



Office of the State Comptroller

PAYROLL BULLETIN

Subject April 1, 1997 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No. P-943
	Date March 11, 1997

Chapter 3, of the Laws of 1996, which implements the Agreements for 1995-1999 between the State and Council 82 for employees in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units provides, effective April 1, 1997 for the following:

Performance Advances
Revised Salary Schedule
2% Salary Increase
Location Pay Increase
Pre-Shift Briefing Pay Increase
Premium Overtime Increase (Supervisors Unit)
Longevity Payments

The performance advances and salary increases will be processed in Period 1L, March 27-April 09, 1997 (checks dated April 24, 1997) for Institution employees and April 3-16, 1997 (checks dated April 30, 1997) for Administration employees.

CONTRACT PROVISIONS

April 1, 1997 Performance Advance

Pursuant to the Agreement, an employee whose base annual salary is below the job rate of his or her current position and

1. who rendered 100 days of increment service during fiscal year 1995-1996 and is subject to the one-year increment deferral system
- OR**
2. who rendered 100 days of increment service during fiscal year 1996-1997 and is **not** subject to the one-year increment deferral system

is eligible for a performance advance on April 1, 1997.

April 1, 1997 Salary Increase

The legislation provides for a 2% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

April 1, 1997 Revised Salary Schedule

A revised April 1, 1997 Salary Schedule (Attachment) reflects the 2% salary increase.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$799 annually.

Monroe County - The amount remains unchanged at \$203 annually.

Pre-Shift Briefing Pay

The rules for payment of Pre-shift briefing pay remain unchanged. The amounts will change to reflect new salaries.

Premium Overtime

Security Supervisors Unit - Premium Overtime paid to employees who occupy the position of Forest Ranger III remains at 12% of the annual salary. The not-to-exceed amount has been increased to \$5466 per fiscal year.

Longevity Payments

Employees who complete 10, 15 or 20 years of continuous service in positions in the Units continue to be eligible for longevity payments.

OSC has prepared a listing of employees with increment code X7 in their records. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1997-98 (X7)". The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity payment sometime during the 1997-98 fiscal year.

This listing will be sent to you with the payroll for Period 1L. Agencies must review this listing and when the employee completes the 10, 15 or 20-year service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONSPerformance Advances

OSC will automatically apply the performance advance, if due, from the April 1, 1996 Salary Schedule, attached to Bulletin P-898, dated March 21, 1996, based on the two-digit increment code in the record. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any.

Salary Increase

Employees whose annual salary is identical to the Hiring Rate, Performance Advance Step 1, 2, 3, 4, 5, the Job Rate or the Longevity Steps of the salary grade of their position on the April 1996 salary schedule, will be automatically increased to the corresponding Rate, on the April 1, 1997 Salary Schedule.

Employees in graded positions whose annual salary is not equal to any step on the April 1996 schedule and those in NS (grade 600) or Trainee (grade 800) positions, will be increased by 2%, rounded to the nearest whole dollar amount.

Employees with pay basis codes HRY or DLY will not be automatically increased. PR-75s must be submitted.

Pre-Shift Briefing Pay - (NU 01)

OSC will automatically calculate the new amount of pre-shift briefing pay. OSC will not increase the amount of pre-shift briefing pay for employees whose current salary would result in a pre-shift briefing payment higher than \$48.00, but who are currently receiving \$48.00.

TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the performance advances, salary, location pay and pre-shift briefing pay (NU 01 only) increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

Separate "Security Information Listings" for NU 01 and NU 61 will be prepared showing the increased salaries and location pay for annual salaried employees, and identifying hourly and daily pay basis code employees. The listing for NU 01 will also show the increased Pre-Shift Briefing Pay amount.

