

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

September 13, 1991

HUMAN RESOURCES MEMORANDUM 30-91

TO: All Personnel Officers, Directors of Administrative Services, Payroll Managers

SUBJECT: General Increase Effective September 29, 1991

The employees identified below will receive a 5% general increase.

The increase will be electronically applied to Payroll Cycle A after 5:00 p.m. on Monday, September 30, 1991, and to Payroll Cycle B after 5:00 p.m. on Monday, October 7, 1991.

In order to be processed on the correct pay cycle, redlined employees must have Human Resource Profiles submitted to the Bureau of Human Resources during the week prior to the electronic updating of the files.

Departments will receive the following reports on the workday following the electronic change to the employee records for the particular payroll cycle:

- a. Human Resource Profile.
- b. List of employees receiving the increase.
- c. List of employees who are not receiving the increase.

EMPLOYEES ELIGIBLE FOR AUTOMATED PROCESSING:

- a. Employee status must be a '1' on September 30, 1991 for Payroll Cycle A. For Payroll Cycle B, employees must be active on October 7, 1991.
- b. Not Redlined.
- c. The Position End Date must be after the processing date as described in 'a' above.
- d. Not after the Appointment End Date of the employee.
- e. In an eligible Administrative Unit and Salary Specification.

Eligible Salary Specs:

- *02 = Interim Major Policy and Financial Order
- 05 = Nurse Manager
- 08 = Supervisory Teacher
- 09 = Supervisory Unit Employee
- 11 = Military Firefighter
- 47 = Confidential

***NOTE:** Two Administrative Units use Salary Specification 02. Salary grades which are less than 80 have been upgraded with a 5% increase to all salary amounts. Those salary grades which are at 80 or greater have not been changed from the July 1, 1991 amounts. A copy of this new matrix will be furnished each Personnel Officer.

NOTE: A new salary matrix (05 = Nurse Manager) has been prepared to separately identify employees in Administrative Units X and D who were previously assigned to Salary Spec 07 = Nurse. The job classifications, positions and employee records will be changed by the State Budget Office and the Bureau of Human Resources to coincide with the processing of the general increase. For Personnel Managers a copy of the Nurse Manager Salary Matrix is attached and should replace the Nurse Matrix in the October 1, 1991 General Salary Schedule, which is also attached.

The Military Firefighter Salary Specification includes job classes from Administrative Unit D (eligible for the general increase) and Administrative Unit E (not eligible for the general increase). The salary amounts for Administrative Unit E are unchanged from the July Schedule and the entire matrix is presented here for processing convenience only. Please note that the schedule was incorrectly printed on **BLUE PAPER** in the October schedule. To allow insertion of the schedule in the correct position, we are attaching a copy on **GREEN PAPER** (Personnel Officers only).

Eligible Administrative Units:

- D = Supervisory Services
- H = Major Policy Influencing
- X = Confidential

- f. **SALARY SCHEDULES** with the October 1, 1991 rates are available through the Bureau of Purchases Warehouse. A complementary copy will be sent to the Personnel Officer in each Processing Company.
- g. **CALENDAR OF EVENTS.** Also attached is a calendar of events which should be reproduced and distributed to your human resources and payroll employees.

- h. **CONFIDENTIAL EMPLOYEES** not in salary grades 80 - 91 whose salaries are established by the Governor by Financial Order **AND CONFIDENTIAL EMPLOYEES** in salary grades 80 - 91 are not eligible for the 5% General Increase by Law (Chapter 86, Private and Special Law, 1988). This law makes all employees in Pay Grades 80 - 91 ineligible for this 5% increase, including employees whose salary is established by a salary authority other than the Governor.

TIME OFF WITHOUT PAY - Chapter 591, P.L. 1991 requires all employees to take time off without pay in order to fund the 7% general increase of July 1, 1991, and the 5% general increase effective October 1, 1991. Instructions regarding this time off without pay will be published in the near future.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachments

1991 Supervisory Increase

September 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Labor Day Holiday					
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	Pay Processing for 10/2 - Last cycle A at old rates	28
29	30					

1991 Supervisory Increase

October 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Deliver reports to Cycle A for review. Cycle A begins personnel changes.	Cycle A Pay Date - last at old rates.		Pay processing for 10/9 - last cycle B at old rates.	
		1	2	3	4	5
	Apply Increase to Cycle B. Cycle A begins T&A at split rates.	Deliver reports to Cycle B for review. Cycle B begins personnel changes.	Cycle B Pay Date - last at old rates.	Pay processing for 10/16 - Cycle A at split rates, with adjustments.		
6	7	8	9	10	11	12
	Columbus Day Holiday		Cycle A Pay Date - first at new rates.		Pay processing for 10/23, cycle B at new rates.	
13		14	15	16	17	18
			Cycle B Pay Date - first at new rates.			
20	21	22	23	24	25	26
27	28	29	30	31		