

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
*Bureau of Human Resources*

May 25, 1994

**HUMAN RESOURCES MEMORANDUM 3-94**

TO: Agency Heads, Directors of Administrative Services, Personnel Managers

SUBJECT: FY 1994 Compensation and Pay Changes

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The purpose of this memorandum is to provide information and implementation instructions for FY 94/95 compensation and pay changes.

PAY CHECKS DELAYED UNTIL JULY 1

The last two pay checks for this fiscal year (June 22 for cycle A and June 29 for cycle B) will be delayed until Friday July 1, 1994. Agencies must ensure that employees are aware of this delay.

NEW STEP 2 ADDED TO SALARY SCHEDULES

Many MSEA and confidential salary specifications have a percentage spread between step 1 and step 2 that is approximately twice as large as that between all other steps. This will be corrected by inserting a new step 2 between the current steps 1 and 2, and by renumbering the current step 2 to step 3, step 3 to step 4, etc.

New salary tables will be loaded into the MFASIS system the weekend of July 8. The records of employees who are assigned to any salary step equal to or greater than 2 will be changed by increasing the current step by 1. For example, an employee who is assigned to step 4 will be changed to step 5. Since step 5 on the new salary tables will be equal in pay to the current step 4, the employee will continue to receive the same compensation.

New Human Resource Profiles will be distributed to all agencies on July 11, so that the paper record of each employee's salary step is correct.

Agencies must use these new HRP's when processing merit increases and other salary changes that are processed on or after July 11.

Special Instructions for Employees Assigned to Step 1

Agencies cannot process merit increases for any employee who is assigned to step 1 and whose salary review date falls on or after July 1, 1994 until after the new salary tables have been loaded into the MFASIS system (July 11, 1994).

If a merit increase is processed on or after July 11 for an employee who is assigned to step 1 **and** whose salary review date is **before** July 1, 1994, **the employee's merit increase will be processed from step 1 to step 3**, as the new step 3 corresponds to the old step 2, which was in effect prior to July 1, 1994. Agencies must send the HRP worksheet to this Bureau for processing.

The following salary schedules will be affected by these changes:

MSEA Salary Tables

- 1 - Administrative Services
- 3 - Educator/Admin Unit B
- 4 - Professional/Technical **NOTE: All grades except 80, 82**
- 5 - Nurse Management With Stipend
- 7 - Nurses With Stipend
- 8 - Educator/Administrative Unit D
- 9 - Supervisory
- 11 - Military Firefighter
- 12 - OMS
- 13 - Forest Watchperson
- 15 - DOT Non-Supervisory Highway Crew (not in MFASIS)
- 17 - DOT Crew Supervisory (Not in MFASIS)
- 20 - Law Enforcement
- 25 - Law Enforcement/Combined 28 day schedules
- 48 - Medical Personnel

Confidential Tables

NOTE: Only grades 1-62 will be affected by the new step 2).

- 2 - Financial Order Required
- 10 - Nurse Management/Confidential
- 14 - Chief Medical Examiner
- 16 - Clinical Director
- 47 - Confidential
- 49 - Superintendent/AMHI
- 66 - Superintendent/BMHI

Salary tables will be distributed early in July.

TIME OFF WITHOUT PAY REQUIREMENTSFY 93/94 Time Off Without Pay

All agencies are reminded that all time off without pay for FY 93/94 must be taken by June 1, 1994. Employees not satisfying their obligations are to be temporarily laid off without pay prior to the end of this fiscal year. **NOTE: Due to the advancement of the June 22 pay check to July 1 for cycle A employees, the last day of work for this fiscal year for cycle A is May 29.** Employees may be laid off, at the discretion of the appointing authority, for a maximum of one or two days per week, as may be appropriate, until their obligations are achieved. Please contact the Bureau of Employee Relations if there any questions regarding this requirement.

Notwithstanding the requirement for all employees to take all time off without pay before the end of the fiscal year, there may be a few isolated cases where employees have not taken this time off. Any time off without pay owed for the this fiscal year that is taken in a pay period paid in the next fiscal year must be processed as TEMPOFF and the employee's target hours must be advanced by the identical number of hours. For example, if an employee must take 8 hours off to complete last year's obligation, and the employee's target hours for the next fiscal year is 40 hours, the target must be increased to 48 hours.

