Compensation leave) on May 23.
- c. Is in layoff status on May 23 and is subsequently reinstated from a preferred list.

For employees who are incumbents of positions on May 23, 1985 and whose annual salary is identical to the hiring rate, performance advance rate 1 or 2, the job rate or longevity rates of the salary grade of their position on the October 1, 1984 salary chart (attached to Bulletin P-404, dated September 17, 1984), the salary will be increased to the revised Performance Advance Rates 1, 2 or 3, job rate or longevity rate on the attached schedule.

For employees whose annual salary is not equal to any step on the October 1, 1984 salary schedule, and those in NS (grade 600) or Trainee, other than Correction Officer Trainees, (grade 800) positions, the salary will be increased by 4% rounded to the next whole dollar amount.

The salary increase is effective from the first day of Payroll Period 3 and will be paid in Administrative Payroll Period 8L, checks dated August 7, 1985 and Institution Payroll Period 9L, checks dated August 15, 1985.

The Office of the State Comptroller will automatically calculate the salary increase and retroactive adjustment for annual-salaried employees wherever possible and will produce a listing to identify employees receiving the increase and employees for whom agency action is necessary.

The salary increase will be applied as follows:

Class of Employees (Other than Correction Officer Trainees)

1. Employees who were active at the end of Administration Period 25L (March 7-20) and Institution Period 26L (March 14-27) and who have not since had a change in annual salary, or a change in part-time percentage.
OSC will apply the salary increase and calculate the retroactive adjustment. These employees will be printed on the Exception Listing with no message.

2. Employees who were active at the end of Administration Period 25L and Institution Period 26L and who have had a change in part-time percentage or who went on leave of absence without pay and have since returned to active pay status.
OSC will apply the salary increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG-RETRO NOT COMPUTED.
3. Employees who were active at the end of Administration Period 25L and Institution Period 26L and who have since had a change in annual salary.
OSC will not apply the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG-INCR NOT COMPUTED.
4. Employees who are now active, but were not active in Administration Period 25L and Institution Period 26L.
OSC will not apply the salary increase. If the raise is due, the agency must calculate the new salary and submit a PR-75. You will receive a separate Exception Listing of all of your employees who were not active on our files at the end of Administration Period 25L and Institution 26L for your review.
5. Employees now inactive, who may be due an adjustment for the salary increase.
The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.
6. Employees with pay basis code HRY or DLY who were active at the end of Administration 25L and Institution Period 26L and have received payment in Period 3L or later.
OSC will not apply the salary increase. These employees will be printed on the Exception Listing with no message.

Adjustment of Correction Officer Trainees

1. Employees who are currently on the payroll in the position of Correction Officer Trainee with a salary of \$15052 or \$15900.
OSC will apply the salary increase to \$16245 or \$17160, as appropriate. The retroactive adjustment will not be calculated and these employees will appear on the Exception Listing with the message RETRO NOT COMPUTED.
2. Employees who are currently on the payroll in the position of Correction Officer Trainee with a salary other than \$15052 or \$15900.
OSC will not apply the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will appear on the Exception Listing with the message SAL OFF STEP.

OSC has reviewed the records of all employees who were active on the payroll on May 23, 1985 in the position of Correction Officer Trainee or Correction Officer, grade 14, with a salary of \$15052, \$15900 or \$20214. We have calculated any Trainee adjustments due from September 27 or October 4, 1984 (or later, if appointed after that date) through April 24 or May 1, 1985. You will receive a separate listing with hand-written entries showing the dates covered and the amount of adjustment. If the employee is still active on the payment date, you must calculate any adjustment due after April 24 or May 1, 1985, combine if with the adjustment from the listing and submit on a PR-75 as a single adjustment.

Adjustment of Pre-Shift Briefing Pay

OSC will increase the pre-shift briefing pay to \$42.00 biweekly for all employees. The retroactive adjustment to Period 3L will be calculated for employees who were active at the end of Administration Period 25L or Institution Period 26L who have not had a change in status.

Adjustment of Premium Overtime-Agency 09000

OSC will increase the premium overtime from 11% to 12% for all employees. The retroactive adjustment to Period 3L will be calculated for employees who were active at the end of Administration Period 25L or Institution Period 26L who have not had a change in status.

Adjustment for employees due 20-year longevity step

OSC has reviewed the salary histories of employees who our records show have already received two longevity payments. Where it has been determined that the employee completed the required service and is entitled to the 20 year longevity payment, we have entered the following codes on the payroll record:

07 (with FIS salary) The FIS salary includes the appropriate 20 year longevity payment plus the 4% salary increase. Code 07 designates that the base salary is at the job rate of the current position and all performance advances and longevities have been paid. Code 07 will be changed automatically to 99 after the longevity is paid.

08 (with FIS salary) The FIS salary includes the appropriate 20 year longevity payment plus the 4% salary increase. Code 08 designates that all longevities have been paid but the base salary is below the job rate of the current position and employee is due future performance advance(s).

OSC will apply the salary increase and adjustment retroactive to Period

As in the past with the 10 and 15 year longevity steps, OSC will send agencies a list of employees who will complete 20 years of service during the remainder of the 1985-86 fiscal year and the date on which they will become eligible for the 20 year longevity payment.

Additional increment codes have been established for those employees who have received the 15 year longevity. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the 20 year longevity is due as follows:

- 2 (+ year) Employees whose base salary is at the job rate and who are receiving two longevity payments. The 20 year longevity is due in the year indicated.

For example, code 26 would mean that the 20 year longevity is due on the employee's anniversary date during the 1986-87 fiscal year.

- 5 (+ year) Employees due a performance advance on the base salary of the current grade and who are receiving two longevity payments. The 20 year longevity is due in the year indicated.

For example, code 58 would mean that a performance advance is due on the base salary next April and the 20 year longevity is due on the employee's anniversary date during the 1988-89 fiscal year.

Adjustment of Location Pay

1. For agencies located in Monroe County,
 - a. If the employee was on the payroll in Administration Period 25L or Institution Period 26L and receiving the \$200 location pay, OSC will continue payment at the \$200 rate.
 - b. If the employee was not on the payroll in those periods and is currently receiving the \$200 location pay, OSC will cancel the payment. These employees will appear on a separate "Location Pay Adjustment" listing with the message LOC PAY CANCELLED.

These agencies are:

10300 Rochester Correctional Facility
 28150 SUC at Brockport
 50110 Rochester Psychiatric Center
 50743 Rochester Childrens Services
 51780 Monroe Developmental Center
 51790 Monroe Secure Unit

2. For agencies located elsewhere in the State, OSC will change location pay to \$203 for all employees.
 - a. If the employee was on the payroll in Administration Period 25L or Institution Period 26L and has had no change in status, OSC will calculate the retroactive adjustment of \$.22 for periods 1L through 2L plus the adjustment due from period 3L. These employees will appear on a separate "Location Pay Adjustment" listing with no message.
 - b. All other employees will appear on the exception listing with the message RETRO NOT COMPUTED.

Tentative Salary Register

After payrolls are processed for Administration Period 7L and Institution Period 8L, OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive adjustment for 5 payroll periods for Administration agencies and 6 payroll periods for Institutions will be included in the normal gross salary for all employees for whom it can be automatically calculated.

A copy of the tentative salary register, and the Exception Listings will be forwarded to reach you shortly after your regular salary register for the period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

PR-75's must be submitted for the following groups of employees.

1. Employees who appear on the Exception Listing for whom the salary increase and/or retroactive adjustment has not been calculated.
2. Employees who were on leave without pay in Periods 25L or 26L and are now active, and employees who were appointed prior to May 23, 1985. PR-75's must be submitted for the raise and the retroactive adjustment. Please review our listing of inactive employees very carefully and submit a PR-75 for each person who is actually entitled to the raise.
3. Hourly and Daily Employees

PR-75's must be submitted to increase the rate for all hourly and daily employees. To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to get the annual salary. Increase the annual by 4% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

4. Location Pay -

PR-75's must be submitted to

- a. reinstate the payment of location pay, if it has been cancelled, to employees who are eligible because they were incumbents on May 23, 1985.
- b. cancel the payment of location pay, if OSC has not automatically cancelled, to employees who are no longer eligible because they were not incumbents on May 23, 1985.
- c. Reduce the amount of location pay from \$203 to \$200 for Monroe County field employees who were incumbents on May 23, 1985.

Use the following transaction codes in reporting your changes.

- 1. a. To report an increased salary, not computed automatically by OSC.
- b. To report an increased salary and retroactive adjustment for an inactive employee.

Transaction Code: COR FY SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

- | | |
|-------------------------------|--|
| #07 Transaction Code | - enter COR FY SAL |
| 12 Transaction Effective Date | - enter beginning date of Period 3 or the effective date of the last salary change, if later |
| 22 Salary Rate | |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - as shown on tentative payroll |

Remarks Block-provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the entire retroactive adjustment due including any amounts due for pre-shift briefing, premium overtime and location pay.

- 2. To report a retroactive adjustment only, including any amount due for pre-shift briefing, premium overtime, and location pay.

Transaction Code: ADJ SAL PA

3. To cancel location pay.

Transaction Code: AD SAL FAC
Enter 0 in Block 29

4. To reduce location pay on the tentative payroll from \$203 to \$200 and cancel the retroactive adjustment.

Transaction Code: AD SAL FAC
Enter \$200 in Block 29

Use ADJ LOC PA as an additional code to minus the retroactive adjustment computed from Period 1.

5. To report the new salary for hourly and daily employees.

Transaction Code: CHG RATE

6. Retroactive adjustments for the special bonus payment, overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) may be processed in this period or in a later period.

In preparing your payroll for the period the raise is paid

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Special Instructions for Employees who have retired

Employees who have retired and are to receive an adjustment payment for the salary increase should not have retirement normal contributions deducted. For employees who have had contributions deducted, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.