

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

January 2, 1992

HUMAN RESOURCES MEMORANDUM 1-92

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: General Salary Adjustment

Chapter 622 PL 1991, Part II rescinds the 3% salary adjustment received on or after April 1, 1991 for all employees who are excluded from bargaining units pursuant to Title 26, section 979-A, subsection 6, paragraphs B, C, D, I and J.

This Part further reduces salaries for all such employees by an additional 2% who, after adjusting for time off without pay resulting from the 7% and/or 5% salary adjustments, and the rescinding of the 3% increase, receive an annual salary in excess of \$50,000.

These salary adjustments are effective at the beginning of the pay period closest to January 1, 1992.

The purpose of this memorandum is to provide instructions for implementing these salary adjustments.

General Instructions

The reduced salary rates will be effective as follows:

<u>Pay Cycle</u>	<u>Pay Period Beginning</u>	<u>Pay Date</u>
A	December 29	January 22
B	January 5	January 29

New salary tables with the reduced pay rates will be loaded on MFASIS during the weekend of January 3rd. Agencies will have these pay tables available for their use on Monday, January 6. A copy of these new tables is enclosed.

Cycle A agencies will make master file changes during the week of January 6th. Cycle B agencies will make master file changes during the week of January 13th. **NOTE: Cycle B agencies cannot make any salary changes to any employee assigned to modified salary tables during the week of January 6th, as this will result in improper rates of pay for the pay period ending January 4th.**

Processing Instructions for Administrative Unit X Employees

1. The following salary tables will be modified to rescind the 3% increase:

- * Table 47 (Confidential)
- * Table 10 (Nurse Management) - This is a new table established to remove confidential employees from table 5. **NOTE: This will require the transfer of certain classification and position records to this new salary table. This Bureau will coordinate this with appropriate agencies.**

For employees assigned to these salary tables and who are not redlined, agencies must process the salary change on line during the appropriate HR update week as follows.

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- * Type over salary step
- * Type over date: Cycle A - December 29
Cycle B - January 6
- * Reason for Change - 5 (General Decrease)

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- * G - Salary Change
- * Comments: General Decrease Ch. 622 PL 1991.

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- * As with any salary change, cause life insurance to be recalculated by setting status to 995.

2. Processing for Redlined employees and for agencies without on-line access to MFASIS - submit HRP worksheets to the Bureau of Human Resources by:

Cycle A - No later than Wednesday, January 8th
Cycle B - No later than Wednesday, January 15th.

Instructions for Title 5 Employees

The Bureau of Human Resources will enter salary adjustments for Title 5 (Administrative unit H) employees. Submit HRP worksheets and a copy of any PER 62's previously prepared for salary adjustments implemented in accordance with HR Memorandum 37-91 by the following dates:

Cycle A agencies - Wednesday, January 8th.
Cycle B agencies - Monday, January 13th.

Determine the hourly rate of pay as follows:

1. All employees assigned to administrative unit H received the 7% increase and the 5% increase. Not all received the 3% increase. Determine if the employee received the 3% cost of living increase on or after April 1.

2. Adjust the current hourly rate of pay for the employee as follows:

- * Divide current hourly rate by 1.05 and round to the nearest cent.
- * Divide this result by 1.07 and round to the nearest cent.
- * If the employee received the 3% increase, divide by 1.03 and round to the nearest cent.

3. If the hourly rate computed in step 2 is less than \$24.04/hr:

- * Multiply the rate of pay computed in step 2 by 1.07 and round to the nearest cent.
- * Multiply this result by 1.05 and round to the nearest cent.

4. If the hourly rate computed in step 2 is equal to or greater than \$24.04/hr:

- * Divide the rate of pay computed in step 2 by 1.02 and round to the nearest cent.
- * Multiply this result by 1.07 and round to the nearest cent.
- * Multiply this result by 1.05 and round to the nearest cent.

Instructions for Title 2 Employees

The following tables have been adjusted in addition to table 47 to implement this legislation:

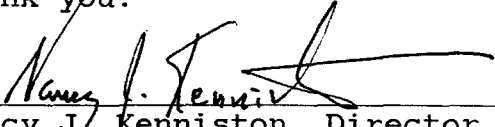
- * Table 48 (Medical) - salary grade 60 only
- * Table 49 (Superintendent AMHI)
- * Table 66 (Superintendent BMHI)

The Bureau of the Budget authorizes changes to the salary of Title 2 (Administrative unit Y) employees through Budget Memoranda. You will receive from the Bureau of the Budget 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 after we have received from the department the Budget Memoranda, an HRP, and any PER 62's necessary.

Questions or Assistance

Questions regarding these instructions should be addressed to the Authorizations Unit, Bureau of Human Resources.

Thank you.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Enclosures