

## CSEA Hourly to Annual Promotion Calculation Guide

The following examples are to provide guidance when calculating hourly N/S to Grade promotions:

**Example A: Employee Appointed to a CSEA salary grade 9 effective 1/6/2022 where N/S immediately prior is assigned CSEA salary grade 7**

11/2/2017	Hourly Rate is \$15.18 X 2088 = \$31,695	Grade 7 Hiring Rate 2017 CSEA schedule = \$31,691 / 2088 = \$15.17
4/5/2018	Hourly Rate is \$15.48 X 2088 = \$32,322	Grade 7 Hiring Rate 2018 CSEA schedule = \$32,325 / 2088 = \$15.48
4/4/2019	Hourly Rate is \$15.79 X 2088 = \$32,969	Grade 7 Hiring Rate 2019 CSEA schedule = \$32,972 / 2088 = \$15.79
4/2/2020	Hourly Rate is \$16.11 X 2088 = \$33,637	Grade 7 Hiring Rate 2020 CSEA schedule = \$33,631 / 2088 = \$16.10
4/1/2021	Hourly Rate is \$16.43 X 2088 = \$34,305	Grade 7 Hiring Rate 2021 CSEA schedule = \$34,304 / 2088 = \$16.43
1/6/2022	Appointed to a CSEA grade 9	Grade 9 Hiring Rate 2021 CSEA schedule = \$38,257

From 11/2/2017-1/5/2022, it was reported that the employee was a 7.5-hour-day employee and worked 7,004 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

$$7004 \text{ hours} / 7.5 \text{ hours} = 933 \text{ full workdays}$$

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

1/6/2022 – 933 workdays = N/S hourly position anniversary date of 11/13/2017. The employee would be on the April performance advance payment cycle.

Reconstruct the salary as a CSEA grade 7 beginning effective 11/13/2017 (N/S hourly position anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee’s appointment to the graded position.

<b><u>Effective Date</u></b>	<b><u>Payment</u></b>	<b><u>Salary</u></b>
11/13/2017	Hiring Rate of the CSEA grade 7 (2017 schedule)	\$31,691
4/5/2018	April 2018 CSEA 2% raise (Hiring Rate – 2018 schedule)	\$32,325
4/4/2019	April 2019 CSEA performance advance (Step 1 - 2018 schedule)	\$33,413

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	April 2019 CSEA 2% raise (Step 1 - 2019 schedule)	\$34,082
4/2/2020	April 2020 CSEA performance advance (Step 2 - 2019 schedule)	\$35,192
	April 2020 CSEA 2% raise (Step 2 – 2020 schedule)	\$35,895
4/1/2021	April 2021 CSEA performance advance (Step 3 – 2020 schedule)	\$37,027
	April 2021 CSEA 2% raise (Step 3 – 2021 schedule)	\$37,769
1/6/2022	Appointed to a CSEA grade 9 – apply promotion percentage to be compared to hiring rate*:	
	Promotion Calculation $\$37,769 \times 4.5\% = \$39,467$ vs. Hiring Rate 2021 CSEA schedule = \$38,257	
	Promotion Recalculation (FIS) $\$37,769 + \$1,155 = \$38,924 \times 4.5\% = \$40,676$	

Both the promotion calculation and promotion recalculation (FIS) benefit the employee when comparing the promotion calculation salary to hiring rate. The promotion recalculation (FIS) is payable on the performance advance payment cycle of the N/S position anniversary date. The employee would be entitled to whichever is best at the time of the appointment.

The salary effective 1/6/2022 is \$39,467, the anniversary date is the date of the appointment, and the increment code is 0004 with the FIS of \$40,676 payable in April 2022.

\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.

**Example B: Employee Appointed to a CSEA salary grade 14 effective 3/2/2023 where N/S immediately prior is assigned to a CSEA salary grade 12**

4/25/2019	Hourly Rate is $\$21.00 \times 2088 = \$43,848$	Grade12 Hiring Rate 2019 CSEA schedule = $\$43,484 / 2088 = \$20.82$
3/26/2020	Hourly Rate is $\$21.42 \times 2088 = \$44,724$	Grade 12 Hiring Rate 2020 CSEA schedule = $\$44,354 / 2088 = \$21.24$
3/25/2021	Hourly Rate is $\$21.85 \times 2088 = \$45,622$	Grade 12 Hiring Rate 2021 CSEA schedule = $\$45,241 / 2088 = \$21.66$
4/7/2022	Hourly Rate is $\$22.29 \times 2088 = \$46,541$	Grade 12 Hiring Rate 2022 CSEA schedule = $\$46,146 / 2088 = \$22.10$

From 4/25/2019 through 3/1/2023, it was reported that the employee was an 8-hour-day employee and worked 7,959 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

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7,959 hours / 8 hours = 994 full workdays

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

3/1/2023 – 994 workdays = N/S hourly position anniversary date of 5/10/2019. The employee would be on the October performance advance payment cycle.

