



Information Announcement

April 2015 Payroll Updates For CSEA, PEF, Security, and M/C Employees

April 14, 2015

The Office of the State Comptroller recently released payroll bulletins. Please find below the details regarding payment dates and eligibility criteria.

Performance Advances (for CSEA, PEF, and Security employees)

CSEA, PEF, and Security represented employees in graded positions and NS positions which are equated to a grade, and whose annual salary is below the job rate of the employee's current grade on the April 2014 salary schedule, are eligible for a performance advance provided the employee meets the following criteria:

- Is in the position on the payment effective date; and
- For PEF or CSEA employees: completed one (1) year of service in such grade by April 1, 2015; or
- For Security employees: completed 100 work days in such grade by April 1, 2015; and
- Has a pay basis code of ANN on the payment effective date; and
- Was rated at least "satisfactory" or its equivalent on their last annual evaluation date; and
- Did not receive a performance advance in October 2014.

Salary Increases (for CSEA and Security employees)

CSEA and Security represented employees in hourly or annual positions are eligible for the salary increase of two percent (2%) provided the employee has a pay basis code of annual or hourly on the payment effective date (March 26, 2015 for Administration, or April 2, 2015 for Institution), and is in one of the following bargaining units:

- CSEA bargaining unit 02, 03, 04, or 47; or
- Security bargaining unit 01, 21, 61, 91.

The April 2015 performance advances and salary increases will be processed in the paycheck dated April 22, 2015 (Administration), or April 30, 2015 (Institution). Please note that employees on an unpaid leave of absence on March 26, 2015 (Administration), or April 2, 2015 (Institution) will receive the performance advance and/or salary increase upon returning to paid status.

Longevity Lump Sum Payments (for CSEA and PEF employees)

For CSEA Employees:

CSEA employees in graded positions (Grades 001-025) and NS (Grade 600) positions, which are equated to a grade, are eligible for a longevity lump sum payment if the employee meets all of the following criteria:

- Is on the payroll March 31, 2015 (active, on paid leave of absence, or a military stipend leave) in a BU02, BU03, BU04, or BU47 position;
- As of March 31, 2015, has 5 or more, or 10 or more years of continuous service at a base annual salary equal to or greater than the job rate for the employee's current grade;
- Did not receive an "unsatisfactory" evaluation on their last rating date. Employees who were not rated, or not reported as "unsatisfactory" during the period, are eligible for a longevity payment.

For PEF Employees:

PEF employees in graded positions (Grades 001-037) and NS (Grade 600) positions, which are equated to a grade, are eligible for a longevity lump sum payment if the employee meets all of the following criteria:

- Is on the payroll March 31, 2015 (active, on paid leave of absence, or a military stipend leave) in a BU05 position;
- As of March 31, 2015, has 5 or more, or 10 or more years of continuous service at a base annual salary equal to or greater than the job rate for the employee's current grade;
- Did not receive an "unsatisfactory" evaluation on their last rating period January 1, 2014 and December 31, 2014. Employees who were not rated, or not reported as "unsatisfactory" during the period, are eligible for a longevity payment.

Please note that there will be no direct deposit for longevity lump sum payments. Longevity lump sum payments will be processed in a separate check dated April 16, 2015 (Institution) or April 22, 2015 (Administration). The amount of the payment will be \$1,250 for those with five (5) through nine (9) years of continuous service at or above the job rate, and \$2,500 for those with ten (10) or more years of continuous service at or above the job rate.

Employees in CSEA or PEF who are on a Voluntary Reduction in Work Schedule (VRWS) on March 31, 2015, will receive the full payment. Part-time employees will receive a prorated payment based on the employee's part-time work percentage in effect on March 31, 2015.

Deficit Reduction Plan (DRP) repayment (for M/C and PEF employees)

For M/C and PEF employees, repayment of DRP reductions will be paid to the employee in equal bi-weekly installments over 39 consecutive bi-weekly pay periods beginning with the paycheck which includes compensation for April 1. Repayment of the DRP reductions will begin in the paycheck dated April 22, 2015 (Administration) and April 16, 2015 (Institution).

These monies are taxable income and are subject to all employment taxes and income taxes. The monies will be included in the employee's taxable gross and will be reported on the employee's Form W-2.

If you have any questions regarding performance advances, salary increases, DRP repayment, and/or longevity payments, please feel free to contact the BSC Payroll Unit at (518) 457-4272, or BSCP payrollAdmin@ogs.ny.gov.