



## Questions and Responses Regarding October 2022 Nurse Restructuring

PEF has received questions regarding the recent Civil Service restructuring of PEF-represented nurse titles. We are providing answers to those questions based on the information currently available to us. We will provide updates as more information becomes available. The Nurse Title Restructure is a result of years of combined efforts by PEF nurses, PEF leadership, and agency representatives – all of whom have requested and recommended that the Department of Civil Service prioritize an occupational review for all State nursing titles.

### 1. How will our new salaries be calculated?

The calculation of salaries in the new titles will be the same as the calculation of salaries for promotions: 1.5% for the promotion (reallocation) and 1.5% for each salary grade above the salary grade of the original title. However, several factors can impact the salary calculation, such as an Increased Hiring Rate, and some members may see an increase greater than that resulting from the promotion calculation. Final determinations will be made by OSC. If, after the calculations are made, PEF members have questions about how their salary was calculated, they should fill out a payroll information release form (below), submit it to the Bureau of State Payroll Services, and send the information to their Field Representative. Below, we provide two examples regarding what can happen when there is an Increased Hiring Rate.

#### Promotion Calculation Percentage Increases:

NUMBER OF SALARY GRADES	PERCENTAGE INCREASE
1	3.0%
2	4.5%
3	6.0%
4	7.5%
5	9.0%

#### Payroll Release Form

<https://www.osc.state.ny.us/files/state-agencies/payroll/pdf/ac3216.pdf>

#### Two examples of salary increase after reallocation

Typically, once an upward reallocation takes effect, the increase in the affected employees' salaries would be based on the difference between the original salary grade and the new salary grade. But when there is an Increased Hiring Rate (IHR) for the affected title, this may not always be the case. If the standard calculation results in a salary that is lower than the IHR, then the new salary is increased to the



## PEF Nurse Title Restructure Q&A

IHR. If the standard calculation results in a salary that is equal to or higher than the IHR, the new salary is set by the standard calculation.

Two examples are provided below, one where the increase based on the standard calculation is less than the IHR and one where the increase based on the standard calculation is greater than the IHR.

Please note: The standard calculation for an upward reallocation is 1.5% for the reallocation and 1.5% for each additional salary grade the reallocation adds to the original salary grade.

### **Example 1 – Increased Hiring Rate results in a higher salary**

An employee is at step 3 of salary grade 16, with an annual salary of \$61,053.

Due to a restructuring, the employee's title is changed, and the salary grade of the new title is allocated to salary grade 18.

Using the standard calculation for the reallocation, the employee's current salary would be increased by 4.5%, resulting in a salary of \$63,800 once the reallocation takes effect. (1.5 % for the reallocation and 3% for a two-salary-grade increase.)

However, the new title has an Increased Hiring Rate which sets the hiring rate at step 4. Because of this, the amount resulting from the standard calculation is compared to step 4 of SG-18.

Standard calculation = \$63,800

Step 4 of SG-18 = \$69,686

Because step 4 of SG-18 is greater than the amount resulting from the standard calculation, the employee's new salary would be \$69,686.

### **Example 2 – Standard calculation is equal to or higher than the Increased Hiring Rate**

An employee is at step 6 of salary grade 16, with an annual salary of \$67,203.

Due to a restructuring, the employee's title is changed, and the salary grade of the new title is allocated to salary grade 18.

Using the standard calculation for the reallocation, the employee's current salary would be increased by 4.5%, resulting in a salary of \$70,227 once the reallocation takes effect. (1.5 % for the reallocation and 3% for a two-salary-grade increase.)

However, the new title has an Increased Hiring Rate which sets the hiring rate at step 4. Because of this, the amount resulting from the standard calculation is compared to step 4 of SG-18.

Standard calculation = \$70,227

Step 4 of SG-18 = \$69,686

Because step 4 of SG-18 is less than the amount resulting from the standard calculation, the employee's new salary would be \$70,227.



