

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-164

February 24, 1978

To : All State Departments and Agencies

Subject: State Settlement of Grievances with the Civil Service Employees' Association and Changes in benefits for employees designated Management/Confidential and certain other State Employees

The State has submitted legislation to implement the settlement reached with the Civil Service Employees' Association regarding the 1977-79 contracts between the State and the CSEA, and providing similar benefits to employees designated management/confidential and certain other state employees. The legislation applies to employees who are incumbents of the positions identified below.

Positions in the administrative services, institutional services, operational services, and professional, scientific and technical services units and non-professional positions under the management of Cornell and Alfred.

Positions designated management/confidential under the Taylor Law, or considered to be such, including those in the State University, State Police, Cornell and Alfred, PERB, Division of Military and Naval Affairs, and positions in the Lt. Governor's Office.

Provisions of the Legislation

The legislation provides the benefits of salary adjustment on appointment or promotion and increased increments on April 1, 1978 described below only to employees who were incumbents of the positions identified above on March 31, 1977. Employees who move into one of these positions after March 31, 1977 are not covered if they were in another bargaining unit on that day. They will continue to receive salary calculated under existing rules and will receive increments from the 1974 Salary Schedule.

1. Adjustment of Salaries on Appointment or Promotion to a graded position.

Generally, the legislation provides that-for the purpose of salary determination-all appointments or promotions to graded positions under Section 130.1 (a) of the Civil Service Law between April 1, 1977 and March 31, 1979 for eligible employees will be treated as if they had occurred on April 1, 1977, prior to the 1977 and 1978 salary increases. A detailed description of how salary is to be determined is provided in this bulletin.

## 2. April 1, 1978 Increments

The April 1, 1978 increments for eligible incumbents will be given as if the 1974 Salary Schedule had been increased by 9%. The annual increment, increased by 9%, will be given if the employee is otherwise eligible and the employee's salary is below the maximum, extended 1st additional or 2nd additional step (whichever is appropriate) increased by 9%. All other CSEA and Management/Confidential employees--those hired after March 31, 1977 and those who were in another bargaining unit on March 31, 1977--will receive increments using the 1974 Salary Schedule.

Detailed instructions for 1978 incrementing are contained in Bulletin P-165.

## 3. Salary Increases for Employees Receiving the advanced minimum salaries

Employees who on April 1, 1977, October 1, 1977 or April 1, 1978 are receiving the advanced minimum in lieu of their actual salary will receive the salary increase added to the advanced minimum salary, rather than to their basic annual salary.

## 4. A new Salary Schedule will go into effect on April 1, 1978. The Schedule reflects an increase of 5% and eliminates the first and second additional increments. A copy of the new schedule is attached.

Effective April 1, 1978 (after payment of the 1978 increments) employees in CSEA and Management/Confidential positions will no longer earn additional increments. However, additional increments will continue to be paid to employees who previously received them and to employees, on demotion, eligible for additional increments based on service prior to April 1, 1978.

### PAYMENT OF ADJUSTED SALARIES

#### 1. Employees in Grades 001-037

The Department of Audit and Control is reviewing the records of all graded employees who may be due an adjustment under the legislation, either for appointment or promotion after April 1, 1977 or for adjustment of salary for employees who were receiving the \$6,000 and \$6,500 minimums on April 1, 1977 and October 1, 1977. The Department will compute the new salary and the amount of the adjustment due since the time of appointment or promotion. The computed adjustments will include only the amount due for normal biweekly payments and will not include any amounts due for overtime, lost-time, holiday pay, vacation exchange or other special payments. Each agency is responsible for computing and submitting these adjustments on PR-75's in pay period 3. An active employee who is entitled to an adjustment for service in a previous agency will receive the full adjustment in her/his current agency.

Employees who are active at the time of payment will receive the new salaries and/or adjustments automatically.

When the tentative payroll is produced for the adjusted salaries for active employees, each agency will also receive a listing to identify:

1. all active employees whose salary is being adjusted, including the new salary and/or the amount of adjustment.
2. employees who became inactive during 1978, who are due an adjustment, including the new salary and amount of adjustment due. PR-75's must be submitted to make the payment in period 2.

Note: The amount of the adjustment due for active employees has been projected through Period 25. Therefore for employees who were active in Administrative Period 22 and Institution Period 21 and subsequently became inactive the amount of adjustment due may be incorrect. Each agency should review these listings carefully.

A separate listing will identify employees in graded positions who went inactive in 1977, who are due an adjustment. PR-75's must also be submitted for these employees in period 2.

Each agency is responsible for identifying employees due an adjustment for prior service in a position in grades 001-037 who are now in another position, such as security services unit, non-statutory (600). PR-75's must be submitted to pay the adjustment due in period 2.

## 2. NS (grade 600) Employees

The Division of the Budget will be issuing guidelines for the adjustment of salaries for NS employees. No adjustments will be paid until Budget approval is received and the necessary budget certificate is filed with the State Comptroller. If an adjustment is approved for an employee, the agency must submit a PR-75.

## 3. Hourly and Daily Employees

Each agency must submit PR-75's for hourly and daily employees, if an adjustment is due. The Division of the Budget will be issuing guidelines for the adjustment of salaries for hourly and daily employees. No adjustments will be paid until Budget approval is received.

Tentative Salary Register

After payrolls are processed for Period 25, Audit and Control will convert the computer records to reflect the adjusted salaries. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive adjustment due from the time of appointment or promotion will be included in the normal gross salary. You will also receive the special listings to identify employees whose salary is being adjusted and inactive employees for whom PR-75's are needed.

A copy of the tentative salary register and the special listings will be forwarded to reach you shortly after your regular salary register for the period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. Audit and Control will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75. For inactive employees who are due an adjustment, submit PR-75's in period 2. Adjustments for overtime, lost time and holidays should be submitted in period 3.

Preparation of PR-75 Forms for Period 26

1. To report a retroactive adjustment for an inactive employee.

Transaction Code: COR SAL

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR SAL
12 Transaction Effective Date	- enter date of appt or prom
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

Note: Remember to use RESTORE PA if the employee was terminated in 1977.

2. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

3. To report the new salary for hourly and daily employees

Transaction Code: CHG RATE

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

4. To report adjustments for overtime, holiday pay, lost time, (including adjustments for refunds on AC-230's), use the normal adjustment transaction codes. Use ADJ NET if there are multiple adjustments and enter the detailed information in the Remarks block.

#### Preparation of PR-75's for Period 26

##### In preparing your payroll for Period 26

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period. Submit forms to pay any adjustments due to inactive employees in period 2.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting Group 1 appointment and Group 2 removal transactions, the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA. Use the new rules for calculating salary for GSEA and Management/Confidential employees.

2. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
3. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

#### Special Instructions for Employees who have retired prior to Period 26

Employees who have retired and are to receive an adjustment payment should not have retirement normal contributions deducted. For employees who have had contributions deducted and were terminated in 1978, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

Should you require assistance in preparation of PR-75's for Period contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement, contact the Salary Determination Unit at 474-1248 or 474-3564.

COMPUTATION OF SALARY FOR ELIGIBLE CSEA AND MANAGEMENT/CONFIDENTIAL EMPLOYEES APPOINTED OR PROMOTED TO A GRADED POSITION UNDER SECTION 130.1 (a) OF THE CIVIL SERVICE LAW BETWEEN APRIL 1, 1977 AND MARCH 31, 1979

THESE RULES APPLY ONLY TO EMPLOYEES WHO WERE INCUMBENTS OF CSEA OR MANAGEMENT/CONFIDENTIAL POSITIONS ON MARCH 31, 1977

Generally, an eligible employee who is appointed to a graded position, or promoted to a higher position, will have his/her salary computed as if the appointment or promotion had occurred on April 1, 1977, prior to application of the 1977 and 1978 salary increases. Beginning with the employee's April 1, 1977 incremented salary, prior to any raise(s), reconstruct the salary using the 1974 Salary Schedule and then add on the 1977-78 salary increases.

PROMOTION

On promotion an employee is entitled to an increment of the new grade or the minimum of the new grade, whichever is higher.

Employees with prior service in a higher grade may also be entitled to receive the salary they had previously attained in the higher grade. See instructions for reinstatements below.

In calculating the new salary, and in order to provide an adjusted promotion increment in addition to the salary increases, different methods must be used for employees whose promoted salary is \$10,000 or less, and employees whose promoted salary is greater than \$10,000.

Calculate the new salary as follows:

1. Promoted Salary \$10,000 or less (Employee eligible for minimum salary increase(s).)
  - A. Employees Promoted between April 1 and September 30, 1977

To employee's April 1, 1977 incremented salary in lower grade, prior to raise

<u>add</u> 1974 increment +5% of 1974 increment (from promotion increment adjustment chart)  +500	(or)	<u>Raise</u> to 1974 minimum of grade  +\$500
On October 1, 1977		
+4% of 1974 increment (from promotion increment adjustment chart)  +\$400		+\$400

## B. Employees Promoted between October 1, 1977 and March 31, 1978

To employee's April 1, 1977 incremented salary in lower grade,  
prior to raise

<u>add</u>	1974 increment +9% of 1974 incre- ment (from Promotion Increment Adjustment Chart)	(or)	<u>Raise</u> to 1974 minimum of grade
	+\$900		+\$900

## C. Employees Promoted after March 31, 1978

To employee's April 1, 1977 incremented salary in the lower grade,  
prior to raise

add 1978 value of service increment  
earned on April 1, 1978, if any

<u>add</u>	1974 increment +9% of 1974 incre- ment (from Promotion Increment Adjustment Chart)	(or)	<u>Raise</u> to 1974 minimum of grade
	+\$900*		+\$900*
	+5% of 1974 increment increased by 9% (from Promotion Increment Adjustment Chart)		
	+\$500		+\$500

\*If at this point the employee's salary exceeds \$10,000, the  
employee becomes eligible for the percentage increase on  
April 1, 1978.

## 2. Promoted Salary greater than \$10,000 (employee to receive percentage increase)

## A. Employees Promoted between April 1 and September 30, 1977

To employee's April 1, 1977 incremented salary, prior to raise

<u>add</u>	1974 increment +5% of promoted salary	(or)	<u>Raise</u> to 1974 minimum of grade +5% (Use new minimum increased by 5% from Promotion Adjustment Chart)
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On October 1, 1977

+4% of original promoted salary	+4% (Use new minimum increased by 9% from Promotion Adjustment Chart)
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## B. Employees Promoted between October 1, 1977 and March 31, 1978

To employee's April 1, 1977 salary, prior to raise

<u>add</u>	1974 increment +9% of promoted salary	(or)	<u>Raise</u> to 1974 minimum of grade +9% (Use new minimum increased by 9% from Promotion Adjustment Chart)
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## C. Employees Promoted after March 31, 1978

To employee's April 1, 1977 salary, prior to raise

	<u>add</u>	1974 value of service increment earned on April 1, 1978, if any	
<u>add</u>	1974 increment +9% of promoted salary	(or)	<u>Raise</u> to 1974 minimum of grade +9% (Use new minimum increased by 9% from Promotion Adjustment Chart)
	+5% of promoted salary <u>including 9%</u>		+5% of promoted salary including 9% (Use new minimum increased by 9% and 5% from Promotion Adjustment Chart)

REINSTATEMENT TO A HIGHER GRADE

Employees entitled to reinstatement rights based on prior service at a higher grade may receive either an increment of the new grade or the salary they had previously attained in the higher grade, whichever is higher, plus the 1977-78 salary increases.

To compute a reinstatement salary, determine the entitlement on the 1974 Salary Schedule, and then add either the minimum increases (if below \$10,000) or the percentage increases.

TRAINEES

In accordance with the 1977 revision to Section 131.5(d) of the Civil Service Law, movement of a trainee from the trainee position to the journeyman position is treated as a promotion. To determine the new salary, use the rules for promotion given above.

