



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> 1986 Longevity Lump Sum Payment to Employees in the Administrative, Operational, Institutional Services and Division of Military and Naval Affairs Negotiating Units	<b>Bulletin No.</b> P-495
	<b>Date</b> November 13, 1986

Chapter 302 of the Laws of 1985, as amended by Chapter 505 of the Laws of 1986, and Chapter 510 of the Laws of 1986 which implement the contracts between the State and the Civil Service Employees Association representing employees in the Administrative (02), Operational (03), Institutional (04) Services and Division of Military and Naval Affairs (NU 47) negotiating units provides for a Longevity Lump Sum Payment of \$500 to be made in December, 1986 to certain employees.

The following employees will be eligible for the longevity LSP:

1. a. Employees who were incumbents (active or on leave with partial pay or leave without pay) of positions in the administrative, operational, institutional or division of Military and Naval Affairs negotiating units on March 31, 1986 and who, as of March 31, 1986 have 5 years or more 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. whose salary, following application of the April 1, 1986 5½% salary increase, was equal to or in excess of the job rate plus \$1500 (employees who did not receive the longevity salary increase this fiscal year, as described in Bulletin P-471, dated March 12, 1986)
- and c. who are on the payroll (active or on leave with partial pay) in a position in the Executive Branch, even if in another negotiating unit or management/confidential group, on the date of payment
- and d. whose performance rating during 1985-86 was at least "Satisfactory" or its equivalent. An employee who received no ratings during 1985-86 will receive the payment.

Employees who are on leave without pay on the date of payment, who are otherwise eligible for the longevity payment, will receive the payment if they return to the payroll within one year of the payment date. 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.

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.

## In determining eligibility:

1. An employee's salary, following payment of the April 1, 1986 5½% CSEA salary increase, must have been equal to or above the amount listed below for the grade occupied on March 31, 1986.

<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
1	\$14497	13	\$25640
2	15034	14	27003
3	15721	15	28417
4	16401	16	29913
5	17142	17	31537
6	17982	18	33233
7	18903	19	34929
8	19844	20	36633
9	20860	21	38494
10	21963	22	40460
11	23146	23	42499
12	24325	24	44616
		25	46956

2. 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.

3. 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.
4. 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.

2. Employees who were not eligible for the longevity LSP on March 31, 1986 will become eligible if they return to a lower grade position between April 1, 1986 and March 31, 1987, and would have been eligible for the payment if they had been in the lower position on March 31, 1986 and remain in the lower grade position for at least 6 payroll period as long as the demotion was not a result of disciplinary action.

#### Determining Maximum Salaries

##### 1. Administrative, Operational and Institutional Services Employees

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 job rate. These employees are considered to be at the maximum and receive credit for all such service. Attached to this Bulletin is a list (Attachment A) of the Job Rates which an employee must have been receiving in order to be considered to be at the job rate for April or July 1979, April 1980 and April 1981. If an employee has interrupted service and credit may be required prior to 1979, refer to Bulletin P-453, dated November 20, 1985 for instructions regarding maximum salaries in 1977 and 1978.

##### 2. Division of Military and Naval Affairs Employees

Prior to June 13, 1985, these employees were paid in accordance with the performance advance plans and salary schedules applicable to Management/Confidential employees. On July 1, 1980 and October 1, 1981, the job rates on the Management/Confidential Salary Schedules were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the longevity Performance Award for employee who were receiving a salary equal to the job rate prior to the effective dates of the new schedules. Attached to this Bulletin is a list (Attachment B) of the Job Rates which an employee must have been receiving in order to be considered at the job rate for April or July 1979, April or July 1980, and January or April 1981.

#### 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 CSEA longevity payment for 1986 is \$500 or a pro-rated amount as described below.

1. Employees who were full-time on March 31, 1986 and full-time employees who were on leave with partial pay or leave without 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 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.

Preparation for Payment

## A. Administrative, Operational &amp; Institutional Services Employees

The increment code block (explained in Bulletin P-369) is used to record eligibility for the longevity payment. Employees who have either '78', '79', '80' or '81' in the increment code block and who did not automatically receive a longevity salary increase in Period #1L are eligible for the longevity payment.

During the week of November 10 OSC will distribute tentative listings of employees who, as of now, will receive the longevity LSP. The listings will include the amount of the payment for each employee, based on the part-time percentage on March 31, 1986.

All employees will be paid the longevity LSP in the agency in which they are employed on the date of payment, so employees who transferred into your agency during the current fiscal year will appear on your listing and employees who transferred out of your agency will not. Also, employees otherwise eligible who are on leave without pay will automatically receive the payment if they return to the payroll prior to the date of payment.