The tentative salary register and Security Information Listings will be forwarded to you with your regular salary register for Period 26L.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period 1L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

PR-75 PREPARATION

In preparing your payroll for Period 1L:

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the first payroll period. The increment codes reported should be the projected increment codes for 1998.
2. Employees with pay basis codes HRY or DLY will not be automatically increased. To calculate the increased salary for an hourly or daily employee, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Increase the annual by 2% rounded to the nearest whole dollar. Then divide the new annual by 2088 or 261 to determine the new hourly or daily amount.
3. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report changes or corrections to the tentative payroll:

1. **COR FY SAL** - To increase or decrease an annual salary reported on the tentative payroll.
If applicable use additional code PERF ADV.
2. **UNSAT PERF** - To report and reduce the salary for an employee who was rated
"Unsatisfactory" for service rendered:

during the 1995-96 fiscal year for employees subject to the one-year increment deferral.

OR

during the 1996-97 fiscal year for employees NOT subject to the one-year increment deferral.
3. **CHG RATE** - To report an increase for an employee who is paid on an Hourly or Daily basis.

PR-76 PREPARATION

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP ?

For assistance in preparation of PR-75 forms, contact the Systems Development Office at (518) 474-5261.

For assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3087.

Attachment

Salary Schedule for Security (01) and Security Supervisors (61) Units
April 1, 1997

<u>SG</u>	<u>Perf.</u> <u>Adv</u>	<u>Hiring</u> <u>Rate</u>	<u>Perf.</u> <u>Adv</u> <u>Step1</u>	<u>Perf.</u> <u>Adv</u> <u>Step 2</u>	<u>Perf.</u> <u>Adv</u> <u>Step3</u>	<u>Perf.</u> <u>Adv</u> <u>Step4</u>	<u>Perf.</u> <u>Adv</u> <u>Step 5</u>	<u>Job</u> <u>Rate</u>	<u>Long</u> <u>Amount</u>	<u>10-Yr</u> <u>Long</u> <u>Step</u>	<u>15-Yr</u> <u>Long</u> <u>Step</u>	<u>20-Yr</u> <u>Long</u> <u>Step</u>
101	653	14796	15449	16102	16755	17408	18061	18714	978	19692	20670	21648
102	689	15364	16053	16742	17431	18120	18809	19498	1033	20531	21564	22597
103	718	16160	16878	17596	18314	19032	19750	20468	1079	21547	22626	23705
104	757	16922	17679	18436	19193	19950	20707	21464	1134	22598	23732	24866
105	795	17762	18557	19352	20147	20942	21737	22532	1192	23724	24916	26108
106	837	18734	19571	20408	21245	22082	22919	23756	1256	25012	26268	27524
107	871	19840	20711	21582	22453	23324	24195	25066	1306	26372	27678	28984
108	904	21004	21908	22812	23716	24620	25524	26428	1357	27785	29142	30499
109	946	22220	23166	24112	25058	26004	26950	27896	1419	29315	30734	32153
110	992	23528	24520	25512	26504	27496	28488	29480	1486	30966	32452	33938
111	1033	24966	25999	27032	28065	29098	30131	31164	1549	32713	34262	35811
112	1079	26399	27478	28557	29636	30715	31794	32873	1619	34492	36111	37730
113	1125	28023	29148	30273	31398	32523	33648	34773	1686	36459	38145	39831
114	1179	29680	30859	32038	33217	34396	35575	36754	1767	38521	40288	42055
115	1228	31435	32663	33891	35119	36347	37575	38803	1841	40644	42485	44326
116	1283	33252	34535	35818	37101	38384	39667	40950	1924	42874	44798	46722
117	1350	35165	36515	37865	39215	40565	41915	43265	2025	45290	47315	49340
118	1419	37210	38629	40048	41467	42886	44305	45724	2129	47853	49982	52111
119	1481	39283	40764	42245	43726	45207	46688	48169	2221	50390	52611	54832
120	1550	41339	42889	44439	45989	47539	49089	50639	2325	52964	55289	57614
121	1615	43605	45220	46835	48450	50065	51680	53295	2423	55718	58141	60564
122	1710	45977	47687	49397	51107	52817	54527	56237	2563	58800	61363	63926
123	1760	48506	50266	52026	53786	55546	57306	59066	2640	61706	64346	66986
124	1825	51171	52996	54821	56646	58471	60296	62121	2737	64858	67595	70332
125	1903	54068	55971	57874	59777	61680	63583	65486	2854	68340	71194	74048