



Office of the State Comptroller

PAYROLL BULLETIN

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|---|--------------------------------|
| Subject April 1, 1998 Performance Advances, Awards and Merit Payments for Employees covered by the Budget Director's Guidelines for Management/Confidential Employees | Bulletin No. P - 996 |
| | Date April 24 , 1998 |

The Director of the Budget has issued Budget Bulletin D-1095, dated April 14, 1998 authorizing the payment of:

- April 1, 1998 Performance Advances
- Longevity Performance Awards
- Performance and Merit Awards

to Management/Confidential employees and other employees excluded from collective bargaining units.

BUDGET GUIDELINES

Budget guidelines apply for all full-time and part-time annual salaried employees designated Management/Confidential (NU 06), employees of PERB (NU 66) and certain employees of the Division of Military and Naval Affairs excluded from a bargaining unit (NU 46). The evaluation period is April 1, 1997-March 31, 1998.

The payment of M/C performance advances and awards for April 1998 will **not** be subject to a salary cap.

APRIL 1, 1998 PERFORMANCE ADVANCES

Performance advances are payable from the first day of Payroll Period #1, March 26, 1998 for the Institution cycle, and April 2, 1998 for the Administration cycle.

Performance Advances for Education Directors in the institutions are payable from September 1, 1998.

The amount of the performance advance is:

| <u>Rating</u> | <u>% of grade range</u> |
|-------------------------------|-------------------------|
| Outstanding | up to 25% |
| Highly Effective or Effective | 16 2/3% |
| Needs Improvement | 12 1/2% |
| Unsatisfactory | -0- |

A) PERFORMANCE AWARDS - Grades 603-617 with less than 5 years at or above the job rate:

| <u>Salary Grade</u> | <u>3/31/98 98% Salary</u> | <u>Maximum Award</u> |
|---------------------|-------------------------------|--------------------------|
| 603 | \$20252 | \$400 |
| 604 | 21200 | 425 |
| 605 | 22259 | 450 |
| 606 | 23431 | 475 |
| 607 | 24733 | 500 |
| 608 | 26040 | 525 |
| 609 | 27457 | 550 |
| 610 | 29014 | 575 |
| 611 | 30661 | 600 |
| 612 | 32300 | 625 |
| 613 | 34129 | 650 |
| 614 | 36040 | 675 |
| 615 | 38020 | 700 |
| 616 | 40080 | 725 |
| 617 | 42324 | 750 |

B) MERIT AWARDS - Grades 618-665 for eligible employees:

| <u>Salary Grade</u> | <u>3/31/98 98% Salary</u> | <u>Maximum Award</u> |
|---------------------|-------------------------------|--------------------------|
| 618 | \$42463 | \$1250 |
| 619 | 44704 | 1250 |
| 620 | 46976 | 1250 |
| 621 | 49434 | 1250 |
| 622 | 52065 | 1250 |
| 623 | 55459 | 1250 |
| 661 | 60617 | 1250 |
| 662 | 67295 | 1250 |
| 663 | 74735 | 1750 |
| 664 | 82613 | 1750 |
| 665 | 91903 | 1750 |
| 666 | 101365 | 1750 |
| 667 | 110069 | 1750 |

For employees (both A & B above) whose salary is at least 98% of the job rate (and has been since April 1, 1997), any performance advance amount required to bring the salary to the job rate must be deducted from the Performance or Merit Award.

Overtime adjustments, retroactive to April 1, 1998, may be submitted in or after the period the award is paid.

TAXES

Taxes will be computed based on the annualized tax method in Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for these payments.

NEED HELP?

If you require assistance in preparation of PR-75 forms or determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.

