

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

July 19, 1993

HUMAN RESOURCES MEMORANDUM 12-93

TO: Commissioners, Agency Heads, Administrative Service
Directors, Personnel Officers

SUBJECT: Compensation Changes for Title 2 and Title 5 Employees

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The purpose of this memorandum is to provide information and implementation instructions for certain compensation changes that take effect immediately for Title 2 and Title 5 employees.

1. Reinstatement of Salaries Reduced by Chapter 780

Chapter 780 reduced salaries for all employees who, after adjusting for time off without pay, would have made in excess of \$50,000 per year. These salary reductions have expired and will be restored. Additionally, the April, 1991 3% general increase that was previously withheld from some of these employees will be implemented.

Salary changes will be effective for pay periods beginning on the following dates:

Cycle A - May 30, 1993
Cycle B - June 6, 1993

A. Salary Tables

The following salary tables are affected:

- * Table 02 (Temporary Title 2 and Title 5 Salary Table)
- * Table 14 (Chief Medical Examiner) - Grade 62 only
- * Table 16 (Clinical Directors) - Grade 60 only
- * Table 49 (AMHI Superintendent)
- * Table 66 (BMHI Superintendent)

These salary tables have been loaded on MFASIS during the weekend of July 16. A complete set of all salary tables which includes these changes will be distributed to all agencies in the near future.

B. Processing Instructions

1. Employees assigned to a salary step that has changed:

Salary changes will be processed by the Bureau of Human Resources for all employees who can be identified by grade and step during the week of July 19 for Cycle A agencies and the week of July 26 for Cycle B agencies. Agencies will be provided with HRP's for all salary changes processed by this Bureau. **NOTE: Cycle B agencies cannot make any salary changes to any employee assigned to modified salary tables during the week of July 19, as this will result in improper rates of pay for the pay period ending July 17.**

2. Employees whose Salary is Set by Statute:

Employees whose salary setting authority is set in statute to an agency, board or commission will not be automatically processed for these changes. Such institutions with salary setting authority must submit any salary changes that are to be implemented for these employees to the Bureau of Human Resources for processing.

3. Retroactive payment:

Agencies must process retroactive payment to May 29 or June 5, as applicable, for all affected employees, following standard procedures for retroactive payments.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES