

# State of Collaboration

## Salary Determination Workshop



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

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# Anniversary Dates & Increment Codes



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# CSEA & PEF – Annual Employees

## Anniversary Date

- The employee’s first date in their current grade.
- May be extended by complete pay periods on leaves or time spent in a lower grade.
  - Exceptions:
    - Military Leave
    - Workers’ Compensation Leave
    - Leave at Full Pay



# CSEA & PEF – Annual Employees

## Increment Code

- Determined by the Anniversary Date (Below Job Rate)
- Must have one full year of service in the Grade to be eligible for a Performance Advance
- Performance Advances Paid – October or April
- 0001, 0003 or 0004 - Anniversary dates between 10/2/XX and 4/1/xx (April Cycle)
- 1001, 1003 or 1004 - Anniversary dates between 4/2/xx and 10/1/xx (October Cycle)



# Management Confidential

- **Anniversary Date:**
  - No changes necessary



# Management Confidential

- **Increment Codes**

- MC employees rated 4/1 each year.
- Performance Advances paid in April only.
  - Must have 13 full Pay Periods in the grade in a fiscal year
- Adjusted if employee will have less than 13 full pay periods in the fiscal year
  - Exceptions:
    - Military Leave
    - Workers' Compensation Leave
    - Leave at Full Pay
- 0001, 0003 and 0004



# Questions?



# Security Officers

## Bargaining Units 01, 21, 31, 61, 91

- **Anniversary Date:**

- First date in a Security Bargaining Unit

- Adjusted for time (days) off the payroll on leave without pay or time in a non security bargaining unit

- Exceptions:

- Military Leave

- Workers' Compensation Leave





# Security Officers

## Bargaining Units 01, 21, 31, 61, 91

- **Anniversary Date:**
  - Does not change upon position change within Security Bargaining Units
  - Indicates creditable service in any security bargaining unit for longevity pay purposes



# Security Officers

## Increment Codes

- Outlined in Payroll Bulletin #683
- Indicates performance advance and longevity pay eligibility
- Indicates status of employee's salary
  - Base below job rate
  - Base at job rate
  - On or off step
  - Holding longevity



# Security Officers

- **Performance Advance**
  - Paid in April only
  - 100 work days in Fiscal Year (4/1-3/31)
  - Days on Sick Leave at half pay counted as half a workday
  - Increment code is adjusted if employee will not have the required work days in fiscal year



# Security Officers

- **Longevity Pay**
  - Last digit of increment code indicates the fiscal year the next payment is due based on anniversary date
  - Increment Code may require updating as indicated by an adjusted anniversary date



# Security Officers

## How to pay Longevity

- In Security an employee becomes eligible for Longevity after 10, 15, 20 and 25 years of continuous security service.
- Longevity is payable on the 1<sup>st</sup> day of the pay period following the eligibility date (anniversary date).
  - Exception: If the eligibility date falls on the 1<sup>st</sup> day of the pay period then the payment is payable in that same pay period.



# Security Officers

## How to pay Longevity

- The Auto-Approval program will process the Longevity payment as long as the anniversary date match the employee's Job Data record and the requested salary and increment code are correct.



# Return From Leave

## Things to consider:

- What payments did the employee miss?
  - Did the employee earn a performance advance prior to the leave that was not paid due to the leave?
- Should the Anniversary Date and/or Increment Code be adjusted based on the requirements of the bargaining unit?
  - Does the employee continue on same payment cycle or “flip” to a new cycle?



# Return From Leave

## Things to consider:

### – Action required:

- To update salary– submit a PAY/CSL
- To update Anniversary Date / Increment Code – submit DTA/CIC
  - Note: If change to salary is also necessary, all info may be updated with PAY/CSL





# Institution Teachers

## Pay Basis Code

- **CAL and 21P**
  - Must have 150 workdays in grade within the academic year for Performance Advance
  - Performance Advance paid in September only
- **CAL**
  - 9/1/xx – 6/30/xx
  - Performance advances paid on 9/1/xx
- **21P**
  - Per agency contract dates
  - Performance advances paid on contract begin date



# Institution Teachers

- **Anniversary Date**
  - Not used by OSC
  - No adjustments for leave
- **Increment Code**
  - 0001, 0003 or 0004
  - Only adjusted if employee will have less than 150 days worked



# Other Valid Increment Codes

- 7777
- 2222
- XX10
- 0402
- 19XX or 20XX
- 1000
- 0069



Questions?