M/C SALARY SCHEDULE
EFFECTIVE OCTOBER 1, 1997

| <u>GRADE</u> | <u>HIRING RATE</u> | <u>JOB RATE</u> | <u>JOB RATE Plus \$750</u> | <u>JOB RATE Plus \$1500</u> |
|--------------|------------------------|---------------------|------------------------------------|-------------------------------------|
| M/C 3 | \$16,028 | \$20,666 | \$21,416 | \$ 22,166 |
| M/C 4 | 16,763 | 21,633 | 22,383 | 23,133 |
| M/C 5 | 17,808 | 22,714 | 23,464 | 24,214 |
| M/C 6 | 18,590 | 23,910 | 24,660 | 25,410 |
| M/C 7 | 19,699 | 25,238 | 25,988 | 26,738 |
| M/C 8 | 20,814 | 26,572 | 27,322 | 28,072 |
| M/C 9 | 22,038 | 28,018 | 28,768 | 29,518 |
| M/C 10 | 23,261 | 29,607 | 30,357 | 31,107 |
| M/C 11 | 24,708 | 31,287 | 32,037 | 32,787 |
| M/C 12 | 26,044 | 32,960 | 33,710 | 34,460 |
| M/C 13 | 27,597 | 34,826 | 35,576 | 36,326 |
| M/C 14 | 29,274 | 36,776 | 37,526 | 38,276 |
| M/C 15 | 30,937 | 38,796 | 39,546 | 40,296 |
| M/C 16 | 32,719 | 40,898 | 41,648 | 42,398 |
| M/C 17 | 34,609 | 43,188 | 43,938 | 44,688 |
| M/C 18 | 34,797 | 43,330 | | |
| M/C 19 | 36,696 | 45,617 | | |
| M/C 20 | 38,599 | 47,935 | | |
| M/C 21 | 40,715 | 50,443 | | |
| M/C 22 | 42,935 | 53,128 | | |
| M/C 23 | 45,168 | 56,591 | | |
| M 1 | 48,805 | 61,855 | | |
| M 2 | 54,193 | 68,669 | | |
| M 3 | 60,216 | 76,261 | | |
| M 4 | 66,670 | 84,299 | | |
| M 5 | 74,094 | 93,779 | | |
| M 6 | 82,106 | 103,434 | | |
| M 7 | 90,566 | 112,316 | | |
| M 8 | 76,262+ | | | |

**M/C PERFORMANCE ADVANCES
 APRIL 1, 1998**

| <u>Grade/ Range</u> | | <u>25 %</u> | <u>16-2/3%</u> | <u>12-1/2%</u> | <u>Grade/ Range</u> | | <u>25 %</u> | <u>16 2/3%</u> | <u>12 1/2%</u> |
|-------------------------|------|-------------|----------------|----------------|-------------------------|------|-------------|----------------|----------------|
| 603 | FULL | 1160 | 773 | 580 | 611 | FULL | 1645 | 1097 | 823 |
| 4638 | 3/4 | 870 | 580 | 435 | 6579 | 3/4 | 1234 | 823 | 618 |
| | 1/2 | 580 | 387 | 290 | | 1/2 | 823 | 549 | 412 |
| | 1/4 | 290 | 194 | 145 | | 1/4 | 412 | 275 | 206 |
| 604 | FULL | 1218 | 812 | 609 | 612 | FULL | 1729 | 1153 | 865 |
| 4870 | 3/4 | 914 | 609 | 457 | 6916 | 3/4 | 1297 | 865 | 649 |
| | 1/2 | 609 | 406 | 305 | | 1/2 | 865 | 577 | 433 |
| | 1/4 | 305 | 203 | 153 | | 1/4 | 433 | 289 | 217 |
| 605 | FULL | 1227 | 818 | 614 | 613 | FULL | 1808 | 1205 | 904 |
| 4906 | 3/4 | 921 | 614 | 461 | 7229 | 3/4 | 1356 | 904 | 678 |
| | 1/2 | 614 | 409 | 307 | | 1/2 | 904 | 603 | 452 |
| | 1/4 | 307 | 205 | 154 | | 1/4 | 452 | 302 | 226 |
| 606 | FULL | 1330 | 887 | 665 | 614 | FULL | 1876 | 1251 | 938 |
| 520 | 3/4 | 998 | 666 | 499 | 7502 | 3/4 | 1407 | 939 | 704 |
| | 1/2 | 665 | 444 | 333 | | 1/2 | 938 | 626 | 469 |
| | 1/4 | 333 | 222 | 167 | | 1/4 | 469 | 313 | 235 |
| 607 | FULL | 1385 | 924 | 693 | 615 | FULL | 1965 | 1310 | 983 |
| 5539 | 3/4 | 1039 | 693 | 520 | 7859 | 3/4 | 1474 | 983 | 738 |
| | 1/2 | 693 | 462 | 347 | | 1/2 | 983 | 655 | 492 |
| | 1/4 | 347 | 231 | 174 | | 1/4 | 492 | 328 | 246 |
| 608 | FULL | 1440 | 960 | 720 | 616 | FULL | 2045 | 1364 | 1023 |
| 5758 | 3/4 | 1080 | 720 | 540 | 8179 | 3/4 | 1534 | 1023 | 768 |
| | 1/2 | 720 | 480 | 360 | | 1/2 | 1023 | 682 | 512 |
| | 1/4 | 360 | 240 | 180 | | 1/4 | 512 | 341 | 256 |
| 609 | FULL | 1495 | 997 | 748 | 617 | FULL | 2145 | 1430 | 1073 |
| 5980 | 3/4 | 1122 | 748 | 561 | 8579 | 3/4 | 1609 | 1073 | 805 |
| | 1/2 | 748 | 499 | 374 | | 1/2 | 1072 | 715 | 537 |
| | 1/4 | 374 | 250 | 187 | | 1/4 | 537 | 358 | 269 |
| 610 | FULL | 1587 | 1058 | 794 | 618 | FULL | 2134 | 1423 | 1067 |
| 6346 | 3/4 | 1191 | 794 | 596 | 8533 | 3/4 | 1601 | 1068 | 801 |
| | 1/2 | 794 | 529 | 397 | | 1/2 | 1067 | 712 | 534 |
| | 1/4 | 397 | 265 | 199 | | 1/4 | 534 | 356 | 267 |

