

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

October 9, 1991

**HUMAN RESOURCES MEMORANDUM 37-91**

**TO:** Commissioners/Agency Heads, Directors of Administrative Services, Personnel Officers, Payroll Supervisors

**SUBJECT:** Salary Increases for Title 2 and Title 5 Employees

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The Governor has approved consideration for merit increases for all Title 2 and Title 5 employees and a 3% increase effective July 1, 1991 for certain Title 2 and Title 5 employees. The purpose of this memorandum is to outline the steps necessary to implement these salary changes. The instructions in this memo will place employees at the correct salary rate with all allowed general wage adjustments and merit increases. Employees will be paid at this new rate effective the pay period when changes are made to the employee's personnel record.

Instructions for retroactive payments will be provided along with instructions for retroactive payments for all employees for the July 1 increase. No retroactive pay related to these salary changes is authorized until these instructions are published.

The following procedures are for employees in Title 2 or Title 5 who are temporarily assigned to Salary Schedule 2. For instructions on processing other employees who are in Title 2 or Title 5, but who are not on Schedule 2, please follow the general guidelines in the Governor's September 17 authorizing memo regarding wage adjustments for those employees.

**GENERAL INFORMATION**

A. All employees currently assigned to Salary Schedule 2 will be returned to Salary Schedule 47. Salary Schedule 2 will be deauthorized.

B. Employees who do not fall on a step when they move to Salary Schedule 47 will be redlined.

C. It is assumed that all employees received the 7% increase effective on July 1, 1991.

D. Attached are several salary schedules to be used to transition from Salary Schedule 2 to Salary Schedule 47.

1. Salary Schedule 2a effective July 1, 1991, which contains a 7% general increase (Pink Schedule Attached).
2. Salary Schedule 2b effective July 1, 1991, which contains a 3% increase added to Schedule 2a (Green Schedule Attached).
3. Salary Schedule 2c effective October 1, 1991, which contains a 5% increase added to Schedule 2b (Tan Schedule Attached).
4. Salary Schedule 2d effective October 1, 1991, which contains a 5% increase added to Schedule 2a. This is for determining salary rates for employees who were making more than \$56,000 prior to the 7% increase on July 1, 1991, and are eligible for the 5% increase for Title 5 employees (Yellow Schedule).
5. Salary Schedule 47 effective October 1, 1991 (Blue Schedule). Note that this is a revised schedule. Salary amounts in salary grades 80-91 have been reduced by 5% to make the salary amounts in compliance with Chapter 86, Private and Special Law, 1988. This schedule does contain all increases to date except for the October 1991 5% increases.

#### PROCESSING INSTRUCTIONS FOR TITLE 5 EMPLOYEES

**A. EMPLOYEES IN ADMINISTRATIVE UNIT H WHO WERE MAKING LESS THAN \$56,000 ANNUALLY PRIOR TO THE 7% JULY 1, 1991 INCREASE.** These employees are eligible for the following wage adjustments:

1. 3% effective July 1, 1991 (use Schedule 2b).
2. 5% effective October 1, 1991 (use Schedule 2c).
3. Transfer employee to Salary Schedule 47.
4. Apply allowable merit increases.

To process wage adjustments, make sure the employee is currently at the correct salary grade and step on Salary Schedule 2a. If not, contact the Bureau of Human Resources. Using Schedule 2b, give the employee a 3% general increase. Then, using Schedule 2c give the employee a 5% increase. Both increases are step-to-step increases. Now, transfer the employee to Salary Schedule 47 and apply all authorized merit increases. Each merit increase can be up to 5% added to the base rate. Employees who are not then at a grade and step will be redlined.

**B. EMPLOYEES IN ADMINISTRATIVE UNIT H WHO WERE MAKING MORE THAN \$56,000 ON AN ANNUALIZED BASIS PRIOR TO THE JULY 1, 1991 7% INCREASE.** These employees are eligible for the following wage adjustments.

1. 5% effective October 1, 1991 (use Schedule 2d).
2. Transfer employee to Salary Schedule 47.
3. Apply allowable merit increases.

To process wage adjustments, make sure the employee is currently at the correct salary grade and step on Salary Schedule 2a. If not, contact the Bureau of Human Resources. Then, using Schedule 2d give the employee a 5% increase. The increase is step-to-step. Now, transfer the employee to Salary Schedule 47 and apply all authorized merit increases. Each merit increase can be up to 5% added to the base rate. Employees who are not at a grade and step will be redlined.

#### **PROCESSING FOR TITLE 2 EMPLOYEES**

The Budget Office authorizes changes to the salary of Title 2 employees through Budget Memoranda. You will receive from the Budget Office Memoranda that authorize any changes for your Title 2 employees. The Bureau of Human Resources will make the on-line changes to the MFASIS Human Resource system employee records after we receive from the department the Budget Memoranda, an HRP, and any PER 62's necessary.

**A. EMPLOYEES IN ADMINISTRATIVE UNIT Y WHO WERE MAKING LESS THAN \$56,000 ON AN ANNUALIZED BASIS PRIOR TO THE JULY 1, 1991 7% INCREASE.** These employees are eligible for the following wage adjustments:

1. 3% effective July 1, 1991 (use Schedule 2b).
2. Transfer the employee to Salary Schedule 47.
3. Apply allowable merit increases.

**B. EMPLOYEES IN ADMINISTRATIVE UNIT Y WHO WERE MAKING MORE THAN \$56,000 ON AN ANNUALIZED BASIS PRIOR TO THE JULY 1, 1991 7% INCREASE.** These employees are eligible for the following wage adjustments:

1. Transfer the employee to Salary Schedule 47.
2. Apply allowable merit increases.

**CHANGES TO JOB CLASS AND POSITION RECORDS**

On October 11, 1991 the Bureau of Human Resources will return the Job Class and Position Records to Salary Schedule 47. Human Resources and payroll processing to bring employees to their authorized wage levels is allowed after that date.

**RECORDS MANAGEMENT**

Normal records processing will apply. We will need the following documents to authorize changes.

1. An HRP which shows the last action.
2. Per 62's for each action for which an HRP cannot be generated.
3. A Budget Memorandum authorizing changes to Title 2 employees.

  
Nancy J. Kerniston, Director  
BUREAU OF HUMAN RESOURCES

Attachments