



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

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Commissioner

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## April 2013 Performance Advances and Longevity Lump Sum Payments for Management and Confidential (M/C) Employees

The Office of the State Comptroller recently released payroll bulletins regarding the April 2013 Performance Advances and Longevity Lump Sum Payments for Management and Confidential (M/C) employees. Please find below the details regarding the payment dates and eligibility criteria.

### Performance Advances

M/C employees in graded positions (Grade 603-667) and NS positions (Grade 600) which are equated to a grade (Grade 603-667) with an annual salary below the Job Rate of their current grade on the April 1, 2011 salary schedule are eligible to receive a performance advance if **all** of the following criteria are met:

- In a Bargaining Unit 06, 46, 66 or 79 position on the payment effective date of March 28, 2013 (Administration) or April 4, 2013 (Institution);
- Completed thirteen (13) pay periods in such grade between April 1, 2012 and March 31, 2013;
- Has a pay basis code of annual on the payment effective date;
- Did not have a withholding recommendation approved by the Division of the Budget; and
- Is Active or on a Leave With Pay on March 12, 2014 (Administration) or March 5, 2014 (Institution) or is on a Leave of Absence on March 12, 2014 (Administration) or March 5, 2014 (Institution) and subsequently returns to the payroll.

The April 2013 Performance Advances will be paid in the paycheck dated March 26, 2014 (Administration) or March 20, 2014 (Institution).

Please note employees who are terminated, retired, or deceased on March 12, 2014 (Administration) or March 5, 2014 (Institution) are not eligible for the April 2013 Performance Advance regardless of their subsequent status.

### Longevity Lump Sum Payments

M/C employees in graded positions (Grade 603-617) and NS positions (Grade 600) which are equated to a grade (Grade 603-617) are eligible for the Longevity Lump Sum Payment if **all** of the following criteria are met:

- Is Active, on a Leave With Pay or on an Unpaid Military Stipend Leave on March 31, 2013 in a Bargaining Unit 06, 46, 66, or 79 position;
- Has a pay basis code of annual or biweekly (only for employees on a Paid Military Stipend Leave);
- As of March 31, 2013, has five (5) or more years of continuous service at a base annual salary equal to or greater than the Job Rate for their current grade;

- Did not have a withholding recommendation approved by the Division of the Budget; and
- Is Active or on a Leave With Pay on March 12, 2014 (Administration) or March 5, 2014 (Institution).

Please note employees who are terminated, retired, or deceased on March 12, 2014 (Administration) or March 5, 2014 (Institution) are not eligible for the April Longevity Lump Sum payment regardless of their subsequent status.

The one-time, Lump Sum Longevity Payment will be in the amount of \$1,250 for eligible employees with five (5) or more years of continuous service or \$2,500 for those with ten (10) or more years of continuous service. Employees who are on a Voluntary Reduction in Work Schedule (VRWS) on March 31, 2013 receive the full payment. Part-time employees will receive a prorated amount based on the work percentage in effect on March 31, 2013.

The Longevity Lump Sum Payment is effective April 1, 2013 and will be processed in a **separate check** dated March 26, 2014 (Administration) and March 20, 2014 (Institution). **Please note that there will be no direct deposit for this payment.**

### Questions

If you have any questions regarding Performance Advances and/or Longevity Payments for M/C employees, please feel free to contact the BSC Payroll Unit at (518) 457-4272 or [bscPayrollAdmin@ogs.ny.gov](mailto:bscPayrollAdmin@ogs.ny.gov).

**Release Date: March 4, 2014**

*For more information visit the BSC website or contact the BSC today!*

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