In reviewing the listing, you should carefully review the following groups of employees and submit corrections as required:

1. Employees who have returned to lower grade positions since March 31, 1986 but who are not eligible for the payment because demotion was the result of a disciplinary action.
2. Employees who have returned to lower grade positions since March 31, 1986 but who are not eligible for this payment because they received a Performance Award or Longevity Salary Increase based on a former position occupied earlier in the current 1986-87 fiscal year.
3. Employees entitled to longevity salary increase in Period #1L or later whose increase was submitted via FR-75 action.
4. Employees who have been promoted since March 31, 1986, who are eligible for the payment based upon service in the lower grade. Some of these employees may have been re-coded in the new position and will not appear on the listing.
5. Employees who were on leave without pay on March 31, 1986. These employees do not appear on the listing.
6. Employees whose retirement or death was reported prior to Period #1L, but was effective after March 31, 1986. The listing will include only employees who were on the Payroll in Period #1L.

7. Employees whose retirement or death was reported using a Dual Purpose transaction code. The listing will include only employees whose last transaction code was RETIRED or DECEASED.
8. Employees in non-seasonal N.S. (grade 600) grade-equated positions. These employees do not appear on the listing.
9. Employees who received unsatisfactory service ratings in 1985-86 and are therefore ineligible for the payment.

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.) These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, November 28.

#### B. Division of Military & Naval Affairs Employees

OSC will produce a listing of active employees whose salary is at or above the job rate plus \$1500 of the current grade occupied. The listing will also show those inactive employees, if any, whose retirement or death was reported in or after Period #1L, and whose last salary was at or above the job rate plus \$1500 of their grade.

Review the listing and enter all employees determined to be eligible for the payment on the "Corrections" form attached to this bulletin. Also, add employees who do not appear on the listing and who are eligible for the payment as explained above in the rules on promotions after March 31, 1986 and non-seasonal N.S. grade-equated positions. (Duplicate this sample form if you need additional forms.)

The list of eligible employees should be submitted as soon as possible and must be received in OSC no later than Friday, November 28.

#### Payment

Prepare a PR-76 Transmittal. Enter CSEA 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 December 9, 1986 following completion of processing payrolls for Period #17L. The checks and registers will be distributed the week of December 8. Deductions will be taken for Federal, State, New York City and Yonkers City taxes, social security or medicare, retirement normal contributions, garnishees and federal levies, and deferred compensation.

Payments to be made after the December Special payroll

Transactions code-LONG LSP-is used to report the longevity lump sum payment for:

- a. Employees who are not paid on the Special payroll in error.
- b. Employees who become eligible for the payment after the Special payroll is processed.

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. Employees who were appointed to a lower grade after Period #12L will not be paid on the Special payroll. As PR's have been received for these employees, a notation has been 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, 1987.

- c. Employees who were on leave without pay on December 9, who return to service within one year.

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)  
24 Normal (Deduct) - if applicable  
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 PTZ used to calculate the amount of the payment.

Attachments

JOB RATES FOR ADMINISTRATIVE,  
OPERATIONAL OR INSTITUTIONAL  
SERVICE EMPLOYEES

	<u>APRIL OR JULY 79 &amp; APRIL 80 MAX SALARY</u>	<u>APRIL 81 MAX SALARY</u>
1	\$ 7801	\$ 8358
2	8123	8705
3	8539	9144
4	8951	9583
5	9397	10058
6	9905	10599
7	10447	11193
8	11025	11797
9	11632	12451
10	12300	13162
11	12997	13922
12	13715	14681
13	14504	15526
14	15329	16404
15	16180	17314
16	17077	18276
17	18048	19319
18	19069	20411
19	20095	21503
20	21120	22599
21	22238	23798
22	23420	25060





JOB RATES FOR  
DIVISION OF MILITARY AND NAVAL AFFAIRS EMPLOYEES

	<u>APRIL OR JULY 79 &amp; APRIL 80 MAX SALARY</u>	<u>JULY 80 MAX SALARY</u>	<u>JANUARY OR APRIL 81 MAX SALARY</u>
3	\$ 8550	\$ 9005	\$ 9310
4	8955	9429	9748
5	9410	9905	10240
6	9910	10428	10781
7	10470	11013	11386
8	11030	11598	11991
9	11640	12234	12648
10	12310	12933	13371
11	13020	13673	14136
12	13725	14408	14895
13	14515	15231	15746
14	15340	16090	16634
15	16195	16980	17554
16	17085	17906	18512
17	18055	18915	19555
18	19075	19976	20652
19	20095	21037	21749
20	21130	22113	22861
21	22250	23278	24065
22	23450	24525	25354
23	25000	26134	27018
24-25	27350	28577	29543



CORRECTIONS TO CSEA 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)	PT PCT MARCH 31, 1986 (CC 47-49)

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

