



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

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Commissioner

April 2014 Payroll Updates For Management Confidential (M/C) Employees

The Office of the State Comptroller recently released [payroll bulletins](#) regarding the April 2014 Performance Advances, Longevity Lump Sum Payments, and Salary Increases for M/C employees. Please find below the details regarding 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 Human Resources Office at 518-457-4272 or bscpayrolladmin@ogs.ny.gov.

Performance Advances

M/C employees in graded positions (Grade 603-667) or NS positions which are equated to a grade (Grade 603-667) with an annual salary below the Job Rate of their current grade on the April 2011 Salary Schedule, are eligible to receive a performance advance provided the employee meets the following criteria:

- Is in a Bargaining Unit 06, 46, 66, or 79 position on the payment effective date of March 27, 2014 (Administration) or April 3, 2014 (Institution); and
- Has completed thirteen (13) pay periods in such grade between April 1, 2013 and March 31, 2014; and
- Is an annual salaried employee (has a Pay Basis Code of ANN) on the payment effective date; and
- Did not have a withholding recommendation approved by the Division of the Budget; and
- Is Active (currently on the State payroll), or is on a Leave with Pay on July 16, 2014 (Administration) or July 23, 2014 (Institution), or is on a Leave of Absence on July 16, 2014 (Administration) or July 23, 2014 (Institution) and subsequently returns to the payroll.

The April 2014 Performance Advances will be paid in the paycheck dated **July 30, 2014** (Administration) or **August 7, 2014** (Institution).

Longevity Lump Sum Payments

M/C employees in graded positions (Grade 603-617) or NS positions which are equated to a grade (Grade 603-617) are eligible for the Longevity Lump Sum Payment provided the employee meets the following criteria:

- Is Active (currently on the State payroll), or is on a Leave with Pay, or is on an Unpaid Military Stipend Leave in a Bargaining Unit 06, 46, 66, or 79 position on March 31, 2014; and
- Is an annual salaried employee (with a Pay Basis Code of ANN), or has a Pay Basis Code of BIW for employees on a Paid Military Stipend Leave; and
- As of March 31, 2014, 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; and
- Did not have a withholding recommendation approved by the Division of the Budget; and
- Is Active (currently on the State payroll), or is on a Leave with Pay on July 16, 2014 (Administration) or July 23, 2014 (Institution).

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, 2014, receive the full payment. Part-time employees will receive a pro-rated amount based on the work percentage in effect on March 31, 2014.

The Longevity Lump Sum Payment is effective April 1, 2014 and will be processed in a **separate check dated July 30, 2014** (Administration) and **August 7, 2014** (Institution). **Please note that there will be no direct deposit for this payment.**

Please note employees who are terminated, retired, or deceased on July 16, 2014 (Administration) or July 23, 2014 (Institution) are **not** eligible for the April 2014 Performance Advance or the Longevity Lump Sum payment regardless of their subsequent status.

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 27, 2014 (Administration) or April 3, 2014 (Institution); and
- Has a Pay Basis Code of ANN or HRY on the payment effective date; and
- Is Active (currently on the State payroll), or is on a Leave with Pay on July 16, 2014 (Administration) or July 23, 2014 (Institution), or is on a Leave of Absence on July 16, 2014 (Administration) or July 23, 2014 (Institution) and subsequently returns to the payroll.

The April 2014 Salary Increases be retroactive to Payroll Period 1 and will be paid in the paycheck dated **July 30, 2014** (Administration) or **August 7, 2014** (Institution).

Please note employees who are on an unpaid Leave of Absence on March 27, 2014 (Administration) or April 3, 2014 (Institution) will receive the salary increase upon returning to paid status.

Questions

If you have any questions regarding M/C performance advances, longevity payments or salary increases, please feel free to contact the BSC Payroll Unit at (518) 457-4272, Option 2, and then Option 1, or e-mail BSCPayrollAdmin@ogs.ny.gov.

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

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