



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1986 Performance Advances, Salary Increase and other changes in Salary for Employees of the Security Services and Security Supervisors Negotiating Units	Bulletin No.	P-470
		Date	March 12, 1986

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 and a new Salary Schedule for these employees and for other changes as described below.

April 1, 1986 Salary Increase

The legislation provides for a revised April 1, 1986 salary schedule. Generally, the new schedule was constructed by increasing the January 1986 Performance Advance Rates 1, Job Rates and Advance amounts by 5½%. The new Hiring Rate was determined by subtracting the new Performance Advance amount from Performance Advance Rate 1. A copy of the revised Salary Schedule is attached.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$406 annually (\$15.57 biweekly) for the fiscal year beginning April 1, 1986. Location pay is paid to all full-time employees whose principal place of employment or official station is in these areas.

Monroe County

The amount remains at \$200 for employees who were incumbents of positions on May 23, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

Pre-Shift Briefing Pay & Premium Overtime

Pre-shift briefing pay will continue at the rate of \$45.00 biweekly and premium overtime paid to certain employees in the Security Units will remain at 12% of basic annual salary.

Calculation of Salary-Correction Officer Trainees

An employee who was an incumbent in the position of Correction Officer Trainee on May 23, 1985 is entitled to advance to Performance Advance Rate 1 of Grade 114 on the April 1, 1986 salary schedule upon satisfactory completion of the Correction Officer traineeship.

Calculation of Salary-Promotions

Since the Hiring Rate on the April 1, 1986 salary schedule is increased, the normal rules for calculation of salaries are applicable for promotions that are effective on or after the first day of Payroll Period 1L. On promotion, an employee is entitled to:

1. the appropriate percentage increase based on the number of grades promoted
- or
2. the Hiring Rate on the April 1, 1986 salary schedule, whichever results in the higher promotion salary.

Performance Advance Payments

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1986 and whose basic annual salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 full work days) in their grade or a higher grade between April 1, 1985 and March 31, 1986, and who receive a final performance rating of "Needs Improvement" or higher. However, since an employee may have a performance advance withheld only once in each grade as a result of an "Unsatisfactory" rating, an employee receiving a second "Unsatisfactory" rating should also receive a performance advance.

Employees who were appointed or promoted to a higher grade prior to April 1, 1986 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade.

Any longevity paid to employees is subtracted from annual salary before determining eligibility for a performance advance. The amount of the performance advance is the amount shown on the January 1986 Salary Schedule for the grade of the employee's position or the difference between the employee's basic annual salary and the job rate, if less, since an employee may not exceed the job rate of their position by application of a performance advance.

Longevity Payments

Employees in the Security and Security Supervisors Unit are entitled to longevity payment upon the completion of ten years of continuous service in titles in the Security and Security Supervisors Units, a second longevity payment upon the completion of 15 years of service and a third longevity payment upon the completion of 20 years of service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10, 15 or 20 years of service, but the employee's salary may not exceed the longevity maximum of the grade.

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

Longevity payments in both units are paid from the first day of the payroll period which begins after the date the employee completes the required service.

Each agency will be sent a list of employees who will complete 10, 15 or 20 years of service during 1986-87 and become eligible for a longevity payment.

Increment Codes for Performance Advances and Longevity Payments

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any.

Salary registers currently contain the increment codes which are described below:

- 1 (+ Year) Employees whose salary is below the job rate for this grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.

For example, code 16 would mean that a performance advance is due in April and a longevity payment is due in the 1986-87 fiscal year.

- 2 (+ Year) Employees whose base salary is at or above the job rate of the current position, are receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.

- 3 (+ Year) Employees whose salary is below the job rate for this grade and are not entitled to a performance advance (due to lack of service) or employees whose salary is at the job rate. Longevity payment is due in the year indicated.

For example, code 37 would mean that no performance advance is due in April and longevity payment is due in the 1987-88 fiscal year.

- 4 (+ Year) Employees who are receiving longevity pay whose base salary (with FIS salary) is below the job rate of current position, and who are entitled to a performance advance in April and longevity pay in the year indicated.

- 5 (+ Year) Employees who are receiving two longevity payments whose (with FIS salary) base salary is below the job rate of the current position and who are entitled to a performance advance in April and 20-year longevity pay in the year indicated.

NOTE: Increment code 6 designates employees who are receiving the salary of a higher grade due to abolishment of their previous positions prior to October 1972.

- 6 (+ Year) Employees whose base salary is at or above the job rate of the abolished position and who are entitled to longevity pay in the year designated by the second digit.
- 69 Employees whose base salary is at or above the job rate of the abolished position and who are receiving all longevity payments due.

Additionally, there are two miscellaneous codes that indicate when all longevity payments have been processed or a promotion recalculation is due to the employee.

- 08 (with FIS salary) Employees whose base salary is below the job rate of this current position who are entitled to a performance advance in April, but who have received all longevity payments due.

Employees promoted during 1985-86 who have insufficient service to qualify for a performance advance in the higher grade but who are entitled to a reconstructed promotion salary.

- 99 Employees whose salary reflects all performance advances and longevity payments due to them.

