

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

June 1, 1992

HUMAN RESOURCES MEMORANDUM 11-92

TO: Agency Personnel Managers
Directors of Administrative Services

SUBJECT: Questions and Answers on FY 92/93 Compensation
Issues

The following questions and answers are provided to assist agencies in administering FY 92/93 compensation changes.

Please feel free to contact the Bureau of Human Resources or the Bureau of Employee Relations, as appropriate, for additional assistance as necessary.

Freeze on Merit Increases

- Q** - Employees will not receive a merit increase during this coming fiscal year, and salary review dates will be advanced one year. Will the employee be awarded two steps on their advanced review date?
- A** - No. Employees will receive single step increases only.
- Q** - If an employee is scheduled to receive a merit increase in June, but the processing is delayed until July, can the merit increase be awarded?
- A** - Yes. Since the merit review date is scheduled prior to the start of the next fiscal year, it can be awarded. The employee's June 1993 salary review date will be advanced to June 1994.
- Q** - Current practice for AFSCME employees is to advance the effective date for the salary change to the Sunday following the review date, unless the review date falls on a Sunday. This means that some AFSCME employees with annual review dates of June 29th and June 30th would normally receive their merit increases effective July 5th. How should these employees be treated?

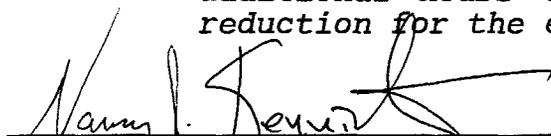
- A - Use the merit review date to determine which merit increase to withhold from the employee. Even though these employees will not receive additional compensation until the week beginning July 5th, they are eligible for a merit increase this fiscal year. Therefore, these employees will receive merit increases this year, but they will not be eligible for another merit increase until June 1994 (their June 1993 salary review date will be advanced one year).
NOTE: This is a change to directions that were given at the Civic Center on May 7th.
- Q - An employee was eligible for a merit increase in April, but the merit increase was denied and the employee is currently scheduled for another review in October (six months after the original salary review date). When will this employee be eligible for a merit increase?
- A - The employee will be eligible for a merit increase in November, 1993 (one year from the current eligibility date).
- Q - When an employee is recalled from layoff, the employee's salary review date is not changed and the employee is awarded all merit increases that the employee would have received if the employee had been working. If an employee is recalled from layoff during the next fiscal year, how should their salary be determined?
- A - Apply any step increases that would have been awarded prior to the start of the fiscal year, but withhold any step increases that fall during the fiscal year.
- Q - Upon their return from leave, employees who are out on unpaid leaves under the Voluntary Cost Savings Program receive any merit increases that would have been awarded during their leave of absence. Can their merit increases be awarded if they return after July 1st?
- A - Just as with recalls from layoff, apply any merit increases that would have been awarded prior to the start of the next fiscal year, but withhold any merit increases that would have been awarded after July 1. Advance any salary review dates that would be scheduled for FY 93 one full year.

Work Week Reduction

- Q - If an employee is overtime eligible and works overtime, do I pay the employee time and a half after 39 hours of work?
- A - No. The rules for paying time and a half have not changed. On a weekly basis, pay straight time overtime between 39 and 40 hours, and pay time and a half beyond 40. Note that the contractual obligation to pay time and a half for working after eight hours in any day, or after their regular scheduled hours if greater than eight, continues.
- Q - If an employee is scheduled to work four, 8 hour days and one, 7 hour day to comply with this work week reduction and elects to take a vacation day on the day that the employee is scheduled to work 7 hours, does the employee charge 7 or 8 hours of vacation?
- A - The employee charges 7 hours of vacation time. Similarly, if an employee whose schedule has been reduced to 39 hours takes a full week vacation, the employee charges 39 hours.
- Q - If an employee takes a shutdown day or a discretionary day on a day also scheduled to be reduced to meet this work week reduction requirement, how should the time off be treated?
- A - The one hour per week reduction must be taken in addition to the other time off without pay and cannot result in additional days off without pay. Employees should take time off during the week to meet both obligations. This will require rescheduling the time necessary to meet the reduced work week requirement to another day during the week.

Intermittent Employees

- Q - How many hours can an intermittent employee be worked during FY 93?
- A - Intermittent employees cannot be worked more than 454 hours. This decreases the 500 hour maximum by 7% (to pay for the July 1991 increase), and for 13 additional hours to pay for the one hour per week reduction for the equivalent of 13 weeks.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES