

Memo

DATE: June 23, 1999 PERSL 1356

TO: Personnel Directors/Designees
Labor Relations Directors/Designees
DOER Labor Relations and Staffing Divisions

FROM: Katherine Megarry, Labor Relations/Compensation Division

PHONE: 297-7798

RE: Final Issues: Clerical Consolidation Appeal Process

The appeal process of the 7/98 Clerical Consolidation is quickly coming to an end! Please take note of the following “wrap up” issues:

1. All appeals that reached DOER by 6/18/99 have been reviewed by JQACC and notices of JQACC’s decisions are being sent. Assuming your agency’s appeals are completed, Section 1E “Review Process” of AFSCME’s Appendix Q (and related MOU and 3/6/98 intent letter) will expire at the end of the day 6/30/99. This means that the “no promotion increase” policy, as well as the other provisions of App Q/MOU/intent letter, for clerical reallocations and changes in allocation expires after 6/30/99.
2. If your agency’s appeals are not complete, you will continue to be held to the “no increase” policy, as well as the other provisions of AppQ/MOU/intent letter, until those appeals are completed.
3. Assuming your appeals are complete, beginning 7/1/99, reallocations and changes in allocation will once again be processed according to Master contract language regarding salary and probation except that employees will not receive any back pay for dates prior to 7/1/99.

For example, if you receive a reallocation request on 6/1/99, but do not make a decision until 7/22/99, the employee will receive any contractually-required pay increase, but will only receive back pay for that increase back to 7/1/99.

4. Reminder: Clerical conversions/appeals, reallocations and changes in allocation that occurred between 7/8/98 and 6/30/99 continue to be covered by the across-the-board and probation language found in Appendix Q.

For example, if as a result of the clerical consolidation, an employee's salary ended up over the max of their new range, under Appendix Q, that employee will receive across-the-board increases every year (as opposed to the Master language which says every-other-year).

Another example, an employee who had a conversion/appeal/reallocation/change in allocation that resulted in a promotion to a Consolidated Clerical class prior to 7/1/99 is only required to serve a 30 day probation. Any promotion that occurs on 7/1/99 or later will be governed by Master language which says 3 or 6 months, depending on the situation.

Please feel free to contact me if you have any questions.

CC: Bob Buckingham, AFSCME