## PEF Nurse Title Restructure Q&A

### 2. a) If I am currently receiving a longevity payment, how will the restructuring affect that?

Based on the current information in the OSC payroll manual and the PEF contract, we believe that the amount of your longevity payment will be added to your base salary prior to the calculation of your new salary. We also believe that if your new salary is below the job rate of your new salary grade, you will receive an immediate performance advance. However, individual circumstances may result in a different outcome.

Below are three examples showing the calculation of the salary increase when a PS&T title is restructured with a reallocation from SG-16 to SG-18 and the affected employee has received a longevity payment during the 12-month period immediately preceding the restructuring. In these examples, the employee's new salary is at the job rate of the new salary grade, and therefore we believe that the employee would retain all job rate credit. We expect that this would result in the employee being eligible for a longevity payment the following April.

<b>SG-16 TO SG-18 5-YEAR LONGEVITY RECEIVED IN THE PAST 12 MONTHS</b>		
1	<b>Job rate of SG-16</b>	\$69,882
2	<b>5-year longevity</b>	\$1,500
3	<b>Salary before increase</b> (sum of 1 and 2)	\$71,382
4	<b>Salary increase for 2 SGs</b>	4.5%
5	<b>4.5% of \$71,382</b> (amount from row 3)	\$3,212
6	<b>Sum of 3 and 5</b> (which is below the SG-18 job rate)	\$74,594
7	<b>SG-18 job rate performance advance</b>	\$4,018
8	<b>Sum of 6 and 7</b> (which is above the SG-18 job rate)	\$78,612
9	<b>Salary upon upward reallocation</b> (SG-18 job rate)	<b>\$77,912</b>

<b>SG-16 TO SG-18 10-YEAR LONGEVITY RECEIVED IN THE PAST 12 MONTHS</b>		
1	<b>Job rate of SG-16</b>	\$69,882
2	<b>10-year longevity</b>	\$3,000
3	<b>Salary before increase</b> (sum of 1 and 2)	\$72,882
4	<b>Salary increase for 2 SGs</b>	4.5%
5	<b>4.5% of \$72,882</b> (amount from row 3)	\$3,280
6	<b>Sum of 3 and 5</b> (which is below the SG-18 job rate)	\$76,162
7	<b>SG-18 job rate performance advance</b>	\$4,018
8	<b>Sum of 6 and 7</b> (which is above the SG-18 job rate)	\$80,180
9	<b>Salary upon upward reallocation</b> (SG-18 job rate)	<b>\$77,912</b>

<b>SG-16 TO SG-18 15-YEAR LONGEVITY RECEIVED IN THE PAST 12 MONTHS</b>		
1	<b>Job rate of SG-16</b>	\$69,882
2	<b>15-year longevity</b>	\$4,500
3	<b>Salary before increase</b> (sum of 1 and 2)	\$74,382
4	<b>Salary increase for 2 SGs</b>	4.5%
5	<b>4.5% of \$74,382</b> (amount from row 3)	\$3,347
6	<b>Sum of 3 and 5</b> (which is below the SG-18 job rate)	\$77,729
7	<b>SG-18 job rate performance advance</b>	\$4,018
8	<b>Sum of 6 and 7</b> (which is above the SG-18 job rate)	\$81,747
9	<b>Salary upon upward reallocation</b> (SG-18 job rate)	<b>\$77,912</b>



**b) If I am currently at the job rate and not receiving a longevity payment, how will my new salary be calculated?**

Based on the current information in the OSC payroll manual and the PEF contract, we believe that employees whose salary is equal to or above the job rate of the lower graded position will receive a performance advance in the higher salary grade immediately upon reallocation if the following conditions are met:

- they did not receive a performance advance in their last rating cycle and
- their salary following reallocation to the higher-grade falls below the job rate of the higher grade

Below is an example of how this would be calculated for an employee at the job rate of SG-16.

