



# Payroll Bulletin

## Office of the State Comptroller

### Bureau of State Payroll Services

Date: November 21, 2007

Bulletin Number: 764

<b>Subject</b>	2007 Uniform Allowance and Uniform Clothing Allowance for Security Employees Represented by NYSCOPBA and Council 82
<b>Purpose</b>	To inform agencies of OSC's automatic processing and to provide instructions to agencies for processing transactions not processed automatically.
<b>Affected Employees</b>	Employees represented by NYSCOPBA (Bargaining Unit 21), Council 82 Agency Law Enforcement Services Unit (Bargaining Unit 31), and Security Supervisors Unit (Bargaining Units 61 and 91).
<b>Background</b>	<p>Pursuant to Chapter 688 of the Laws of 2007 and a GOER memorandum dated 10/29/07, a Uniform Allowance is provided to non-arbitration eligible employees represented by NYSCOPBA (Bargaining Unit 21).</p> <p>Chapter 114 of the Laws of 2006 and a GOER memorandum dated 10/30/07 provide Uniform Allowance and Clothing Allowance payments to eligible employees represented by Council 82 Agency Law Enforcement Services Unit (Bargaining Unit 31).</p> <p>Chapter 4 of the Laws of 2007 and a GOER memorandum dated 10/29/07 provide Clothing Allowance and Uniform Allowance payments to eligible employees represented by Council 82 Security Supervisors Unit (Bargaining Units 61 and 91).</p>
<b>Effective Date(s)</b>	<p>Payments will be made in separate checks for the Uniform and Clothing Allowances dated 11/28/07 (Administration) or 12/6/07 (Institution).</p> <p>There is no direct deposit for these payments.</p>
<b>Eligibility Criteria and Payment Amounts</b>	<p>Eligible employees must be in an eligible bargaining unit and have a status of Active, Paid Leave or Leave of Absence with a reason of Military Stipend on the eligibility date.</p> <p>Employees who otherwise meet the eligibility requirements but are on an approved Leave Without Pay on the eligibility date, except for those on Military Stipend, are eligible for the payment, provided the employee returns to the payroll within one (1) year of the eligibility date. The payment is based on the employee's work percentage before being placed on leave.</p> <p>Eligible employees working part-time on the eligibility date are entitled to receive a prorated payment based on the employee's part-time percentage on the eligibility date.</p> <p>Eligible full-time employees on Sick Leave at 50 percent pay on the eligibility date are entitled to the full payment.</p> <p>Eligible part-time employees on Sick Leave with partial pay on the eligibility date are entitled to a prorated payment based on the employee's regular part-time percentage prior to their leave.</p> <p>Eligible employees on Military Stipend Leave (paid or unpaid) on the eligibility date are entitled to the payment based on the employee's work percentage before being placed on leave.</p> <p>Eligible employees who are on a Paid Leave of Absence for reasons other than Sick or Military Leave on the eligibility date are eligible for the payment based on</p>

the employee's percentage on the eligibility date.

The eligibility dates are:

- November 14, 2007 for employees in Administration agencies.
- November 7, 2007 for employees in Institution agencies.

#### **Payment Amounts and Eligible Titles**

##### **Bargaining Unit 21**

Uniform Allowance (UA8): \$623  
All Bargaining Unit 21 titles are eligible.

##### **Bargaining Unit 31**

Uniform Allowance (UA1): \$625  
Eligible Titles:

Environmental Conservation Officer Trainee 1  
Environmental Conservation Officer Trainee 2  
Environmental Conservation Officer Trainee 1(SPL)  
Environmental Conservation Officer Trainee 2(SPL)  
Environmental Conservation Officer  
Environmental Conservation Officer (SPL)  
Supervising Env. Conservation Officer  
Park Patrol Officer Trainee  
Park Patrol Officer Trainee (SPL)  
Park Patrol Officer  
Park Patrol Officer (SPL)  
University Police Officer 1  
University Police Officer 1 (SPL)  
University Police Officer 2  
Forest Ranger 1  
Forest Ranger 2

Clothing Allowance (CA1): \$1000  
Eligible Titles:

Environmental Conservation Investigator 1  
Environmental Conservation Investigator 2  
University Police Investigator 1  
University Police Investigator 2  
(Park Patrol Officer who work as plain clothes Detectives)

Employees may **not** receive both the Uniform and the Clothing Allowances.

