

**STATE OF NEW YORK
CIVIL SERVICE DEPARTMENT**

**CLASSIFICATION
and
COMPENSATION PLAN
and
SALARY SCHEDULES**

CIVIL SERVICE COMMISSION

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ALBANY, NEW YORK

Sample keep

New York State Department of Civil Service

THE STATE OFFICE BUILDING CAMPUS • ALBANY, NEW YORK 12226

Commission

Ersa H. Poston
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Transmitted herewith is a complete copy of the alphabetic, occupational and salary grade listing sections of the New York State Classification and Compensation Plan including all changes through November 5, 1970.

Effective with this issue of the Classification and Compensation Plan we are identifying the classes assigned to Negotiating Units or to the Management/Confidential Group. To the right of the salary grade a single digit code number, 1 through 6 appears. Each number represents a negotiating unit (or the Management/Confidential Group) as shown below:

<u>Code Number</u>	<u>Unit</u>
1	Security Services Unit
2	Administrative Services Unit
3	Operational Services Unit
4	Institutional Services Unit
5	Professional, Scientific and Technical Services Unit
6	Management/Confidential

If no number is shown next to a title, the title has not yet been assigned.

Temporary authorizations to recruit above the minimum salary of a grade and geographic area or shift pay differentials authorized are indicated by a code (Rec), which is explained on the Recruitment Geographic and Shift Differential Rate Schedule, commencing on Page D1.

We are no longer indicating the Recruitment Section responsible for administering the recruiting program for titles.

Current changes on each page will still be indicated by a dash (-) opposite the salary grade of the class involved; no indications are made when deletions occur.

Cornelius M. Hanrahan

Cornelius M. Hanrahan
Director of Classification
and Compensation

(November 1970)

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INTRODUCTION

CLASSIFICATION AND COMPENSATION IN NEW YORK STATE

No employer can get along without a classification and pay plan no matter how simple it may be or by what name he calls it. For the efficient management of his business, he must know the different kinds of work needed for its conduct. From that basis, he must determine the number of employees needed for each type of work and the knowledges and skills required of each for proper functioning. He must also know the current market value of every class of work in his organization. The larger the business the more important it becomes to have reliable criteria for determining these essential facts. New York State government is big business and its business is more varied by far than that of any one private employer within the state. No single employer is engaged in running a large insurance business, a vast engineering and construction program, in operating hospitals, schools, and a university, in forest management and conservation, and many other enterprises of similar size and importance.

New York State, as a single employer, does all of this and much more. If a sound job classification and compensation plan is so necessary to good management in private industry (and its vital role has been amply demonstrated during the last three decades), how much more vital it is to the efficient running of state government in New York must be readily apparent. Any successful program of personnel management requires that it be firmly founded upon the principle of equal pay for equal work. The New York State Legislature, in establishing the state's job classification and compensation plan, specifically made this principle the policy of the state. Notable historical developments in the administration of the classification and compensation program, and some of the things which every employee and appointing officer should know about how it operates, are told in this report.

Development of the Classification and Compensation Program in New York

In New York State, as far back as 1930, a position classification study was made by a legislative committee which employed the consulting firm of Griffenhagen Associates to do the technical survey work. The plan for reorganizing a cumbersome and chaotic jumble of thousands of jobs into an orderly arrangement resulted. Standard job titles were established. A stenographer was called a stenographer, instead of by half a dozen other names; a chemist was called a chemist, and so on. Various grades of responsibility in a particular field of work were defined and clear lines of promotion emerged. A Stenographer could become a Senior Stenographer and then a Principal Stenographer. A further improvement was the breaking up of broad categories according to the specialized type of work done. An engineer was a civil engineer, a mechanical engineer or an electrical engineer, depending on what kind of engineering work was required.

This is obviously an over-simplification. It was not that easy. A careful study of each position was made so that each could be assigned to its proper class or type. It took a long time to relabel each position.

In fact, this is a task that can never be entirely finished. A job can grow or shrink, or even disappear. New kinds of jobs crop up that were never thought of a few years ago. These changes follow the growth of government itself; government must be responsible to the needs of the people, and these needs shift and change with the times. A few years ago, there was no State Rent Commission, nor any evident need for one. There was no State University, no State Lottery Commission. It is not hard to remember when there was no unemployment insurance. All such changes, whether they involve creating new jobs, changing existing ones, or dropping old ones, require classification and salary study.

Though standard job titles were established in the early thirties, adoption of a classification and salary plan was still a long way off. In 1937, the Feld-Hamilton Law created a five-man Temporary Salary Standardization Board to bring order into the tangled pay situation then existing. This was followed a year later by the Feld-Ostertag Act, creating a Classification Division headed by a three-member Classification Board in the Department of Civil Service. At that time, the task of classifying all positions in the state civil service, according to scientific standards, began to go forward in earnest. In 1945, a Salary Standardization Division was added to the Department of Civil Service and a permanent five-member Salary Standardization Board, created to head it, replaced the temporary board.

The two boards and their staffs of technicians worked steadily but separately toward their common aim, equal pay for equal work, until 1949. By that time, it had become clear to the Governor, Legislators and to operating and service agencies and as well to the employees of the state that this work could be carried on more efficiently and effectively under a single administrative officer. The 1949 Legislature made this change by abolishing the two Boards on July 1, 1949, and establishing, under a Director, the Classification and Compensation Division in the Department of Civil Service.

The New York State Salary Plan

The 1937 Feld-Hamilton Law gave New York State its first formal pay plan. It provided various schedules of salary grades according to broad occupational categories. It provided for the appointment, by the Governor, of a Temporary Salary Standardization Board and vested the Board with authority to allocate the various classes to appropriate salary grades within the established schedules. Time and experience demonstrated certain structural weaknesses in this first plan with the result that in 1947, the Legislature replaced it with an entirely new schedule of salary grades. Under the 1947 statute, the Salary Standardization Board did not have administrative freedom and authority to allocate classes to grades in the new schedule. There was a special statute which provided for their automatic conversion from the old to the new plan.

By 1953, because of numerous inequities involving pay relationships among a large number of classes and because of structural deficiencies in the 1947 schedule, it became apparent that a complete and forthright overhaul of the state's entire compensation plan had to be made. The general salary increases which were granted between 1943 and 1953 (there were 5 of these) were based upon percentage formulae, no two of which were alike. They had the cumulative effect of seriously distorting the internal relationship of rates and they brought about an unreasonable compression with too little difference between

the lowest and the highest rates, provided by the plan. Rates were awkward and not rounded to full dollars; there was no system in the differences between successive minimums or maximums or in the width of ranges. Each raise had meant higher pay for positions already relatively overpaid and an insufficient amount of pay increase for those which were relatively underpaid. In numerous instances, the salaries of supervisors were unreasonably close to the salaries of those whom they supervised.

That there were widespread salary inequities and that the salary plan was generally inadequate was evident in the program of the Classification and Compensation Division where from 65 to 70% of staff time had to be devoted to hearing and determining requests from appointing officers and employees for pay and title changes. In June 1953, the Governor directed the Civil Service Department to make a comprehensive study of the salary structure and pay inequities existing among State positions. He appointed a seven-member Advisory Committee to assist the Department.

An important result of this study was the adoption in 1954 of a new 38 grade salary plan to replace the former 55 grade one. It was scientifically constructed to provide for rounded rates and 5% difference between maximums of successive grades. This established an easy method for adjustment without upsetting internal relationships since each 5% revision in the schedule could be accomplished merely by renumbering existing grades and adding a new grade at the top or bottom of the schedule, depending on whether the revision was a decrease or an increase. It followed a systematic plan for decreasing the width of salary ranges from minimum to maximum and for increasing increments with each higher grade. It provided an entirely new feature in an additional increment beyond the normal maximum of each grade for each employee who rendered continuous and satisfactory service for five years after having attained his normal maximum.

The enabling legislation, Chapter 307 of the Laws of 1954, provided that the conversion to this new salary schedule would be accomplished through the individual allocation by the Director of Classification and Compensation, with the approval of the Director of the Budget, of each title in the state classification plan. Two important factors were considered in this process -- (1) comparison with salaries outside the State service and (2) consistent and equitable relationships within the state's compensation plan. Pay rates in private industry do not present an orderly picture. They often vary substantially. There are no counterparts for many types of state positions. Often, outside pay rates are meaningful and useful only as clues to rather than conclusive measures of what the state should pay.

In 1958 and 1959, it had become apparent that the state was experiencing difficulty in the recruitment and retention of competent personnel in classes allocated to grades in the middle and upper sectors of the pay scale. Special emphasis was given to this problem in our annual salary study made in the fall of 1959. In addition, the Governor employed a private consulting firm to conduct a study to determine the relationship of state pay rates and those of private industry. The findings of these studies, which were in very close agreement, revealed that for classes in the lower grades state salaries were an fairly good adjustment with those paid by private industry, but that considerable adjustment of rates for middle and upper level classes was needed in order to materially improve the state's competitive position with private industry. Legislation to this effect was enacted and approved by the Governor, effective May 1, 1961. Under this legislation, salaries were increased by percentage amounts ranging from 5% at Grade 1 to 17% at Grade 37. In addition, a second longevity increment was provided, payable after 10 years of continuous and satisfactory service at the normal grade maximum.

In 1962 salaries were increased by a flat 5%, resulting in some compression of the salary schedule. However, this was relieved by the general increase of 1964 which provided salary adjustments ranging from 3% at Grade 1 to 8% at Grade 37. Salaries were again adjusted in 1966 by an 8% across the board increase. No change was made in 1967 but legislation was enacted which provided for geographic area and shift differential payments in certain situations.

In 1967-1968, collective negotiations with a large employee organization, were conducted under the provisions of the Public Employees' Fair Employment Act, known as the Taylor Law, which became effective on September 1, 1967. These negotiations resulted in a 10% salary increase, with a minimum increase of \$600 and a maximum of \$2500, effective April 1, 1968. Negotiations in 1968-1969, with two large employee groups, produced various changes. A 5%, \$600 minimum general salary increase was agreed on; employees working in the ~~nine~~-county New York Metropolitan area were guaranteed an annual salary of \$5200, and those in all other areas of the State, an annual salary of \$4900; \$200 locational compensation, over and above basic salary (but considered in arriving at the \$5200 minimum salary) for employees working in the New York Metropolitan area; and inconvenience pay at the annual rate of \$300 for work on an evening or night shift.

Negotiations in 1969-1970, with two certified employee organizations, resulted in an April 1, 1970 general salary increase of \$750 or 7½%, whichever was greater, with \$250 deferred until October 1, 1970. For the second year of the two year contract, an increase of 6% with a minimum of \$525, was agreed on for April 1, 1971. Other changes were also negotiated. For example, the \$200 Location compensation was extended to Monroe County; for employees in State service on March 31, 1970, the Minimum Annual Salary becomes \$5400 on April 1, 1970 and \$5650 on October 1, 1970, except in the nine-county New York area where the amounts are \$5700 and \$5950, respectively; effective April 1, 1971, no employee in service on March 31, 1971, will receive less than \$6000 per year providing he has 26 bi-weekly pay periods of State service prior to April 1, 1972.

