



**State of New York**  
**Governor's Office of Employee Relations**  
Contract Negotiations and Administration Unit  
2 Empire State Plaza, Suite 1201, Albany, New York 12223  
(518) 473-3130 • (518) 473-6795 (Facsimile)

**George E. Pataki, Governor**

**George H. Madison**  
Director

**John V. Currier**  
Executive Deputy Director

[Date]

Director of Bureau of State Payroll  
Office of the State Comptroller  
110 State Street  
Albany, New York 12236

Re: [Employee Name as displayed in  
Payroll System]  
[OER File #]  
[Agency Code]

Dear \_\_\_\_\_ :

Let this confirm that the out-of-title work found by the Director of Classification and Compensation in the above –cited case for [Employee Name] is continuing. It is expected to continue until [Date 6 Pay Periods Forward] and out-of-title grievance transactions will continue to be submitted for this employee until such date. This is the first [or second] application for an extension on this case.

Very truly yours,

[Agency Representative]  
(Labor Relations or Payroll)

cc: Linda Murphy, GOER  
Nicholas J. Vagianelis,  
Director of Class & Compensation  
OSC Salary Determination Unit