N.S. TO GRADE

Upon appointment of an employee to a graded position, the minimum salary of which exceeds the employee's April 1, 1977 salary (prior to the raise) in the unallocated position, the employee will receive the minimum from the 1974 Salary Schedule, plus the raises of 5% (or \$500), 4% (or \$400) and 5% (or \$500) of the minimum. (If the minimum exceeds \$10,000, use the new minimums from the Promotion Adjustment Charts.)



For an employee appointed to a graded position in which the minimum is less than the employee's April 1, 1977 salary, the salary is calculated as it is for a demotion (the employee is given N.S. service increment credit, plus 5% (or \$500) and 4% (or \$400) of the actual 4/1/77 salary, but not exceeding the N.S. salary including the raises.) Calculation of salary on demotion is not changed by the settlement.

#### REALLOCATION

Reallocations are not changed by the agreement. The employee's new salary is calculated based on the actual 1974 salary schedule for reallocations during 1977 and on the new 1978 Salary Schedule for reallocations during 1978.

#### DEMOTION

Demotions (including NS to grade which are treated as demotions) are not changed by the agreement. The employee will still receive increment credit, plus 5% and 4% of the actual 4/1 salary (not to exceed previous salary for NS to Grade).

#### PREFERRED LIST APPOINTMENTS

Calculation of salary for employees reinstated from preferred lists, who are entitled to receive the salary increases based on the attained salary in the higher grade, will not change.

Attached are the following charts to be used in calculating salaries of employees covered by the settlement.

1. A Promotion Adjustment Chart reflecting a 5% increase over the 1974 Salary Schedule, effective April 1, 1977.
2. A Promotion Adjustment Chart reflecting a 9% increase in the 1974 Salary Schedule, effective October 1, 1977.
3. A Promotion Adjustment Chart reflecting a 9% and then a 5% increase in the 1974 Salary Schedule, effective April 1, 1978.
4. A Promotion Increment Adjustment Chart for Grades 1 through 12.

Examples of calculation of salary under the new procedures follow.

Promotion Prior to 10/1

Grade 5 to Grade 9

Original Calculation

Grade 5 salary on 3/31/77	6755
4/1/77 increment	<u>305</u>
	7060
4/1/77 salary increase - \$500	<u>500</u>
	7560
Promotion to grade 9 (7/14/77)	7560
	<u>+362</u>
Promotion increment or minimum	8051 Min.
10/1/77 salary increase - \$400	<u>400</u>
	8451

Recalculation

Grade 5 4/1/77 salary including increment	7060
Promotion Increment or minimum	8051 minimum
4/1/77 increase - \$500	<u>500</u>
	8551
Grade 9 salary on 7/14/77	8551
10/1/77 salary increase	<u>400</u>
	8951

## Adjustment due

difference between 8051 and 8551 from 7/14 to 9/28/77 (Admin) or 10/5/77 (Inst)

difference between 8451 and 8951 from 9/29/77 (Admin) or 10/6/77 (Inst) to time of payment

Promotion Prior to 10/1/77

Grade 7 to Grade 9

Original Calculation

3/31/77 salary in Grade 7	8200
4/1/77 increment	<u>332</u>
	8532
4/1/77 salary increase - \$500	<u>500</u>
	9032
Promotion to Grade 9 on 5/19/77 - increment	<u>362</u>
	9394 (above minimum 8051)
10/1/77 salary increase - \$400	<u>400</u>
	9794

Recalculation

Grade 7 4/1/77 salary including increment	8532
Promotion on 5/19/77 - increment adjusted by 5%	<u>380</u>
	8912
4/1/77 salary increase - \$500	<u>500</u>
Grade 9 salary on 5/19/77	9412
10/1/77 increment adjustment for 4% increase	14
10/1/77 salary increase - \$400	<u>400</u>
	9826

Adjustment due

difference between 9394 and 9412 from 5/19 to 9/28/77 (Admin)  
or 10/5/77 (Inst)

difference between 9794 and 9826 from 9/29/77 (Admin) or 10/6/77  
(Inst) to time of payment

Promotion after 10/1/77

Grade 7 to Grade 9

Original Calculation

3/31/77 salary in Grade 7	8200
4/1/77 increment	<u>332</u>
	8532
4/1/77 salary increase - \$500	<u>500</u>
	9032
10/1/77 salary increase - \$400	<u>400</u>
	9432
Promotion to Grade 9 on 11/3/77 - Increment	<u>+362</u>
	9794 (above minimum 8051)

Recalculation

Grade 7 4/1/77 salary including increment	8532
Promotion - increment adjusted by 9%	<u>394</u>
	8926
4/1/77 and 10/1/77 salary increase - \$900	<u>900</u>
	9826

Adjustment due

difference between 9794 and 9826 from 11/3 to time of payment

## Promotion after 10/1/77

## Grade 16 to 18

Original Calculation

Grade 16 salary on 3/31/77	12,474
4/1/77 increment	<u>491</u>
	12,965
4/1/77 salary increase 5%	<u>649</u>
	13,614
10/1/77 salary increase 4%	<u>519</u>
	14,133
Promotion to 18 on 11/3/77 - increment	<u>542</u>
	14,675 (above minimum 13,404)

Recalculation

3/31/77 salary including increment	12,965
promotion to 18 - increment	<u>542</u>
	13,507 (above minimum 13,404)
4/1/77 salary increase 5%	676
10/1/77 salary increase 4%	<u>541</u>
	14,724

## Adjustment due

difference between 14,675 and 14,724 from 11/3 to time of payment

## Reinstatement after 4/1/77

## Grade 18 to Grade 23

Original Calculation

Grade 23 salary 3/31-9/28/76	18,102
9/29/76 reinstated to grade 18 (max.)	15,572
4/1/77 grade 18 salary	15,572
4/1/77 salary increase 5%	779
10/1/77 salary increase 4%	623
	<u>16,974</u>
10/13/77 reinstated to grade 23 salary attained during 1976-77 fiscal year, plus service increment earned prior to demotion to grade 18	18,775

Recalculation

Grade 23 4/1/77 reinstatement	18,775
salary (equal to 3rd increment step on 1974 schedule)	
Grade 23 salary on 10/13/77	20,467
3rd increment step of grade 23 increased by 9%	

## Adjustment due

difference between 18,775 and 20,467 from 10/13/77 to time of payment

Appointment to trainee position 10/27/77

Grade 9 to Administrative Trainee

Original Calculation

Grade 9 salary on 4/1/77	9499
4/1/77 salary increase - \$500	500
	<u>9999</u>
10/1/77 salary increase- \$400	400
	<u>10399</u>

Recalculation

Trainee rate 4/1/77	10118
(higher than 4/1/77 grade incremented salary)	
4/1/77 increase - 5%	506
10/1/77 increase- 4%	405
	<u>11029</u>

Employee appointed Administrative Trainee 10/27/77. Trainee rate of \$10118 less than salary paid in grade-employee continues to receive graded salary (\$10399).

Adjustment due

difference between 10399 and 11029 from 10/27/77 to time of payment

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Double Promotion after 4/1/77

Grade 9 to 12 to 14

Original Calculation

Grade 9 salary on 3/31/77	9137
4/1/77 increment	<u>362</u>
	9499
4/1/77 salary increase - \$500	<u>500</u>
	9999
Promotion to grade 12 (6/9/77)	<u>413</u>
	10412
Promotion to grade 14 (7/11/77)	<u>450</u>
	10862
10/1/77 salary increase - \$400 (based on \$9499)	<u>400</u>
	<u>11262</u>

Recalculation (9-12)

Grade 9 4/1/77 salary including increment	9499
Promotion on 6/9/77 to grade 12	<u>413</u>
	9912
Increment adjusted by 5% (Promotion salary below \$10000)	<u>20</u>
	9932
4/1/77 increase - \$500	<u>500</u>
	<u>10432</u>

Recalculation (9-12-14)

Grade 9 4/1/77 salary including increment	9499
Promotion increment to grade 12	<u>413</u>
	9912
Promotion increment on 7/11/77 to grade 14	<u>450</u>
	10362
Below minimum of grade 14 on 4/1/74 schedule	<u>10714</u>
Advance to minimum	11250
7/11/77-minimum of grade 14 increased by 5%	11250
10/1/77-minimum of grade 14 increased by 9%	11679

Adjustment due  
difference between 10412  
and 10432 from 6/9-7/11/77

Adjustment due  
difference between 10862 and  
11250 from 7/11/77 to 9/28/77  
(Admin) or 10/5/77 (Inst)  
difference between 11262 and  
11679 from 9/29/77 (Admin)  
or 10/5/77 (Inst) to time  
of payment



## Promotion after 4/1/78

(original salary below \$10000, Recalculated promotion above \$10000)

## Grade 10 to Grade 12

Original Calculation

Grade 10 salary on 3/31/77	9281
4/1/77 increment	<u>379</u>
	9660
4/1/77 salary increase - \$500	<u>500</u>
	10160
10/1/77 salary increase- \$400	<u>400</u>
	10560
4/1/78 partial increment to maximum of grade 10 increased by 9%	<u>387</u>
	10947
4/1/78 salary increase to maximum of grade 10 increased by 9% and then 5%	<u>549</u>
	11496

Reclaculation

Grade 10 4/1/77 salary including increment	9660
Partial increment for grade 10 service (earned during 1977-78)	387
	<u>10047</u>
Increment on promotion to grade 12	<u>413</u>
	10460
4/1/77 salary increase 5%	<u>523</u>
	10983
10/1/77 salary increase 4%	<u>419</u>
	11402
4/1/78 salary increase 5%	<u>571</u>
	11973

Promotion after 4/1/78 (salary below \$10000)

Grade 5 to Grade 7

Original Calculation

Grade 5 salary on 3/31/77	6755
4/1/77 increment	<u>305</u>
	7060
4/1/77 salary increase - \$500	<u>500</u>
	7560
10/1/77 salary increase- \$400	<u>400</u>
	7960
4/1/78 increment adjusted by 9%	<u>333</u>
	8293
4/1/78 salary increase - \$500	<u>500</u>
	8793

Recalculation

Grade 5 4/1/77 salary including increment	7060
Increment for grade 5 adjusted by 9% (earned during 1977-78)	<u>333</u>
	7393
Promotion increment to grade 7	<u>332</u>
	7725
Grade 7 increment ad- justment for 9% increase	29
4/1/77 & 10/1/77 salary increases	<u>900</u>
	8654
Increment adjustment for 5% increase (based on \$332 + 9% adjustment)	18
4/1/78 salary increase - \$500	<u>500</u>
	9172

## Promotion after 4/1/78

## Grade 16 to 18

Grade 16 salary on 4/1/77 including increment	\$12965	
4/1/77 salary increase 5%	<u>649</u>	13614
10/1/77 salary increase 4%	<u>519</u>	14133
1978 adjusted increment grade 16	<u>534</u>	14667
4/1/78 salary increase 5%	<u>734</u>	<u>\$15401</u>

## Promoted to Grade 18 on 6/1/78

4/1/77 salary	\$12965	
Increment for grade 16 service	<u>491</u>	13456
increment on promotion	<u>542</u>	13998 ✓
4/1/77 salary increase 5%	<u>700</u>	14698
10/1/77 salary increase 4%	<u>560</u>	15258
4/1/78 salary increase 5%	<u>763</u>	<u>\$16021</u>



BUREAU OF PAYROLL AUDIT  
 CSEA-MAN/CON PROMOTION ADJUSTMENT CHART  
 1974 SALARY SCHEDULE INCREASED BY 5%  
 APRIL 1, 1977