Classifying New Positions

When a new position is sought by an agency or department, a description of the job must be sent to the Classification and Compensation Division. This is so whether the position is to be permanent, temporary, or seasonal, and even though the appointing officer may wish to have it placed in the non-competitive, exempt, or labor class by the Civil Service Commission. The Commission requires that the position be classified before it will determine the manner in which appointment to it shall be made.

The description of a new job is filed with the Director of Classification and Compensation on Form CC-1. Additional copies may be kept for its own records by the department requesting the job. If a new title is asked, information about the minimum qualifications which should be required of candidates for the proposed position and the reasons for requesting the new title at the salary suggested should be given. The Director of Classification and Compensation classifies the requested new position under an existing title, if such reasonably describes the work. Otherwise, a new title must be created and allocated to an appropriate salary grade. The Director of the Budget must approve this action with particular reference to the salary grade recommended and the need of the job by the department before it is officially established and can be filled.

For a specific group of titles a simplified system has been developed which differs from that described. In such cases the appointing officer, by means of Form CC-1A, certifies that the duties to be performed by the new position are in accordance with those described on the standard specification for the title which he is requesting be approved. Classification by this Division then follows without the submission of a description of the position.

Applications for Changes in Title or Salary

A request for change in title or salary, or both, may be made by an individual employee, by groups of employees, or by an appointing officer at any time. Form CC-2 is used for this purpose. The reasons for requesting the change must be given and substantiated. While requests originating with an employee or a group of employees may be filed directly with the Classification and Compensation Division, it is preferable that they be filed through regular departmental channels, as indicated on page 4 of the form, so that the appointing officer will have knowledge of and an opportunity to comment on the application.

It is sometimes not clearly understood that the subject of study is the job itself, and not the employee or his qualifications or performance. The only basis for its reclassification would be a change in the required duties and responsibilities of the job. All positions bearing the same title, of course, carry the same salary grade. The obvious reason for changing the salary for a class of positions is that the existing grade is inappropriate for the kind of work and responsibilities involved and that it differs from the compensation fixed for comparable kinds of work. The personal qualifications, degree of efficiency or length of service of an employee have nothing to do with the classification or compensation of his job.

Requests for salary or title changes are analyzed by the Division's technical staff who submit their findings and recommendations to their Section Head. In most cases, a technician will visit the employee in his work setting to find out by first-hand discussion and observation exactly what he does. Decisions on all requests for changes in title or salary or both are made in the name of the Director of Classification and Compensation and become final with the approval of the Director of the Budget.

Applications for Pay Differentials

Under new sections of law, enacted in 1967, the Director of Classification and Compensation may authorize geographic area pay differentials and shift pay differentials, providing certain conditions exist and subject to approval of the Director of the Budget. Applications for such differentials may be filed by an employee, employee representative, or appointing officer. The Director of Classification and Compensation may also authorize differentials on his own initiative. These differentials are designed to enable the state to compete with private industry and other non-state employers in high rate areas without having to raise the basic rate of the class in most other areas of the state.

General Classification Studies

Experience has shown that in order to maintain a classification plan upon a reasonably sound basis, each position should be studied at least once every five years to ascertain whether its duties and responsibilities have undergone material change. While certain changes are called to the attention of the Classification and Compensation Division in the form of reclassification applications, others are not. Consequently, the need for a program of systematic restudy of positions in all departments and agencies scheduled on a five-year cycle is apparent.

Hearings

The Director of Classification and Compensation may schedule a hearing in connection with any matter before him for determination. Generally such hearings are related to applications for title or salary change. Almost always they are held when requested by applicants. Frequently, they are arranged by the Director on his own initiative. They are informal and more in the nature of "orderly conferences" than judicial proceedings. Consequently, they provide the parties in interest with a good opportunity for free expression and discussion. As a result of these hearings it is possible to learn many things of value concerning the issues to be determined and to gain a better understanding of employer-employee thinking which so often is not readily apparent from a written application. Not only do the hearings provide the Director of Classification and Compensation with useful and important information concerning the matters before him for decision, but as well they serve

as an excellent medium for giving employees and appointing officers a better understanding of how decisions in such matters are reached and of the considerations and factors for which regard must be had. Because of the informal nature of the hearings, employees generally have realized that they need not be represented by counsel and that they themselves are the ones best able to describe their work and its responsibilities, and to tell why they think a title or salary change should be made.

Appeals

When a change in title or salary has been denied by the Director of Classification and Compensation or his determination is otherwise unsatisfactory to the employee or department head who made the request, it may be reviewed, upon application, by the Civil Service Commission. Appeals to the Commission must be made within 60 days after receipt of notice of denial by the Director of Classification and Compensation. Correspondence on appeals should be directed to the Civil Service Commission, Department of Civil Service, State Campus, Albany, New York 12226.

In cases where job duties have changed, or new information not previously made known to the Director of Classification and Compensation is included in the appeal, the request for review of the original decision should be addressed to the Director of Classification and Compensation.

Effect of Changes in Title or Salary on Employee

Appointment to a reclassified position is made from an appropriate eligible list if such a list exists. If there is none, an examination, usually promotional, is held to fill the job. The person originally in the job may compete, if he is eligible, together with all other eligibles. The appointment is made by the department head from among those on the eligible list in accordance with the Civil Service Law and Rules. Should the employee who made the original reclassification request not be appointed to the reclassified job, he will be placed in the vacancy left by the employee who is appointed.

In certain instances, the Civil Service Commission may determine that persons serving permanently in jobs for which new titles or salary grades are established may be given the new title without any requirement for further qualification. This has been done in cases where no change in the essential character of the position has occurred and the employee had already qualified in an appropriate examination.

When a job is reclassified downward, the Civil Service Law provides that the salary of the person holding the job shall not be reduced as long as he continues to occupy that position.

Contacts with Classification and Compensation Division

The Division may be contacted by correspondence, telephone or personal visit at its offices at the State Campus in Albany. Its technical staff is available at all times in Albany and during its frequent visits to other locations for the informal discussion of any matter relating to the classification and compensation of positions in the state civil service.

CIVIL SERVICE LAW

ARTICLE VIII

Classification and Compensation of State Employees

Title A. Classification and allocation of positions (§ 115-123).

B. Salary grades; determination of salaries (§ 130-136).

TITLE A

Classification and Allocation of Positions

Section 115. Policy of the state.

116. Classification defined.

117. Classification and compensation division.

118. Powers and duties of the director of classification and compensation.

120. Applications and appeals.

121. General provisions relating to classification and allocation.

122. Eligibility of incumbents of positions not heretofore classified.

123. Prohibition against transfer of employees to competitive class.

§ 115. Policy of the state.

In order to attract unusual merit and ability to the service of the state of New York, to stimulate higher efficiency among the personnel, to provide skilled leadership in administrative departments, to reward merit and to insure to the people and the taxpayers of the state of New York the highest return in services for the necessary costs of government, it is hereby declared to be the policy of the state to provide equal pay for equal work, and regular increases in pay in proper proportion to increase of ability, increase of output and increase of quality of work demonstrated in service.

§ 116. Classification defined.

The terms "classification", "reclassification", "classify", and "reclassify" where used in this article refer to position classification as defined in section two of this chapter, unless otherwise expressly stated or unless the context requires a different meaning.

§ 117. Classification and compensation division.

There shall be a classification and compensation division in the department of civil service. The head of such division shall be a director who shall

be in the competitive class of the classified civil service. The director and employees of such division shall be appointed by the president of the civil service commission.

§ 118. Powers and duties of the director of classification and compensation.

1. General powers and duties. (a) The director of the classification and compensation division shall be charged generally with the duty and shall have the power

(1) to classify and reclassify all positions in the classified civil service of the state;

(2) to allocate and reallocate to an appropriate salary grade specified in section one hundred thirty of this article all positions in the competitive and non-competitive classes of the classified civil service of the state, except temporary, part-time or seasonal positions, and positions the salaries of which are otherwise specifically set forth in a statute.

(b) The director in his discretion may allocate and reallocate to an appropriate salary grade specified in section one hundred thirty of this article, seasonal positions and positions in the labor class.

(c) The principle of fair and equal pay for similar work shall be followed in the classification and reclassification and the allocation and re-allocation of positions pursuant to this article and all positions having the same title shall be allocated to the same salary grade.

2. Specific powers and duties. In addition to those elsewhere prescribed, the director shall have the following powers and duties:

(a) To ascertain and record the duties and responsibilities of all positions in the classified civil service of the state, establish adequate specifications showing the qualifications for and the nature and extent and scope of the duties and responsibilities of such positions, and assign uniform titles to positions that are so substantially similar in the essential character and scope of their duties and responsibilities and in the qualification requirements thereof that the same descriptive title may be used to designate them; that the same qualifications for appointment thereto may be reasonably required; that the same tests of fitness may be established, and that the same rate of compensation may be reasonably applied.

(b) To investigate all matters affecting the classification and compensation of positions, to hear and determine all complaints and grievances with respect to the classification and compensation of positions, and from time to time review the duties, responsibilities, qualification requirements and compensation of positions and to make such revisions in the classification or compensation of positions as changes in the state service may require.

3. Departmental cooperation. The director, and the state civil service commission may request from any state department or agency such assistance as either may require, and each such department or agency shall make available, upon such request, any of its personnel and facilities.

§ 120. Applications and appeals.

1. Applications to director. Any employee occupying a position, the title or salary grade of which is subject to the jurisdiction of the director of the classification and compensation division, and any appointing officer, with respect to any such position or positions in his department or agency, may apply to the director, on a form prescribed and furnished by him, for a review and change of the classification or allocation of such positions. Such employee or appointing officer or their representatives shall be afforded a reasonable opportunity to present facts in support of or in relation to such application at a time and in such manner as may be specified by the director. The director shall examine and review any such application and may make such changes in classification or allocation as may be just and equitable. The director shall have the power to designate an officer or employee of the division to conduct a hearing with relation to any application for such reclassification or reallocation and to report to the director thereon.

2. Appeals to the state civil service commission. Any employee or appointing officer aggrieved by a determination of the director may appeal from such determination to the state civil service commission. Such appeal must be made within sixty days after receipt of written notice of such determination. Such employee or appointing officer or their representatives shall be afforded an opportunity to present facts and arguments in support of or in relation to such appeal at a time and place and in such manner as may be prescribed by the commission. The commission shall examine and review such appeal and make such changes in classification or allocation as may be just and equitable. Determinations of the commission shall be transmitted to the director of the budget, the director of the classification and compensation division, and the employees and department heads affected thereby.

§ 121. General provisions relating to classification allocation.

1. Effective date of classification and allocation. Any classification or reclassification of a position and any allocation or reallocation of a position to a salary grade made by the director of the classification and compensation division or the state civil service commission pursuant to the provisions of this article shall become effective on the first day of the fiscal year following approval by the director of the budget and the appropriation of funds therefor, except that the director of the budget may, in his discretion, authorize an effective date prior to the first day of the ensuing fiscal year.

2. Salary rights and limitations. (a) Notwithstanding the provisions of paragraph (b) of this subdivision, the annual salary of any position, compensable on an annual basis, which is classified or reclassified, or which is allocated or reallocated to a salary grade pursuant to the provisions of this article shall not be reduced for the then permanent incumbent by reason of any provision of this article so long as such position is held by the then permanent incumbent.

(b) When a position is allocated pursuant to the provisions of this chapter to a salary grade in section one hundred thirty of this chapter, the incumbent thereof, whether employed on a permanent or temporary basis, shall be paid the

minimum salary of the salary grade to which such position is allocated, plus the number of increments which corresponds with the number of his years of service in such position; provided, however, that such incumbent shall not receive an annual salary in excess of the maximum salary of the grade to which his position is allocated or the amount to which he may be entitled pursuant to subdivision three of section one hundred thirty of this article, as the case may be.

(c) No employee whose salary would be increased by such classification, reclassification, allocation or reallocation shall have any claim against the state for the difference, if any, between his former salary and that which he should receive as a result of such classification, reclassification, allocation or reallocation for the period prior to the date such change in title or salary grade becomes effective.

3. Status of employees. No employee whose position is reclassified shall be promoted, demoted, transferred, suspended or reinstated except in accordance with the provisions of this chapter.

4. Limitations of use of preferred list. A preferred list established, pursuant to section eighty-one of this chapter shall have no priority with reference to a new position created by the reclassification of an existing position pursuant to this article whenever the use of a preferred list for filling such new position would result in the suspension of an employee pursuant to the provisions of section eighty of this chapter.

§ 122. Eligibility of incumbents of positions not heretofore classified.

A position to which the provisions of this article are hereafter extended shall be classified under an appropriate title. For the purpose of continuing the essential activities of the state without interruption, and notwithstanding any inconsistent provisions of this chapter, the president of the state civil service commission is empowered, without requiring an examination, to approve the continued employment of the permanent incumbent of such position under its classified title upon the certification of the director of the classification and compensation division that such incumbent has been satisfactorily performing the duties of such position for a period of at least one year immediately prior to such extension. After such classification becomes effective, such incumbent shall be entitled to the same salary, status, rights, privileges and benefits as if he had been originally appointed under this chapter to the position designated by the classified title. No such incumbent, by reason of any change in title, shall be deprived of any rights he might previously have acquired under this chapter for appointment, transfer, reinstatement or promotion.

§ 123. Prohibition against transfer of employees to competitive class.

Nothing in title A of this article shall be construed to effect a transfer to the competitive class of the civil service of any employee not heretofore included in such service.

TITLE B

Salary Grades; Determination of Salaries

- Section 130. Salary grades; minimum and maximum salaries.
131. Annual increment; determination of salaries.
132. Reallocations; adjustment of salaries.
133. Special provisions applicable to assignments, reassignments or promotions to and from the tuberculosis service.
134. Work week of state officers and employees for basic annual salaries; overtime compensation.
135. Extra salary or compensation prohibited.
136. Compensation of teachers in state institutions.

§ 130. Salary grades; minimum and maximum salaries.
 Salary grades for positions in the competitive, non-competitive and labor classes of the classified service of the State of New York shall be as follows:

SALARY GRADES SCHEDULE

NEW YORK STATE CLASSIFIED SERVICE

EFFECTIVE OCTOBER 1, 1970

Salary Grade	Annual Increment	1st Year	2nd Year	3rd Year	4th Year	5th Year	Max. Salary	*1st Add Step	**2nd Add Step
1	202	\$4133	\$4335	\$4537	\$4739	\$4941	\$5143	\$5345	\$5547
2	211	4300	4511	4722	4933	5144	5355	5566	5777
3	223	4515	4738	4961	5184	5407	5630	5853	6076
4	234	4730	4964	5198	5432	5666	5900	6134	6368
5	246	4962	5208	5454	5700	5946	6192	6438	6684
6	258	5240	5498	5756	6014	6272	6530	6788	7046
7	269	5546	5815	6084	6353	6622	6891	7160	7429
8	279	5871	6150	6429	6708	6987	7266	7545	7824
9	292	6209	6501	6793	7085	7377	7669	7961	8253
10	306	6575	6881	7187	7493	7799	8105	8411	8717
11	319	6972	7291	7610	7929	8248	8567	8886	9205
12	333	7375	7708	8041	8374	8707	9040	9373	9706
13	348	7821	8169	8517	8865	9213	9561	9909	10257
14	364	8284	8648	9012	9376	9740	10104	10468	10832
15	379	8773	9152	9531	9910	10289	10668	11047	11426
16	397	9277	9674	10071	10468	10865	11262	11659	12056
17	416	9814	10230	10646	11062	11478	11894	12310	12726

18	438	10383	10821	11259	11697	12135	12573	13011	13449
19	458	10959	11417	11875	12333	12791	13249	13707	14165
20	478	11536	12014	12492	12970	13448	13926	14404	14882
21	499	12163	12662	13161	13660	14159	14658	15157	15656
22	521	12831	13352	13873	14394	14915	15436	15957	16478
23	543	13528	14071	14614	15157	15700	16243	16786	17329
24	564	14266	14830	15394	15958	16522	17086	17650	18214
25	588	15071	15659	16247	16835	17423	18011	18599	19187
26	612	15882	16494	17106	17718	18330	18942	19554	20166
27	634	16760	17394	18028	18662	19296	19930	20564	21198
28	658	17662	18320	18978	19636	20294	20952	21610	22268
29	683	18612	19295	19978	20661	21344	22027	22710	23393
30	706	19609	20315	21021	21727	22433	23139	23845	24551
31	730	20677	21407	22137	22867	23597	24327	25057	25787
32	754	21805	22559	23313	24067	24821	25575	26329	27083
33	776	23016	23792	24568	25344	26120	26896	27672	28448
34	800	24273	25073	25873	26673	27473	28273	29073	29873
35	823	25560	26383	27206	28029	28852	29675	30498	31321
36	846	26875	27721	28567	29413	30259	31105	31951	32797
37	871	28310	29181	30052	30923	31794	32665	33536	34407
38		27208+							

2. **Limitations on allocation of positions.** All positions allocated pursuant to title A of article eight of this chapter shall be allocated to an appropriate salary grade as prescribed in subdivision one of this section, provided, however:

(a) Positions which were allocated on January first, nineteen hundred forty-seven, to occupational service six, seven, eight-a, ten-b, ten-c, ten-e and eleven of section forty of the civil service law as in force and effect on such date shall not be reallocated to a salary grade lower than grade nine.

(b) All positions in a promotional series shall be allocated to salary grades which shall properly reflect the varying degrees of responsibilities, training and duties required to be performed.

(c) No positions shall be allocated to salary grades one and two except (1) positions in the labor class, or (2) positions which were allocated to salary grade one on September thirtieth, nineteen hundred fifty-four, or (3) positions of a similar nature thereafter classified pursuant to the provisions of this article. The provisions of this subdivision shall not be construed to prohibit the allocation of such positions to higher salary grades.

3. Additional increment. Notwithstanding any inconsistent provision of this chapter, when an employee holding a position allocated to a salary grade prescribed in subdivision one of this section has reached, by or after April first, nineteen hundred forty-nine, salary equal to or in excess of the maximum salary of the grade of his position and thereafter has rendered continuous service in such position, or in a position in the same salary grade, he shall be entitled, on the first day of the fiscal year following completion of five years of such service, to an additional increment of the grade to which his position is allocated, and following completion of ten years of such service, to a second additional increment of such grade. The salary of such employee shall not be increased, pursuant to the provisions of this subdivision, to an amount in excess of the maximum salary of the grade of his position plus one additional increment of such grade or, upon qualifying for such second additional increment, to an amount in excess of the maximum salary of the grade of his position plus two additional increments of such grade.

For the purposes of this subdivision: (a) an employee who has reached a salary equal to or in excess of the maximum salary of the grade of his position and whose position, on or after April first, nineteen hundred forty-nine, is reallocated to a higher salary grade shall be deemed to have had continuous service at the maximum salary of the grade of his position, notwithstanding the fact that, as a result of such reallocation, he is not receiving the maximum salary of the higher salary grade to which his position is reallocated;

(b) an employee who has not reached the maximum salary of the grade of his position and whose position, on or after April first, nineteen hundred forty-nine, is reallocated to a higher salary grade shall be deemed to have reached the maximum salary of the grade of his position on the date on which he would otherwise have reached the maximum salary of the grade from which his position was reallocated;

(c) when a position, on or after April first, nineteen hundred forty-nine, is reclassified to a title allocated to a higher salary grade, and the president of the state civil service commission finds that such reclassification represents no substantial change in duties and responsibilities from those associated with the former title, the incumbent's eligibility for additional increments authorized by this subdivision shall be determined as though his position had been reallocated to such higher salary grade; such employee shall not be deemed to be appointed or promoted to a position in a higher grade for purposes of determining his salary therein;

(d) when an employee is appointed or promoted to a position in a higher salary grade or, in a case not subject to the provisions of paragraph (c) of this subdivision, when a position is reclassified to a title allocated to a higher salary grade and the incumbent thereof is appointed or promoted to such reclassified title, his eligibility for additional increments authorized by this subdivision shall be determined on the basis of his service after the date of such appointment or promotion;

(e) an employee who has been on a preferred list pursuant to section eighty-one of this chapter, or section two hundred forty-three of the military law, or who has been on leave of absence, or who has resigned, and who has been reinstated to his position or a similar position with the approval of the state civil service

department, shall be deemed to have continuous service; provided, however, that such employee shall be credited with service in his position only in a fiscal year for which he would otherwise be entitled to receive an increment in such position if he were not receiving a salary equal to or in excess of the maximum salary of the grade of his position;

(f) an employee shall not be credited with service in his position in any fiscal year where such service was unsatisfactory under the provisions of section one hundred forty of this chapter or insufficient under the provisions of subdivision six of section one hundred thirty-one of this chapter to render him eligible for an annual increment if he were not receiving a salary equal to or in excess of the maximum salary of the grade of his position, but the failure to receive credit for such year shall not constitute an interruption of his continuous service;

(g) when an employee is appointed, demoted or reinstated from a higher grade position to a lower grade position, he shall receive credit toward eligibility for additional increments in the lower grade position for his years of service in the higher grade position as though such service had been rendered in the lower grade position;

(h) when an employee is assigned or reassigned pursuant to section one hundred thirty-three of this chapter from a non-T.B. position to the same titled T.B. position or from a T.B. position to the same titled non-T.B. position, he shall be eligible for the additional increments on the dates on which he otherwise would have become eligible for such additional increments if such assignment or reassignment had not occurred.

