



Information Announcement

Payroll Update for Management/Confidential (M/C) Employees

May 9, 2016

The Office of the State Comptroller (OSC) recently released payroll bulletins regarding the April 2016 performance advances, second 2% parity increase, and longevity lump sum payments for M/C employees. Please find below the details regarding the payment dates and eligibility criteria for these payments.

Please note if you are an M/C employee and you are unsure of your bargaining unit, this information can be found on the front of your pay stub under "Negotiating Unit". If you need assistance in determining your grade level, please reach out to the BSC Payroll Unit at BSCP payrollAdmin@ogs.ny.gov or call (518) 457-4272.

Performance Advances

M/C employees in graded positions (Grades 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 July 1, 2015 salary schedule, are eligible to receive a performance advance if all of the following criteria are met:

- In an M/C Bargaining Unit 06, 46, 66, or 79 position on the payment effective date of March 31, 2016 (Institution) or April 7, 2016 (Administration).
- Completed 13 pay periods in such grade between April 1, 2015 and March 31, 2016.
- 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.
- Is Active (currently on the State payroll) or on a Leave with Pay on March 31, 2016 (Institution) or April 7, 2016 (Administration), or is on a Leave of Absence on March 31, 2016 (Institution) or April 7, 2016 (Administration) and subsequently returns to the payroll.

The April 2016 Performance Advances will be paid in the paycheck dated May 26, 2016 (Institution) or June 1, 2016 (Administration).

Salary Increases

M/C employees in hourly or annual positions are eligible for the salary increase of two percent (2%) provided they meet the following criteria:

- Is in an M/C Bargaining Unit 06 or 66 on the payment effective date of March 31, 2016 (Institution) or April 7, 2016 (Administration).
- Has a Pay Basis Code of ANN or HRY on the payment effective date.
- Is Active (currently on the State payroll), or is on a Leave with Pay on March 31, 2016 (Institution) or April 7, 2016 (Administration), or is on a Leave of Absence on March 31, 2016 (Institution) or April 7, 2016 (Administration) and subsequently returns to the payroll.

The April 2016 salary increases will be retroactive to Payroll Period 1, and will be paid in the paycheck dated May 26, 2016 (Institution) or June 1, 2016 (Administration).

Please note that employees who are on an unpaid leave of absence on March 31, 2016 (Institution) or April 7, 2016 (Administration), will receive the salary increase upon returning to paid 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, 2016 in a Bargaining Unit 06, 46, 66, or 79 position.
- Has a pay basis code of annual or biweekly (only for employees on paid military stipend leave).
- As of March 31, 2016, 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.
- Is active or on a leave with pay on March 31, 2016 (Institution), or April 7, 2016 (Administration).

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, 2016, receive the full payment. Part-time employees will receive a prorated amount based on the work percentage in effect on March 31, 2016.

The longevity lump sum payment is effective April 1, 2016 and will be processed in a **separate check** dated May 26, 2016 (Institution) and June 1, 2016 (Administration). **Please note that there will be no direct deposit for this payment.**

If you have any questions regarding this announcement, please feel free to contact the BSC Payroll Unit at BSCP payrollAdmin@ogs.ny.gov or call (518) 457-4272.