February 24, 1978

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>MIN. SALARY</u>	<u>MAX. SALARY</u>	<u>1ST ADD STEP</u>	<u>2ND ADD STEP</u>
1	\$ 262	\$ 5639	\$ 6687	\$ 6949	\$ 7211
2	275	5865	6965	7240	7515
3	289	6165	7321	7610	7899
4	304	6456	7672	7976	8280
5	320	6773	8053	8373	8693
6	335	7152	8492	8827	9162
7	348	7565	8957	9305	9653
8	364	7997	9453	9817	10181
9	380	8454	9974	10354	10734
10	398	8950	10542	10940	11338
11	416	9481	11145	11561	11977
12	433	10024	11756	12189	12622
13	453	10624	12436	12889	13342
14	473	11250	13142	13615	14088
15	493	11904	13876	14369	14862
16	515	12583	14643	15158	15673
17	542	13304	15472	16014	16556
18	569	14075	16351	16920	17489
19	595	14850	17230	17825	18420
20	622	15624	18112	18734	19356
21	649	16469	19065	19714	20363
22	678	17365	20077	20755	21433
23	707	18301	21129	21836	22543
24	733	19288	22220	22953	23686
25	765	20366	23426	24191	24956
26	797	21450	24638	25435	26232
27	824	22623	25919	26743	27567
28	855	23829	27249	28104	28959
29	889	25095	28651	29540	30429
30	918	26420	30092	31010	31928
31	949	27842	31638	32587	33536
32	980	29340	33260	34240	35220
33	1009	30945	34981	35990	36999
34	1041	32608	36772	37813	38854
35	1070	34312	38592	39662	40732
36	1102	36050	40458	41560	42662
37	1132	37954	42482	43614	44746



BUREAU OF PAYROLL AUDIT  
 CSEA-MAN/CON PROMOTION ADJUSTMENT CHART  
 1974 SALARY SCHEDULE INCREASED BY 9%  
 OCTOBER 1, 1977

February 24, 1978

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>MIN. SALARY</u>	<u>MAX. SALARY</u>	<u>1ST ADD STEP</u>	<u>2ND ADD STEP</u>
1	\$ 272	\$ 5854	\$ 6942	\$ 7214	\$ 7486
2	285	6089	7229	7514	7799
3	300	6400	7600	7900	8200
4	316	6702	7966	8282	8598
5	333	7031	8363	8696	9029
6	348	7425	8817	9165	9513
7	361	7854	9298	9659	10020
8	378	8302	9814	10192	10570
9	394	8777	10353	10747	11141
10	414	9291	10947	11361	11775
11	431	9843	11567	11998	12429
12	450	10406	12206	12656	13106
13	470	11029	12909	13379	13849
14	491	11679	13643	14134	14625
15	512	12358	14406	14918	15430
16	534	13063	15199	15733	16267
17	563	13811	16063	16626	17189
18	590	14612	16972	17562	18152
19	618	15416	17888	18506	19124
20	645	16220	18800	19445	20090
21	674	17097	19793	20467	21141
22	704	18027	20843	21547	22251
23	734	18999	21935	22669	23403
24	761	20023	23067	23828	24589
25	794	21142	24318	25112	25906
26	827	22268	25576	26403	27230
27	856	23485	26909	27765	28621
28	888	24737	28289	29177	30065
29	923	26051	29743	30666	31589
30	953	27427	31239	32192	33145
31	985	28903	32843	33828	34813
32	1018	30458	34530	35548	36566
33	1048	32124	36316	37364	38412
34	1080	33851	38171	39251	40331
35	1110	35620	40060	41170	42280
36	1144	37424	42000	43144	44288
37	1175	39400	44100	45275	46450





