



Office of the State Comptroller **PAYROLL BULLETIN**

Subject 1985 Longevity Lump Sum Payment to Employees in the Administrative, Operational and Institutional Services Negotiating Units	Bulletin No. P-453
	Date November 20, 1985

Chapter 302 of the Laws of 1985, 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, 1985 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, 1985 and who, as of March 31, 1985 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, 1985 and the date of payment
- and c. whose performance rating during 1984-85 was at least "Satisfactory" or its equivalent. An employee who received no ratings during 1984-1985 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 the 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, 1980. For employees who have a break in service, any service prior to April 1, 1980 during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 year requirement.
NOTE: 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, receive credit for that 3 months.
 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, 1985.
 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, 1985 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, 1985 will become eligible if they return to a lower grade position between April 1, 1985 and March 31, 1986, and would have been eligible for the payment if they had been in the lower position on March 31, 1985 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/or July 1979 and April 1980.

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 1985 is \$750 or a pro-rated amount as described below.

1. Employees who were full-time on March 31, 1985 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, 1985 will receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who on March 31, 1985 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.

Preparation for Payment

The increment code block (explained in Bulletin P-369 issued November 7, 1983) is used to record eligibility for the longevity payment. Employees eligible for the 1985 longevity will have either '78', '79', or '80' in the increment code block.

During the week of November 16 we will distribute 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, 1985.

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 and submit corrections as required:

1. Employees who have been promoted since March 31, 1985, who are eligible for the payment based upon service in the lower grade. Some of these employees may have been coded '01' in the new position and will not appear on the listing.
2. Employees who were on leave without pay on March 31, 1985. These employees do not appear on the listing.
3. Employees whose retirement or death was reported prior to Period 1, but was effective after March 31, 1985. The listing will include only employees who were on the Payroll in Period 1.
4. 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.
5. Employees who have returned to lower grade positions since March 31, 1985 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.
6. Employees in non-seasonal N.S. (grade 600) grade-equated positions. These employees do not appear on the listing.
7. Employees who received unsatisfactory service ratings in 1984-85 and are therefore ineligible for the payment.

November 20, 1985

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, November 29.

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 10, 1985 following completion of processing of Administration Period 16-Lag and Institution Period 17-Lag. The checks and registers will be distributed the week of December 9. Deductions will be taken for Federal, State and New York City taxes, social security, retirement normal contributions, garnishees and federal levies, and deferred compensation.

Payments to be made after the December 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. Employees who were appointed to a lower grade after Period 12-Lag will not be paid on the Special payroll. As PR'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, 1986.

- c. employees who were on leave without pay on December 10, 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 '85'
	50 Misc Block B	- amount of payment

Remarks: If the employee was part-time on March 31, 1985, enter the PT% used to calculate the amount of the payment.



	<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 & APRIL 80</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

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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, 1985 (CC 47-49)

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)

