



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

RoAnn M. Destito  
Commissioner

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## Payroll Updates April 2013

The Office of the State Comptroller has released Payroll Bulletins regarding the April 2013 Performance Advances and Longevity Payments for PEF and CSEA employees. Please find listed below the details regarding the payment dates and the affected negotiating units.

### **Performance Advances**

Eligible CSEA and PEF employees whose annual salary is below the Job Rate of their current grade, and NS (Grade 600) positions which are equated to a grade, on the April 1, 2010 salary schedule are eligible for a performance advance in the paycheck dated April 24, 2013, if the following criteria is met:

#### ***For CSEA Employees:***

- In a Bargaining Unit 02, 03, 04 or 47 position on the payment effective date; and
- Completed one (1) year of service in such grade by April 1, 2013; and
- Did not receive a performance advance in October 2012; and
- Received a "Satisfactory" rate or its equivalent on their last annual evaluation.

#### ***For PEF Employees:***

- In a Bargaining Unit 05 position on the payment effective date; and
- Completed one (1) year of service in such grade by April 1, 2013; and
- Did not receive a performance advance in October 2012; and
- Received a "Satisfactory" rate or its equivalent on their last annual evaluation.

### **Longevity Lump Sum Payments**

#### ***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 following criteria is met:

- Employee is on the payroll March 31, 2013 (Active, on Paid Leave of Absence, or on a Military Stipend Leave) and in a position in Bargaining Unit 02, 03, 04, or 47; and
- As of March 31, 2013, has either five (5) through nine (9), or ten (10) 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 receive an "Unsatisfactory" rating on their last evaluation date. If an employee was not rated, or did not receive an "Unsatisfactory" rating during the period, they are eligible for a longevity payment.

CSEA longevity payments will be processed in a **separate check** dated April 24, 2013. Payment will be \$1,250 for five (5) through nine (9) years, and payment will be \$2,500 for those with ten (10) or more years of continuous service. **Please note that there will be no direct deposit for this 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 following criteria is met:

- Employee is on the payroll March 31, 2013 (Active, on Paid Leave of Absence, or on a Military Stipend Leave) and in a position Bargaining Unit 05; and
- As of March 31, 2013, has either five (5) through nine (9), or ten (10) 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 receive an “Unsatisfactory” rating on the evaluation during the period January 1 and December 31, 2012. If an employee was not rated, or did not receive an “Unsatisfactory” rating during the period, they are eligible for a longevity payment.

PEF longevity payments will be processed in a **separate check** dated April 24, 2013. Payment will be \$1,250 for five (5) through nine (9) years, and payment will be \$2,500 for those with ten (10) or more years of continuous service. **Please note that there will be no direct deposit for this payment.**

Eligible employees in CSEA and PEF who are on a Voluntary Reduction in Work Schedule (VRWS) on March 31, 2013, will receive the full payment. Employees who are part-time on March 31, 2013, will receive a prorated payment based on the employee’s part-time percentage on March 31, 2013.

**April 2013 Retention Payment**

Employees in Bargaining Units 02, 03, 04, 47, 21, and 61, who meet **all** of the eligibility criteria listed below will receive a retention payment of \$775.00 on April 24, 2013.

- Employees must be in one of the Bargaining Units listed below on the respective ratification date with a payroll status of Active, Leave with Pay, or Leave of Absence and a Pay Basis Code of ANN, HRY or BIW (only if the employee is on a Paid Military Stipend Leave). In addition, employees with a payroll status of Terminated who are on a preferred list are considered to meet the Ratification Date Criteria:

Bargaining Units 02, 03, 04, and 47 (CSEA)	Ratification Date 8/15/11
Bargaining Unit 21 (SSU)	Ratification Date 3/2/12
Bargaining Unit 61 (SSPU)	Ratification Date 5/3/12

- Employees must be in any of the above Bargaining Units with a payroll status of Active, Leave with Pay or Leave of Absence with an Action/Reason code of Leave of Absence/MLS (Mil Stipend) and have a Pay Basis Code of ANN, HRY or BIW (only if the employee is on a Paid Military Stipend Leave), on the employee’s payment effective date.
- An employee who meets the Ratification Date Criteria and otherwise meets the Payment Effective Date Criteria, but has a Payroll Status of Leave of Absence (except with an Action/Reason code of Leave of Absence/MLS), Terminated or Retired, can receive the April 2013 Retention Payment if they return to the payroll during Fiscal Year 2013-2014, provided they have continuous service.

### **VRWS, Part-time, and Hourly Employees**

Employees on a Voluntary Reduction in Work Schedule (VRWS) will receive the full payment of \$775.00. Part-time employees will receive a prorated amount based on their work percentage on the effective date. Hourly employees will receive a prorated amount based on the number of hours worked during the ratification and payment period.

### **Deficit Reduction Payment**

Compensation taken by the Deficit Reduction Plans for employees represented by the Civil Service Employees Association (CSEA), the Public Employees Federation (PEF), Security Services Unit (SSU), Security Supervisors Unit (SSPU), and Management Confidential (M/C), will **no** longer have deductions taken from their paychecks beginning with the paycheck dated April 10, 2013.

Questions regarding the above information may be directed to the BSC Payroll Unit at (518) 457-4272 or [BSC@ogs.ny.gov](mailto:BSC@ogs.ny.gov).

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

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Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)  
Website: <https://bsc.ogs.ny.gov>

Tel: 518-457-4272  
Fax: 518-486-9166

BSC Finance (31st Floor) & HR (32nd Floor)  
Corning Tower, Empire State Plaza  
Albany, NY 12242