4. Increased minimum salaries. Whenever the director shall determine that it is impracticable to recruit for a position at its then minimum salary in one or more or all areas or locations, he, subject to the approval of the director of the budget, may increase the minimum salary of the salary grade of such position with respect to which such determination shall have been made, by one or two increment steps, or may increase the minimum salary of the salary grade by one, two, three, or four increment steps for positions in or closely related to the unskilled, semi-skilled and skilled trades, or for positions where the number of incumbents in the title does not exceed twenty, or for positions for which community wage practices in private or public employment within the state have commonly established a narrower spread between the hiring rate and the maximum rate than the spread between the minimum and maximum rates of compensation prescribed in subdivision one of this section. Such new minimum shall remain in effect until he shall prescribe a different minimum salary pursuant to this subdivision or restore the minimum salary to the minimum salary set forth in this section. When any such increase is made with respect to one or more or all areas or locations, all incumbents of such positions who are employed in any state department, state institution or other state agency, in the particular area or areas or location or locations affected, who are receiving less than such new minimum salary shall have their salaries brought up to such minimum. For the purpose of computing future increments such incumbents and new employees in such positions shall be credited with the number of years of service in such positions which corresponds with such rate of compensation. The salary or compensation of any officer or employee appointed, promoted, demoted, transferred or reinstated to or from a position for which an increased minimum salary has been prescribed under the provisions of this subdivision, shall be determined as follows:

(a) The incumbent of any such position, for which an increased minimum salary is prescribed under the provisions of this subdivision, who is appointed, transferred or reinstated to the same titled position in an area or location to which the same increased minimum salary does not apply shall receive, upon such appointment, transfer or reinstatement, the salary he would have received had he been originally employed in such area or location to which he is appointed, transferred or reinstated.

(b) The incumbent of any such position for which an increased minimum salary is prescribed under the provisions of this subdivision, who is appointed, transferred, reinstated or demoted to another position in the same or a lower salary grade, for which an increased minimum salary is not prescribed, shall receive, upon such appointment, transfer, reinstatement or demotion, the rate of compensation which he would be entitled to receive had his service for the period of time during which he held the position from which he is appointed, transferred, reinstated or demoted, been rendered in the position to which he is appointed, transferred, reinstated or demoted.

(c) The incumbent of any such position for which an increased minimum salary is prescribed under the provisions of this subdivision, who is appointed, transferred, reinstated or demoted to another position in the same or a lower salary grade for which an increased minimum salary is also prescribed under the provisions of this subdivision, shall receive, upon such appointment, transfer, reinstatement or demotion, the rate of compensation which he would be entitled to receive had his service for the period of time during which he held the position from which he is appointed, transferred, reinstated or demoted, been rendered in the position to which he is appointed, transferred, reinstated or demoted.

(d) The incumbent of any such position for which an increased minimum salary is prescribed under the provisions of this subdivision, who is appointed or promoted to another position in a higher salary grade, shall receive, upon such appointment or promotion, a salary as determined pursuant to the provisions of subdivision two of section one hundred thirty-one of this chapter.

(e) The incumbent of a position for which an increased minimum salary is not prescribed under the provisions of this subdivision, who is appointed, transferred, demoted or reinstated to a position in the same or a lower salary grade for which an increased minimum salary is prescribed, or to the same titled position in an area or location for which an increased minimum salary is prescribed for such position, shall receive, upon such appointment, transfer, demotion or reinstatement, the minimum salary of the grade of such new position as prescribed in subdivision one of this section plus the number of annual increments which corresponds with the number of years actually served in the positions from which and to which he is appointed, transferred, demoted or reinstated; provided, however, that he shall receive at least the increased minimum salary of such new position as prescribed under the provisions of this subdivision.

(f) Where an increased minimum salary prescribed under the provisions of this subdivision for any position is reduced or discontinued, the salary of a then incumbent of such position shall not be reduced.

(g) Applications to director. Any employee, employee representative, or appointing officer, with respect to any position or positions in his department or agency, may apply to the director, on a form prescribed and furnished by him, for a review of such position or positions to determine whether a pay differential

should be authorized pursuant to this section. The director may consolidate applications pertaining to a particular position or positions. The director may designate an officer or employee of the division to conduct a hearing with relation to any application for a pay differential. Such applications shall not include any matter involving an employee's rate of compensation which is presently provided for under sections one hundred twenty and one hundred twenty-one of the civil service law, or any other matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of law.

(b) Appeals. Any employee, employee representative or appointing officer aggrieved by a determination of the director may appeal from such determination to the commission. Such appeal must be made within sixty days after receipt of written notice of such determination. Determinations of the commission shall be subject to the same conditions, restrictions and limitations provided in this section for the determinations of the director. The commission shall transmit its decision to the director of the budget, the director of the division of classification and compensation and the employees, employee representative or department heads affected thereby.

6. Pay differentials. Whenever the director finds that under prevailing wage practices in private or other public employment in the state, employees in a given occupation receive a higher rate of pay or wage differential for a work shift other than a normal day shift than that which is paid to employees in the same occupation for a normal day shift, he may, subject to the approval of the director of the budget, authorize a pay differential to be paid to those employees in positions in the same or related occupations in the state service and who are regularly assigned to an equivalent or substantially equivalent work shift, on a statewide basis, provided however, where the director finds that in a particular geographical area or areas wage practices would warrant a shift differential for employees in a particular occupation without, however, any substantiating evidence that such wage practices are prevailing on a statewide basis, then the director may, after a hearing, which shall afford the employees affected or their representatives the opportunity to appear and be heard at such hearing and after proof has been satisfactorily furnished to the director, grant a work shift pay differential for such employees, subject to the approval of the director of the budget. In determining whether to authorize a pay differential the director shall consider the various duties to each shift, other than the normal day shift, in relation to the normal day shift. A pay differential under this subdivision shall be a percentage of basic salary or a fixed dollar amount per day period, as prescribed in each case by the director of the classification and compensation division subject to approval of the director of the budget. Such differential shall be paid in addition to and shall not be part of an employee's basic annual salary, and shall not affect or impair any increments or other rights or benefits to which an employee may be entitled under the provisions of this chapter, provided, however, that any differential payable pursuant to this subdivision shall be included as compensation for retirement purposes. A pay differential shall be terminated for any employee when he ceases to be employed in the work shift or position for which such pay differential was authorized. A pay differential shall remain in effect until terminated by the director of the classification and compensation division with the consent of the director of the budget or until a new pay differential is authorized pursuant to this subdivision. The director of the budget may adopt such regulations as he may deem necessary to carry out the provisions of this subdivision.

7. Pay differentials. Whenever the director finds that under community wage practices in private or other public employment in one or more areas or locations in the state, wage rates of employees in a given occupation are substantially higher than the wage rates of employees in a similar occupation in private or public employment in the state generally, he may, subject to the approval of the director of the budget, authorize a pay differential to be paid to those employees in the same or related occupations in the state service who are employed in such areas or locations. A pay differential under this subdivision shall be a percentage of basic salary or a fixed dollar amount per day period, as prescribed in each case by the director of the classification and compensation division subject to approval of the director of the budget. Such differentials shall be paid in addition to and shall not be part of an employee's basic annual salary, and shall not affect or impair any increments or other rights or benefits to which an employee may be entitled under the provisions of this chapter, provided, however, that any differential payable pursuant to this subdivision shall be included as compensation for retirement purposes. A pay differential shall be terminated for any employee when he ceases to be employed in the position, or area or location for which such pay differential was authorized. A pay differential shall remain in effect until terminated by the director of the classification and compensation division, with the consent of the director of the budget or until a new pay differential is authorized pursuant to this subdivision. The director of the budget may adopt such regulations as he may deem necessary to carry out the provisions of this subdivision.

§ 131. Annual increments; determination of salaries.

1. Rates of compensation. An employee holding a position allocated to one of the salary grades included in section one hundred thirty of this chapter shall receive the minimum salary of the salary grade to which his position is allocated, plus the number of increments which corresponds with the number of his years of service in such position, unless his services during the year immediately preceding shall have been found to be inefficient and unsatisfactory under the rules established by the commission, which rules shall be posted or published and shall, so far as practicable, be uniform throughout the service. No employee shall receive an increment which would result in his receiving an annual salary in excess of the maximum of the salary grade to which his position is allocated or of the amount to which he may be entitled pursuant to subdivision three of section one hundred thirty of this article.

1-a. Appointment above minimum salary in certain cases. Notwithstanding any other provision of this chapter, with respect to positions allocated to salary grades in section one hundred thirty of this chapter the director of the budget may promulgate regulations applicable to technical, administrative and scientific positions, and positions in skilled and semi-skilled trades, which may authorize an appointing officer to fix the salary of a person upon appointment to such a position at a rate of compensation in excess of the minimum but not in excess of four increment steps above the minimum salary of the grade of the position to which he is appointed when the training or experience of such appointee substantially exceeds requirements necessary for appointment. Such regulations shall provide that when such an appointment is made, the salaries of other employees serving in the same title in the same geographical area or location having qualifications of training or experience equivalent to those of the person appointed shall be increased by such amount as may be necessary to equal the rate of compensation of the person appointed. For the purpose of computing

future increments, any such employee shall be credited with the number of years of service in such position which corresponds with his rate of compensation.

2. Appointments and promotions to higher grade positions.

(a) If such employee is appointed or promoted to a position in a higher grade, he shall receive an increase in salary, upon such appointment or promotion, which is equivalent to the full increment payable in the position to which he is appointed or promoted, or he shall be paid the minimum salary of the grade of the position to which he is appointed or promoted, whichever results in a higher annual salary.

(b) Any employee so appointed or promoted to a higher grade position who, immediately prior to such appointment or promotion, shall be receiving additional compensation pursuant to section five of chapter one hundred eight of the laws of nineteen hundred fifty-six and/or section five of chapter two hundred twenty-one of the laws of nineteen hundred fifty-seven and/or section five of chapter three hundred seventy-three of the laws of nineteen hundred fifty-eight, shall receive a basic annual salary in the new grade equal to his basic annual salary in the lower grade, plus the amount of the additional compensation which he is receiving or to which he is entitled pursuant to such chapters, plus one full increment of the new grade, or he shall be paid the minimum salary of the grade to which he is appointed or promoted, whichever results in a higher annual salary.

(c) Upon the reallocation of a position to a higher salary grade, the salary of any employee previously appointed or promoted from such position to another position in a higher grade shall not be less than the salary which he would otherwise be entitled to receive if such promotion occurred immediately following such reallocation. This paragraph shall not be construed to increase any salary benefit provided under paragraph (b) of this subdivision or to extend the application of such paragraph (b) to any employee who is not otherwise subject thereto.

(d) For the purpose of computing future increments such employee shall be credited with the number of years of service in the higher grade position to which he is appointed or promoted which corresponds with his resulting rate of compensation as determined pursuant to this subdivision.

3. Appointments, transfers, reinstatements and demotions to lower grade positions. (a) If such employee is demoted to a position in a lower grade, pursuant to section eighty of this chapter, or is appointed, transferred or reinstated to a position in a lower grade, he shall, upon such demotion, appointment, transfer, or reinstatement, receive the rate of compensation which corresponds with the total number of his years of service in the positions from which and to which he is demoted, appointed, transferred or reinstated, as the case may be, and, for the purpose of computing future increments, he shall be credited with the number of years of service in such position which corresponds with such rate of compensation. If an employee is demoted to a position in a lower grade pursuant to section seventy-five of this chapter, he shall, upon such demotion, be paid the salary in such lower grade which corresponds with the number of his years of service in the grade from which he was demoted, or in the discretion of the appointing officer, he may be paid a higher rate of compensation, not exceeding the maximum of the grade to which such position is

allocated, and not exceeding the rate of compensation received prior to such demotion, and, for the purpose of computing future increments, he shall be credited with the number of years of service in such position which corresponds with such rate of compensation.

(b) Notwithstanding the provisions of paragraph (a) of this subdivision, any employee having permanent status in an allocated position which is abolished on or after the effective date of this amendment who, at the time of or in anticipation of the abolition of his position, and on account of such abolition, is transferred, reassigned or demoted to a position in a lower salary grade, or thereafter is reinstated from a preferred list to a position in a lower salary grade, shall continue to receive in such lower grade position the same salary which he would otherwise be entitled to receive in his abolished position, but not in excess of the maximum salary plus two additional increments of the grade of the lower position to which he is so transferred, reassigned, demoted or reinstated.

(c) Notwithstanding the provisions of paragraphs (a) and (b) of this subdivision, any employee having permanent status in an allocated position which is abolished on or after the effective date of this amendment who, at the time of or in anticipation of the abolition of his position, and on account of such abolition, is transferred, reassigned or demoted to a position in a lower salary grade, shall continue to receive in such lower grade position the same salary which he would otherwise be entitled to receive in his abolished position; provided, however, if such employee at any time refuses to accept an offer of permanent appointment, promotion, transfer or reinstatement to a position in a higher salary grade in the same geographical area, as determined by the department of civil service, his salary in the lower grade position to which he was transferred, reassigned or demoted shall not exceed the maximum salary plus two additional increments of such lower grade.

4. Appointment, transfers and reinstatements to similar grade positions. If such employee is transferred to a similar position, or is appointed or reinstated to a position in the same salary grade, he shall be paid the same salary in such new position as he received in his former position, except that, in the case of a transfer, if such salary does not correspond with the schedule established for the new position, he shall be paid the rate of compensation for the new position which most nearly corresponds with the salary he is then receiving. An employee so appointed, transferred or reinstated shall be eligible to receive the increments in the schedule established for the new position based upon the number of his years of service in the new position and in his former position.

5. Appointments, promotions, reinstatements, and transfer of employees occupying non-allocated positions. An employee in the service of the state or of a public authority under the civil service jurisdiction of the state department of civil service who has been continuously occupying a position which is not allocated to one of the salary grades described in section one hundred thirty of this chapter and who is appointed, promoted, reinstated, or transferred to a position allocated to one of the salary grades in such section the minimum salary of which is equal to or lower than the annual rate of compensation then received by such employee, shall, upon such appointment, promotion, reinstatement or transfer, be paid the minimum salary of the grade of such allocated position plus the number of increments which corresponds to the number of years of his service in his former unallocated position or positions during which he

received a salary equal to or in excess of the minimum salary of the position to which he is appointed, promoted, reinstated or transferred, not to exceed the salary that he was receiving in his former position immediately prior to the date of such appointment, promotion, reinstatement or transfer, and not to exceed the maximum salary of his new position or the amount to which he may be entitled pursuant to subdivision two of section one hundred thirty of this article, as the case may be. For the purpose of computing future increments, he shall be credited with the number of years of service in such new position which corresponds with such rate of compensation. For the purposes of this subdivision, the annual rate of compensation of the incumbent of an unallocated position compensable on an hourly or per diem basis or on any basis other than at an annual salary rate, shall be deemed to be the compensation which would have been payable if the services were required on a full time annual basis for the number of hours per day and days per week established by law or administrative rule or order.

6. Accrual of increments. Annual increments shall take effect on the first day of each fiscal year, subject, however, to the provisions of section forty-four of the state finance law. An employee who has served the equivalent of at least twelve complete payroll periods of actual service during the fiscal year in his position shall be eligible to receive an increment in such position on the first day of the next succeeding fiscal year; provided, however, that an employee appointed or promoted pursuant to the provisions of subdivision two of this section at any time during the fiscal year, who received an increase in salary upon such appointment or promotion which was less than two full increments of the grade of the position to which he was appointed or promoted shall be eligible to receive in such position on the first day of the next succeeding fiscal year the difference between two full increments of the grade of such position and the increase in salary which he received upon such appointment or promotion, notwithstanding the fact that he has less than the equivalent of twelve complete payroll periods of actual service in such position during the fiscal year. Notwithstanding the provisions of this section, where an employee receiving the maximum salary of the grade of his position is appointed or promoted to a position in the next higher salary grade, his salary on the first day of the fiscal year on which he would otherwise be entitled to the additional increment of the grade of his former position shall not be less than the salary to which he would be entitled if such appointment or promotion occurred on such first day of the fiscal year.

7. Service credit for temporary and provisional employment. Except as otherwise expressly provided herein, temporary or provisional service shall be treated in the same manner as permanent service for the purpose of this section.

§ 132. Reallocations; adjustment of salaries.

1. When any position allocated to a salary grade in section one hundred thirty of this article is reallocated on or after April first, nineteen hundred sixty-six to a higher salary grade other than grade thirty-eight, the annual salary of a then incumbent on the effective date of such reallocation shall be determined as follows:

(a) If, on the effective date of such reallocation, the annual salary of such incumbent would otherwise, if such reallocation did not occur, be identical with the first, second, third, fourth, fifth or sixth year rate of compensation of the lower grade from which such position is reallocated, or a rate of compensation

equal to one or two additional increments above the maximum salary of such lower grade, his annual salary shall be increased to the corresponding rate of compensation of the higher grade to which such position is reallocated.

(b) If, on the effective date of such reallocation, the annual salary of such incumbent would otherwise, if such reallocation did not occur, be less than the rate of compensation equal to two additional increments above the maximum salary of the lower grade from which such position is reallocated, and not identical with the first, second, third, fourth, fifth or sixth year rate of compensation of such lower grade or with the rate of compensation equal to one additional increment above the maximum salary of such lower grade, his annual salary shall be the salary he would otherwise receive on the date of such reallocation in such lower grade if such reallocation did not occur plus the difference between the next higher rate of compensation of such lower grade and the corresponding rate of compensation of the higher grade to which such position is reallocated.

(c) If, on the effective date of such reallocation, the annual salary of such incumbent would otherwise, if such reallocation did not occur, exceed the rate of compensation equal to two additional increments above the maximum salary of the lower grade from which such position is reallocated, his annual salary shall be the annual salary he would otherwise receive if such reallocation did not occur plus the difference between such rate of compensation and the corresponding rate of compensation of the higher grade to which his position is reallocated, but his salary shall not be increased to an amount in excess of the maximum salary of the grade to which his position is reallocated plus two additional increments of such grade.

2. If an employee has been appointed or promoted from one position allocated to a salary grade in section one hundred thirty of this article to another position allocated to a higher salary grade and his former position, on or after April first, nineteen hundred sixty-six, and within two years after such appointment or promotion, is reallocated to a higher salary grade, the salary of such employee in the second position on the effective date of such reallocation shall not be less than the salary which he would otherwise be entitled to receive on such date had such appointment or promotion occurred on such date.

3. The provisions of this section shall apply to temporary and provisional employees, as well as permanent employees.

4. When a position allocated to a salary grade in section one hundred thirty of this chapter is reclassified to a title allocated to a higher salary grade, and the president finds that such reclassification represents no substantial change in duties and responsibilities from those associated with the former title, the incumbent thereof may continue to serve in such position without further examination, and his salary in his new title shall be determined in accordance with the provisions of this section.

§ 133. Special provisions applicable to assignments, reassignments or promotions to and from the tuberculosis service.

1. Definitions. (a) The term "T.B. position" means a position in a state department or institution which has been or may be classified by the director of the classification and compensation division as being in the tuberculosis service.

(b) The term "non-T.B. position" means a position which has not been classified by the director of the classification and compensation division as being in the tuberculosis service.

2. Assignments and reassignments. An appointing officer may, in his discretion, assign or reassign an employee occupying a non-T.B. position to the same titled T.B. position and assign or reassign an employee occupying a T.B. position to the same titled non-T.B. position. Notwithstanding the provisions of any law to the contrary, such assignment or reassignment shall not be deemed to be a promotion, a demotion or a transfer.

3. Salary adjustments and increment credit upon assignment or reassignment.

(a) Notwithstanding the provisions of any law to the contrary, the annual salary of any employee upon assignment or reassignment from a non-T.B. position to the same titled T.B. position shall be determined as follows:

(1) an employee whose salary in his non-T.B. position is identical with the first, second, third, fourth, fifth or sixth year rate of compensation of the salary grade of such position shall receive the rate of compensation of the salary grade of the T.B. position which corresponds to the rate of compensation received by such employee in his non-T.B. position;

(2) an employee whose salary in his non-T.B. position is less than the maximum salary of the grade of such position and is not identical with the first, second, third, fourth or fifth year rate of compensation of the salary of such position shall receive a salary increase equal to the difference between the rate of compensation of the salary grade of his non-T.B. position next higher than the salary of such employee in such position and the rate of compensation of the salary grade of the T.B. position which corresponds to such next higher rate of compensation of his non-T.B. position;

(3) an employee whose salary in his non-T.B. position exceeds the maximum salary of the grade of such position shall receive a salary increase equal to the difference between the maximum salary of the grade of his non-T.B. position plus one additional increment of such grade and the maximum salary of the grade of the T.B. position plus one additional increment of such grade; provided, however, that the salary of an employee shall not be increased pursuant to this subparagraph to an amount in excess of the maximum salary of the grade of his T.B. position plus one additional increment of such grade.

(b) Notwithstanding the provisions of any law to the contrary, the annual salary of an employee upon assignment or reassignment from a T.B. position to the same titled non-T.B. position shall be determined as follows:

(1) an employee whose salary in his T.B. position is identical with the first, second, third, fourth, fifth or sixth year rate of compensation of the salary grade of such position shall receive the rate of compensation of the salary grade of the non-T.B. position which corresponds to the rate of compensation received by such employee in his T.B. position;

(2) the salary of an employee whose salary in his T.B. position is less than the maximum salary of the grade of such position and is not identical with the first, second, third, fourth or fifth year rate of compensation of the salary grade of such position, shall be reduced by an amount equal to the difference between the rate of compensation of the salary grade of his T.B. position next

higher than the salary of such employee in such position and the rate of compensation of the salary grade of the non-T.B. position which corresponds to such next higher rate of compensation of his T.B. position;

(3) the salary of an employee whose salary in his T.B. position exceeds the maximum salary of the grade of such position shall be reduced by an amount equal to the difference between the maximum salary of the grade of his T.B. position plus one additional increment of such grade and the maximum salary of the grade of the non-T.B. position plus one additional increment of such grade; provided, however, that the salary of such an employee shall not be less than the rate of compensation previously received by him in such non-T.B. position prior to his assignment or reassignment to his T.B. position.

(c) For the purpose of computing future increments, an employee assigned or reassigned from a non-T.B. position to a T.B. position, or vice versa, pursuant to the provisions of this subdivision, shall be credited with the number of years of service in his new position which corresponds with his rate of compensation in such new position as determined pursuant to the provisions of subparagraphs one or two, as the case may be, of this paragraph.

(d) Notwithstanding the repeal of paragraph c of subdivision five of section forty of the civil service law by chapter three hundred ninety-eight of the laws of nineteen hundred fifty-six the salary of an employee who is hereafter assigned or reassigned from a T.B. position to a non-T.B. position pursuant to section one hundred thirty-three of this chapter shall not be less than he would otherwise be entitled to receive pursuant to such paragraph c if such paragraph had not been repealed.

4. Salaries upon promotion. (a) Notwithstanding the provisions of any law to the contrary, an employee who is promoted from a T.B. position to a higher titled non-T.B. position shall receive upon such promotion the annual salary to which he would be entitled had his position immediately prior to such promotion been in the non-T.B. service.

(b) Notwithstanding the provisions of any law to the contrary, an employee who is promoted from a non-T.B. position to a higher titled T.B. position shall receive upon such promotion the annual salary to which he would be entitled had his position immediately prior to such promotion been in the T.B. service.

§ 134. Work week of state officers and employees for basic annual salaries; overtime compensation.

1. For all state officers and employees, other than officers and employees of the legislature and the judiciary and other than those who shall be excluded pursuant to the rules and regulations hereafter mentioned, the work week for basic annual salary shall not be more than forty hours; and, notwithstanding any inconsistent provisions of law, and subject to the rules and regulations promulgated by the director of the budget, any such state officer and employee who is authorized or required to work more than forty hours in any week in his regular position or title or in a position the title of which is allocated to the same salary grade as his regular position, shall receive overtime compensation for the hours worked in excess of forty in each week at one and one-half times the hourly rate of pay received by such employee in his regular position. When an employee shall work overtime in a position which has a title which is allocated to a lower salary grade than the salary grade to which the title of his regular position is allocated, he shall receive overtime compensation at

one and one-half times the hourly rate of pay of the maximum salary of the grade of the position in which he shall work overtime, or such maximum salary plus the additional increment or increments, if he would be entitled to such additional increment or increments were he then appointed to such position; provided, however, that when such hourly rate exceeds the hourly rate of pay received by him in his regular position, he shall receive one and one-half times the hourly rate of his regular position. When an employee works overtime in a position allocated to a salary grade higher than the salary grade to which his regular position is allocated, he shall receive overtime compensation at one and one-half times the hourly rate of pay of the rate of compensation to which he would be entitled if he were permanently promoted to the position in which such overtime work is performed.

2. Any person employed by the state in any institution under the jurisdiction of the department of mental hygiene, the department of correction, the department of health or the department of social services, or in the state barge canal system, or in the New York state school for the blind, Batavia, or in the New York state veterans' rest camp, Mt. McGregor, whose hours of labor are limited to forty hours per week, or six days per week, by law or administrative regulation, who is not allowed time off by the appointing officer, during any fiscal year commencing on or after April first, nineteen hundred forty-six, for any holiday, pass day or vacation period which he was eligible to receive by law or by administrative regulation, shall, upon the approval of the superintendent or other head of such institution or department and the director of the budget, be entitled to compensation therefor at the hourly rate of pay received by such employee, or shall be allowed an equivalent amount of time off in lieu of such compensation.

3. The amount received as overtime compensation under this section shall be regarded as salary or compensation for any of the purposes of any pension or retirement system in which the employee receiving the same is a member. Overtime compensation shall not be regarded as salary or compensation for the purpose of determining the right to any increase of salary or any salary increment on account of length of service or otherwise. No such overtime compensation shall be construed to constitute a promotion or to increase any compensation which a public employee may receive pursuant to section six of chapter six hundred eight of the laws of nineteen hundred fifty-two.

4. The director of the budget shall promulgate, and may from time to time amend or rescind, rules and regulations for carrying into effect the provisions of this section. Such rules and regulations, among other things, may classify and define positions and employments for the purposes of this section, and otherwise provide appropriate formulas for determining overtime compensation as herein provided. Such rules and regulations may exclude any title or individual position or positions when the nature of the duties performed or the difficulty of maintaining adequate time controls makes it impracticable to apply to such title or individual position or positions the provisions of this section which prescribe a work week for basic salary and provide for overtime compensation.

5. Notwithstanding any other provisions of law to the contrary, employees in any title or individual position or positions ineligible to accrue overtime credits under the rules and regulations promulgated by the director of the budget pursuant to the provisions of this section who are required to work beyond a normal work week may be granted additional compensation. Such compensation shall be paid upon approval by the director of the budget and at a rate established by the director of the budget, provided however, that such additional compensation

shall not exceed ten per cent of the employee's basic salary. Such compensation shall be paid in addition to and shall not be a part of the employee's basic annual salary, and shall not affect or impair any increments or other rights or benefits to which the employee may be entitled under the provisions of this chapter, provided however, that any differential payable pursuant to this subdivision shall be included as compensation for retirement purposes.

6. To the extent that appropriations heretofore or hereafter made for personal service in any state department, division, institution or other state agency are sufficient for the purpose, they shall be available for the payment of overtime compensation provided under this section, after audit by and upon the warrant of the state comptroller and the certification prescribed by law for the payment of the regular compensation of such employees.

§ 135. Extra salary or compensation prohibited.

1. No person holding a position or employment in any department, bureau, commission or office to which this article applies and for which a definite salary or compensation has been appropriated or designated, shall receive any extra salary or compensation in addition to that so fixed except overtime compensation as provided in section one hundred thirty-four of this chapter.

2. Any contribution by the state of food, lodging or maintenance, or any commutation in lieu of maintenance, except traveling expenses and field allowances, shall be considered as part of the salary established by section one hundred thirty of this chapter. The fair value of such food, lodging, maintenance or commutation shall be determined by the director of the budget and may in his discretion be deducted from the salary established by said section. No employee shall board or lodge away from any institution or hospital which regularly furnishes food, lodging or maintenance, without the permission of the head of the institution or department by which he is employed. The director of the budget may deduct from the salary of any employee who fails to obtain such permission, the fair value of food, lodging or maintenance which such institution or hospital has offered to furnish to such employee. Whenever a chaplain employed in any state institution is not furnished a residence by the state, twenty per cent of his annual salary shall be deemed to constitute the amount to be paid to him in lieu of such residence.

§ 136. Compensation of teachers in state institutions.

1. The term "teacher", for purposes of this section, means any employee of a state facility or institution in the division for youth in the executive department and in the departments of correction, health, mental hygiene and social services holding a position the principal duty of which is the teaching or instruction of patients or inmates, or the direct supervision of such teaching or instruction, including an institution education director, as determined by the department of civil service subject to approval of the director of the budget.

2. The annual salary and increments of a teacher shall be determined in accordance with the provisions of this article. Commencing July first, nineteen hundred sixty-five or July first, nineteen hundred sixty-six if so determined by the head of a department or division mentioned in subdivision one of this section, the total salary which a teacher would otherwise be entitled to receive for any year beginning on July first shall be paid over a period of ten months, from September first through June thirtieth or, in the case of a teacher in the

department of correction, over a period of ten consecutive months designated by the commissioner of correction. Any such teacher who is required to work in his position or in any other position allocated to a salary grade in section one hundred thirty of this chapter in July or August or, in the case of a teacher in the department of correction, in the two month period in which his regular salary is not paid shall receive additional compensation therefor. If such work is performed in his regular position or title or in a position the title of which is allocated to the same salary grade as his regular position, he shall receive additional compensation therefor at the hourly rate of pay received by him in his regular position. If such work is performed in a position having a title allocated to a lower salary grade than the salary grade to which the title of his regular position is allocated, he shall receive additional compensation therefor at the hourly rate of pay of the maximum salary of the grade of the position in which such work is performed, or at such maximum salary plus the additional increment or increments of such grade if he would be entitled to such additional increment or increments were he then appointed to such position; provided, however, that when such hourly rate exceeds the hourly rate of pay received by him in his regular position, his additional compensation shall be at the hourly rate of pay of his regular position. When such work is performed in a position allocated to a salary grade higher than the salary grade to which his regular position is allocated, he shall receive additional compensation therefor at the hourly rate of pay of the rate of compensation to which he would be entitled if he were permanently promoted to the position in which such work is performed.

3. Teachers shall not be subject to the rules governing sick leaves, vacations, time allowances and other conditions of employment in the classified service of the state established pursuant to subdivision one (c) of section six of the civil service law. The director of the division for youth, the commissioner of correction, the commissioner of health, the commissioner of mental hygiene and the commissioner of social services, respectively, shall adopt regulations for sick leaves, vacations, time allowances and other conditions of employment which shall be applicable to teachers under his jurisdiction and, notwithstanding any other provision of law, such rules may provide for cash payment of the monetary value of accumulated and unused vacation and time allowances granted in lieu of overtime compensation standing to the credit of an employee at the time of his separation from service or his entrance into the armed forces of the United States for active duty (other than for training) as defined in title ten of the United States code, whether or not such entrance constitutes a separation from service, and for the payment of the monetary value of his accumulated and unused time allowances granted in lieu of overtime compensation standing to the credit of an employee at the time of his appointment, promotion or transfer to another department or agency of the state. Such rules shall be subject to approval of the state civil service commission.

4. The provisions of this section shall be controlling, notwithstanding any inconsistent provisions of this chapter or of the state finance law or of any other law.

CHAPTER 333

Laws of 1969
(effective April 1, 1969)

§ 15. Locational Compensation.

1. This section shall apply to all state officers and employees except the following:

(a) officers and employees of the legislature and the judiciary, including officers and employees of boards, bodies and commissions which are deemed to be part of the legislature or judiciary for the purpose of section forty-nine of the state finance law.

(b) officers and employees whose salaries are prescribed by or determined in accordance with sections forty, sixty, one hundred sixty-nine, two hundred fifteen or two hundred sixteen of the executive law;

(c) incumbents of allocated or unallocated positions in the professional service in the state university and in institutions under the management and control of Cornell and Alfred universities as representatives of the board of trustees of the state university;

(d) part-time and seasonal employees.

2. Any employee subject to this section whose principal place of employment or, in the case of a field employee, whose official station as determined in accordance with the regulations of the comptroller is located in the city of New York or in the county of Rockland, Westchester, Nassau or Suffolk shall receive locational pay at the rate of two hundred dollars per year. Such locational pay shall be in addition to and shall not be a part of an employee's basic annual salary, and shall not affect or impair any increments or other rights or benefits to which an employee may be entitled by law, provided, however, that locational pay shall be included as compensation for purposes of computation of overtime pay and for retirement purposes.

§ 16. Minimum annual salary.

1. This section shall apply to all state officers and employees except the following:

(a) officers and employees of the legislature and the judiciary, including officers and employees of boards, bodies and commissions which are deemed to be part of the legislature or judiciary for the purpose of section forty-nine of the state finance law;

(b) officers and employees whose salaries are prescribed by or determined in accordance with sections forty, sixty, one hundred sixty-nine, two hundred fifteen or two hundred sixteen of the executive law;

(c) incumbents of allocated or unallocated positions in the professional service in the state university and in institutions under the management and control of Cornell and Alfred universities as representatives of the board of trustees of the state university;

(d) incumbents of part-time and seasonal positions;

(e) employees who are not annual salaried employees;

(f) employees who enter or re-enter state service on or after April first, nineteen hundred sixty-nine.