SG-16 TO SG-18 AT JOB RATE FOR AT LEAST ONE YEAR WITHOUT LONGEVITY	
<b>Job rate of SG-16</b>	\$69,882
<b>Salary increase for 2 SGs</b>	4.5%
<b>4.5% of \$69,882</b>	\$3,145
<b>Salary with 4.5% increase</b>	\$73,027
<b>Performance advance for SG-18</b>	\$2,104
<b>Salary upon upward reallocation</b>	<b>\$75,131</b>

**3. What will the base salaries be after the restructuring becomes effective?**

The base salaries will follow the PS&T salary schedule. The PS&T salary for the salary grade of an incumbent’s new title will be the starting point for the salary calculation explained above in question 1.

**4. What is meant by IHR (Increased Hiring Rate) and what is its impact on us?**

All new hires will start at step 4 of the salary schedule. Current employees in the affected titles who are not at step 4 of the salary schedule for their new title will be raised to step 4. For more detail, see question 1 above.

**5. Will the affected titles keep their Geographic Pay Differentials?**

- Based on information we have received from the Department of Civil Service, we expect the Geographic Pay Differentials will remain in place.
- Reminder: GEO eligibility is decided by the agency



## PEF Nurse Title Restructure Q&A

### **6. Why were these nurse titles restructured?**

The Department of Civil Service recognized that it needed to address several issues regarding nurse titles, the most important of which was the need to improve recruitment and retention. As a result, the department convened a multi-agency work group that made recommendations regarding:

- the appropriate salary grade for entry-level nurses
- the standardization of the minimum qualifications for nursing titles
- the implementation of market rate salary differentials
- updating the job titles

The restructuring that was recently announced was the result of what the work group found and the recommendations it made.

### **7. Why were the Nurse 3s, other than the Correctional Services parenthesis, left out of the reallocation?**

Even though they were not all reallocated, the Nurse 3s were included in the restructuring study. Based on the results reported by the Department of Civil Service, NYSDCS found the Nurse 3s, other than the Correctional Services parenthesis, were at the appropriate allocation. Nurse 3 titles interested in assisting PEF with advocating for a restructure for Nurse 3 titles should contact their respective Labor-Management Chair.

### **8. Will incumbents in the affected nurse titles be able to keep their current titles?**

Once the restructuring is made effective, the current titles will no longer exist. As a result, it will not be possible for an individual to keep their current title if it is one of the titles that has been restructured.

### **9. When will the restructuring be made effective?**

The Office of the State Comptroller is currently working out the implementation of the restructuring. At this time, we have received no information regarding when their work will be completed. Once their work is complete, a bulletin will come out indicating the effective date. As of now, we have no time estimates as to when this will occur.

### **10. It appears that there no change was made to the Nurse Administrator 2 (Psychiatric) title. Is there any plan for restructuring it?**

The Nurse Administrator 2 (Psychiatric) was included in the restructuring. It has been reclassified as Registered Nurse Supervisor 1 (Psychiatric) and reallocated from SG-21 to SG-22.

### **11. Change of Duties?**

This is simply a title structure change along with a reallocation. Please contact your PEF Field Rep immediately if you notice any change of duties.



## PEF Nurse Title Restructure Q&A

### **12. Was Roswell Hospital impacted?**

Roswell does not fall under the statutory authority of the Department of Civil Service. Please contact your local leader or field representative with any questions.

### **13. Why are the SUNY Hospitals Shift differentials not increasing?**

SUNY Hospitals must opt into shift differential increases, similar to the geographic pay increases. PEF will continue to advocate for the opt-in at SUNY Campuses.

Please note: For the SUNY Campuses the Increased Hiring Rate (IHR) and the shift differential are not discretionary and will be implemented.