CSEA-MAN/CON PROMOTION ADJUSTMENT CHART  
 1974 SALARY SCHEDULE INCREASED BY 9% AND THEN 5%  
 APRIL 1, 1978

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>MIN. SALARY</u>	<u>MAX. SALARY</u>
1	\$ 286	\$ 6147	\$ 7291
2	299	6394	7590
3	315	6720	7980
4	331	7038	8362
5	350	7383	8783
6	365	7797	9257
7	379	8247	9763
8	396	8718	10302
9	414	9216	10872
10	435	9756	11496
11	452	10336	12144
12	472	10927	12815
13	493	11581	13553
14	516	12263	14327
15	538	12976	15128
16	560	13717	15957
17	591	14502	16866
18	620	15343	17823
19	649	16187	18783
20	678	17031	19743
21	708	17952	20784
22	739	18929	21885
23	771	19949	23033
24	799	21025	24221
25	833	22200	25532
26	868	23382	26854
27	899	24660	28256
28	933	25974	29706
29	969	27354	31230
30	1000	28799	32799
31	1034	30349	34485
32	1069	31981	36257
33	1100	33731	38131
34	1134	35544	40080
35	1165	37402	42062
36	1201	39296	44100
37	1234	41370	46306



BUREAU OF PAYROLL AUDIT  
 CSEA-MAN/CON POSITIONS  
 PROMOTION INCREMENT ADJUSTMENT CHART

GRADE	1974 INC.	APRIL 1977		OCTOBER 1977		1977		APRIL 1978		1978 TOTAL ADJ
		INCREASED BY 5%	APRIL ADJ	INCREASED BY 4%	OCT ADJ	TOTAL ADJ	INCREASED BY 9% THEN 5%	APRIL ADJ		
1	\$250	\$262	\$12	\$272	\$10	\$22	\$286	\$14	\$36	
2	262	275	13	285	10	23	299	14	37	
3	275	289	14	300	11	25	315	15	40	
4	290	304	14	316	12	26	331	15	41	
5	305	320	15	333	13	28	350	17	45	
6	319	335	16	348	13	29	365	17	46	
7	332	348	16	361	13	29	379	18	47	
8	346	364	18	378	14	32	396	18	50	
9	362	380	18	394	14	32	414	20	52	
10	379	398	19	414	16	35	435	21	56	
11	396	416	20	431	15	35	452	21	56	
12	413	433	20	450	17	37	472	22	59	



## BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION

SALARY GRADE SCHEDULE FOR OTHER THANSECURITY SERVICES AND SECURITY SUPERVISORS NEGOTIATING UNITS  
EFFECTIVE APRIL 1, 1978

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>
1	\$ 262	\$ 5639	\$ 5901	\$ 6163	\$ 6425	\$ 6687
2	275	5865	6140	6415	6690	6965
3	289	6165	6454	6743	7032	7321
4	304	6456	6760	7064	7368	7672
5	320	6773	7093	7413	7733	8053
6	335	7152	7487	7822	8157	8492
7	348	7565	7913	8261	8609	8957
8	364	7997	8361	8725	9089	9453
9	380	8454	8834	9214	9594	9974
10	398	8950	9348	9746	10144	10542
11	416	9481	9897	10313	10729	11145
12	433	10024	10457	10890	11323	11756
13	453	10624	11077	11530	11983	12436
14	473	11250	11723	12196	12669	13142
15	493	11904	12397	12890	13383	13876
16	515	12583	13098	13613	14128	14643
17	542	13304	13846	14388	14930	15472
18	569	14075	14644	15213	15782	16351
19	595	14850	15445	16040	16635	17230
20	622	15624	16246	16868	17490	18112
21	649	16469	17118	17767	18416	19065
22	678	17365	18043	18721	19399	20077
23	707	18301	19008	19715	20422	21129
24	733	19288	20021	20754	21487	22220
25	765	20366	21131	21896	22661	23426
26	797	21450	22247	23044	23841	24638
27	824	22623	23447	24271	25095	25919
28	855	23829	24684	25539	26394	27249
29	889	25095	25984	26873	27762	28651
30	918	26420	27338	28256	29174	30092
31	949	27842	28791	29740	30689	31638
32	980	29340	30320	31300	32280	33260
33	1009	30945	31954	32963	33972	34981
34	1041	32608	33649	34690	35731	36772
35	1070	34312	35382	36452	37522	38592
36	1102	36050	37152	38254	39356	40458
37	1132	37954	39086	40218	41350	42482
38		35386+				

