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EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
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TO: ALL STATE DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

**SUBJECT: Deficit Reduction Plan for Bargaining Unit (68) (Lifeguards),
Represented by the United University Professions**

On June 14, 2013, the State and the United University Professions (UUP) reached an agreement for employees in Bargaining Unit (68) (Lifeguards) for fiscal years 2004-05 through 2015-16.

Per the agreement between the State and the UUP, and in accordance with Chapter 491 of the Laws of 2011, eligible employees in bargaining unit (68), regardless of funding source, are subject to this Deficit Reduction Plan (DRP).

The timing of this DRP is different for Year-Round employees versus Summer Seasonal employees, as discussed below.

Year-Round Employees

For these employees, the DRP reduces eligible bi-weekly pre-tax compensation by up to nine days over three State fiscal years, as follows:

- Deductions for up to the first five days will be taken over 26 payroll periods beginning with payroll period 12 of SFY 2013-14 (September 2013). These deductions will end on payroll period 11 of SFY 2014-15 (August 2014).
- Deductions for up to the remaining four days will begin with payroll period 12 of SFY 2014-15 (September 2014). These deductions will end on payroll period 11 of SFY 2015-16 (August 2015).

Summer Seasonal Employees

For summer seasonal employees, each employee's eligible pre-tax bi-weekly compensation will be reduced over a period of two State fiscal years by up to nine days, as follows:

- Deductions for up to the first five days will begin on pay period 5 of SFY 2014-15 (June 2014) or when the employee first joins the payroll. The deductions will end when the employee leaves the payroll for the 2014 summer season.

- Deductions for up to the remaining four days will begin in SFY 2015-16 when the employee first joins the payroll for the 2015 summer season. The deductions will end when the employee leaves the payroll for the 2015 season.

Repayment

- For **Year-Round employees**, the cash value of the deductions for up to seven days will be repaid over 39 payroll periods beginning with the final payroll period in the SFY 2015-16 (March 2016).
- For **Summer Seasonal employees** (who do not work consecutive payroll periods), repayment will begin when the employee rejoins the payroll in SFY 2016-17 for the 2016 summer season and will end when the employee leaves payroll for the season. Repayment will resume when the employee rejoins the payroll in SFY 2017-18 for the 2017 summer season and again cease once the employee leaves the payroll for the 2017 summer season. Any remaining repayments will be made on October 4, 2017 for Administrative employees and September 28, 2017 for Institutional employees, regardless of whether the employee is on the payroll at that time.
- If an employee leaves State service prior to full repayment, the State shall make a lump sum payment to the employee upon separation in an amount equal to the amount of any un-repaid DRP reductions.

Deficit Reduction Leave

- Employees will be granted up to two days of Deficit Reduction Leave (DRL) for the deductions taken between payroll period 12 and payroll period 22 of SFY 2013-14. Such DRL will be pro-rated for less than full-time employees, as well as for employees who do not work during the full DRL period cited in the paragraph above.
- These days must be taken, as directed by the appointing authority, between September 2013 and August 2014. The appointing authority has the discretion to schedule the DRL days and the days can vary for all employees in an agency.

The DRP provides a mechanism to realize cash savings; as such, DRP savings should not be offset by overtime expenses. Agency management should ensure that overtime is not worked that would not have otherwise been worked in the absence of the DRP.

Questions regarding this bulletin should be directed to your Budget Examiner. Additional information will be available from the Office of the State Comptroller (Payroll Bulletin).