



Information Announcement

October 2016 District Council 37 Rent Regulation Services Unit Performance Advances and Longevity Lump Sum Payments

September 23, 2016

The Office of the State Comptroller recently released payroll bulletins regarding the October 2016 Performance Advances and Longevity Lump Sum Payments for District Council 37 (DC-37) Rent Regulation Services Unit (RRSU) employees. The details regarding the payment dates and eligibility criteria for these advances and payments are outlined below.

Performance Advances

Employees in graded positions (Grade 001-032) and NS positions (Grade 600) which are equated to a grade (Grade 001-032) and whose annual salary is below the Job Rate of the employee's grade on the payment effective date based on the April 1, 2015 Salary Schedule are eligible for the October 2016 RRSU Performance Advance provided the employee:

- Is in a Bargaining Unit 67 position on the payment effective date; **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 rating date; **and**
- Did not receive a performance advance in April 2016.

Performance Advances will be processed for paychecks dated November 2, 2016 (Administration).

Longevity Lump Sum Payments

Employees in graded positions (Grade 001-032) and NS (Grade 600) positions, which are equated to a grade (Grade 001-032), are eligible for the October 2016 RRSU Longevity Lump Sum Payment if the employee meets all of the following criteria:

- Is on the payroll on September 30, 2016 (Active, on paid leave of absence, or a military stipend leave) in a Bargaining Unit 67 position; **and**
- Has a Pay Basis Code of ANN or BIW (only if the employee is on a Paid Military Stipend Leave) on September 30, 2016; **and**
- As of September 30, 2016, has six (6) or more years or eleven (11) or more years of continuous service at a base annual salary equal to or greater than the Job Rate of the employee's grade (based on the April 1, 2015 Salary Schedule); **and**

- Did not receive an “unsatisfactory” evaluation on their last rating date. Employees who were not rated, or not reported as “unsatisfactory” during the period, will still receive the payment.

The Longevity Lump Sum Payment will be processed in a separate check dated October 19, 2016. The amount of the payment will be \$1,250 for employees with six (6) through ten (10) years of continuous service at or above the Job Rate, and \$2,500 for those with eleven (11) or more years of continuous service at or above the Job Rate. Please note that there will be no direct deposit for Longevity Lump Sum payments.

Until a successor Agreement is negotiated between the State of New York and DC-37 RRSU, employees with ten (10) years at Job Rate will continue to receive the amount of LLS as eligible in October 2015. Newly eligible employees with five (5) years at Job Rate will not receive a payment.

Employees who are on a Voluntary Reduction in Work Schedule (VRWS) on September 30, 2016 will receive the full payment. Part-time employees will receive a prorated amount based on the work percentage in effect on September 30, 2016.

For any questions regarding performance advances and/or longevity payments, please contact the BSC Payroll Unit at BSCP payrollAdmin@ogs.ny.gov or (518) 457-4272.