2. If the annual salary of an employee subject to the provisions of this section as determined pursuant to sections ten, eleven, twelve, fourteen and fifteen of this act and any other law except section seventeen of this act is less than forty-nine hundred dollars per year, such employee in lieu of such annual salary as so determined shall receive an annual salary of forty-nine hundred dollars; provided, however, that in the case of an employee whose principal place of employment or, if he is a field employee, whose official station as determined in accordance with the regulations of the comptroller is in the city of New York or in the county of Rockland, Westchester, Nassau or Suffolk, if the annual salary of such employee as determined pursuant to sections ten, eleven, twelve, fourteen and fifteen of this act and any other law except section seventeen of this act is less than fifty-two hundred dollars per year, such employee in lieu of such annual salary as so determined shall receive an annual salary of fifty-two hundred dollars. Notwithstanding the foregoing provisions, any increase in compensation provided by this section may be withheld in whole or in part from an officer or employee subject to the provisions of section fourteen of this act who, in the opinion of the head of the department in which such person is employed, does not warrant such increase.

§ 17. Inconvenience pay.

1. This section shall apply to all state officers and employees except the following:

(a) officers and employees of the legislature and the judiciary, including officers and employees of boards, bodies and commissions which are deemed to be part of the legislature or judiciary for the purpose of section forty-nine of the state finance law.

(b) officers and employees whose salaries are prescribed by or determined in accordance with section forty, sixty, one hundred sixty-nine, two hundred fifteen or two hundred sixteen of the executive law;

(c) incumbents of allocated or unallocated positions in the professional service in the state university and in institutions under the management and control of Cornell and Alfred universities as representatives of the board of trustees of the state university;

(d) part-time and seasonal employees.

2. Any employee subject to this section who is required to work a tour of duty which includes four or more hours between the hours of six p.m. and six a.m., exclusive of any hours for which he receives overtime compensation, shall be entitled to inconvenience pay for such tour of duty in an amount equal to the daily rate equivalent of three hundred dollars per year.

3. An employee who is regularly assigned and required each work day to work a tour of duty that includes four or more hours between the hours of six p.m. and six a.m. shall, in the event of his absence on authorized annual leave, personal leave or sick leave, continue to receive the inconvenience pay provided in subdivision two of this section. An employee who is regularly assigned and required on a uniform recurring schedule to work tours of duty that include four or more hours between the hours of six p.m. and six a.m. shall, in the event of his absence on authorized annual leave, personal leave or sick leave on any day that his regular schedule would otherwise require him to work a tour of duty that includes four or more hours between the

hours of six p.m. and six a.m., receive inconvenience pay pursuant to subdivision two of this section.

4. Inconvenience pay may be paid periodically or at such intervals and in such a manner as may be determined by the comptroller.

5. Inconvenience pay as provided in this section shall be in addition to any other compensation provided by law. Such pay shall not be part of an employee's basic annual salary, and shall not affect or impair any increments or other rights or benefits to which an employee may be entitled by law; provided, however, that inconvenience pay shall be included as compensation for retirement purposes.

TITLE CODE BOOK
CODE TO ABBREVIATIONS

STANDARD ABBREVIATIONS

Administration.....ADMN	Division.....DIV	Principal.....PRIN
Administrative.....ADMNV	Education.....EDUC	Professional.....PROFESL
Administrator.....ADMR	Educational.....EDUCL	Rehabilitation...REHAB
Assessment.....ASSMT	Engineers.....ENGRS	Representative...REP
Assistant.....ASSNT	Epidemiology.....EPID	Respiratory.....RESP
Associate.....ASSOC	Equalization.....EQLN	Secretary.....SECY
Bureau.....BUR	Examiners.....EXAMRS	Senior.....SENR
Chemistry.....CHEM	General.....GEN	Services.....SRVS
Commission.....COMM	Hospital.....HOSP	Superintendent...SUPT
Compensation.....COMP	Industrial.....INDUS	Supervising.....SUPVG
Confidential.....CONF	Insurance.....INSUR	Supervisor.....SUPVR
Consultant.....CONSLT	Laboratories.....LABS	Surgeon.....SURG
Correspondence.....CORRES	Management.....MANGT	Transportation...TRANS
Curriculum.....CURR	Marketing.....MARKTG	TB Service.....TBS
Development.....DEV	Occupational.....OCCUPL	Unemployment.....UNEMP INSUR Insurance
Director.....DIR	Physician.....PHYSN	Vocational.....VOC

Titles in particular agencies or areas, where the recruitment of personnel is authorized above the minimum salary or where there are other special pay provisions such as geographic area or shift pay differentials, are indicated opposite each title involved by use of a three digit code. The description of the code is explained on the last pages of this book. Examples follow:

55-106	Head Nurse	001	001 - Recruit 3rd year rate-Albany 9/24/70
55-10680	Head Nurse (Psychiatric)	002	002 - Temporarily increase the salary range by the application of a geographic area pay differential of 8% - 5 counties of New York City - 9/24/70

We have identified the classes assigned to Negotiating Units or to the Management/Confidential Group. To the right of the salary grade a single digit code number, 1 through 6, appears. Each number represents a negotiating unit (or the management/confidential group) as shown below:

<u>Code No.</u>	<u>Unit</u>
1	Security Services Unit
2	Administrative Services Unit
3	Operational Services Unit
4	Institutional Services Unit
5	Professional, Scientific and Technical Services Unit
6	Management/Confidential

If no number is shown next to a title, the title has not yet been assigned.

SALARY GRADES SCHEDULE

NEW YORK STATE CLASSIFIED SERVICE

EFFECTIVE OCTOBER 1, 1970

Salary Grade	Annual Increment	1st Year	2nd Year	3rd Year	4th Year	5th Year	Max. Salary	*1st Add Step	**2nd Add Step
1	202	\$4133	\$4335	\$4537	\$4739	\$4941	\$5143	\$5345	\$5547
2	211	4300	4511	4722	4933	5144	5355	5566	5777
3	223	4515	4738	4961	5184	5407	5630	5853	6076
4	234	4730	4964	5198	5432	5666	5900	6134	6368
5	246	4962	5208	5454	5700	5946	6192	6438	6684
6	258	5240	5498	5756	6014	6272	6530	6788	7046
7	269	5546	5815	6084	6353	6622	6891	7160	7429
8	279	5871	6150	6429	6708	6987	7266	7545	7824
9	292	6209	6501	6793	7085	7377	7669	7961	8253
10	306	6575	6881	7187	7493	7799	8105	8411	8717
11	319	6972	7291	7610	7929	8248	8567	8886	9205
12	333	7375	7708	8041	8374	8707	9040	9373	9706
13	348	7821	8169	8517	8865	9213	9561	9909	10257
14	364	8284	8648	9012	9376	9740	10104	10468	10832
15	379	8773	9152	9531	9910	10289	10668	11047	11426
16	397	9277	9674	10071	10468	10865	11262	11659	12056
17	416	9814	10230	10646	11062	11478	11894	12310	12726
18	438	10383	10821	11259	11697	12135	12573	13011	13449
19	458	10959	11417	11875	12333	12791	13249	13707	14165
20	478	11536	12014	12492	12970	13448	13926	14404	14882
21	499	12163	12662	13161	13660	14159	14658	15157	15656
22	521	12831	13352	13873	14394	14915	15436	15957	16478
23	543	13528	14071	14614	15157	15700	16243	16786	17329
24	564	14266	14830	15394	15958	16522	17086	17650	18214
25	588	15071	15659	16247	16835	17423	18011	18599	19187
26	612	15882	16494	17106	17718	18330	18942	19554	20166
27	634	16760	17394	18028	18662	19296	19930	20564	21198
28	658	17662	18320	18978	19636	20294	20952	21610	22268
29	683	18612	19295	19978	20661	21344	22027	22710	23393
30	706	19609	20315	21021	21727	22433	23139	23845	24551
31	730	20677	21407	22137	22867	23597	24327	25057	25787
32	754	21805	22559	23313	24067	24821	25575	26329	27083
33	776	23016	23792	24568	25344	26120	26896	27672	28448
34	800	24273	25073	25873	26673	27473	28273	29073	29873
35	823	25560	26383	27206	28029	28852	29675	30498	31321
36	846	26875	27721	28567	29413	30259	31105	31951	32797
37	871	28310	29181	30052	30923	31794	32665	33536	34407
38		27208+							

1 Additional annual increment provided to employees who have rendered continuous and satisfactory service for five years after having attained the maximum salary of their grade.

2 Second additional annual increment provided to employees who have rendered continuous and satisfactory service for ten years after having attained the maximum salary of their grade.

Trainee and Intern Salaries

Certain classes in State service are filled by the appointment of Trainees or Interns who, after a stipulated period of satisfactory service are advanced to the class level for which they have been training. During their training period such employees are compensated at a flat annual rate. The various titles and salaries involved in these programs are listed below:

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Accounting Trainee, \$8169	Assistant Accountant, Grade 14 Assistant Auditor, Grade 14 Assistant State Accounts Auditor, Grade 14 Examiner of Municipal Affairs, Grade 14 Labor Accounts Examiner, Grade 14 Payroll Auditor, Grade 14 Rent Accountant, Grade 14 Unemployment Insurance Tax Auditor, Grade 14
Actuary Trainee, \$8169	Assistant Actuary, Grade 14
Administrative Trainee, \$8169	Administrative Analyst, Grade 14 Business Management Assistant, Grade 14 Budgeting Analyst, Grade 14 Classification and Pay Analyst, Grade 14 Computer Systems Analyst, Grade 14 Health Insurance Representative, Grade 14 Junior Administrative Assistant, Grade 14 Junior Budget Examiner, Grade 14 Municipal Research Assistant, Grade 14 Personnel Administrator, Grade 14 Personnel Examiner, Grade 14 Personnel Services Representative, Grade 14 Personnel Technician, Grade 14 Public Records Analyst, Grade 14 Recruitment Representative, Grade 14 Research Assistant, Grade 14 Research Assistant (Sociology), Grade 14 Training Representative, Grade 14 Training Technician, Grade 14
Admitting Clerk Trainee, \$4515	Admitting Clerk, Grade 4
Attorney Trainee, \$9012 Assistant Attorney, \$9531	Attorney, Grade 19
Attorney Trainee, \$9012 Assistant Attorney, \$9531	Senior Legal Examiner, Grade 19
Attorney Trainee, \$9012 Assistant Attorney, \$9531	Insurance Policy Examiner, Grade 19

Trainee Title and SalaryJourneyman Title

Assistant Clinical Physician
 1st year, \$19,609
 2nd year, \$20,315
 3rd year, \$21,021
 Assistant Regents Printer Trainee
 1st year, \$5240
 2nd year, Attained rate plus \$600
 Assistant Utility Rates Analyst
 Trainee, \$7800
 Automotive Safety Equipment Analyst
 Trainee
 1st year, \$6881
 2nd year, Attained rate plus \$695

Bacteriologist Trainee, \$8169

Bank Examiner Aide I (1st year), \$8169
 Bank Examiner Aide II (2nd year),
 Attained rate plus \$495

Biophysicist Trainee, \$8169

Bookkeeping Machine Operator
 (Descriptive) Trainee, \$4515

Building Space Analyst Trainee, \$8169

Business Office Trainee
 1st year, \$6881
 2nd year, Attained rate plus
 \$585
 3rd year, Attained rate plus
 \$620 or (\$8169**)

