



PEF Social Worker Title Restructure

Background

The social work titles series has been restructured. This restructuring is a result of a prolonged effort by PEF to fight for pay equity and improved staffing conditions for social workers.

The proposal of changes that was submitted to the Department of Civil Service by the Office of Mental Health did not include all that PEF had advocated for. Therefore, PEF presented a counter proposal that would have elevated more titles. Please review this [letter PEF sent to OMH](#) in July 2023 for more details.

We are very happy for those who have benefited from the changes and our advocacy for the entire social work title series continues. If after reading this you still have questions, please reach out to your Field Representative. You can find your field representative by logging into the members-only section of the PEF website or by calling your regional office. You can find the numbers for the regional office here: www.pef.org/regions/.

What are the changes?

Title Structure Changes and Consolidation

1. The social worker title series was consolidated and therefore you may notice that your title has changed. This consolidation streamlined the titles in the social work occupation to align it with other titles with similar minimum qualifications.

Old Title	New Title
Social Work Assistant 1, SG-12	Social Work Assistant 1, SG-14
Social Work Assistant 2, SG-14	
Social Work Assistant 3, SG-17	Social Work Assistant 2, SG-17
Licensed Master Social Worker 1, SG-18	Licensed Master Social Worker, SG-20
Licensed Master Social Worker 2, SG-20	
Social Work Supervisor 2 (LCSW), SG-27	Director Social Work (LCSW), 29*

*See question # 7 for more information.



If your title changed:

- Your duties should not change,
- You will not be required to serve a new probationary period,
- Your seniority is not impacted,
- Your appointment status (i.e. temporary, provisional, permanent, contingent permanent) will not change,
- Your leave rights to that title will not change,
- Your status and score on existing eligible lists will not change,
- The existing transfer determinations for your title should not change.

2. Three **NEW** titles were also created:

I. Licensed Clinical Social Worker, Grade 23

Currently, the duties, responsibilities and minimum qualifications for the Licensed Clinical Social Worker, SG 23 title are not known. The Department of Civil Service will publish a new classification standard soon.

State agencies must decide if they will utilize the new Licensed Clinical Social Worker, Grade 23 title or not.

Agencies will use the forthcoming classification standard for this new title to determine how they may use it.

If your agency decides to use the new LCSW title, they must create positions for it and make appointments. If this is the case, appointments into this new title will not be automatic for staff that are currently credentialed. When the position(s) become available at your facility, you should apply if you meet the minimum qualifications.

II. Social Work Assistant Trainee, SG-12

This is a new one-year traineeship title for appointment purposes only, it is tied to the Social Work Assistant 1, SG-14 and replaces the old "career ladder" position of Social Work Assistant 1, SG-12.

III. Social Worker, SG-18

This title is appointment level only for those with a master's degree but unlicensed. It is expected this title will help recruit people right out of school. Once people in this title get their licenses, they will go to the SG 20 title.



Reallocations (*salary upgrades*)

The following titles received upward reallocations:

Old Title	Old Salary Grade	New Title	New Salary Grade
Social Work Assistant 1	12	<i>Same title name</i>	14
Licensed Master Social Worker 1	18	Licensed Master Social Worker	20
Social Work Supervisor 1 (LCSW)	23	<i>Same title name</i>	25
Social Work Supervisor 2 (LCSW)	27	Director Social Work (LCSW)	29*

*See question # 7 for more information.

Salary Differentials

Two salary treatments were approved for some of the social work titles. If your title has changed, use your new title to review if you are receiving a salary treatment.

Geographic pay differential (GEO)

A GEO of \$18,000 was approved for the following licensed clinical social work titles, in the counties noted below:

- I. Licensed Clinical Social Worker, SG-23
- II. Social Work Supervisor 1 (LCSW), SG-25
- III. Director Social Work (LCSW), SG-29*

*See question # 7 for more information.

Westchester County	Putnam County
Ulster County	Orange County
Sullivan County	New York County
Suffolk County	Nassau County
Rockland County	Kings County
Richmond County	Dutchess County
Queens County	Bronx County

Please note, that while GEOs are approved for a set amount, that amount is a maximum. When a GEO is approved for an agency, PEF expects that agencies will pay the full amount; however, they have several options. Agencies can decide to not pay the GEO, to pay an amount less than the full amount approved for the GEO, or to pay the full amount. Typically, agencies decide to pay the full amount, but that is not always the case.

If you are eligible for the GEO (see eligibility requirements above), you can contact your agency to confirm how much the GEO will be for you.



