

Stacey Cumberbatch
Commissioner

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MEMORANDUM

To: Agency Personnel Officers

From: Dawn M. Pinnock

Date: February 2, 2015

Subject: Mayor's Personnel Order Nos. 2015/1 and 2015/2- CORRECTION

Enclosed are copies of Mayor's Personnel Orders (MPOs) Nos. 2015/1 and 2015/2, which authorize wage increases for employees in positions covered by the Pay Plan for Management Employees (PPME) and for employees in non-managerial pay plan titles which have their salaries adjusted pursuant to Original Jurisdiction (OJ), and other adjustments. The Office of Payroll Administration (OPA) will shortly issue User Services Instructions regarding the implementation of these salary increases. These increases are anticipated for the March 27, 2015 payroll.

MPO 2015/1

MPO 2015/1 authorizes salary increase of 1.0% effective September 1, 2011 (calculated on the basis of the manager's August 31, 2011 salary); 1.0% effective September 1, 2012 (calculated on the basis of the manager's August 31, 2012 salary); 1.0% effective September 1, 2013 (calculated on the basis of the manager's August 31, 2013 salary); 1.5% effective September 1, 2014 (calculated on the basis of the manager's August 31, 2014 salary); 2.5% effective September 1, 2015 (calculated on the basis of the manager's August 31, 2015 salary); 3.0% effective September 1, 2016 (calculated on the basis of the manager's August 31, 2016 salary); and 0.47% effective July 1, 2017 (calculated on the basis of the manager's June 30, 2017 salary) for employees in positions covered by the Pay Plan for Management Employees (PPME). In addition, all full time managers, other than Deputy Mayors and Agency Heads, will receive a \$1,000 lump sum payment effective the date this Order is signed.

A manager, other than a Deputy Mayor or Agency Head, who was hired into a position under the PPME between September 1, 2011 and the date of this Order and is in active status on the date of this Order, is eligible to receive the 1.0%, 1.0%, 1.0% and 1.5%, increases for the years 2011, 2012, 2013 and 2014, effective on the date of such appointment, at the discretion of the Agency Head.

A manager who was promoted into the PPME or who received a level change/salary increase within the PPME between the above dates and the date of this Order is eligible, at the discretion of the Agency Head, to have his/her salary recomputed to include the 1.0%, 1.0%, 1.0% and 1.5%, increase based on his/her salary on date of appointment to ensure that the manager receives the same percentage increase obtained when promoted. Included with this MPO is the revised Pay Plan Schedule for Management Employees with new minimum and maximum salary ranges effective September 1, 2011, September 1, 2012, September 1, 2013, September 1, 2014, September 1, 2015, September 1, 2016, and July 1, 2017.

Agency Heads and Deputy Mayors only who are in active pay status as of the date of this Order shall receive an increase of 4.5% effective the date of this Order. The amount of the increase shall be calculated on the basis of the salary in effect on the date of this Order.

Included with MPO 2015/1 is the revised Pay Plan Schedule for Management Employees.

MPO 2015/2

MPO 2015/2 authorizes general wage increases and adjustments of salary ranges for non-managerial pay plan titles which have their salaries adjusted pursuant to Original Jurisdiction (OJ). This MPO authorizes increases of 1.0% effective September 1, 2011 (calculated on the basis of the manager's August 31, 2011 rate); 1.0% effective September 1, 2012 (calculated on the basis of the manager's August 31, 2012 rate); 1.0% effective September 1, 2013 (calculated on the basis of the manager's August 31, 2013 rate); 1.5% effective September 1, 2014 (calculated on the basis of the manager's August 31, 2014 rate); 2.5% effective September 1, 2015 (calculated on the basis of the manager's August 31, 2015 rate); 3.0% effective September 1, 2016 (calculated on the basis of the manager's August 31, 2016 rate); and 0.47% effective July 1, 2017 (calculated on the basis of the manager's June 30, 2017 rate). In addition, all employees in eligible titles will receive a \$1,000 lump sum payment effective the date that this Order is signed.

Please note that an employee who was appointed to an OJ title or who received a promotion/salary increase in an OJ title after August 31, 2011 and the date of this Order and remains in active status as of the date of this Order shall be treated in the same manner as a managerial employee who was appointed or who received a promotion/salary increase. If the employee was appointed to an OJ title between August 31, 2011 and the date of this Order he/she is eligible to receive the respective 1.0%, 1.0%, 1.0% and 1.5%, increase applied to his/her appointment rate, effective the date of the appointment, at the discretion of the Agency Head. If the employee was promoted or received a salary increase in an OJ title between August 31, 2011 and the date of this Order he/she is eligible, at the discretion of the Agency Head, to have his/her new salary recomputed to include the respective 1.0%, 1.0%, 1.0% and 1.5%, increase based on his/her salary on date of appointment to ensure that he/she receives the same percentage increase obtained when promoted.

Salary Schedules

Enclosed with this MPO are Salary Schedules listing the titles covered by MPO 2015/2, including the new salary ranges or rates effective on the above-mentioned dates. Employees hired into city service on or after September 1, 2011 or September 1, 2012 or September 1, 2013 or September 1, 2014 or September 1, 2015 or September 1, 2016 or July 1, 2017, shall be paid no less than the "New Hire Minimum" listed in the schedules. Upon completion of two years of qualified active or inactive service, such employees shall be paid no less than the indicated minimum for the employee's title/level that is in effect for incumbents on the second anniversary of his/her original appointment to city service.

The Salary Schedules list the covered OJ titles (other than Exempt Class and proposed Exempt Class titles) in alphabetical order and group the titles as follows:

| | |
|----------------|---|
| Schedule I A: | Classified, Per Annum Titles |
| Schedule I B: | Classified, Other than Per Annum Titles |
| Schedule II A: | Temporary (Pending Classification), Per Annum Titles |
| Schedule II B: | Temporary (Pending Classification), Other than Per Annum Titles |
| Schedule C: | Temporary (Pending Classification), and Pending OCB Union Certification |

These titles may also be viewed on the City intranet for CBU numbers 660, 661, 662 and 665:

<http://tspec.nycaps.nycnet/nycapsTitleSpec.html>



Also enclosed is Schedule III, which authorizes increases for employees in Exempt Class titles, both classified and pending classification. Titles under this schedule do not have set salary ranges and are therefore not listed in this schedule.

The Office of Payroll Administration will issue User Services Instructions (USI) shortly regarding the implementation of these salaries.

c: Commissioner Stacey Cumberbatch
Agency Heads

Enclosures