



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	January 1986 Salary Increase for Employees of the Security Services and Security Supervisors Negotiating Units	Bulletin No. P-460
		Date December 16, 1985

Chapter 305 of the Laws of 1985 which implements the agreements between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) Negotiating Units provides for a salary increase for these employees who were incumbents of positions on May 23, 1985 and a new Salary Schedule effective January 2 (Institutions) and January 9 (Administration), 1986.

The Council 82 agreements provide for an increase of .0096% (1% non-compounded) over the April/May 1985 salary schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 5%. A copy of the January 1986 Salary Schedule is attached; the hiring rate again remains unchanged.

The salary increase is applied as follows:

For employees who were incumbents of positions on May 23, 1985\* and whose annual salary is identical to performance advance rate 1, 2, 3, the job rate or the longevity steps of the salary grade of their position on the April/May 1985 salary chart (attached to Bulletin P-437 dated July 14, 1985), the salary will be increased to performance advance rate 1, 2, 3, the job rate or the corresponding longevity step on the attached January 1986 salary schedule.

For employees whose annual salary is not equal to any step on the April/May 1985 salary schedule and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by .0096% rounded to the next whole dollar amount.

\*An incumbent of a position is an employee who:

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

Correction Officer Trainees

The rates for Correction Officer Trainee are increased as listed below. There is no incumbency requirement for this increase.

\$16401 First 13 Payroll Periods  
\$17325 Second 13 Payroll Periods

Correction Officer Trainees who were incumbents on May 23, 1985 and who had prior service in a graded position and held their attained graded salary, rather than the Trainee rate, will have their salary increased by .0096%.

#### Increase in Pre-Shift Briefing Pay

The Legislation also provides for an increase in pre-shift briefing pay to \$45.00 biweekly, effective January 2 and 9, 1986.

#### Special Note

With the payment of the second part of the 1985-86 Security Services/Supervisors salary increase, it will no longer be necessary to recalculate the general salary increase for this fiscal year when an employee moves between positions in one of the Security Units and a different bargaining unit (Bulletin P-442 dated July 17, 1985).

#### Payment of Salary Increase

The salary increase is effective from the first day of Payroll Period 21 LAG and will be paid in Institution checks dated January 29, 1986 and Administration checks dated February 5, 1986.

#### Tentative Salary Register

After payrolls are processed for Period 20 LAG, OSC will convert the computer records to reflect the increases for annual-salaried employees. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

A copy of the tentative salary register and 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.

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).  
OSC will apply the salary increase.
2. 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.

3. Employees with pay basis code HRY or DLY.  
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 \$16245 or \$17160.  
OSC will apply the salary increase to \$16401 or \$17325 as appropriate.
2. Employees who are currently on the payroll in the position of Correction Officer Trainee with a salary other than \$16245 or \$17160.  
OSC will not apply the salary increase. OSC will review the salary record, calculate the salary increase and contact the agency to submit a PR-75 if the raise is due.

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

1. 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.
2. 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 .0096% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

In preparing your payroll for Period 21L:

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

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

Attachment