# Promotions



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# Position Change Considerations

- **Think about:**
  - Negotiating unit changes, if any
  - Current grade and new grade
  - Employee's history: is there prior higher service?
  - Current cycle and new cycle
  - Effective Date



# CSEA/PEF Promotion

## Salary Increase

- 1.5 % for each grade advancing
- 1.5 % for the promotion
- or hiring rate if greater than promotion calculation
- Round up to the nearest dollar



# CSEA/PEF Promotion

- Promotional Recalculation (FIS)
  - If the employee's salary in the lower grade is less than job rate, they may be eligible for a promotional recalculation
    - Payable based on cycle of lower grade
    - Not eligible if due performance advance in higher grade on the same date the lower grade performance advance is due
    - Employee is eligible even if initial salary paid upon promotion is hiring rate





# CSEA/PEF Promotion

- FIS Calculation

- Add performance advance of the lower grade to the salary prior to promotion (not to exceed job rate)
- Apply the promotion percentage
- Round up to the nearest dollar



# CSEA/PEF Promotion – at Job Rate in lower grade

## Things to Consider:

### – Review History

- Is employee receiving Longevity Lump Sum(LLS)?
  - CSEA: LLS is not included in promotion calculation (as of October 2019)
  - PEF: LLS is included in promotion calculation (PEF Portability)
- Does employee have prior service in any grade higher than the current grade?



# PEF Promotions - Portability

## In Effect Since 2004 Contract

- PEF employees who received LLS within a year of promotion are eligible to have the LLS payment included in the promotion calculation
- Actual LLS payment amount must be added to employee's current salary prior to applying promotion percentage
  - Payment amounts may be prorated due to part time employment
- Employee does not have to be promoted to a PEF position for LLS to be included in promotion calculation
- \* CSEA Portability will go into effect in April 2020



# M/C Promotions

- **Up to grade 623:**
  - 1.5 % for each grade advancing
  - 1.5 % for the promotion
- **Grades 661 through 667**
  - 3% for each M-grade advancing
  - 1.5% for the promotion
- **M/C grades 661 – 667 comprise two grades:**
  - 661 = 24/25, 662 = 26/27, etc.



# M/C Promotion

- **An employee in a grade 623 is promoted to grade 662**
  - Employee is moving up four grades
  - Promotion is 7.5%



# Security Promotions

- **Salary Increase**
  - 1 ½% for each grade promoted
  - 1 ½% for the promotion
  - Applied to the base salary
- **When holding longevity pay**
  - Remove long pay(s) held in lower grade (when promoting within security bargaining units)
  - Apply the promotional percentage
  - Add the appropriate long pay(s) from the higher grade to the promotional salary



# Security Promotions

## Calculation

### – Not holding longevity

- Base salary x promotion % = promotional salary

### – Holding longevity

- (Prior salary – longevity amount held) x promotion % + longevity of higher grade = promotional salary



# Security Promotion

## Promotion Procedure for Employees Holding Longevity Pay

### Salary

- Remove Longevity Pay Held

Base Salary for Calculation

- x** Promotion %

Base Promotional Salary or Hiring Rate

- +** Add Longevity Pay of Higher Grade

Promotional Salary





# Security Promotions

## When Promoting to a Non Security Position (PEF, CSEA or M/C)

- Do not remove long pays
- Promotion % is applied to salary (base and long pay)



Questions?



# Pellegrini/Dalton Ruling

## Outlined in Payroll Bulletin No. 702

- Affects employees moving between bargaining units with different raise percentages within a fiscal year
- Take away the raise of the grade promoting from
- Calculate the promotion
- Add the raise of the bargaining unit promoting to, if applicable



# Demotions



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# Demotions

## Requires reconstruction

- Employee is credited for service in an equal or higher grade as the demotion grade
- Review History - Does employee have service in the same grade as grade of demotion?
  - If yes – reinstate salary and reconstruct based on rules of that bargaining unit and then lateral to new position
- Note the Bargaining Unit
- Build the salary of the lower grade giving credit for performance advances based on creditable service



# Demotions

Example: Employee Demoted from a PEF Grade 18 to PEF Grade 15 and Has Prior Service in CSEA Grade 15

- Reinstatement prior CSEA grade 15 salary
- Build up salary to current giving performance advance credit for service in the CSEA grade 15 and PEF grade 18 (as if grade 15)
- Then treat like Lateral to PEF
  - Apply Payroll Bulletin 702 – Pellegrini/Dalton Ruling



Questions?



# Traineeships



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# Traineeships - General

- Cannot promote when entering into a traineeship
- Employee may hold salary of prior grade equal to or lower than grade of full title
- If prior grade is higher than the grade of full title – reconstruct salary using demotion rules
- Time in a Traineeship is adjusted due to Leave.



# Traineeships - General

- May receive a Performance Advance of prior grade earned before entering a traineeship - must be payable before due increases from traineeship.
- Not to Exceed (NTE) = Job Rate of full title
- Increase Upon Completion – must have prior graded service and be moving from lower grade to higher grade
- If appointed off an eligible list before completion of the traineeship – may promote from prior grade. Build up from prior position then promote.

