



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1986 Salary Increase and other changes in Salary for Employees in the Administrative (02), Operational (03), and Institutional (04) Services Negotiating Unit	Bulletin No.	P-471
		Date	March 12, 1986

Chapter 302 of the Laws of 1985 which implements the agreements 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 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 June 1985 Performance Steps 1, Job Rates and Advance amounts by 5½%. The new Hiring Rate was determined by subtracting the new Performance Advance amount from Step 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 March 31, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

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.

Calculation of Salary (continued)Reallocations

The rules for calculating salaries for reallocations that occur on or after April 1, 1986 are the same as explained above for Promotions, except that no salary may be increased above the Job Rate of the higher grade plus \$1500.

Longevity Salary Increase

The legislation also provides for an annual salary increase, effective April 1, 1986, of \$750 to employees who have completed 5 or more years of continuous service at a salary equal to or above the job rate, or maximum, of the grade of their position occupied on March 31, 1986; the resultant salary may not exceed the April 1, 1986 Job Rate salary for the grade plus \$1500.

Following are additional eligibility criteria:

1. an employee must be an incumbent (active or on leave with partial pay or leave without pay) of his or her position on March 31, 1986,

and

2. receive a performance rating during 1985-86 of "Satisfactory" or its equivalent.

Continuous service as used in determining eligibility for the longevity salary increase 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 occupy 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, 1981. For employees who have a break in service, any service prior to April 1, 1981 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, 1986.
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, 1986 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.

Attached to this Bulletin is a list of the Job Rates which an employee must have been receiving in April or July 1979, April or October 1980 and April 1981. If an employee has interrupted service and salary credit prior to 1979 may be needed in order to qualify, refer to the chart attached to Bulletin P-453 (dated November 20, 1985) for the 1977 and 1978 "Maximum" salaries.

NOTE: The legislation also provides for payment of a \$500 longevity lump sum in December 1986 (based on rules similar to the longevity lump sums processed in December 1983-1985) in lieu of a longevity salary increase to those employees whose salary is in excess of the Job Rate plus \$1500 of the grade of the position held on March 31, 1986.

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, Step 1, 2, 3, 4 or the job rate of the salary grade of their position on the June 1985 salary chart, the salary will be increased to the hiring rate, step 1, 2, 3, 4 or the job rate on the attached salary schedule.

For employees whose annual salary is not equal to any step on the June 1985 salary schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 5½% rounded to the next whole dollar amount.

Longevity Salary Increase

The increment code block is used to record eligibility for the longevity salary increase. Following application of the salary increase, employees with salaries less than the job rate plus \$1500 of their grade and with a '78', '79', '80' or '81' in the increment code block, will receive the additional increase in salary of \$750 or the amount required to bring the salary to the Job Rate plus \$1500, whichever is less.

The salary increase and longevity increase are 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).

Preparation for Payment for Longevity Salary Increases

After payrolls are processed for Period 24L, OSC will prepare preliminary listings for each agency of those employees currently active with an increment code of '78', '79', '80', or '81' in their record and who we project to receive the longevity salary increase. The amount of projected longevity salary increase will be shown on the special listing.

OSC will also prepare a separate listing of those employees in NS (grade 600) positions who have an increment code of '78', '79', '80' or '81' in their record. OSC will not automatically compute or apply any longevity salary increase on these employees.

The special listings will be distributed during the week of March 17. You should carefully review these listings and where required correct the increment code block by submission of a PR-75 in Payroll Periods 25L or 26L, or a PR-75 may be submitted in Period 1L to process the longevity increase. Agencies must also submit a PR-75 in Period 1L for an eligible employee in an NS grade-equated position; make certain the Budget documentation for the equated grade is on file in OSC or submitted with the PR-75 form.

Tentative Salary Register

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the salary increase(s). 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 the longevity salary increase was not automatically applied. Use transaction code COR FY SAL and additional transaction code LONG PAY.
2. Employees for whom the longevity salary increase was automatically applied and who receive Unsatisfactory Performance Ratings during 1985-86. Use transaction code UNSAT PERF.
3. Employees for whom the longevity salary increase was not automatically applied and who are otherwise eligible but receive Unsatisfactory Performance Ratings during 1985-86. Use transaction code UNSAT PERF.
4. Employees for whom the longevity salary increase was automatically applied who are not eligible. Use transaction code COR FY SAL.
5. Employees in NS (grade 600) positions which are equated to grades and whose salary equals the hiring rate on the June 1985 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.

6. Employees in NS (grade 600) positions which are equated to grades and who are eligible for the longevity salary increase. Use transaction code COR FY SAL and additional transaction code LONG PAY.
7. Hourly and Daily Employee

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.

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.

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.

Attachments

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 EFFECTIVE APRIL 1, 1986

<u>Salary Grade</u>	<u>Increment Amount</u>	<u>Hiring Rate</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Job Rate</u>	<u>Job Rate Plus \$1500</u>
1	\$513	\$10432	\$10945	\$11458	\$11971	\$12484	\$12997	\$14497
2	537	10849	11386	11923	12460	12997	13534	15034
3	562	11411	11973	12535	13097	13659	14221	15721
4	594	11931	12525	13119	13713	14307	14901	16401
5	624	12522	13146	13770	14394	15018	15642	17142
6	647	13247	13894	14541	15188	15835	16482	17982
7	680	14003	14683	15363	16043	16723	17403	18903
8	705	14819	15524	16229	16934	17639	18344	19844
9	738	15670	16408	17146	17884	18622	19360	20860
10	774	16593	17367	18141	18915	19689	20463	21963
11	813	17581	18394	19207	20020	20833	21646	23146
12	842	18615	19457	20299	21141	21983	22825	24325
13	879	19745	20624	21503	22382	23261	24140	25640
14	918	20913	21831	22749	23667	24585	25503	27003
15	953	22152	23105	24058	25011	25964	26917	28417
16	999	23418	24417	25416	26415	27414	28413	29913
17	1055	24762	25817	26872	27927	28982	30037	31537
18	1103	26218	27321	28424	29527	30630	31733	33233
19	1156	27649	28805	29961	31117	32273	33429	34929
20	1203	29118	30321	31524	32727	33930	35133	36633
21	1258	30704	31962	33220	34478	35736	36994	38494
22	1317	32375	33692	35009	36326	37643	38960	40460
23	1374	34129	35503	36877	38251	39625	40999	42499
24	1421	36011	37432	38853	40274	41695	43116	44616
25	1486	38026	39512	40998	42484	43970	45456	46956

	<u>APRIL OR JULY 79 & APRIL 80 MAX SALARY</u>	<u>OCTOBER 80 MAX SALARY</u>	<u>APRIL 81 MAX SALARY</u>
1	\$7801	\$8085	\$8358
2	8123	8420	8705
3	8539	8840	9144
4	8951	9265	9583
5	9397	9735	10058
6	9905	10255	10599
7	10447	10830	11193
8	11025	11410	11797
9	11632	12040	12451
10	12300	12725	13162
11	12997	13470	13922
12	13715	14205	14681
13	14504	15020	15526
14	15329	15865	16404
15	16180	16740	17314
16	17077	17685	18276
17	18048	18690	19319
18	19069	19740	20411
19	20095	20790	21503
20	21120	21865	22599
21	22238	23035	23798
22	23420	24235	25060