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<b>BUDGET BULLETIN</b>	<b>D-1120</b>	<b>FEBRUARY 1, 2008</b>
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**TO: ALL DEPARTMENT AND AGENCY HEADS**

**FROM: Laura L. Anglin**

**SUBJECT: April 2, 2007 Retroactive 3% General Salary Increase and 2007-08 Retroactive Longevity Payment Increase for Managerial and Confidential (M/C) Employees**

This bulletin supersedes Budget Bulletin D-1119 and provides guidelines for the provision of 2007-08 pay increases to Managerial and Confidential (M/C) employees and other unrepresented employees. As a general rule, the April 2, 2007 3% retroactive general salary increase and the 2007-08 retroactive longevity payment increases will be paid to eligible M/Cs and other unrepresented employees. However, on an exception basis and under specific conditions, agency heads may recommend withholding of such increases. Such withholding recommendations are subject to the approval of the Director of the Budget.

These guidelines apply to executive branch agencies and to public benefit corporations funded in the Executive Budget and/or having governing boards with a majority of members appointed by the Governor. Commissioners whose salaries are statutorily set by Section 169 of the Executive Law are not eligible to receive the pay increases provided in this bulletin.

**[Note:** Information detailing payment of the 3% April 1, 2008 general salary increase and 2008-09 performance advances, merit awards and longevity payments will be made in a subsequent bulletin.]

**HIGHLIGHTS FOR 2007-08**

- Payment of the retroactive 3% general salary increase authorized in Chapter 10 of the Laws of 2008 is expected to occur in Institutional and Administrative paychecks dated February 28, 2008 and March 5, 2008, respectively.
- As a general rule, these payments will not be subject to a salary cap.
- The Office of the State Comptroller will issue a payroll bulletin detailing further procedures for processing such payments

### **2007-08 LONGEVITY PAYMENT INCREASE**

The 2007-08 longevity payment increase for M/C employees will be paid pursuant to the guidelines provided by BPRM Item D-280, as revised January 31, 2008. DOB approval is not required to process longevity payment increases.

*Longevity Payment Increase:* M/C employees at or below the grade 17 level are eligible for longevity payment increases.

In 2007-08, eligible employees with at least 5, but less than 10, years of continuous service at the job rate will receive \$125 in addition to the \$750 awarded in April 2007, for a total longevity payment of \$875. In 2008-09, newly eligible employees will receive \$1,000 and previously eligible employees will receive an increment of \$125. In 2009-10, newly eligible employees will receive \$1,125 and previously eligible employees will receive an increment of \$125.

In 2007-08, eligible employees with 10 or more years of continuous service at the job rate will receive \$250 in addition to the \$1,500 awarded in April 2007, for a total longevity payment of \$1,750. In 2008-09, newly eligible employees will receive \$2,000 and previously eligible employees will receive an increment of \$250. In 2009-10, newly eligible employees will receive \$2,250 and previously eligible employees will receive an increment of \$250.

Effective April 1, 2010, such longevity payments shall be made in the amount of \$1,250 to eligible employees with at least 5, but less than 10, years of continuous service at the job rate or above and in the amount of \$2,500 to eligible employees with ten or more years of continuous service at the job rate. As of April 1, 2010 and thereafter, such payments will be in addition to and will not be considered part of basic annual salary and shall be made by separate check.

### **AGENCY WITHHOLDING RECOMMENDATIONS**

Section 15 of Part B of Chapter 10 of the Laws of 2008 authorizes the Director of Budget to withhold the retroactive April 2, 2007 3% general salary increase and longevity payment increases in certain circumstances, including: 1) to reflect the job performance of an employee; 2) to maintain appropriate salary relationships; 3) to reduce State expenditures to acceptable levels; or 4) when, in the opinion of the Director of the Budget, such increase is not warranted or is not appropriate.

Accordingly, Agency Heads may recommend individual withholdings of such payments to any employee based upon the above criteria, particularly the employee job performance criterion. Such recommendations must be fully justified in writing (cover-letter) and submitted to your budget examiner with the attached withholding form (Attachment A) (MS Excel).

## **DEADLINES**

Agencies must submit any recommendations to withhold the retroactive April 2, 2007 3% general salary increase and/or the 2007-08 longevity payment increase from any M/C employees to the Budget Division in writing by **February 7, 2008**.

Questions concerning this bulletin or its attachments should be directed to your budget examiner.

Attachment