NOTE: Agencies must not increase target hours until the week of June 27, as adjustments must be made after FY 94/95 targets have been loaded into MFASIS, which is scheduled to occur over the weekend of June 24.

Reports will be distributed immediately following the processing of the last paycheck listing all employees with a positive balance due for FY 93/94. Agencies must use these reports to identify employees who owe time.

FY 94/95 Discretionary Days Off Without Pay

Supervisory and confidential employees are required to take five discretionary days off without pay by April 1995. Target hours will be loaded into MFASIS.

Reports will be distributed during the week of June 27 that list all employees for whom annual discretionary target hours have been automatically loaded on MFASIS, and all employees for whom manual entry is required. The following criteria will be used to select employees for whom hours have been automatically loaded:

- Employment status = 1
- Administrative unit = D, H, M, O, X
- Employment date must be current
- Position type must not be seasonal (4,5,6), intermittent (3,6,9,C), project ((7,8,9) or acting capacity (DE)
- Voluntary reduction in position hours must not be reduced from part time (P code for reduced hours)
- Employee must not be redlined.

Agencies are requested to check this report to ensure that hours are correct for all employees. Additionally, agencies must enter target hours on H0BU6 for all active employees who must take time off but for whom target hours could not be automatically loaded. For example, targets must be entered for all seasonal, project and acting capacity employees, and 70%/80% retirees. Additions and corrections must be entered on H0BU6 and supporting PER 110C's must be submitted to this Bureau by Monday, July 26, 1994.

All rules for usage and processing of discretionary time off as outlined in Human Resources Memorandum 14-93 remain in effect for FY 94/95.

The following table lists the minimum number of days that must be taken by intermediate dates during the fiscal year, and the maximum number of days that can be carried forward:

Discretionary Time Off Targets

<u>Date</u>	<u>Days Taken</u>	<u>Carry Forward</u>
Oct 1	2 days	3 days
Jan 1	4 days	1 day
Apr 1	5 days	Must be completed by April 1

CLOSURES OF GOVERNMENTAL OFFICES

State Government will shut down five days during FY 94/95:

July 22  
 August 19  
 October 31  
 December 23  
 February 21

SHUTDOWN pay transactions will continue to be generated automatically for all MSEA and confidential employees for the pay periods in which these days fall. All rules for usage and processing of SHUTDOWN time remain unchanged. Please refer to Human Resources Memorandum 14-93 for details.

ONE HOUR WORKWEEK REDUCTION ENDS OCTOBER 1, 1994

The one hour workweek reduction will end on October 1, 1994. Workweeks that start on or after October 1 will be restored to the fully authorized workweek for the position. The automatic REDUCEWK deduction will be inactivated for all employees during the week of October 10. NOTE: This will eliminate the automatic reduction in pay for Cycle B employees, but one hour must be deducted for the September 26 - October 8 pay period. REDUCEWK will be changed to one hour for this pay period. Detailed information regarding this process will be provided to all payroll offices just prior to the time and attendance processing week.

MICROFICHE RECORDS OF TIME OFF WITHOUT PAY

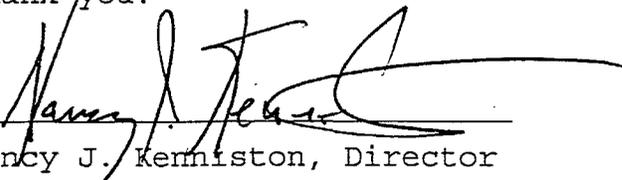
As in previous years, time off without pay for FY 93/94 will be recorded on microfiche and distributed to agencies for historical record purposes. Microfiche records will be distributed in late July or early August.

ENCLOSURES

Enclosed with this memorandum are calendars for Cycle A and Cycle B agencies, indicating all holidays and SHUTDOWN days for the next fiscal year, as well as all pay dates. These calendars can be used by employees to schedule discretionary days off.

Also enclosed is a processing calendar that indicates important HR and payroll dates for June and July.

Thank you.



Nancy J. Kemiston, Director

BUREAU OF HUMAN RESOURCES