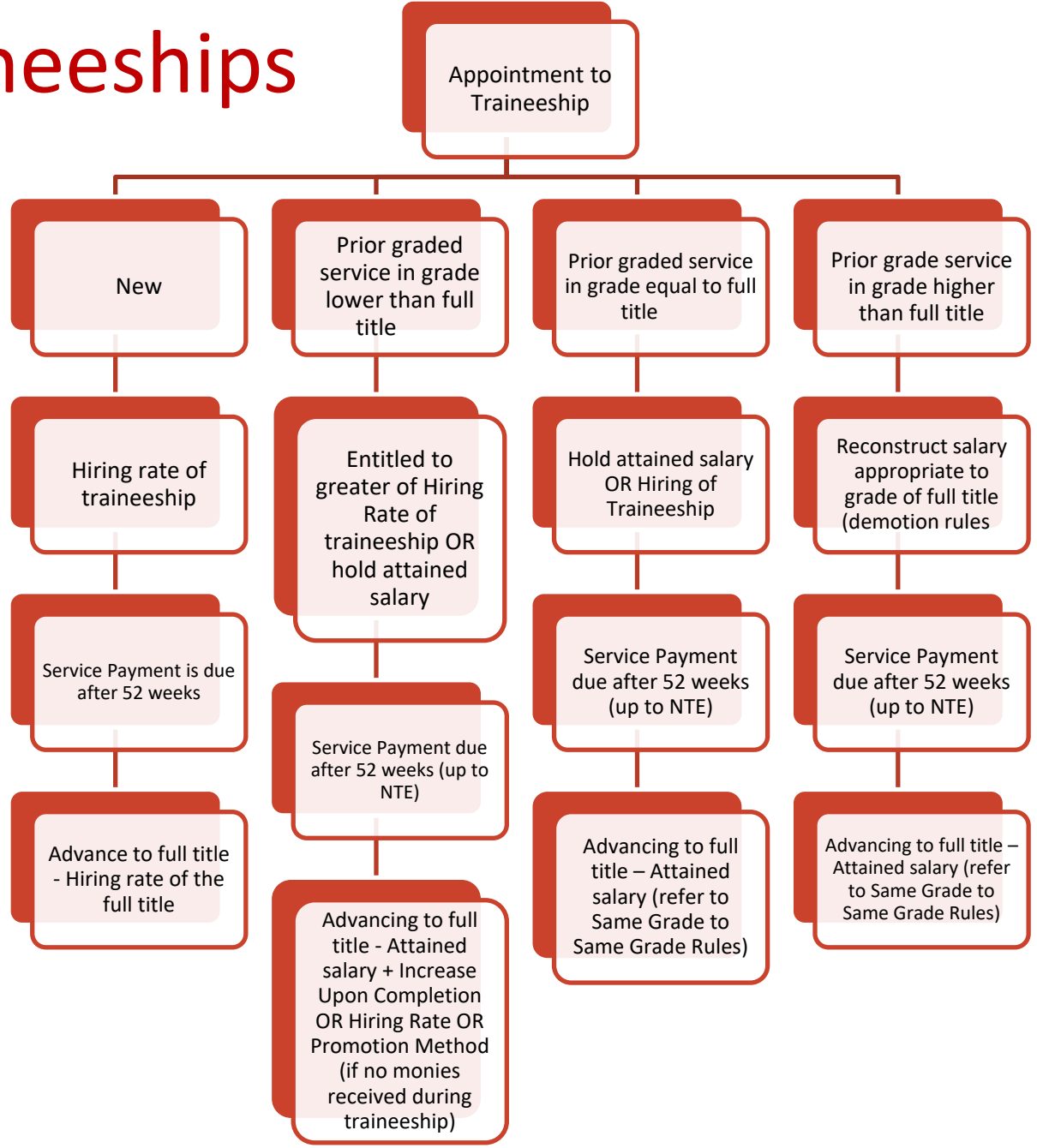


# CSEA Traineeships

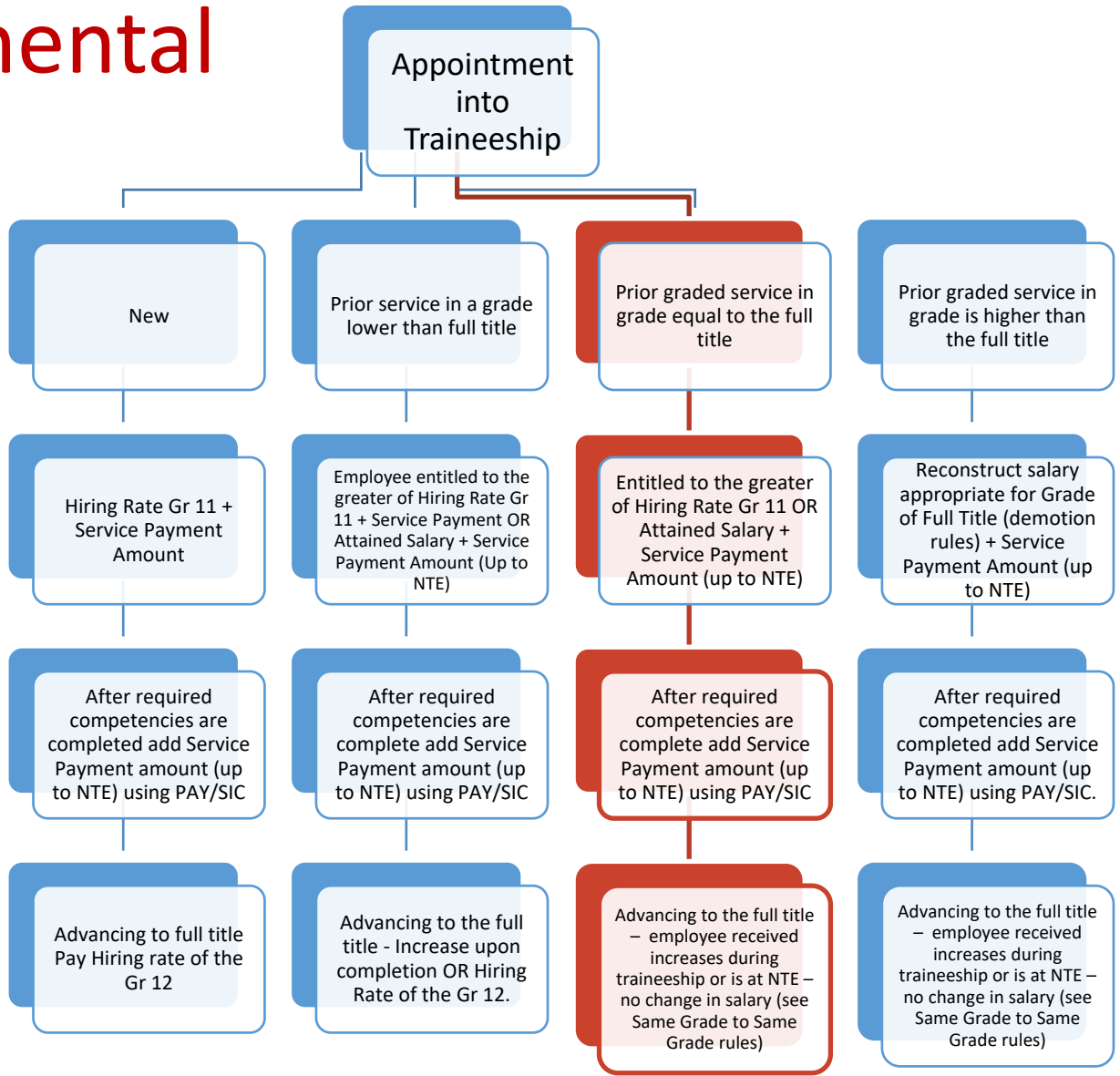
- Most traineeships are 52 weeks long
- Dev. Asst., DDSCTA, MHTA and Direct Support Asst. may advance early between 6 – 9 months and Dev. Asst. may extend up to 15 months.
- General Comments should be entered when a traineeship is early advanced or extended.
- Promotion Method used when advancing only if employee held prior graded money that was at or above the NTE amount.