Reconstruct the salary as a CSEA grade 12 beginning effective 5/10/2019 (N/S anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee’s appointment to the graded position.

<b>Effective Date</b>	<b>Payment</b>	<b>Salary</b>
5/10/2019	Hiring Rate of the CSEA grade 12	\$43,484
4/2/2020	April 2020 CSEA 2% raise (Hiring Rate 2020 schedule)	\$44,354
10/1/2020	October 2020 performance advance (Step 1 - 2020 schedule)	\$45,752
4/1/2021	April 2021 CSEA 2% raise (Step 1 - 2021 schedule)	\$46,667
9/30/2021	October 2021 CSEA performance advance (Step 2 - 2021 schedule)	\$48,093
3/31/2022	April 2022 CSEA 2% raise (Step 2 - 2022 schedule)	\$49,054
9/29/2022	October 2022 CSEA performance advance (Step 3 -2022 schedule)	\$50,508
3/2/2023	Appointed to a CSEA grade 14 – apply promotion percentage to be compared to hiring rate*:	

Promotion Calculation  $\$50,508 \times 4.5\% = \$52,781$  vs. Hiring Rate 2022 CSEA schedule =  $\$51,711$

Promotion Recalculation (FIS)  $\$50,508 + \$1,454 = \$51,962 \times 4.5\% = \$54,301$

Both the promotion calculation and promotion recalculation (FIS) benefit the employee when comparing the promotion calculation salary to hiring rate. The promotion recalculation (FIS) is payable on the performance advance payment cycle of the N/S position anniversary date. The employee would be entitled to whichever is best at the time of the appointment.

The salary effective 3/2/2023 is \$52,781, the anniversary date is the date of appointment, and the increment code is 1004 with the FIS in the amount of \$54,301 payable in October 2023.

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\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.

**Example C: Employee Appointed to a CSEA salary grade 11 effective 12/22/2022 where N/S immediately prior is assigned to a CSEA salary grade 7**

1/21/2021	Hourly Rate is \$16.50 X 2088 = \$34,452	Grade 7 Hiring Rate 2020 CSEA schedule = \$33,631 / 2088 = \$16.10
4/1/2021	Hourly Rate is \$16.83 X 2088 = \$35,141	Grade 7 Hiring Rate 2021 CSEA schedule = \$34,304 / 2088 = \$16.42
3/31/2022	Hourly Rate is \$17.17 X 2088 = \$35,850	Grade 7 Hiring Rate 2022 CSEA schedule = \$34,990 / 2088 = \$16.75

From 1/21/2021 through 12/21/2022, it was reported that the employee was a 7.5-hour-day employee and worked 3,740 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

$$3,740 \text{ hours} / 7.5 \text{ hours} = 498 \text{ full workdays}$$

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

12/22/2022 – 498 workdays = N/S hourly position anniversary date of 1/25/2021. The employee would be on the April performance advance payment cycle.

Reconstruct the salary as a CSEA grade 7 beginning effective 1/25/2021 (N/S anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee’s appointment to the graded position.

<u>Effective Date</u>	<u>Payment</u>	<u>Salary</u>
1/25/2021	Hiring Rate of the CSEA grade 7 (2020 schedule)	\$33,631
4/1/2021	April 2021 CSEA 2% raise (Hiring Rate - 2021 schedule)	\$34,304
3/31/2022	April 2022 performance advance (Step 1 – 2021 schedule)	\$35,459
	April 2022 CSEA 2% raise (Step 1 – 2022 schedule)	\$36,168
12/22/2022	Appointed to a CSEA grade 11 – apply promotion percentage to be compared to hiring rate*: Promotion Calculation \$36,168 X 7.5% = \$38,881 vs. Hiring Rate 2022 CSEA schedule = \$43,648	

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Promotional Recalculation (FIS)  $\$36,168 + \$1,178 = \$37,346 \times 7.5\% = \$40,147$

Hiring rate benefits the employee when compared to the promotion calculation. The employee would be entitled to whichever is best at the time of the appointment. There is no promotion recalculation (FIS) to be applied on reconstruction as hiring rate is best.

The salary effective 12/22/2022 is \$43,648, the anniversary date is the date of appointment, and the increment code is 0003.

\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.