##### **Bargaining Unit 61**

Uniform Allowance (UA1): \$625  
Eligible Title:  
Forest Ranger 3

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Police Clothing Maintenance Allowance (MA2): \$625  
Eligible Titles:

Chief Environmental Conservation Officer  
Sergeant Park Patrol  
Lieutenant Park Patrol  
Captain Park Patrol

Police Clothing Allowance (PCA): \$1000  
Eligible Titles:

Environmental Conservation Investigator 3  
(Sergeant Park Patrol, Lieutenant Park Patrol,  
Captain Park Patrol who work as plain clothes Detectives)

Correction Clothing Allowance (CA2): \$1500

Eligible Title:  
Correction Lieutenant

Employees may not receive more than one of the above payments.

**Bargaining Unit 91**

Uniform Allowance (UA1): \$623  
All Bargaining Unit 91 titles are eligible.

**OSC Actions** OSC will automatically process the 2007 Uniform Allowance and 2007 Clothing Allowance payments for eligible employees who were Active on the payroll, on a Leave of Absence with a reason of Military Stipend or on a Paid Leave of Absence on November 14, 2007 (Administration agencies) and November 7, 2007 (Institution agencies).

**Agency Actions** Agencies must submit the payment for employees who otherwise meet the eligibility requirements but are on a Leave of Absence for a reason other than Military Stipend on the eligibility date and return to work within one (1) year of the eligibility date. The amounts below must be prorated for part-time employees based on their part-time percentage on the eligibility date.

The agency must enter the following information in the Time Entry page:

Earnings Begin Date: 11/14/07 or date employee returned to the payroll for Administration agencies; 11/7/07 or date employee returned to the payroll for Institution agencies.

Earnings End Date: 11/14/07 or date employee returned to the payroll for Administration agencies; 11/7/07 or date employee returned to the payroll for Institution agencies.

Earn Code: Bargaining Unit 21:  
UA8 - Uniform Allowance (\$623)

Bargaining Unit 31:  
UA1 - Uniform Allowance (\$625)  
CA1 - Clothing Allowance (\$1000)

Bargaining Unit 61:  
UA1 - Uniform Allowance (\$625)  
MA2 - Police Clothing Maintenance Allowance (\$625)  
PCA - Police Clothing Allowance (\$1000)  
CA2 - Correction Clothing Allowance (\$1500)

Bargaining Unit 91:  
UA1 - Uniform Allowance (\$623)  
Amount: Enter payment amount.

**Agency Actions** Parks, Recreation and Historic Preservation agencies must also report employees in Park Patrol Officer, Sergeant Park Patrol, Lieutenant Park Patrol and Captain Park Patrol titles who work as plain clothes Detectives and who are eligible for the Police Clothing Allowance.

**Miscellaneous Payment Information** If there is an additional tax amount in the employee's record, the additional tax will be deducted from both the regular check and the separate check.

The Uniform Allowance and Clothing Allowance payments are not pensionable and are not included in the calculation of overtime.

**Control-D Report** Time Entry Payment Report NPAY771 will be available after the automatic payment is loaded into the Time Entry page (November 16, 2007 for

Administration agencies and November 23, 2007 for Institution agencies).

The report contains the following data:

DeptID  
EmplID  
Empl Record  
Name  
Earn Code  
Earnings End Date  
Grade  
Barg Unit  
Part Time %  
Amount  
Number of Payments Processed  
Total Payment Amount

***Payroll Register  
and Employee's  
Paycheck***

The Earn Code and the amount will be displayed on the payroll register. The Earnings Description and the amount will be displayed on the employee's paycheck stub. There is no direct deposit for these payments.

***Questions***

Questions regarding the information in this Bulletin should be directed to [payrollaudit@osc.state.ny.us](mailto:payrollaudit@osc.state.ny.us).