



Payroll Bulletin

Office of the State Comptroller

Bureau of State Payroll Services

Date: November 5, 2008

Bulletin Number: 850

Subject	2008 Uniform Allowance and Uniform Clothing Allowance for Security Employees Represented by NYSCOPBA and Council 82
Purpose	To inform agencies of OSC's automatic processing and to provide instructions to agencies for processing transactions not processed automatically.
Affected Employees	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).
Background	<p>Pursuant to Chapter 688 of the Laws of 2007 and a GOER memorandum dated 11/3/08, 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 11/3/08 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 11/3/08 provide Clothing Allowance and Uniform Allowance payments to eligible employees represented by Council 82 Security Supervisors Unit (Bargaining Unit 61).</p> <p>Chapter 375 of the Laws of 2007 and a GOER memorandum dated 11/3/08 provide Clothing Allowance and Uniform Allowance payments to eligible employees represented by Council 82 Security Supervisors Unit (Bargaining Unit 91).</p>
Effective Date (s)	Payments will be made in separate checks for the Uniform and Clothing Allowances dated 11/26/08 (Administration) or 12/4/08 (Institution).
Eligibility Criteria and Payment Amounts	<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 work percentage before the employee was 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 work percentage before the employee was placed on leave.</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 the employee's percentage on the eligibility date.

The eligibility dates are:

- November 12, 2008 for employees in Administration agencies.
- November 5, 2008 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)
 Chief Environmental Conservation Officer
 Supervising Environmental Conservation Officer
 Park Patrol Officer Trainee
 Park Patrol Officer Trainee (SPL)
 Park Patrol Officer
 Park Patrol Officer (SPL)
 Sergeant Park Patrol
 Lieutenant Park Patrol
 Captain Park Patrol
 University Police Officer 1
 University Police Officer 1 (SPL)
 University Police Officer 2
 Forest Ranger 1
 Forest Ranger 2
 Forest Ranger 3

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

Environmental Conservation Investigator 1
 Environmental Conservation Investigator 2
 Environmental Conservation Investigator 3
 University Police Investigator 1
 University Police Investigator 2
 (Park Patrol Officers, Sergeant Park Patrol, Lieutenant Park Patrol,
 Captain Park Patrol who work as plain clothes Detectives)

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

Bargaining Unit 61

Correction Clothing Allowance (**CA2**): \$1500
 Eligible Title:
 Correction Lieutenant

Bargaining Unit 91

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

OSC Actions OSC will automatically process the 2008 Uniform Allowance, 2008 Clothing Allowance and 2008 Correction 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 12, 2008 (Administration agencies) and November 5, 2008 (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: 11/12/08 or date employee returned to the payroll for Administration agencies; 11/5/08 or date employee returned to the payroll for Institution agencies.

Earnings End Date: 11/12/08 or date employee returned to the payroll for Administration agencies; 11/5/08 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:
CA2 - Correction Clothing Allowance (\$1500)

Bargaining Unit 91:
UA1 - Uniform Allowance (\$623)

Amount: Enter payment amount.

Agency Actions - Office of Parks, Recreation and Historic Preservation Office of Parks, Recreation and Historic Preservation agencies must update 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. **UA1** rows will be inserted automatically in Time Entry for these employees. Agencies must delete the **UA1** row and enter a **CA1** row to pay the employee the correct amount.

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 paycheck and the separate check.

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

There is no direct deposit for these payments.

Control-D Report Time Entry Payment Report **NPAY771** will be available after the automatic payment is loaded into the Time Entry page (November 14, 2008 for Administration agencies and November 21, 2008 for Institution agencies).

The report contains the following data:

DeptID
EmplID
Empl Record
Name
Earn Code
Earns 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.

Questions Questions regarding this Bulletin should be directed to the Payroll Audit mailbox.