



Memorandum

April 2018 Management and Confidential (M/C) Final 1% Parity Increase, Effective April 2018

April 30, 2018

The NYS Comptrollers' Office has released Payroll Bulletin [#1652](#) to inform agencies of the automatic processing of the April 2018 M/C 1% Parity Salary Increase and provide instructions for increases not processed automatically.

Payments will be made in the check dates of **May 24, 2018 (Institution Cycle) or May 30, 2018 (Administrative Cycle)** to eligible MC employees.

Background - Chapter 55 of the Laws of 2015 and Chapter 8 of the Laws of 2017 provide for a parity salary increase of one percent (1.00%) for 2018. The Division of the Budget Bulletin D-1137 issued April 12, 2018 provides additional guidelines regarding the implementation of the payment.

Eligibility Criteria - The following employees are eligible to receive the April 2018 M/C 1% Parity Salary Increase:

- Employees with a Pay Basis Code of HRY (Grade 600 or 800)
- Employees with a Pay Basis Code of ANN who are in a traineeship (Grade 800)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600)
- Employees with a Pay Basis Code of ANN who are in an NS position (Grade 600) which is equated to a grade (Grade 603-668)
- Employees with a Pay Basis Code of ANN who are in a graded position (Grade 603-668)
- Employees with a Pay Basis Code of CAL who are in a Grade 700 position with Job Code 007979 (Supt Corr Fac)

Hourly employees who are not in seasonal hourly positions are eligible for the increases but **will not be processed automatically** if their hourly rate is equal to or less than \$13.00.

Agencies must determine eligibility and submit appropriate Pay Rate Changes for eligible employees with hourly rates equal to or less than \$13.00. (See sections: Control-D Report Available Prior to Processing and Agency Actions –Institution or Administration Pay Period 3L.)

Per guidance from the Division of Budget (DOB), employees who have a BDA transaction in PayServ with a payment effective date on or after 03/29/18 (Institution) or 04/05/18 (Administration) will not automatically

receive the 2018 M/C 1% Parity Increase and the salary on the BDA will be assumed to be correct inclusive of any increases. If this is not the case, a new BDA will be needed. OSC will process the Parity Increase for all eligible rows up to but not including any with a BDA transaction that has a payment effective date on or after 03/29/18 (Institution) or 04/05/18 (Administration).

An otherwise eligible employee who is on Leave of Absence (not related to Workers Compensation Leave) on the payment effective date 03/29/18 (Institution) or 04/05/18 (Administration) will become eligible to receive payment upon their return to the payroll.

Employees with a Pay Basis Code of FEE are not eligible for the salary increase unless the employee is budgeted as per diem but is paid using FEE.

Please note, certain employees may not be eligible to receive the increase or may only receive a partial increase as indicated below.

Employees Not Eligible for 1% Parity Increase:

M/C officers or employees who were promoted or appointed to positions in M/C from positions represented by one of the State's public employee unions effective March 26, 2009 or later and whose salary, immediately prior to April 1, 2018 is at or above the job rate of their salary grade or equated salary grade on the April 1, 2017 M/C Salary Schedule increased by the April 1, 2018 1% Parity Increase are not eligible to receive the M/C 1% Parity Increase.

Employees Eligible for Partial Parity Increase:

M/C officers or employees who were promoted or appointed to positions in M/C from positions represented by one of the State's public employee unions effective March 26, 2009 or later are prohibited from receiving any portion of the increase which causes such officer's or employee's salary to exceed the job rate of the M/C salary grade or equated grade on the April 1, 2017 M/C Salary Schedule increased by the April 1, 2018 1% Parity Increase. Such employees may only receive a partial increase capped at the job rate of their salary grade or equated grade on the April 1, 2017 M/C Salary Schedule increased by the April 1, 2018 M/C 1% Parity Increase.

Note: Exceptions to the above may apply if it is determined an employee's salary does not reflect the effect of the general salary increases paid to employees represented by one of the State's public employee unions effective April 1, 2009 or April 1, 2010. Refer to *Agency Actions - Beginning in Institution or Administration Pay Period 4L* for instructions.

OSC will provide the DOB with a list of employees who will not automatically receive this payment based on the criteria described above.

Tax Information - The adjustments (AJR and Retro (RXX)) are supplemental taxable income and will be included in the employee's taxable gross subject to all employment and income taxes.

Federal, State and New York City income tax withholding will be calculated using the Aggregate method. Yonkers income tax withholding will be calculated using the Flat Rate method (1.61135% for Yonkers residents and 0.50% for Yonkers non-residents).

Please see [Bulletin 1575 Supplemental Wages](#) for more information.

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