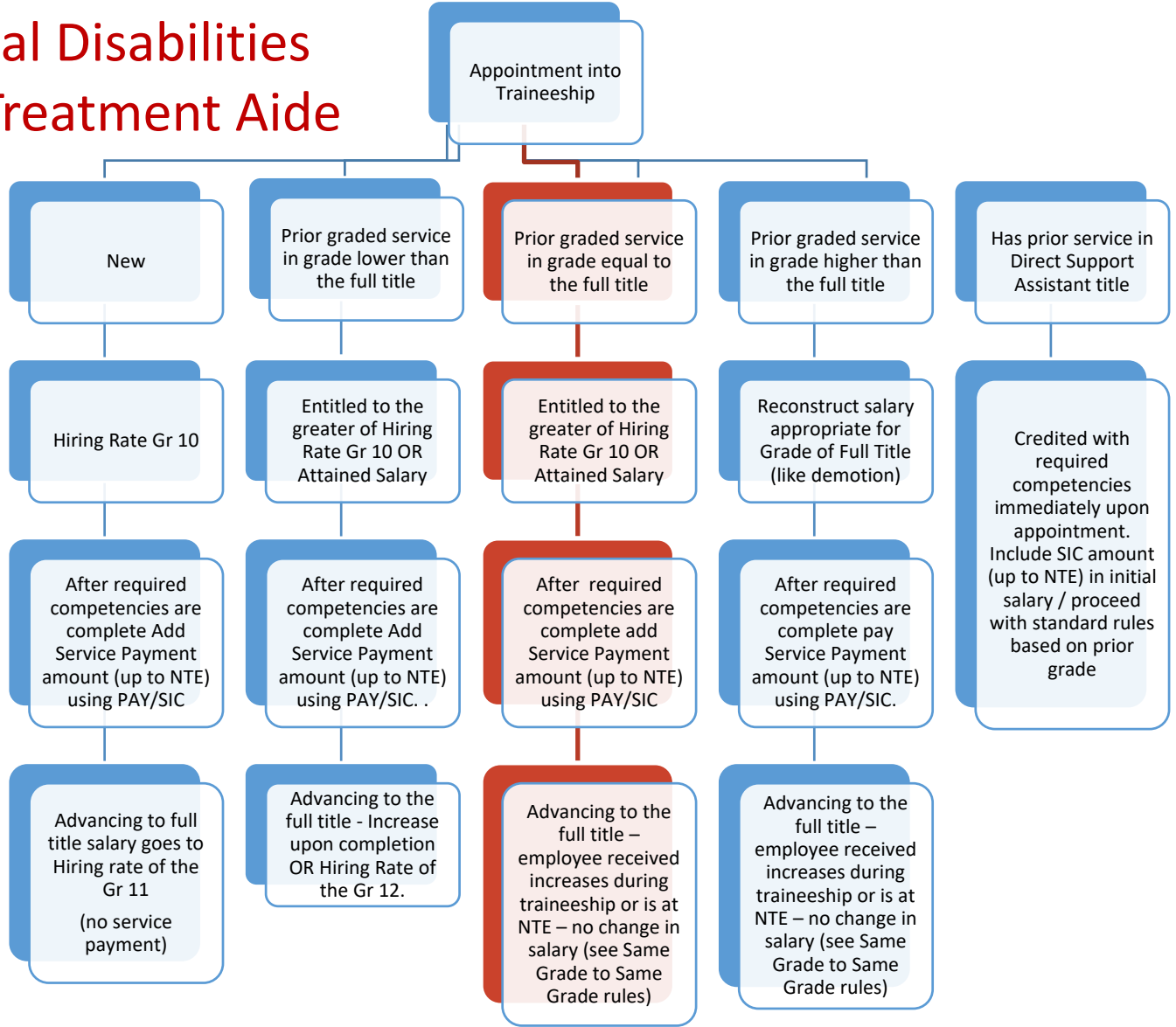
# CSEA Traineeships



# Developmental Assistant



# Developmental Disabilities Secure Care Treatment Aide



# PEF/MC Traineeships

- Equated to Grade
  - Effective April 2016 all (non-legal) traineeships were equated to grade
    - Prior to April 2016 certain traineeships were non-equated (different rules).
  - Effective January 2019 Legal traineeships were equated to grade
- Rated every 26 weeks – rating must be entered in General Comments



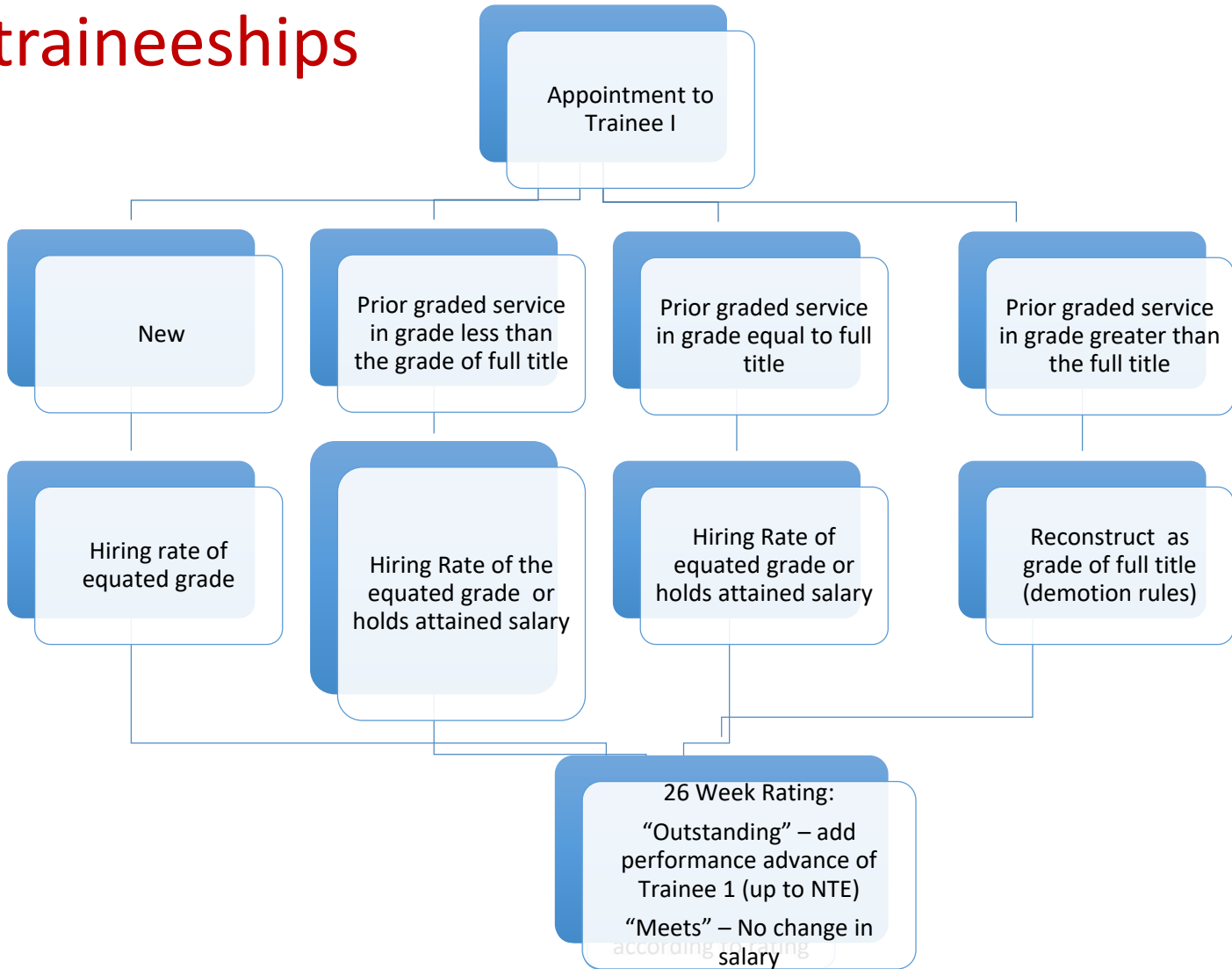
# PEF/MC Traineeships

- Must be rated “Outstanding” or “Sub-exceeds” to receive performance advance
  - Performance Advance is added to attained salary or hiring rate of next level
  - Needs to be “double outstanding” when going to full title (last two ratings)
- Advance Placement or Early Advancement is allowed
- General Comments should be entered for Advance Placement, Early Advancement, extending traineeship and ratings