Shift Pay Differential

All licensed social work titles **may** receive a **shift pay differential** of 7% for evening and weekend day shifts and 10% for nights shifts.

Differential Effective Dates: The geographic pay differential and the shift pay differential described above were effective May 23, 2024, for those on the administration payroll and May 30, 2024, for those on the institution payroll.

Frequently Asked Questions

1) I received an upward reallocation; how will my new salary 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. See PEF/State Agreement, Article 7.9.

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 for the possible filing of a protective grievance.

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/-/les/state-agencies/payroll/pdf/ac3216.pdf>

2) If I am currently receiving a longevity payment, how will my new salary be affected?

Based on the current information in the OSC payroll manual and the PEF contract, the amount of your longevity payment should be added to your base salary prior to the calculation of your new salary. Base salary is your annual salary before salary enhancements such as geographic and shift differentials are added. So, for example, if you have a base salary of \$80,000 and received a \$3,000 longevity (performance award) payment in April 2024, that \$3,000 is added to the \$80,000 base and the promotion calculation is done on the \$83,000 to arrive at your new base 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.



3) My title and location received a geographic pay differential, but my paycheck does not show an increase in pay yet, when will I receive my increased pay?

Before the affected employees will see the changes in their pay the Office of the State Comptroller must issue a payroll bulletin authorizing payment and the payroll records of the affected employees must be updated. Once those steps are completed, you will start receiving the increase. The first paycheck reflecting these special salary treatments will include a retroactive payment based on the effective dates of May 23, 2024 (Administrative) and May 30, 2024 (Institutional).

4) I work at an OMH facility, and I have the three years of qualifying experience required for the certification exam, what do I do?

Speak to your facilities Social Work Director about completing Form 4B which will allow your supervisor to attest to the fact that you have this experience for exam purposes.

[Application Forms for Licensed Clinical Social Worker | Office of the Professions \(nysed.gov\)](https://www.nysed.gov/Professions/Forms)

5) My position was approved for a geographic pay differential, if I leave my current position will the additional pay from the GEO go with me to another title at a different location?

Geographic pay differentials are specific to the title and locations for which they were approved. If you leave your current position for a title or location that was not approved for the GEO, you will not receive the GEO in your new position.

6) How will people move into the LCSW title if they have the credential?

People who are currently credentialed will not automatically be appointed into the new LCSW, SG-23 title. Each agency that decides to use the title must also decide how they will fill these positions.

7) My position has been moved to M/C; do I have to leave the Union?

No. All employees who were serving as Social Work Supervisor 2s (LCSW) on 5/23/2024 (i.e., the day that the title changed), will continue to be represented by PEF and allocated to SG-29 until they vacate the positions.

All positions will be earmarked for review when vacant with the expectation that the negotiating unit of those positions will be changed to M/C. All individuals appointed to Director Social Work (LCSW) positions in the future will be designated as M/C, with the positions allocated to M-3.

8) I was a LMSW 2 and now I am a LMSW, was I demoted?

No, there were no demotions. PEF advocated for a two-salary grade bump for this title, but it was not approved.

9) Will PEF be involved in the creation of the classification standard for the new LCSW title?

Classification standards are created by the Division of Classification and Compensation at the Department of Civil Service (DCS). PEF will have the opportunity to review the document and provide comments and suggested edits.



10) Will the date of my step increase change because of the title change?

No, your step increase date will remain the same.

11) How do we encourage our agencies to opt in to using the new LCSW title?

Connect with your local leaders and advocate for using the new LCSW title at your local and statewide labor-management committees.

12) My title and/or location did not get a pay differential, how do we advocate for one?

If you feel your title and location is experiencing recruitment and retention issues, bring your concerns to the attention of your local and statewide leaders as well as your respective labor-management chairs. With their support, you can engage in a dialogue about how you can work together to advocate for a salary differential.

Successful requests for geographic pay differentials include facts. With the collaboration of your agency and local leaders, you will need to factually prove that your agency, in your county, is having difficulty hiring and retaining employees in the titles for which you want to request a geographic pay differential.

Some of the facts that will need to be gathered include data on salaries for similar titles in the private sector, anecdotal information from PEF members who have left their state jobs for the private sector and why. You can also work with your agency to gather data on attrition rates i.e. how many people in a particular title have left State service.

For an overview of the process, you can review the following memo and factsheet created by PEF's Civil Service Enforcement and Research Department.

You can learn more from PEF's memo regarding the process here: [Understanding Title and Salary Adjustments: Salary Grade Reallocations, Title Reclassification & Salary Differentials](#)