Caseworker Trainee, \$8169

Chemist Trainee, \$8169

Civil Defense Radiological Repre-
 sentative Trainee, \$8169

Civil Defense Representative
 Trainee, \$8169

Computer Programmer (Scientific)
 Trainee, \$8169

Clinical Physician I, Grade 32

Assistant Regents Printer, Grade 10

Assistant Utility Rates Analyst, Grade 14

Automotive Safety Equipment Analyst, Grade 14

Bacteriologist, Grade 14

Junior Bank Examiner, Grade 14

Biophysicist, Grade 14

Bookkeeping Machine Operator (Descriptive),
 Grade 5

Building Space Analyst, Grade 15

Business Management Assistant, Grade 14

Caseworker, Grade 14

Chemist, Grade 14
 Biochemist, Grade 14
 Food Chemist, Grade 14
 Sanitary Chemist, Grade 14
 Analytical Chemist, Grade 14

Civil Defense Radiological Representative,
 Grade 14

Civil Defense Representative, Grade 14

Computer Programmer (Scientific), Grade 14

** Rate applicable for those appointed directly to the 3rd year of a 3-year Trainee Program.

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Computer Programmer Trainee, \$8169	Computer Programmer, Grade 14
Conservation Biologist Trainee, \$8169	Conservation Biologist, Grade 14
Conservation Educator Trainee, \$8169	Conservation Educator, Grade 14
Correction Counselor Trainee I, \$8169	Correction Counselor, Grade 19
Correction Counselor Trainee II, Attained rate plus \$1320 or (\$9531*)	
Credentials Assistant Trainee, \$4515	Credentials Assistant, Grade 4
Dairy Products Inspector Trainee, \$7187	Dairy Products Inspector, Grade 13
Dietitian Trainee, \$8169	Dietitian, Grade 14
Driver Improvement Evaluation Trainee \$8169	Driver Improvement Evaluation, Grade 14
Economist Trainee, \$8169	Economist, Grade 14
Education Intern I, \$8517	Assistant in Education, Grade 20
Education Intern II, \$11,875	Associate in Education, Grade 24
Education Trainee, \$8169	Educational Testing Aide, Grade 14
	Education Aide, Grade 14
Electric Inspector Trainee, \$7187	Electric Inspector, Grade 12
Electronic Computer Operator Trainee, \$5871	Electronic Computer Operator, Grade 10
Employment Counselor Trainee I, \$8517	Employment Counselor, Grade 16
Employment Counselor Trainee II, \$8881	
Employment Counselor Trainee III, \$9245	Unemployment Insurance Claims Examiner, Grade 14
Employment Security Claims Trainee, \$8169	
Employment Security Placement Trainee, \$8169	Employment Interviewer, Grade 14
Engineering Geology Trainee, \$8169	Junior Engineering Geologist, Grade 15
Engineering Materials Analyst Trainee, \$8169	Engineering Materials Analyst, Grade 14
Examinations Editor Trainee, \$8169	Assistant Examinations Editor, Grade 14
Farm Employment Representative Trainee, \$8169	Farm Employment Representative, Grade 14
Farm Products Inspector Trainee, \$7187	Farm Products Inspector, Grade 13
Food Inspector Trainee, \$7187	Food Inspector, Grade 13
Forest Appraiser Trainee, \$8169	Forest Appraiser, Grade 14
Forester Trainee, \$8169	Forester, Grade 14

* Rate applicable for those appointed directly to the 2nd year of a 2-year Trainee Program.

Trainee Title and SalaryJourneyman Title

Health Planner Trainee, \$8169

Health Planner, Grade 14

Historian Trainee, \$8169

Junior Historian, Grade 14

Home Economist Trainee, \$8169

Home Economist, Grade 14

Horticultural Inspector Trainee, \$7187

Horticultural Inspector, Grade 13

Hospital Equipment Advisor Trainee, \$8169

Assistant Hospital Equipment Advisor, Grade 14

Identification Clerk Trainee, \$4515

Identification Clerk, Grade 4

Instructor of the Blind Trainee, \$8169

Instructor of the Blind, Grade 14

Insurance Fund Field Services

Insurance Fund Field Services

Representative Trainee \$8169

Representative, Grade 14

Insurance Fund Hearing Representative
Trainee I (1st yr.) \$8169Insurance Fund Hearing Representative,
Grade 18Insurance Fund Hearing Representative
Trainee II (2nd yr.)

Attained rate plus \$1320 or (\$9531*)

Internal Auditor Trainee, \$8169

Internal Auditor, Grade 14

Investment Officer Trainee, \$8169

Junior Investment Officer, Grade 14

Junior Insurance Examiner Trainee, \$8169

Junior Insurance Examiner, Grade 14

Junior Insurance Qualifications
Examiner Trainee, \$8169Junior Insurance Qualifications
Examiner, Grade 14

Key Punch Operator Trainee, \$4515

Key Punch Operator, Grade 4

Meat Inspector Trainee, \$7187

Meat Inspector, Grade 13

Milk Accounts Examiner Trainee, \$7187

Milk Accounts Examiner, Grade 14

Milk Inspector Trainee, \$7187

Milk Inspector, Grade 12

Mobility Instructor Trainee, \$8169

Mobility Instructor, Grade 15

Narcotic Aide Trainee, \$4865

Narcotic Aide, Grade 7

Narcotic Correction Officer Assistant,
\$6575

Narcotic Correction Officer, Grade 13

Narcotic Parole Officer Trainee, \$8169

Narcotic Parole Officer, Grade 19

Narcotic Parole Officer Trainee II,
Attained rate plus \$1320 (or \$9531*)Narcotic Parole Officer (Spanish Speaking),
Grade 19Narcotic Rehabilitation Counselor
Trainee I, \$8169

Narcotic Rehabilitation Counselor, Grade 18

Narcotic Rehabilitation Counselor
Trainee II

Attained rate plus \$1108 (\$9277*)

Occupational Therapy Trainee I, \$6708

Occupational Therapy Assistant I, Grade 11

Occupational Therapy Trainee II, \$8169

Occupational Therapist, Grade 15

Offset Printing Machine Operator
Trainee, \$4515

Offset Printing Machine Operator, Grade 5

Park Management Trainee (1st year), \$8169

Park Management Assistant, Grade 17

* Rate applicable for those appointed directly to the 2nd year of a 2-year Trainee Program.

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Park Management Aide (2nd year), Attained rate plus \$390	
Parole Officer Trainee I, \$8169 Parole Officer Trainee II, Attained rate plus \$1320 (or \$9531*)	Parole Officer, Grade 19
Photogrammetrist Trainee, \$8169 Physical Therapy Trainee I, \$6708 Physical Therapy Trainee II, \$8169	Photogrammetrist, Grade 15 Physical Therapy Assistant I, Grade 11 Physical Therapist, Grade 15
Planner Trainee, \$8169 Planning Coordinator Trainee, \$8169	Planner, Grade 14 Planning Coordinator, Grade 14
Printing Machine Operator Trainee, \$4515	Printing Machine Operator, Grade 5
Psychiatric Social Work Trainee I, \$6708	Psychiatric Social Work Assistant I, Grade 11
Psychiatric Social Work Trainee II, \$8169	Psychiatric Social Work Assistant II, Grade 14
Psychology Trainee I, \$6708 Psychology Trainee II, \$8169 Public Administration Intern, \$9012 (Master's Degree)	Psychology Assistant I, Grade 11 Psychology Assistant II, Grade 14 Varies
Public Employment Mediator Trainee I \$9012 1st year Trainee II \$9531 2nd year Public Health Educator Trainee \$8169 Public Information Trainee, \$8169	Assistant Public Employment Mediator, Grade 19 Public Health Educator, Grade 14 Public Information Specialist, Grade 14
Purchasing Agent Trainee, \$8169	Assistant Purchasing Agent, Grade 14
Recreation Trainee I, \$6708 Recreation Trainee II, \$8169	Recreation Assistant, Grade 11 Recreation Therapist, Grade 14
Rehabilitation Counselor Trainee, \$9277 Rehabilitation Trainee I, \$6708 Rehabilitation Trainee II, \$8169	Rehabilitation Counselor, Grade 19 Rehabilitation Assistant I, Grade 11 Rehabilitation Assistant II, Grade 14
Research Scientist Trainee, \$8169	Assistant Research Scientist, Grade 14
Right-of-Way Aide I (1st year), \$8169 Right-of-Way Aide II (2nd year), Attained rate plus \$390 or (\$8517*)	Junior Right-of-Way Agent, Grade 15
Sanitarian Trainee, \$8169	Public Health Sanitarian, Grade 14
School Lunch Representative Trainee, \$7187	School Lunch Representative, Grade 12

* Rate applicable for those appointed directly to the 2nd year of a 2-year Trainee Program.

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Scientific Trainee, \$8169	Junior Scientist, Grade 14
Social Security Disability Examiner Trainee, \$8169	Social Security Disability Examiner, Grade 14
Social Services Analyst, \$9277	Social Services Representative, Grade 18
Social Services Management Trainee 1st year, \$8169	
Social Services Management Aide 2nd year, Attained rate plus \$495 or (\$8648*)	Senior Social Services Management Specialist, Grade 18
Social Services Trainee, \$8169	Social Services Assistant, Grade 14
Speech and Hearing Trainee I, \$6708	Speech and Hearing Assistant I, Grade 11
Speech and Hearing Trainee II, \$8169	Speech and Hearing Assistant II, Grade 15
Statistical Draftsman Trainee, \$5871	Statistical Draftsman, Grade 10
Statistician Trainee, \$8169	Statistician, Grade 14
	Biostatistician, Grade 14
Student Librarian, \$8169	Assistant Librarian, Grade 14
Tabulating Machine Operator Trainee, \$4515	Tabulating Machine Operator, Grade 5
Tax Examiner Trainee, \$8169	Estate Tax Examiner, Grade 14
	Tax Examiner, Grade 14
Technical Rehabilitation Specialist I, (1st year), \$6793	Vending Services Specialist, Grade 14
Technical Rehabilitation Specialist II, (2nd year), Attained rate plus \$695 or (\$7610*)	Workshop Facilities Specialist, Grade 14
Telephone Operator Trainee, \$4515	Telephone Operator, Grade 4
Telephone Operator Typist Trainee, \$4515	Telephone Operator Typist, Grade 4
Transportation Engineering Trainee, 1st year, \$6084	Junior Engineer, Grade 15
2nd year, Attained rate plus \$1025	
Transportation Rates Examiner Trainee, \$8169	Transportation Rates Examiner, Grade 14
Unemployment Insurance Reviewing Examiner Trainee, \$8169	Unemployment Insurance Reviewing Examiner, Grade 14
Urban Planner Trainee, \$8169	Urban Planner, Grade 14

* Rate applicable for those appointed directly to the 2nd year of a 2-year Trainee Program.

Trainee Title and Salary

Youth Division Counselor Trainee, \$8169
Youth Parole Worker Trainee I, \$8169
Youth Parole Worker Trainee II,
Attained rate plus \$1320 or (\$9531*)

Journeyman Title

Youth Division Counselor, Grade 17
Youth Parole Worker, Grade 18

*Rate applicable for those appointed directly to the 2nd year of a 2-year Trainee Program.