# PEF/MC traineeships

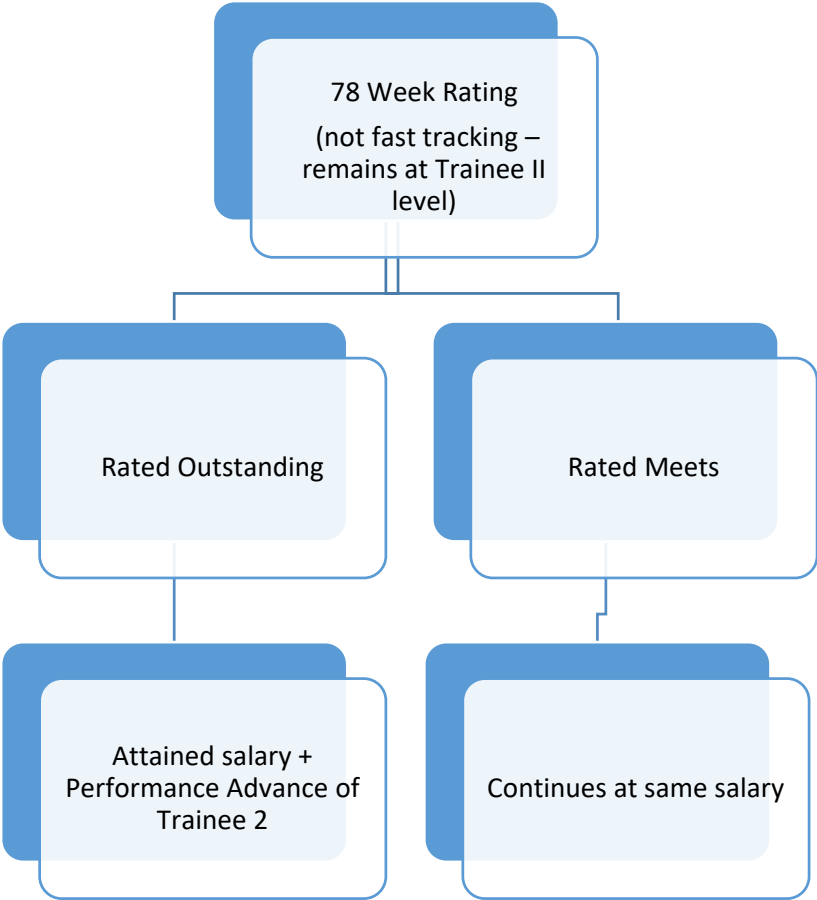


# PEF/MC Advance to Trainee II



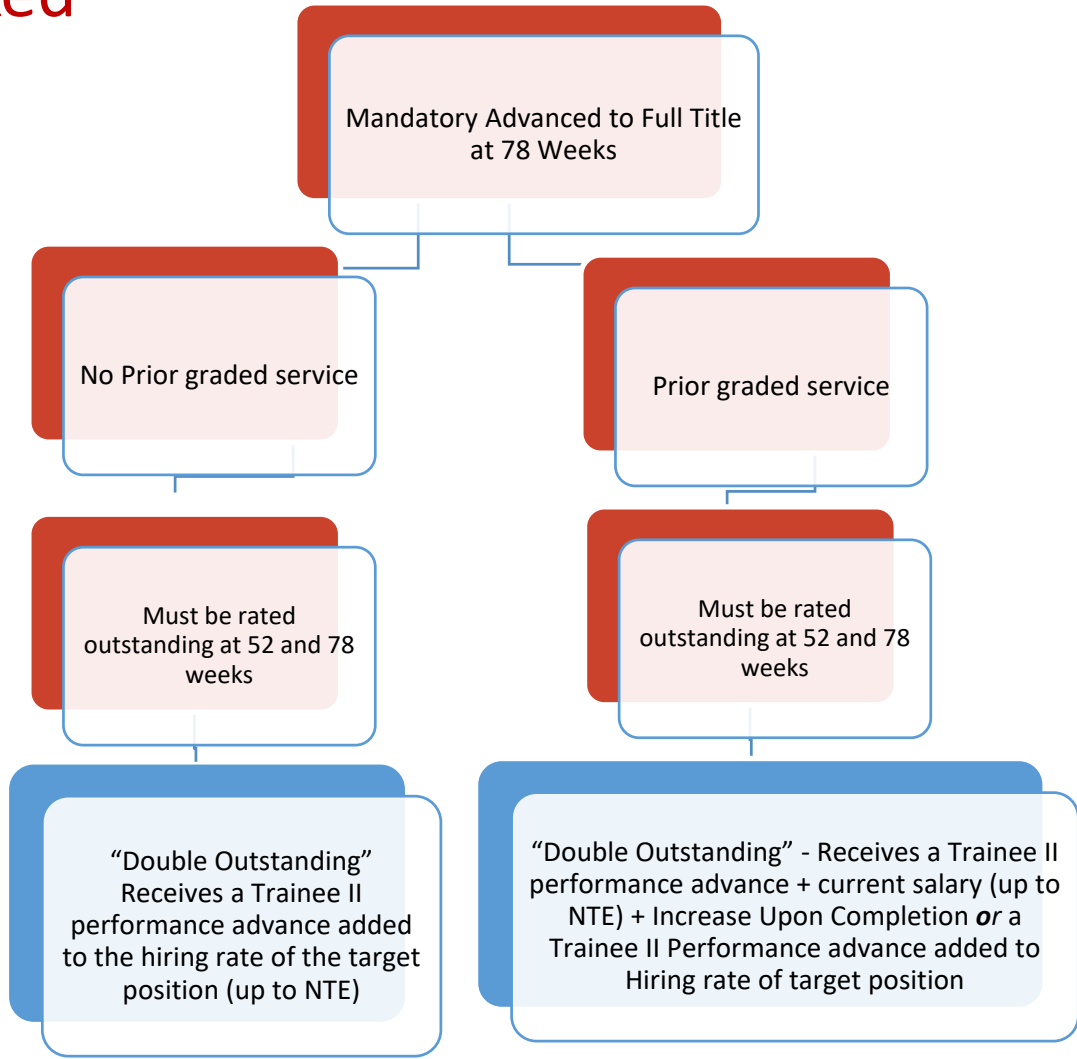
# PEF/MC Traineeships – At 78 Weeks

## Not “Fast Tracked”

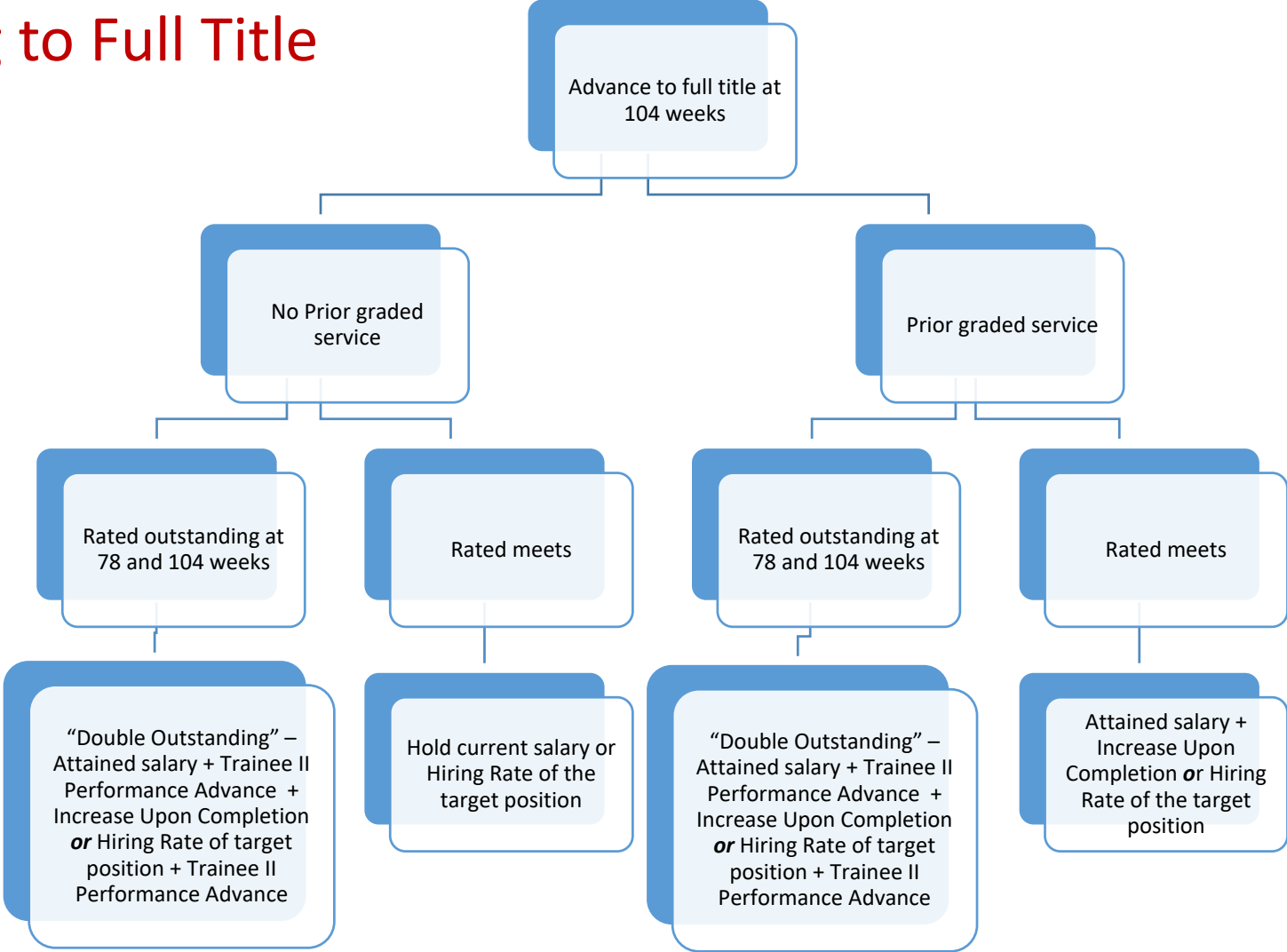


# PEF/MC traineeships – at 78 Weeks

## ”Fast Tracked”



# PEF/MC Traineeship— Advancing to Full Title



# Traineeships – Same Grade to Same Grade

## At Time of Appointment

- Grade immediately prior to appointment is equal to or higher than grade of full title
  - If prior grade is equal – may hold salary or is due hiring rate of traineeship
  - If prior grade is higher – reconstruct salary for grade of full title (demotion rules)



# Traineeships – Same Grade to Same Grade

## During Traineeship

- Employee may receive performance advances or service payments (up to the NTE)
- May receive a performance advance earned prior to entering traineeship if payable prior to trainee performance advance is due



# Traineeships – Same Grade to Same Grade

## Upon Advancement to Full Title

- No Increase Upon Completion
- Performance advance of full title may be due
  - Payable only if no increases paid due to traineeship
  - Only one performance advance may be applied (up to NTE)
  - Employee retains anniversary date and increment code





# Traineeships – Same Grade to Same Grade

## Upon Advancement to Full Title

- Not eligible for performance advance if received increases during traineeship – Keeps attained salary and is assigned new anniversary date and increment code based on date of advancement



Questions?



# Thank you!

Questions can  
be sent to:

**[payrollearnings@osc.ny.gov](mailto:payrollearnings@osc.ny.gov)**