The Office of the State Comptroller will automatically apply the performance advance, if due.

Payment of Salary Increase

The salary increase will be applied to the April 1, 1986 salary as follows:

For employees whose annual salary is identical to the hiring rate, performance advance rate 1, 2, 3, the job rate or the longevity rates of the salary grade of their position on the January 1986 salary chart, the salary will be increased to the hiring rate, performance advance rate 1, 2, 3, the job rate or the corresponding longevity rate on the attached salary schedule.

For employees whose annual salary is not equal to any step on the January 1986 salary schedule, and those in NS (grade 600) or Trainee, including Correction Officer Trainees, (grade 800) positions, the salary will be increased by 5½% rounded to the next whole dollar amount.

The salary increase is effective from the first day of Payroll Period 1L and will be paid in Institution Payroll Period 1L, March 27-April 9, 1986 (checks dated April 24, 1986) and Administration Payroll Period 1L, April 3-16, 1986 (checks dated April 30, 1986).

Tentative Salary Register

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the performance advance and/or salary increase. 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 identifying employees in annual-salaried NS positions or with pay basis code HRY or DLY 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.

Preparation of PR-75 Forms

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

1. Eligible employees for whom a performance advance has not been automatically applied. Use transaction code COR FY SAL.
2. Employees receiving Unsatisfactory Performance ratings. Use transaction code UNSAT PERF.
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 5½% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Use transaction code CHG RATE.

4. Employees in NS (grade 600) positions which are equated to grades and whose salary equals the hiring rate on the January 1986 schedule.

Each agency must review the salary of these employees and prepare a PR-75 to correct the employee's salary to the hiring rate, entering the equated grade in the remarks block. Use transaction code COR FY SAL.

In preparing your payroll for Period 1L, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1987.
2. Submit PR-75 forms for all corrections to the tentative register and for the items described above.
3. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
4. The normal amount of Previous Payroll on the PR-76 for Period 1L should be the amount shown on the tentative payroll listing.

Update of Increment Codes

The salary register for Period 1L will reflect the updated increment codes for next year for all active employees as defined below.

For employees with increment code 10-19 on the tentative payroll whose increased salary is:

- a. below the job rate, the increment code will remain the same.
- b. equal to the job rate, the first position of the increment code will be updated to 3 and the second position will remain the same.

For employees with increment code 30-39 on the tentative payroll whose increased salary is:

- a. below the job rate, the first position of the increment code will be updated to 1 and the second position will remain the same.
- b. equal to the job rate, the code will remain the same.

For employees with increment code 08 or 40-59 with FIS salary:

The increment code will remain the same, the FIS salary will be removed.

For employees with increment code 60-69, 99:

The increment code will remain the same.

If a PR-75 is submitted in Period 1L and the increment code is a block requirement, the increment code on the PR-75 will be reflected on the Period 1L salary register.

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.

Attachment

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01
 SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE APRIL 1, 1986

Salary Grade	Hiring Rate	Perf. Advance			Job Rate	Perf. Advance & Long. Amount		10-yr. Long. Step		15-yr. Long. Step		(Long. Max) 20-yr. Long. Step
		Rate 1	Rate 2	Rate 3		Long. Amount	Step	Step	Step	Step		
1	10536	11232	11928	12624	13320	696	14016	14712	15060			
2	10941	11675	12409	13143	13877	734	14611	15345	15712			
3	11507	12274	13041	13808	14575	767	15342	16109	16493			
4	12051	12858	13665	14472	15279	807	16086	16893	17297			
5	12649	13497	14345	15193	16041	848	16889	17737	18161			
6	13340	14233	15126	16019	16912	893	17805	18698	19145			
7	14129	15057	15985	16913	17841	928	18769	19697	20161			
8	14957	15922	16887	17852	18817	965	19782	20747	21230			
9	15824	16833	17842	18851	19860	1009	20869	21878	22383			
10	16755	17813	18871	19929	20987	1058	22045	23103	23632			
11	17779	18881	19983	21085	22187	1102	23289	24391	24942			
12	18800	19952	21104	22256	23408	1152	24560	25712	26288			
13	19957	21157	22357	23557	24757	1200	25957	27157	27757			
14	21136	22393	23650	24907	26164	1257	27421	28678	29307			
15	22387	23697	25007	26317	27627	1310	28937	30247	30902			
16	23681	25049	26417	27785	29153	1368	30521	31889	32573			
17	25043	26483	27923	29363	30803	1440	32243	33683	34403			
18	26500	28014	29528	31042	32556	1514	34070	35584	36341			
19	27977	29558	31139	32720	34301	1581	35882	37463	38254			
20	29439	31093	32747	34401	36055	1654	37709	39363	40190			
21	31053	32777	34501	36225	37949	1724	39673	41397	42259			
22	32743	34567	36391	38215	40039	1824	41863	43687	44599			
23	34545	36423	38301	40179	42057	1878	43935	45813	46752			
24	36443	38390	40337	42284	44231	1947	46178	48125	49099			
25	38507	40538	42569	44600	46631	2031	48662	50693	51709			