

Salary Plans for 2003 M/C Performance Advances
OSC Instructions provided with Distribution of Plan Listings - December 21, 2005

As noted in DOB Budget Bulletin D-1117, salary plans are required for M/C employees in non-statutory (N/S) positions with a jurisdictional class of "exempt" or "pending exempt" who did not have an equated grade reported in the payroll system as of March 27, 2003 (non-equated), as well as employees in grade M-8 positions.

For each eligible employee, the salary plan must include the salary requested as a result of the restoration of the 2003 Performance Advance as of March 27, 2003, and an updated salary for any subsequent salary change while the employee remained in an N/S non-equated position. It is important that a proposed salary be included for each salary change row in the attached file, even if the agency believes that employee salaries subsequent to the initial row should remain unchanged.

For many employees, OSC State Payroll Services plans to load approved, validated salary plan information directly into PayServ. However, if the plan is incomplete or not submitted in the prescribed electronic format, agencies may be required to submit transactions manually when later directed.

The attached list includes employees who, according to our records, require a DOB-approved salary plan before OSC can authorize any salary changes as a result of restoring the 2003 M/C Performance Advances. However, not all employees included in the attached listing may be eligible for the 2003 M/C Performance Advance. Because not all agencies have consistently entered the salary "not-to-exceed" rate through NYSTEP and PayServ, some employees included may have already had a salary at the top of the DOB-approved salary range as of April 2003, and are **ineligible** for a retroactive advance amount.

Each agency must attest that a valid salary range was in effect as of April 2003 for each employee for whom a 2003 Performance Advance adjustment is requested. DOB Budget Bulletin D-1117 states, "Flat-salaried employees (when no salary range exists) or employees with a salary outside the boundaries of an approved salary range are not eligible to receive a retroactive performance advance." If after reviewing each employee's history an agency determines the employee is ineligible for a retroactive performance advance, the employee's information should be deleted from the plan before submission to DOB.

Furthermore, while OSC State Payroll Services has made every attempt to ensure that the attached salary plan data is complete, there may be other employees requiring a salary plan not included in the attachment. Therefore, your salary plan should include any additional N/S non-equated employees you believe are entitled to salary adjustments pursuant to Budget Bulletin D-1117, even if they are not included in the attachment.

As a reminder, some employees on the attached salary plan template may have worked for a different agency at some point during the eligibility period. To minimize duplication of effort, performance advance plans will only be accepted from the agency for which the employee currently works, even when the employee is no longer in an N/S non-equated exempt or pending exempt

position. In such cases, communication between an employee's current and previous agencies is essential to development of an appropriate performance advance plan.

Please also note that revised salary plans are **not** required for employees who, as of March 27, 2003, held an M/C graded or equated-to-grade position but who subsequently transferred into a position governed by a salary plan, such as a non-equated exempt or pending exempt N/S position. These employees are eligible for retroactive payment of the 2003 Performance Advance from March 27, 2003 until the time of movement into an N/S non-equated or similar position, but are generally deemed to be ineligible for salary adjustments after transfer to such a position.

Finally, submission and approval of a performance advance plan does not constitute authority to enter salary increases into PayServ. Agencies must await specific instructions from OSC State Payroll Services concerning procedures for applying salary increases.