



Office of the State Comptroller
PAYROLL BULLETIN

Subject	1986 Longevity Lump Sum Payment to Employees in the Professional, Scientific and Technical Services Negotiating Unit	Bulletin No. P-475
		Date March 17, 1986

Chapter 303 of the Laws of 1985, which implements the contract between the State and the Public Employees Federation representing employees in the PS&T Services (05) negotiating unit provides for a Longevity Lump Sum Payment of \$1,000 or \$2,000 to be made in 1986 to certain employees.

A. The following employees will be eligible for the longevity LSP in April.

1. Employees in graded positions (grades 001-037)

a. Employees who are on the payroll on March 31, 1986 (active or on leave with partial pay) in a position in the PS&T negotiating unit, who as of March 31, 1986 have 5 or more years or 10 or more years 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 did not receive a "Below Minimum" rating during rating periods ending between January 1 and December 31, 1985. An employee who received no ratings during the period will receive the payment.

2. Employees in N.S. (grade 600) positions which are equated to grades

The Division of the Budget has authorized payment of the Longevity LSP to employees who occupy non-seasonal N.S. (grade 600) positions which are equated to grades in the PS&T unit on March 31, 1986 and who meet all other eligibility criteria.

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.

NOTE: Teachers in Institutions being paid over 10 months (pay basis code 10M) are not on the payroll in July and August. However, these employees will receive credit for a full year of continuous service if they were on the payroll for 10 months. Their service will be reduced only for periods when they were not paid between September 1 and June 30.

In determining eligibility:

1. Employees who have been continuously occupying the same position without any break in service must have been at the maximum salary of the grade on April 1, 1981 to qualify for the 5 year longevity and April 1, 1976 for the 10 year longevity. For employees who have a break in service, any service prior to those dates during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 or 10 year requirement.
2. Employees who received a performance advance to bring their salary to the job rate on July 1, 1979, July 1, 1980 or July 1, 1981, who were active on the payroll for the entire period from April 1 to June 30, 1979, 1980 or 1981 will receive credit for that 3 months. For example, employees who initially reached their job rate on July 1, 1981, who had no break in service between April 1, 1981 and March 31, 1986 are eligible for the 5 year \$1,000 longevity payment.
3. Employees who have occupied a higher grade position at any time 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.
4. Employees who have 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.
5. 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.
6. Former Institution Teachers whose positions were reclassified to Developmental Specialist and who were receiving a salary equal to or above the maximum salary of the lower grade, whose salary following reclassification 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 reclassification and for all service prior to the reclassification during which their salary was equal to or greater than the maximum of the lower grade.

Determining Maximum Salaries

In 1977 and 1978 and in April 1979 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, 1978 and 1979 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.

In 1980 and 1981, the job rates on the PS&T Salary Schedule were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the longevity LSP for employees who were receiving a salary at or above the job rate prior to the effective date(s) of the new schedules.

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 credit for all such service. Refer to Bulletin P-424, dated March 15, 1985 for a list of the "Maximums" which an employee must have been receiving in order to be considered to be at the maximum for April 1980, April 1979, April 1978, October 1977 and April 1977.

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 longevity payment is \$1,000 for 5 years at the job rate or \$2,000 for 10 years at the maximum or job rate or a pro-rated amount, as appropriate, as described below.

1. Employees who are full-time on March 31, 1986 and full-time employees who are on leave with partial pay will receive the full payment.
2. Employees who are part-time on March 31, 1986 will receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who on March 31, 1986 are on leave with partial 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 is used to record eligibility for the longevity payment. Employees eligible for the \$2,000 longevity payment will have '76' entered in the increment code block and employees eligible for the \$1,000 payment will have codes '77' through '81' entered in the increment code block.

Preparation for Payment (continued)

During the week of March 17 you will receive tentative listings of employees who, as of now, are eligible for the longevity LSP. The amount shown is calculated on the employee's current full or part-time percentage status. Review the listing carefully, especially for employees who are ineligible because they received "Below Minimum" ratings between January 1 and December 31, 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.) You must also add employees in N.S. positions which are equated to grades who are eligible. If the equated grade is not the Budget Certificate you must submit available documentation along with the correction sheet. These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, April 11.

Also, please prepare a PR-76 Transmittal. Enter PS&T 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 April 22, 1986 following completion of processing of Administration 26-LAG and Institution 1-LAG. The checks and registers will be distributed the week of April 21. Deductions will be taken for Federal, State and City taxes, social security, retirement normal contributions, garnishees and Deferred Compensation.

Payments to be made after the Special Payroll

Transaction code LONG LSP is used to report the longevity lump sum payment for employees who are not paid on the Special payroll in error.

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 '86'
50 Misc Block B - amount of payment

Remarks: If the employee was part-time on March 31, 1986 enter the PT% used to calculate the amount of the payment.

Attachment

CORRECTIONS TO PEF 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)

*Enter '76' for employees eligible for the 10-year payment and the actual year ('77'-'81') for employees eligible for the 5-year payment.

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)	REASON

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