



Payroll Bulletin

Office of the State Comptroller
Bureau of State Payroll Services

Date: March 10, 2010

Bulletin Number: 971

Subject 2010 \$500.00 Lump Sum Payment for Special Assignment to Duty Pay (**SAD**) for Certain Employees Represented by CSEA and PEF

Purpose To provide procedures to process the lump sum payment for Special Assignment to Duty Pay (**SAD**) for CSEA and PEF employees.

Affected Employees Employees working for either the Department of Transportation or the Department of Parks, Recreation and Historic Preservation in the following bargaining units who meet the eligibility criteria.

CSEA

| | |
|-------------------------|------|
| Administrative Services | BU02 |
| Operational Services | BU03 |
| Institutional Services | BU04 |

PEF

| | |
|--------------------------------------|------|
| Professional, Scientific & Technical | BU05 |
|--------------------------------------|------|

Background Pursuant to the 2007-2011 agreements between New York State and CSEA and New York State and PEF, certain employees are eligible for a lump sum payment for Special Assignment to Duty Pay.

This lump sum payment is for employees whose assigned duty is to routinely work on Interstate routes within New York State or any NYS highway routes or parkway systems. The assignment constitutes an exposure to inherent danger by virtue of unavoidable proximity to vehicular traffic within the highway rights-of-way.

Effective Date(s) Administration Pay Period 26L, paychecks dated April 14, 2010.

Eligibility Criteria Full-time employees in Bargaining Units 02, 03, 04 or 05 are eligible for the \$500.00 lump sum payment if the employee's assigned duty is to routinely work on Interstate routes within New York State or any NYS highway routes or parkway systems **at least 1/3** of the time actually worked in the previous calendar year.

The lump sum payment must be paid in the last pay period of the fiscal year following the calendar year in which the assignment was performed.

For more information regarding the eligibility of Special Assignment to Duty Pay and a list of eligible assignments, agencies may refer to the GOER letters dated January 4, 2008 for **CSEA** employees and September 4, 2008 for **PEF** employees.

Agency Actions Agencies must use the following procedure when reporting the Special Assignment to Duty payment of \$500.00 on the Time Entry page:

| | |
|----------------------|------------|
| Earnings Begin Date: | 3/18/10 |
| Earnings End Date: | 3/31/10 |
| Earn Code: | SAD |
| Units: | 1 |

Miscellaneous Payment Information This payment is pensionable.

This payment is not used in the calculation of overtime.

Payroll Register and Employee Paycheck/Advice The Earn Code **SAD** and the amount will be displayed on the payroll register. The earnings description *Special Assignment to Duty* and the amount will be displayed on the employee's paycheck stub or direct deposit advice.

Questions Questions regarding this bulletin may be directed to the Payroll Audit mailbox.