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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: John F. Cape 

SUBJECT: Policy and Wage Rates for Employees in Seasonal Positions – Professional, Scientific and Technical Services Unit

This Bulletin establishes the policy and wage rates for State employees in seasonal positions in the **Professional, Scientific and Technical Services Unit**. The rates below, which reflect negotiated salary increases, are effective for fiscal years 2004-05 through 2007-08.

NEGOTIATED SALARY INCREASES

Employees Rehired from Previous Fiscal Year:

- Effective March 25, 2004, for employees on the administrative payroll and April 1, 2004 for employees on the institutional payroll, the hourly rate of employees in employment status on March 24, 2004, and March 31, 2004, respectively, shall be increased 2.5 percent. Seasonal employees not on the payroll on the above dates, but who were employed on a seasonal basis in fiscal year 2003-04 and become reemployed during fiscal year 2004-05 will be eligible for an increase of 2.5 percent (or the rate in Attachment A – column 4 - whichever is higher) on the above effective dates or the date of hire, whichever is later.
- Effective March 31, 2005, for employees on the institutional payroll and effective April 7, 2005, for employees on the administrative payroll, the hourly rate of employees in employment status on March 30, 2005, and April 6, 2005, respectively, shall be increased by 2.75 percent. Seasonal employees not on the payroll on the above dates, but who are employed on a seasonal basis in fiscal year 2004-05 and become reemployed in fiscal year 2005-06 will be eligible for an increase of 2.75 percent (or the rate in Attachment A – column 5 - whichever is higher) on the above effective dates or the date of hire, whichever is later.

- Effective March 30, 2006, for employees on the institutional payroll and effective April 6, 2006, for employees on the administrative payroll, the hourly rate of employees in employment status on March 29, 2006 and April 5, 2006, respectively, shall be increased by 3 percent. Seasonal employees not on the payroll on the above dates, but who are employed on a seasonal basis in fiscal year 2005-06 and become reemployed in fiscal year 2006-07 will be eligible for an increase of 3 percent (or the rate in Attachment A – column 6 - whichever is higher) on the above effective dates or the date of hire, whichever is later.
- Effective April 1, 2007, the hourly rate of employees in employment status on March 31, 2007, shall be increased by thirty-eight cents (\$800 lump sum amount divided by 2,088 hours per year). Seasonal employees not on the payroll on the above dates, but who are employed on a seasonal basis in fiscal year 2006-07 and become reemployed in fiscal year 2007-08 will be eligible for the increase of thirty-eight cents (or the rate in Attachment A – column 7 - whichever is higher) on the above effective dates or the date of hire, whichever is later.

Newly Hired Employees:

The 2004-05, 2005-06, 2006-07, and 2007-08 hourly rates for newly hired seasonal employees employed on or after the above effective dates are those listed in Attachment A - columns 1 through 4 - respectively.

LUMP SUM PAYMENTS

Certain seasonal employees may be entitled to a pro-rata share of the non-recurring \$800 lump sum payment. Agencies should review Section 2.A. of Appendix II of the 2003-2007 State/PEF Agreement.

Additionally, the following lump sum payments will be extended to long-term seasonal employees (described below) in the Professional, Scientific and Technical Services Unit who are employed within the Office of Parks, Recreation and Historic Preservation or the Department of Environmental Conservation:

- Effective March 25, 2004, for employees on the administrative payroll and effective April 1, 2004, for employees on the institutional payroll, employees who had at least 1,500 hours in pay status in seasonal positions during each of the previous five calendar years will receive a lump sum award of \$500;
- Effective March 31, 2005, for employees on the institutional payroll and effective April 7, 2005, for employees on the administrative payroll, employees who had at least 1,500 hours in pay status in seasonal positions during each of the previous five calendar years will receive a lump sum award of \$500; and

- Effective March 30, 2006, for employees on the institutional payroll and effective April 6, 2006 for employees on the administrative payroll, employees who had at least 1,500 hours in pay status in seasonal positions during each of the previous five calendar years, will receive a lump sum award of \$500.
- This benefit shall be discontinued on March 31, 2007.

HOLIDAY COMPENSATION

- Seasonal employees not covered by the Attendance Rules who are regularly employed to work on a 37.5 or 40-hour per week basis who work at least 25 days during the current season and who have been so employed during at least one of the two consecutive seasonal periods (4/1 to 9/30 and 10/1 to 3/31) immediately preceding the current seasonal period are entitled to additional compensation at their hourly rate up to a maximum of eight hours for time worked on days during their employment in the current seasonal period which are observed as holidays by the State. This benefit is first payable for work on holidays during the 10/1/04 to 3/31/05 seasonal period for employees who met the prior service requirement during either the 10/1/03 to 3/31/04 or 4/1/04 to 9/30/04 seasonal periods. Such compensation should be paid retroactively upon completion of five weeks work.
- Seasonal employees not covered by the Attendance Rules who are regularly employed on a 37.5 or 40-hour per week basis and who work at least 25 days during the season will be entitled to additional compensation at their hourly rate, up to a maximum of eight hours, for time worked on each of the first three days during their employment in any seasonal period (4/1 to 9/30 and 10/1 to 3/31) which are observed as holidays by the State. Such compensation should be paid retroactively upon completion of five weeks of work.

SALARY PROTECTION

Effective September 14, 2004, certain long-term seasonal employees in the Professional, Scientific and Technical Services Unit and employed by the Office of Parks, Recreation and Historic Preservation or the Department of Environmental Conservation are entitled to "salary protection" if subsequently appointed to an annual salaried position or another seasonal position. Salary protection provides that qualifying long-term seasonal employees shall not be paid less than the annualized earnings (excluding overtime) for the calendar year immediately preceding appointment to an annual salaried position or another seasonal position.

To receive this benefit, a long-term seasonal employee must have had at least 1,500 hours in pay status during each of the previous two calendar years. However, such protection shall not enable a long-term seasonal employee to receive a salary above the job rate of the annual-salaried position to which he or she is being appointed.

NEW TITLES

If the need arises for agencies to utilize seasonal titles, paid on an hourly basis, that do not appear on the attached list, agencies should submit proposed duty statements to the Director of Classification and Compensation for classification actions and an advisory allocation. The Director of the Budget will promulgate the appropriate wage rates for any such newly established positions.

For more detailed information on negotiated benefits for seasonal employees, please refer to Appendix II of the 2003-2007 State/PEF Agreement.

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

NOTE: This Bulletin, to be effective for fiscal years 2004-05 through 2007-08, supersedes the hourly wage rates for Professional, Scientific and Technical Services Unit employees detailed in Budget Bulletin D-1103.

Attachment

PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES UNIT
SEASONAL HOURLY WAGE RATES

Attachment A

Juris. Class	Title Code	Title	Effective 04/01/04	Effective 04/01/05	Effective 04/01/06	Effective 04/01/07
1	1208001	Apiary Inspector 1	\$14.29	\$14.68	\$15.12	\$15.50
1	1208002	Apiary Inspector 2	\$15.13	\$15.55	\$16.02	\$16.40
1	1208003	Apiary Inspector 3	\$16.03	\$16.47	\$16.96	\$17.34
1	1304101	Assistant Farm Products Inspector 1	\$12.89	\$13.24	\$13.64	\$14.02
1	1304102	Assistant Farm Products Inspector 2	\$13.53	\$13.90	\$14.32	\$14.70
0	1533200	Assistant Regional Park Recreation Coordinator	\$17.93	\$18.42	\$18.97	\$19.35
0	5122210	Cartographic Technician 1	\$11.39	\$11.70	\$12.05	\$12.43
0	5951100	Developmental Disabilities Camp Director 1	\$18.95	\$19.47	\$20.05	\$20.43
0	5951200	Developmental Disabilities Camp Director 2	\$21.15	\$21.73	\$22.38	\$22.76
0	3101100	Dietitian 1	\$17.93	\$18.42	\$18.97	\$19.35
0	3101200	Dietitian 2	\$18.95	\$19.47	\$20.05	\$20.43
0	4000100	Engineering Aide	\$9.66	\$9.93	\$10.23	\$10.61
0	4003200	Engineering Technician	\$11.39	\$11.70	\$12.05	\$12.43
0	1215000	Entomological Assistant	\$11.39	\$11.70	\$12.05	\$12.43
1	2245100	Environmental Education Assistant	\$12.04	\$12.37	\$12.74	\$13.12
0	4027501	Environmental Engineering Technician 1	\$11.39	\$11.70	\$12.05	\$12.43
1	1304201	Farm Products Inspector 1	\$14.29	\$14.68	\$15.12	\$15.50
1	1304202	Farm Products Inspector 2	\$15.13	\$15.55	\$16.02	\$16.40
1	1304203	Farm Products Inspector 3	\$16.03	\$16.47	\$16.96	\$17.34
0	1101120	Horticultural Technician 2	\$13.51	\$13.88	\$14.30	\$14.68
0	5500510	Nurse 1	\$16.03	\$16.47	\$16.96	\$17.34
0	5500520	Nurse 2	\$17.93	\$18.42	\$18.97	\$19.35
0	5510701	Nurse Administrator 1	\$21.15	\$21.73	\$22.38	\$22.76
0	0673200	Pari-Mutuel Examiner	\$16.03	\$16.47	\$16.96	\$17.34
0	1545100	Park Recreation Supervisor	\$16.03	\$16.47	\$16.96	\$17.34
0	6463100	Public Health Inspector	\$14.41	\$14.81	\$15.25	\$15.63
1	1208300	Senior Apiary Inspector	\$17.93	\$18.42	\$18.97	\$19.35
0	4003300	Senior Engineering Technician	\$15.13	\$15.55	\$16.02	\$16.40
0	5903300	Senior Recreation Therapist	\$18.95	\$19.47	\$20.05	\$20.43
0	1512900	Ski School Director	\$16.03	\$16.47	\$16.96	\$17.34
0	1512001	Ski School Instructor 1 (Beginning & Non-Certified)	\$10.19	\$10.47	\$10.78	\$11.16
0	1512002	Ski School Instructor 2 (Certified)	\$11.39	\$11.70	\$12.05	\$12.43
0	1512003	Ski School Instructor 3 (Supervisor)	\$12.76	\$13.11	\$13.50	\$13.88
0	3965010	Teacher 1	\$17.19	\$17.66	\$18.19	\$18.65
0	3965020	Teacher 2	\$18.20	\$18.70	\$19.26	\$19.72
0	3965030	Teacher 3	\$20.40	\$20.96	\$21.59	\$22.05
0	3905040	Teacher 4	\$22.80	\$23.43	\$24.13	\$24.59
1	4049100	Transportation Construction Inspector 1	\$9.66	\$9.93	\$10.23	\$10.61
1	4049200	Transportation Construction Inspector 2	\$10.78	\$11.08	\$11.41	\$11.79
1	4049300	Transportation Construction Inspector 3	\$12.04	\$12.37	\$12.74	\$13.12
1	3931010	Vocational Instructor 1	\$17.19	\$17.66	\$18.19	\$18.65
1	3931020	Vocational Instructor 2	\$18.20	\$18.70	\$19.26	\$19.72
1	3931030	Vocational Instructor 3	\$20.40	\$20.96	\$21.59	\$22.05
0	3931040	Vocational Instructor 4	\$22.80	\$23.43	\$24.13	\$24.59
1	1560600	Water Safety Coordinator	\$17.93	\$18.42	\$18.97	\$19.35