### **14. Why wasn't the Nurse Practitioner title series included?**

The Nurse Practitioner Title was not included in the title structure workgroup and will remain unchanged. According to the Department of Civil Service, NPs have more robust minimum qualifications and are allocated as a G24, based upon the independence of operation and scope of practice, not supervisory duties. As such, NPs were grouped with Physician Assistants (G23), not direct care and supervisory nursing titles. NPs interested in assisting PEF with advocating for a restructure for NPs should contact their respective Labor-Management Chair.

### **15. If I was bumped to a Nurse 2 (sg 16) six months ago and lost longevity-will it be restored when moved to sg 18?**

We are assuming that you mean that you went from a Nurse 1 (SG-14) to a Nurse 2 (SG-16). From what we understand, it is unlikely that an upward reallocation would result in regaining the longevity award lost in a previous upward movement.

### **16. Will probations resume as scheduled or be extended when the restructuring takes place?**

The length of the probationary term will not be affected.

### **17. Will there be any effect on location pay?**

Location pay will not be affected.

### **18. Are all Nurse 1 and Nurse 2s SG-18?**

Other than a Nurse 1 without NYS licensure as a registered nurse, all Nurse 1s and Nurse 2s will become registered Nurse 1 (SG-18).



## PEF Nurse Title Restructure Q&A

### **19. Why was Community Mental Health Nurse increased by 1 grade but titled changed to Nurse 2?**

The purpose of the restructuring study was not only to review the allocation of the nursing titles included in the study but also to consolidate the titles that DCS determined were similar.

### **20. It appears that there was no change made to the Nurse Administrator 2 series. Is there any plan for restructuring them?**

The Nurse Administrator 2 series was included in the restructuring. It has been restructured as Registered Nurse Supervisor 1, including parenthetics, and reallocated from SG-21 to SG-22.

### **21. Why is a plain Nurse 1 not listed? Chinese/manual/Spanish are.**

We are not sure why it is not listed, but we have been told that all Nurse 1 (SG-14) who are licensed and currently registered to practice nursing in New York State will now be Registered Nurse 1, SG-18.

### **22. I am a DOCCS Nurse Administrator. Why will my title be the same as the Infection Control Nurse that I supervise?**

As of yet, we have not been informed regarding any changes in reporting relationships that will result from the restructuring. As we receive new information, we will share it with members.

### **23. Is anyone being demoted with these title changes?**

Based on the information we have received, no one will be demoted as a result of the restructuring.

### **24. Many RNs recently (within last 6 months) moved up to a SG-20 for recruitment, will they remain a SG-20?**

We believe you are referring to employees who became Nurse 3s. If you were a Nurse 3 at the time of the restructuring, you would become a Registered Nurse 2 (SG-20).

### **25. Will there be new job descriptions coming out with new titles?**

We believe they will need to issue new class standards, but at this time we don't know when they will do so.

### **26. If Nurse 1&2 titles will become the same, does that mean that a nurse with no experience and a nurse with a lot of experience will make the same?**

Currently the only difference between the minimum qualifications for Nurse 1 and Nurse 2 is the requirement for one-year of post-licensure experience.



## PEF Nurse Title Restructure Q&A

### **27. A Supervising Health Services Nurse will go from SG-17 to SG-22 – What was the determining factor for this 5-grade jump?**

At this time, we have no information regarding the rationale. We will ask DCS what criteria were used in determining the allocations for the new titles.

### **28. Why TBA on Public Health Program Nurse?**

We believe you mean "TBD." We have not received any information on when a final determination will be made for this title.

### **29. Will these changes have any effect on my vesting with the state?**

If by vesting you are referring to retirement, this restructuring will have no impact on vesting.

### **Additional Questions?**

For additional questions or questions specific to your title and position, please contact your field rep and/or PEF Nurse Coordinator Nora Higgins at [Nora.Higgins@pef.org](mailto:Nora.Higgins@pef.org). You may also call the PEF office in Albany at (800) 342-4306 for assistance.