



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b>  1985 Performance Awards and Longevity Performance Awards for Management/Confidential Employees	<b>Bulletin No.</b>  P-458
	<b>Date</b>  December 10, 1985

The Budget Director has waived the Rules and Regulations for Performance Awards to Management/Confidential employees (NU 06,46 & 66) to provide for fixed amounts for fiscal 1985-86. In addition, Chapters 306 & 307 of the Laws of 1985 authorize a \$750 Longevity Performance Award in lieu of a performance award for Management/Confidential employees in grades 603-617 who on March 31, 1985 have five or more years of service at a salary equal to or higher than 98% of the job rate.

A. Performance Awards based on ratings; all M/C grades

Eligibility Requirements

Employees, other than employees in the exempt class, in annual-salaried positions allocated to a salary grade or in N.S. (grade 600) positions which are equated to a salary grade who are subject to the management/confidential evaluation system are eligible for a performance award in 1985 if they

- a. have 100 days of service in the six month period between April 1, 1985 and September 30, 1985
- b. are receiving a salary equal to 98% or more of the job rate prior to April 1, 1985 (prior to the payment of any performance advance due on April 1)
- c. were still in the same grade or a lower grade on the date of their first evaluation after April 1, 1985
- d. receive a numerical rating of 7, 8 or 9 for the July 1 or October 1 rating period and
- e. are not eligible for the longevity performance award described in B. below.

All employees receiving a salary prior to April 1, 1985 equal to or greater than the salary shown below for their grade are eligible for performance awards.

Grade 603	\$13,086	Grade 617	\$27,352
604	13,699	618	27,834
605	14,385	619	29,303
606	15,141	620	30,794
607	15,983	621	32,405
608	16,827	622	34,130
609	17,743	623	36,355
610	18,751	661	39,736
611	19,814	662	44,114
612	20,874	663	48,991
613	22,055	664	54,154
614	23,290	665	60,245
615	24,570	666	66,448
616	25,902	667	72,154

The Performance Award for full-time employees is a fixed amount for the grade as shown below. It is no longer necessary for Agencies to submit ratings for Award-eligible employees to the Governor's Office of Employee Relations.

Grade	Employees		
	Rated 7	Rated 8 or 9	
603	\$200	\$400	
604	213	425	
605	225	450	
606	238	475	
607	250	500	
608	263	525	
609	275	550	
610	288	575	
611	300	600	
612	313	625	
613	325	650	
614	338	675	
615	350	700	
616	363	725	
617	375	750	
	<u>Rating</u>		
Grades 618-667	<u>7</u> \$500	<u>8</u> \$750	<u>9</u> \$1500

The actual amount of the Award is determined as follows:

1. Full-time employees who were on leave with partial pay on October 1, 1985 receive the full payment.
2. Full-time employees who are on Voluntary Furlough (Reduced Work Schedule) on October 1, 1985 receive the full payment.
3. Part-time employees on October 1, 1985 receive a pro-rated payment based on their part-time percentage on that date.
4. Part-time employees on leave with partial pay on October 1, 1985 receive pro-rated payment based on their regular part-time percentage.

B. \$750 Longevity Performance Awards; grades 603-617

Chapters 306 & 307 authorize \$750 Longevity Performance Awards, in lieu of a regular Performance Award, to employees

- a. who were incumbents (active or on leave with partial pay or leave without pay) of positions allocated to grades 603-617 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 higher than 98% of the job rate, or maximum, of the grade of their position on March 31

- b. who are on the payroll (active or on leave with partial pay) in a position in the Executive Branch, even if in a different negotiating unit, at anytime in December 1985

OR

who died or retired between April 1 and December 1985

- and
- c. who received a numerical performance rating of 3 or above for July or October 1985. If an employee was not rated on those dates due to lost time, transfer to a position assigned to a bargaining unit, promotion, etc., then the last M/C rating assigned on April 1, 1985 or during the 1984-85 fiscal year may be used.

Employees who are on leave without pay in December 1985, who are otherwise eligible for the Longevity Performance Award, will receive the payment if they return to the payroll by December 30, 1986. Continuous service as used in determining eligibility for the Award 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. An Award for an employee in a seasonal position requires approval by the Director of the Budget.

In determining eligibility

1. Employees who have been continuously occupying the same position without any break in service must have reached a salary within 98% of the job rate 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 within 98% of the job rate or 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 within 98% of the job rate of the grade of the position which they occupied on March 31, 1985.
3. Employees who had been receiving a salary within 98% of the job rate of the grade who upon promotion to a higher grade received a salary within 98% of the job rate 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 within 98% of the job rate of the lower grade.

