



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Hazardous Duty Differential	Bulletin No. P-518
	Date March 20, 1987

Chapter 505, Laws of 1986, amends the Civil Service Law to provide for the payment of hazardous duty differential, which is additional compensation payable to employees who are exposed to high-risk working conditions in certain agency/facility locations and for which they are not otherwise compensated.

The Director of Classification and Compensation is authorized, with approval of the Director of the Budget, to determine the position titles and conditions under which payment of the differential is warranted. Agencies involved in the initial implementation of the program have been provided with a description of the program by the Department of Civil Service.

The program commenced January 1, 1987 for full and part-time employees in eligible positions who are exposed to the hazardous situation at least 50% of their regular work schedule. Other employees who substitute during absences of the regularly scheduled employees are entitled to the differential for the number of hours of service they render in the substitute position.

Payment is due only for hours the employee actually works or is on Workers' Compensation leave with pay. Employee excused time off which is charged to accumulated leave credits is not considered time worked and is not compensable.

An eligible employee who is recalled to work overtime and entitled to minimum recall pay receives the differential (at the overtime rate) only for the hours actually worked while in recall status; the employee does not receive 4 hours of hazardous differential unless he or she actually works 4 hours.

The fact that an eligible employee works during their regularly scheduled hours on a date observed as a holiday and for which she or he receives additional holiday pay is not significant; the hazardous differential and the number of hours payable is calculated as if the holiday were a regular work day.

The smallest unit of time an eligible employee must work during a normal work day or overtime shift in order to receive hazardous differential is one hour. Thereafter, time is rounded-up to the next quarter-hour segment.

Payment is at the rate of \$.43 per hour for regular hours (including time worked between 37½ and 40 hours per workweek for which an employee earns compensatory time) and \$.64 per hour for all hours actually worked during which an employee qualifies for overtime pay. The initial payment covering the period January 1, 1987 through, and including, Payroll Period #26L should be submitted as soon as practicable after April 1, 1987, with subsequent payments scheduled on a quarterly-basis of July, October, January and April. For the 1987-88 fiscal year these quarterly payments will cover the following periods:

INSTITUTIONADMINISTRATION

March 26-July 1, 1987	April 2-June 24, 1987
July 2-September 23, 1987	June 25-September 30, 1987
September 24-December 30, 1987	October 1-December 23, 1987
December 31, 1987-March 23, 1988	December 24, 1987-March 30, 1988

NOTE: Eligible employees who are on Workers' Compensation receive quarterly payment along with all other employees. For an employee on Workers' Compensation Leave on the Main Payroll and receiving payment on the Workers' Compensation Supplement Payroll, submit for quarterly payment on the Main Payroll.

A new transaction code-HAZARD PAY-has been established to report this payment. Agencies must report the regular and overtime number of hours worked in separate blocks on the PR-75 and OSC will calculate the payment at the appropriate \$.43 straight hourly and \$.64 overtime rates.

The block requirements are as follows:

Group 3
Class B

Block Requirements: 01 through 06
07 Transaction Code - enter HAZARD PAY. 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 - Quarterly period ending date (MMDDYY)
50 Misc Block B - number of hours and decimal parts of regular time worked
51 Misc Block C - number of hours and decimal parts of an hour of overtime
52 Misc Block D - total amount of hazardous differential to be paid for regular and overtime hours.

Transaction code-ADJ HAZ PAY-has been established to report a correction to this payment.

The block requirements are as follows:

Group 3
Class B

Block Requirements: 01 through 06
07 Transaction Code - enter ADJ HAZ PAY.
23 Gross (Add)
24 Normal (Deduct) - if applicable.
49 Misc Block A - enter beginning date
50 Misc Block B - enter quarterly period
ending date
51 Misc Block C - enter PLUS or MINUS
52 Misc Block D - enter the amount of
hazardous differential to
be added or deducted

Explain the correction in the Remarks Block of the PR-75.

