

## BUDGET POLICY AND REPORTING MANUAL

<i>date</i> 11/6/09	<i>subject</i>  BUDGET DIRECTOR'S APPROVAL (BDA) OF APPOINTMENTS, PROMOTIONS, SALARY INCREASES AND SALARY RANGE CHANGES	<i>item</i> D-250
<i>supersedes</i> 6/25/99		<i>page</i> 1

### 1. Purpose and Scope

A Budget Director's Approval (BDA) is required for new appointments and salary increases (except for general salary increases and performance advances consistent with approved Non-Statutory (NS) performance advance plans) for exempt class and non-competitive positions and positions allocated to Salary Grade 38/M-8. These requirements are also applicable to positions which are pending such jurisdictional classification. Additionally, BDAs are now required for policy-influencing phi-tagged positions.

Beginning on November 9, 2009, the BDA process will be automated and will be accessed through the New York State Electronic Personnel (NYSTEP) system. Agencies that do not use the NYSTEP system will continue the existing paper procedure for submitting requests for Budget Director's Approval of appointments and salary increases.

The procedures outlined below apply to all agencies for which the Division of the Budget makes salary determinations pursuant to Section 44 of the State Finance Law.

### 2. Appointments

The BDA electronic form will be used to make all appointments to positions in the following jurisdictional classes/salary grades:

- Exempt and Pending Exempt;
- Non-Competitive NS and Pending Non-Competitive NS, including policy-influencing (phi-tagged) positions; and
- Positions allocated to Grade 38/M-8.

Appointments to labor class positions do not require a BDA form.

Appointments to positions may be made via a BDA at:

- Any dollar value within a BDA-identified salary range or equated grade range; or

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- At any dollar value ("Flat Salary" or "Not to Exceed [NTE]") having no salary range.

### 3. Salary Increases After Appointment

Consistent with Budget Policy and Reporting Manual (BPRM) Item D-280, employee performance should be reviewed annually and within-range performance advances for advance eligible employees should occur as prescribed by that Item. Salary increases for incumbents in non-grade equated exempt or non-competitive class positions must be reflected in the agency's proposed NS Salary Plan and generally should be consistent with statutorily enacted scheduled salary increases for Management/Confidential employees or with collective bargaining agreements with unionized employees.

Increases that are in accordance with the approved salary plan do not need to be requested via a BDA.

Salary increases other than normal performance advances and general salary increases within an established salary range must be requested via a BDA. Any BDA-approved salary change or change in equated salary grade will be subsequently reflected on the automated personal service certificate.