

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-53

January 2, 1973

ATTENTION: Payroll Officers - All Departments and Agencies

SUBJECT: Annual Increments, April 1, 1973

Under current provisions of the salary laws, employees in Civil Service grades continue to receive their annual service increments even though the annual salary may exceed the maximum or 1st additional step in the regular salary grade schedule. However, the law still provides that an employee may not receive any annual service increment or part increment which would increase his annual salary to an amount in excess of the 2nd additional step of the salary grade schedule. Therefore, in no case may an employee advance beyond the salary at the 2nd additional step of his grade as indicated in the April 1, 1972 salary grade schedule, by application of the annual increment for April 1, 1973.

The attached chart was prepared to assist you in determining the proper annual salary when applying the annual increment to be effective April 1, 1973. An employee eligible for a regular increment may not exceed the extended salary shown for the maximum of the grade. An employee eligible for the 1st additional step increment may not exceed the extended salary shown for the 1st additional step of the grade. An employee eligible for the 2nd additional step increment may not exceed the salary at the second additional step of the salary grade schedule.

In order to be eligible for an increment, an employee must have rendered the equivalent of 12 complete pay periods (168 days) of satisfactory service between April 1, 1972 and March 31, 1973.

When the current basic salary is below the extended maximum of the grade, an eligible employee will have the salary increased by the annual increment of his grade or that part of an increment which will bring his salary to the extended maximum of the grade.

When an employee has previously been eligible for the 1st additional step and his current basic salary is below the extended 1st additional step salary, he may receive that part of the annual increment which will bring his salary to the extended 1st additional salary step of his grade.

An employee who is eligible to receive the 1st additional step of the grade on April 1, 1973 and whose current annual salary is below the extended 1st additional step of his grade, will have his salary increased by the annual increment of his grade or that part of the annual increment which will bring his salary to the extended 1st additional salary step of his grade.

An employee who is eligible to receive the 2nd additional step of the grade on April 1, 1973 and whose basic annual salary is below the 2nd additional salary step in the grade schedule, will have his salary increased by the annual increment of the grade or that part of the increment which will bring his salary to the 2nd additional step in the grade schedule.

The basic annual salary is to be used when determining the incremented salary of those employees whose salary has been advanced to the \$6000 minimum after the completion of 26 pay periods of service. The employees affected will be those who entered service during the 71-72 fiscal year and whose April 1, 1972 salary, after increase was advanced to \$6000 in the upstate area, and to \$5800 plus location pay in Monroe County and the New York Metropolitan area, after completing the 26 payroll periods of service.

Location Pay and Inconvenience pay are not part of the basic annual salary. Where an employee is receiving benefit of a minimum annual salary, determine the employee's current basic annual salary and add an increment of his grade to arrive at the new basic annual salary. If the new basic is below the \$6000 or \$5800 minimum, he retains the minimum, if the new basic exceeds the minimum annual salary, this becomes his new salary.

Chapter 1005 Laws of 1972 provides that the annual increment will be negotiated. Therefore, final application of the annual increments as indicated will be dependent on the results of the 1973 contract negotiations.

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT
 SALARY LIMITATIONS---ANNUAL INCREMENTS APRIL 1, 1973

<u>SALARY GRADE</u>	<u>ANNUAL INCREMENT</u>	<u>EXTENDED MAXIMUM SALARY</u>	<u>EXTENDED 1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
1	\$223	\$ 6116	\$ 6116	\$ 6116
2	233	6370	6370	6370
3	245	6695	6695	6695
4	258	7020	7020	7020
5	271	7368	7368	7368
6	284	7766	7766	7766
7	296	8187	8187	8187
8	308	8626	8626	8626
9	322	9098	9098	9098
10	337	9608	9608	9608
11	352	10056	10149	10149
12	367	10487	10699	10699
13	384	11008	11309	11309
14	401	11515	11874	11941
15	418	12078	12453	12597
16	437	12672	13072	13287
17	459	13332	13773	14031
18	483	14058	14522	14827
19	504	14777	15261	15612
20	527	15503	16009	16406
21	550	16283	16709(normal)	17259
22	574	17112	17590(normal)	18164

In grades 1 through 10 the extended maximum salary is actually the salary at the 2nd additional step in the regular grade schedule. No one may advance beyond this salary by application of the annual increment. Since employees will reach this salary by the normal annual increments, there is no need to examine for 1st or 2nd additional increment eligibility.

In grades 11, 12, 13 the extended 1st additional step is actually the salary at the 2nd additional step in the regular grade schedule. Employees will reach this salary when eligible for the 1st additional step and there is no need to examine for 2nd additional increment eligibility.

Normal salary steps in the regular grade schedule start at the 1st additional step of grade 22. From grade 23 on, the normal maximums and additional steps prevail as indicated in the regular salary grade schedule.