**M/C PERFORMANCE ADVANCES
 APRIL 1, 1998**

| <u>Grade/ Range</u> | <u>25%</u> | <u>16-2/3%</u> | <u>12-1/2%</u> | <u>Grade/ Range</u> | <u>25%</u> | <u>16-2/3%</u> | <u>12-1/2%</u> |
|-------------------------|------------|----------------|----------------|-------------------------|------------|----------------|----------------|
| 619 FULL | 2231 | 1487 | 1116 | 662 FULL | 3619 | 2413 | 1810 |
| 8921 3/4 | 1674 | 1116 | 837 | 14476 3/4 | 2715 | 1810 | 1358 |
| 1/2 | 1116 | 744 | 558 | 1/2 | 1810 | 1207 | 905 |
| 1/4 | 558 | 372 | 279 | 1/4 | 905 | 604 | 453 |
| 620 FULL | 2334 | 1556 | 1167 | 663 FULL | 4012 | 2675 | 2006 |
| 9336 3/4 | 1751 | 1167 | 876 | 16045 3/4 | 3009 | 2007 | 1505 |
| 1/2 | 1167 | 778 | 584 | 1/2 | 2006 | 1338 | 1003 |
| 1/4 | 584 | 389 | 292 | 1/4 | 1003 | 669 | 502 |
| 621 FULL | 2432 | 1622 | 1216 | 664 FULL | 4408 | 2939 | 2204 |
| 9728 3/4 | 1824 | 1217 | 912 | 17629 3/4 | 3306 | 2205 | 1653 |
| 1/2 | 1216 | 811 | 608 | 1/2 | 2204 | 1470 | 1102 |
| 1/4 | 608 | 406 | 304 | 1/4 | 1102 | 735 | 551 |
| 622 FULL | 2549 | 1699 | 1275 | 665 FULL | 4922 | 3281 | 2461 |
| 10193 3/4 | 1912 | 1275 | 957 | 19685 3/4 | 3692 | 2461 | 1846 |
| 1/2 | 1275 | 850 | 638 | 1/2 | 2461 | 1641 | 1231 |
| 1/4 | 638 | 425 | 319 | 1/4 | 1231 | 821 | 616 |
| 623 FULL | 2856 | 1904 | 1428 | 666 FULL | 5332 | 3555 | 2666 |
| 11423 3/4 | 2142 | 1428 | 1071 | 21328 3/4 | 3999 | 2667 | 2000 |
| 1/2 | 1428 | 952 | 714 | 1/2 | 2666 | 1778 | 1333 |
| 1/4 | 714 | 476 | 357 | 1/4 | 1333 | 889 | 667 |
| 661 FULL | 3263 | 2175 | 1632 | 667 FULL | 5438 | 3625 | 2719 |
| 13050 3/4 | 2448 | 1632 | 1224 | 21750 3/4 | 4079 | 2719 | 2040 |
| 1/2 | 1632 | 1088 | 816 | 1/2 | 2719 | 1813 | 1360 |
| 1/4 | 816 | 544 | 408 | 1/4 | 1360 | 907 | 680 |

FULL ADVANCE = 24 or more periods
3/4 ADVANCE = 18 - 23 periods
1/2 ADVANCE = 12 - 17 periods
1/4 ADVANCE = 06 - 11 periods