



# PAYROLL BULLETIN

<b>Subject</b>  1998 PS&T LONGEVITY LUMP SUM PAYMENT	<b>Bulletin No.</b>  P-985
	<b>Date</b>  February 20, 1998

Chapter 317 of the Laws of 1995, which implements the Agreement 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 certain employees.

Payment will be processed in a separate check the week of April 20, 1998.

### ELIGIBLE PS&T EMPLOYEES

Employees in graded positions (grades 001-037) and N.S. (Grade 600) positions which are equated to grades:

- a. Employees who are on the payroll on March 31, 1998, (active or on leave with partial pay or on Workers' Compensation leave) in a position in the PS&T negotiating unit, who as of March 31, 1998 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 an "Unsatisfactory" rating during the rating period ending between January 1 and December 31, 1997. Employees who were not rated during the period will receive the payment.

*NOTE: Employees who retire under the provisions of the 1997 Retirement Incentive Program, but who were separated from service within 30 days prior to April 1, 1998, and who would have otherwise qualified for the payment are eligible to receive it.*

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.

**DETERMINING ELIGIBILITY**

1. Employees who have continuously occupied the same position without any break in service must have been at the maximum salary of the grade on April 1, 1993 to qualify for the 5-year longevity and April 1, 1988 for the 10-year longevity. For employees who have had breaks in service, any service prior to the above 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 receive credit for that 3 months.
3. Employees who occupied a higher grade position at any time in the past 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, 1998.
4. Employees who were 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 receive credit for all service in the promotion position and the prior position during which they were receiving a salary equal to or above the maximum of the lower grade.
5. Employees who were promoted from a position which, subsequent to April 1, 1987 was reallocated, who were receiving a salary equal to or above the job rate of their former lower grade position and following the reallocation, their former and current positions are allocated to the same grade and their salary in the promoted position is at the job rate, receive combined 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.
6. 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, 1998 is at the job rate, 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.
7. 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, 1998 is at the job rate 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.

8. 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, 1998 is 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.
9. Institutions Teachers paid over 10 months (pay basis code 10M) are not on the payroll in July and August. However, these employees 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.

**The following employees will become eligible for the Longevity LSP upon processing of the Performance Advances in Period #1L, 1998.**

Employees who are occupying positions that have been reallocated in recent years, whose salary was equal to or above the job rate of the lower grade and whose salary, upon application of a April 1, 1998 performance advance, reaches the job rate of the reallocated grade, are entitled to the credit described in Rule 6 on Page 2 of this Bulletin. (These employees are increment code '01' and OSC will automatically enter '98' as the maximum year on the payroll. When processing the Longevity LSP, enter the correct maximum year on the PR-75 form.)

**The following employees will become eligible for the Longevity LSP during 1998-99:**

1. Employees who otherwise qualify but are on an approved leave of absence without pay or on a preferred list on March 31, 1998 and who return from such leave between April 1, 1998 and March 31, 1999 are eligible for the payment. There is no minimum service requirement following the employee's return to active payroll status.
2. Demotion after March 31, 1998 - Employees who are not eligible for the payment become eligible if they return to a lower grade position between April 1, 1998 and March 31, 1999 in which they would otherwise have been eligible if they had been in the lower grade position on March 31, 1998 and remain in the lower grade position for at least 6 payroll periods

**AND**

- a. the promotion was temporary and the employee has been reinstated to his or her previous position or appointed to another lower grade qualifying position

**OR**

- b. the promotion was permanent, but the demotion occurred
  1. in lieu of layoff
  2. voluntarily during the probationary period
  3. as a result of failure of a probationary period

**Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period are not eligible for the payment.**

### **DETERMINING MAXIMUM SALARIES**

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.

### **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 the calculation of overtime compensation (refer to "OVERTIME COMPENSATION", Part III, Page 1 of your Salary Manual). The amount of the longevity payment for 1998 is to be included in the calculation of overtime compensation that is earned from April 21, 1998 through April 20, 1999.

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

1. Employees who are full-time on March 31, 1998 and full-time employees who are on leave with partial pay or on Voluntary Reduction in Work Schedule (VRWS) receive the full payment.
2. Employees who are part-time on March 31, 1998 receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who, on March 31, 1998, are on leave with partial pay receive a pro-rated payment based upon their regular part-time percentage prior to the leave.

### **PREPARATION FOR PAYMENT**

Agencies will receive listings of employees who OSC has determined are eligible for the longevity LSP. The listing, which will be sent to you during the week of March 16, will show the amount of the longevity LSP based on the employee's full or part-time percentage status. Review the listing carefully, especially for employees who are ineligible because they received "unsatisfactory" ratings between January 1 and December 31, 1997.

Corrections to the preliminary listing should be submitted on the form which is attached to this Bulletin. (Duplicate this form if you need additional copies.) For employees who do not appear on the listing or for whom you disagree with the OSC determination, enter the correct amount on the form. If the employee is not entitled to the payment, enter '0' in the appropriate column.

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.

For employees who transferred between agencies, the agency where the employee is eligible on March 31, 1998 is responsible for the payment.

Certain eligible employees-those who separated under the 1997 Retirement Incentive program and previously reallocated employees who attain eligibility upon payment of the performance advancement to the job rate in Period 1L of this year-will not appear on the preliminary listing nor receive payment on the Special Payroll. You must submit PR-75's in a subsequent payroll period to pay these employees.

These corrections should be submitted as soon as possible and must be received no later than Friday, April 10, 1998. Submit corrections to the following address:

Office of the State Comptroller  
Systems Development Office - 8th Floor  
A. E. Smith State Office Building  
Albany, New York 12236

### **PR-76 PREPARATION**

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. **If a PR-76 Transmittal is not received in time for payment, the checks will not be released.**

### **WITHHOLDING TAXES and PAY STUB**

The longevity payment will be paid in a single, separate check dated April 21, 1998. The checks and registers will be distributed the week of April 20. Deductions will be taken for Federal, State, New York City and Yonkers City taxes, Social Security/Medicare, retirement normal contributions, garnishees and Federal levies. Taxes will be computed as stated in Bulletin P-813, dated March 25, 1994.

Fixed taxes submitted on either an AC-1040 form or through the On-line Deduction Processing System will not be processed for this payment.

On the pay stub, the payment will appear in the "ADDTL SAL INFO" block and will be identified with the code 'LLS'.

**PAYMENTS MADE AFTER THE SPECIAL PAYROLL**

Use transaction code LONG LSP to report the longevity lump sum payment for employees who will be paid by PR-75 instead of the Special payroll. Use the additional transaction code COR INC CD to correct the two-digit year code on the payroll, if applicable.

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 Transaction Code block)

23 Gross (Add)

24 Normal (Deduct) - if applicable

49 Misc Block A - Year of Payment "98".

50 Misc Block B - amount of Payment to be included in Block 23

Remarks: If the employee is part-time on March 31, 1998, enter the PT% used to calculate the amount of the payment.

When LONG LSP is reported on the PR-75, the special tax routine is used for the calculation of taxes.

**NEED HELP?**

Questions on the information in this Bulletin may be directed to the Salary Determination Section at (518) 486-3096.



