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<b>BUDGET BULLETIN</b>	<b>D-1108</b>	<b>March 21, 2003</b>
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**TO: ALL DEPARTMENT AND AGENCY HEADS**

**FROM: Carole E. Stone** *CES*

**SUBJECT: Denial of 2003-2004 Performance Advances, Merit Awards and Longevity Payments for Managerial or Confidential (M/C) Employees**

This Bulletin supersedes Budget Bulletin D-1107 (issued March 22, 2002) and provides policy direction regarding 2003-2004 performance advances, merit awards and longevity payments for all Managerial or Confidential (M/C) employees and other unrepresented employees. These guidelines apply to Executive branch agencies and to public benefit corporations funded in the Executive Budget and/or having governing boards comprised of a majority of members appointed by the Governor.

In light of the State's current fiscal situation and the need to reduce State spending wherever possible, **2003-2004 performance advances, cash and non-cash merit awards and new longevity payments will not be made to any Managerial or Confidential (M/C) employees and other non-unionized employees.** Employees who have previously received a longevity payment which permanently increased their base salary, shall continue to receive their current base salary. However, employees due to receive a new longevity payment payable in 2003-04, after reaching five or ten years of service at job rate, shall not receive a longevity increase to their base salary.

The Office of the State Comptroller (OSC) will centrally implement this policy, beginning with paychecks dated after April 1, 2003.

### **2003-2004 M/C NS SALARY LISTINGS**

Because performance advances will not be paid to any M/C employee, NS performance advance plans which facilitate advances for non-statutorily paid employees will not be required. However, it remains necessary to continue the annual information update of the salaries and salary ranges of all NS employees. Therefore, NS Salary Listings, reflecting the actual current NS salaries and salary ranges which are in effect as of April 1, 2003, must be submitted to DOB line examiners by May 1, 2003. NS Salary Listings should not be used to make any substantive changes or adjustments to salaries or ranges. Rather, such Listings should simply represent a factual summary of the existing salaries and ranges in effect on April 1, 2003. Any discretionary salary or

salary range adjustments should be requested via separate Budget Director Approval (BDA) forms.

**Attachment A** provides the proper format for NS Salary Listing submissions. NS positions in all jurisdictional classes must be included on such Listings (i.e., exempt, non-competitive, competitive, etc.). NS Salary Listings should represent a comprehensive register of all annual-salaried M/C NS positions (filled and vacant) in an agency and must include for each position:

- Item Number
- Employee Name
- Title
- Salary in effect 4/01/03
- Equated Grade in effect 4/01/03
- Hiring Rate in effect 4/01/03
- Job Rate in effect 4/01/03
- Salary Range
- Comments

**Any questions on this Bulletin should be directed to your budget examiner.**