



Office of the State Comptroller
PAYROLL BULLETIN

Subject	1988 Longevity Lump Sum Payment to Employees in the Professional, Scientific and Technical Services Negotiating Unit	Bulletin No.	P-561
		Date	March 14, 1988

Chapter 303 of the Laws of 1985 as amended by Chapter 27 of the Laws of 1986, which implements the contract between the State and the Public Employees Federation representing employees in the PS&T Services (05) negotiating unit and Rules and Regulations promulgated by the Director of the Budget provide for a Longevity Lump Sum Payment of \$1,250 or \$2,500 to be made in April to certain employees.

The following employees will be eligible for the longevity LSP.

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

- a. Employees who are on the payroll on March 31, 1988 (active or on leave with partial pay or on Workers' Compensation leave without payment on the regular payroll and being paid on the Workers' Compensation Supplement payroll) in a position in the PS&T negotiating unit, who as of March 31, 1988 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, 1987. 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, 1988 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, 1983 to qualify for the 5 year longevity and April 1, 1978 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 or July 1, 1980 who were active on the payroll for the entire period from April 1 to June 30, 1979 or 1980 will receive credit for that 3 months.
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, 1988.
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.

NOTE: Please refer to new provision for certain promoted employees, as described on next page.

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, 1988 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, 1988 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.
7. Employees who previously held the position of Pharmacist I who were receiving a salary equal to or above the job rate of grade 17, whose salary on promotion to the newly-established position of Pharmacist II fell below the job rate of grade 18, but whose salary on March 31, 1988 was at the job rate of grade 18, receive credit for all grade 18 service subsequent to the promotion and for all service during which their salary was equal to or above the maximum of grade 17.

New Provision for Eligibility for Longevity Lump Sum Payment

As explained in Bulletin P-535, dated August 3, 1987, Chapter 581 of the Laws of 1987 added a new provision for eligibility for longevities for employees in positions in the Professional, Scientific and Technical Services Unit. It provides combined service credit to certain employees as follows:

Employees who were promoted prior to the date of the reallocations of positions under the new Civil Service Job Evaluation System

- a. who were receiving a salary equal to or above the job rate of their former lower grade position and
- b. following the reallocation, their former and current positions are allocated to the same grade and
- c. their salary in the promoted position is at the job rate, receive credit for all service following the promotion and for all service in the previous position during which their salary was equal to or above the job rate of the lower grade.

Example: A Sr. Attorney, grade 24, was promoted to a Hearing Officer, grade 25, and the position of Sr. Attorney was reallocated to grade 25.

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 for all grades and 1986 and 1987 for grades 001-017 the job rates on the PS&T Salary Schedules 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 dates of the new schedules and who advanced to the new job rate on the date they were next eligible for a performance advance.

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 job rate. These employees are considered to be at the maximum and receive credit for all such service. Refer to Bulletin P-520, dated March 20, 1987, 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. It is also included in overtime compensation which is payable between April 26, 1988 and April 25, 1989 (refer to "OVERTIME COMPENSATION", Part III, Page 1 of your Salary Manual).

The amount of the longevity payment is \$1,250 for 5 years at the job rate or \$2,500 for 10 years at the maximum job rate or a pro-rated amount, as appropriate, as described below.

1. Employees who are full-time on March 31, 1988 and full-time employees who are on leave with partial pay or on Voluntary Reduction in Work Schedule (VRWS) will receive the full payment.
2. Employees who are part-time on March 31, 1988 will receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who on March 31, 1988 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 \$2,500 longevity payment will have '76', '77' or '78' entered in the increment code block and employees eligible for the \$1,250 payment will have codes '79' through '83' entered in the increment code block.

During the week of March 21 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, 1987 or who occupy positions allocated to grades 001-017 and were never advanced to the extended job rate on the April 1, 1987 Salary Schedule.

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 listed on 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 15.

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 26, 1988 following completion of processing of Administration 1-LAG and Institution 27-LAG. The checks and registers will be distributed the week of April 25. Deductions will be taken for Federal, State, New York City and Yonkers City taxes (the weekly tax table will be used if the payment is \$1250 or less and the biweekly tax table will apply if the payment is larger than \$1250), Social Security or Medicare, retirement normal contributions, garnishees and Federal levies. Deferred Compensation is no longer deducted.

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.

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)
49 Misc Block A - Year of Payment '88'
50 Misc Block B - amount of payment

Remarks: If the employee was part-time on March 31, 1988
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' - '78' for employees eligible for the 10-year payment and ('79' - '83') 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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