4. Employees who were receiving a salary within 98% of the job rate 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 within 98% of 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 within 98% of the job rate of the lower grade.
2. Employees who were not eligible for the Longevity Performance Award 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 or
  - 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 Performance Award, an employee must have been receiving a salary within 98% of the maximum of the unofficial schedule. Attached to this Bulletin is a list of the salaries which an employee must have been receiving in order to be considered to be within 98% of the maximum or job rate for the years 1977 through 1984.

On July 1, 1980 and October 1, 1981, the job rates on the Man/Con Salary Schedules were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the Longevity Performance Award for employees who were receiving a salary within 98% of the job rate prior to the effective dates of the new schedules.

Attached is a listing for your employees who are currently active or who have died or retired and whose current salary for fiscal 1985/86 is or was within 98% of the job rate of their grade. You must review your salary records on these employees to determine eligibility and submit the necessary PR-75's for payment.

Amount of Longevity Performance Award

The Longevity Performance Award is \$750 or a pro-rated amount as described below:

1. Full-time employees 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. Full-time employees who are on Voluntary Furlough (Reduced Work Schedule) on March 31, 1985 receive the full payment.
3. Part-time employees on March 31, 1985 will receive a pro-rated payment based upon their part-time percentage on March 31.
4. 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.

Payment of Awards

PR-75's must be submitted to pay Performance Awards and Longevity Performance Awards. You may submit them in any payroll period.

1. Performance Awards based on rating of 7, 8 or 9 (all M/C grades)

Transaction code PERF AWARD is used to report a regular performance award.

The block requirements for this code are as follows:

Group 3  
Class B

Block Requirements: 01 through 06

07 Transaction Code - enter PERF AWARD  
49 Misc Block A - enter the amount of the  
performance award

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

2. Longevity Performance Award (grades 603-617)

Transaction code LONG LSP is used to report the \$750 Longevity payment for eligible employees.

## 2. (continued)

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.

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'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. We will continue this procedure through March 31, 1986.

NOTE: Employees who receive a Performance Award of less than \$750 based on a rating of 7, 8 or 9 and who return to a lower M/C grade position by March 31, 1986 where they would have been eligible for the \$750 Longevity Performance Award may be paid the difference between \$750 and the award received, if lower, following completion of the required 6 payroll periods of service in the lower M/C grade. Transaction code LONG LSP is used to report payment of this adjustment.

The payment of a Longevity or Performance Award will be included in the employee's regular paycheck. The amount reported for the payment in the Misc. Block will be included in the Gross (Add) in the period in which the PR-75 is processed.

If other transactions are reported for the individual during this payroll period, LONG LSP or PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the longevity or performance award data may be reported in the Remarks block. (Remember to use SPECIAL as an additional transaction code.)

#### Withholding Taxes

Withholding taxes will be calculated automatically on an annualized basis for this payment. (No fixed taxes will be accepted in this period and employees will be taxed at their normal exemptions.)

Since the taxes for this payment are being automatically adjusted, agencies should not accept W-4 forms from employees changing exemptions for this payment only.

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.





98% Maximum/Job Rate Salaries  
for determining eligibility for  
\$750, M/C Longevity Performance Award

	<u>April 1977</u>	<u>Oct 1977</u>	<u>April 1978</u>	<u>April 1979</u>	<u>July 1980</u>	<u>Jan 1981</u>	<u>Oct 1981</u>	<u>April 1982</u>	<u>April 1983</u>	<u>Sept 1983</u>	<u>April 1984</u>	<u>Sept 1984</u>
603	7175	7448	7821	8379	8825	9124	9921	10815	11356	11897	12492	13086
604	7519	7807	8195	8776	9241	9554	10386	11320	11887	12453	13077	13699
605	7892	8196	8608	9222	9707	10036	10906	11888	12483	13077	13731	14385
606	8323	8641	9072	9712	10220	10566	11479	12513	13139	13765	14454	15141
607	8778	9113	9568	10261	10793	11159	12118	13209	13869	14530	15257	15983
608	9264	9618	10096	10810	11367	11752	12758	13907	14602	15297	16063	16827
609	9775	10146	10655	11408	11990	12396	13452	14663	15397	16130	16937	17743
610	10332	10729	11267	12064	12675	13104	14215	15495	16270	17046	17898	18751
611	10923	11336	11902	12760	13400	13854	15023	16375	17195	18013	18914	19814
612	11521	11962	12559	13451	14120	14598	15825	17249	18113	18975	19925	20874
613	12188	12651	13282	14225	14927	15432	16722	18228	19139	20050	21053	22055
614	12880	13371	14041	15034	15769	16302	17658	19248	20210	21172	22232	23290
615	13599	14118	14826	15872	16641	17203	18628	20305	21320	22336	23453	24570
616	14351	14896	15638	16744	17548	18142	19638	21406	22477	23547	24725	25902
617	15163	15742	16529	17694	18537	19164	20737	22604	23735	24865	26109	27352

