



Office of General Services
Business Services Center

Information Announcement

April 2016 Management/Confidential (M/C) Salary Increase

May 16, 2017

The Office of the State Comptroller recently released [Payroll Bulletin 1568](#) regarding the April 2016 salary increases for M/C employees. The April 2016 retroactive payments will be processed in the paycheck dated May 25, 2017 (Institution), or May 31, 2017 (Administration) for all eligible employees.

Salary Increase Eligibility Criteria:

****Employees must occupy an eligible M/C position, be Active, or on a Leave with Pay or on a Leave of Absence to be eligible for the increase on the effective date of 3/03/17.***

The following M/C employees are eligible to receive the April 2016 M/C Retroactive Salary Increase:

- Employee is in an M/C Bargaining Unit 06
- 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)

Employees who do not meet the eligibility criteria on 3/3/2017 are not eligible for this payment. **Exception:** If, as a result of not receiving the retroactive increase, an employee's salary is below the hiring rate of their grade based on the April 2016 Retroactive M/C 04/01/2016 salary schedule, the salary will be increased to the hiring rate.

An otherwise eligible employee who is on Leave of Absence (not related to Workers Compensation Leave) on the payment effective date (3/31/2016 (Institution) or 4/7/2016 (Administration)) will receive payment upon their return to the payroll.

Exempt or Pending Exempt position employees:

Per Division of Budget (DOB) Bulletin D-1135, an employee in an Exempt or Pending Exempt position with a salary at or above \$100,000/year will be eligible for this payment provided they did not previously receive any increases other than a parity payment or prior general salary increase on or after 03/31/16 (Institution) or 04/07/16 (Administration). Exempt or Pending Exempt employees who received other salary increases including performance advances or promotions are ineligible for automatic payment.

OSC will provide the DOB with a list of employees who will not automatically receive this payment based on the criteria associated with exempt or pending exempt positions. DOB will review the employee records to determine if an employee is eligible and will notify OSC of those employees who should receive the M/C April 2016 Retroactive Salary Increase.

Employees Requiring Additional Authorization by Division of Budget

Per DOB Bulletin D-1135, an employee in an Exempt or Pending Exempt position (NS Grade 600 or Grade 668 with jurisdictional class 2 or 7) whose salary is derived from a Budget Director Approval (BDA) and who received an increase in salary other than from a parity increase or prior general salary increase effective on or after 03/31/2016 (Institution) or 04/07/2016 (Administration) and whose salary is at or above \$100,000/year will not be processed automatically and will require additional authorization in order to receive the retroactive increase.

- OSC will process payment for employees described above if authorization is received from DOB no later than pay period 3 (05/10/17 Institution and 05/17/17 Administration). If authorization is received pay period 4 or later, the Agency must submit the transaction through a Job Action Request to have the payment processed manually.

Tax Information:

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 eligibility, please contact the BSC Payroll Unit at BSCPayrollAdmin@ogs.ny.gov or (518) 457-4272.