**Example D: Employee Appointed to a CSEA salary grade 9 effective 1/4/2024 where N/S immediately prior is assigned to a CSEA salary grade 7**

7/28/2022	Hourly Rate is $\$17.43 \times 2088 = \$36,393$	Grade 7 Hiring Rate 2022 CSEA schedule = $\$34,990 / 2088 = \$16.75$
4/6/2023	Hourly Rate is $\$17.95 \times 2088 = \$37,479$	Grade 7 Hiring Rate 2023 CSEA schedule = $\$36,040 / 2088 = \$17.26$

From 7/28/2022 through 1/3/2024, it was reported that the employee was an 8-hour-day employee and worked 2,936 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

$2,936 \text{ hours} / 8 \text{ hours} = 367 \text{ full workdays}$

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

1/4/2024 – 367 workdays = N/S hourly position anniversary date of 8/9/2022. The employee would be on the October performance advance payment cycle.

Reconstruct the salary as a CSEA grade 7 beginning effective 7/28/2022 (N/S anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee’s appointment to the graded position.

<u>Effective Date</u>	<u>Payment</u>	<u>Salary</u>
7/28/2022	Hiring Rate of the CSEA grade 7 (2022 schedule)	\$34,990
4/6/2023	April 2023 CSEA 3% raise (Hiring Rate - 2023 schedule)	\$36,040
9/28/2023	October 2023 performance advance (Step 1 – 2023 schedule)	\$37,253

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1/4/2024                      Appointed to a CSEA grade 9 – apply promotion percentage to be compared to hiring rate\*:  
 Promotion Calculation  $\$37,253 \times 4.5\% = \$38,930$  vs. Hiring Rate 2022 CSEA schedule =  $\$40,193$   
 Promotion Recalculation (FIS)  $\$37,253 + \$1,213 = \$38,466 \times 4.5\% = \$40,197$

While hiring rate benefits the employee when compared to the initial promotion calculation, the employee would also be due a promotion recalculation (FIS) payable on the performance advance payment cycle of the N/S position anniversary date.

The salary effective 1/4/2024 is  $\$40,193$ , the anniversary date is the date of appointment, and the increment code is 1004 with the FIS in the amount of  $\$40,197$  payable in October 2024.

\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.

**Example E: Employee Appointed to a PEF salary grade 12 effective 3/19/2020 where N/S immediately prior is assigned to a CSEA salary grade 11**

12/7/2017	Hourly Rate is $\$18.93 \times 2088 = \$39,525$	Grade 11 Hiring Rate 2017 CSEA schedule = $\$39,533 / 2088 = \$18.93$
4/5/2018	Hourly Rate is $\$19.31 \times 2088 = \$40,319$	Grade 11 Hiring Rate 2018 CSEA schedule = $\$40,324 / 2088 = \$19.31$
4/4/2019	Hourly Rate is $\$19.70 \times 2088 = \$41,133$	Grade 11 Hiring Rate 2019 CSEA schedule = $\$41,130 / 2088 = \$19.69$

From 12/7/2017 through 3/18/2020, it was reported that the employee was an 8-hour-day employee and worked 4,599 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

$4,599 \text{ hours} / 8 \text{ hours} = 574 \text{ full workdays}$

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

3/19/2020 – 574 workdays = N/S hourly position anniversary date of 1/5/2018. The employee would be on the April performance advance payment cycle.

Reconstruct the salary as a CSEA grade 11 beginning effective 1/5/2018 (N/S anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee’s appointment to the graded position.

<b><u>Effective Date</u></b>	<b><u>Payment</u></b>	<b><u>Salary</u></b>
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1/5/2018	Hiring Rate of the CSEA grade 11(2017 schedule)	\$39,533
4/5/2018	April 2018 CSEA 2% raise (Hiring Rate – 2018 schedule)	\$40,324
4/4/2019	April 2019 performance advance (Step 1 – 2018 schedule)	\$41,623
	April 2019 CSEA 2% raise (Step 1 – 2019 schedule)	\$42,455
3/19/2020	Appointed to a PEF gr 12 – apply promotion percentage to be compared to hiring rate*: Promotion Calculation $\$42,455 \times 3\% = \$43,729$ vs. Hiring Rate PEF 2019 schedule = \$41,434 Promotion Recalculation (FIS) $\$42,455 + \$1,325 = \$43,780 \times 3\% = \$45,094$	

Both the promotion calculation and promotion recalculation (FIS) benefit the employee when comparing the promotion calculation salary to hiring rate. The promotion recalculation (FIS) is payable on the performance advance payment cycle of the N/S position anniversary date. The employee would be entitled to whichever is best at the time of the appointment.

The salary effective 3/19/2020 is \$43,729, the anniversary date is the date of appointment, and the increment code is 0004 with the FIS in the amount of \$45,094 payable in April 2020.

\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.

**Example F: Employee Appointed to a BU21 salary grade 108 effective 6/22/2023 where N/S immediately prior is assigned to a CSEA salary grade 6**

1/5/2023	Hourly Rate is $\$16.13 \times 2088 = \$33,679$	Grade 6 Hiring Rate 2022 CSEA schedule = $\$33,157 / 2088 = \$15.87$
4/1/2023	Hourly Rate is $\$16.61 \times 2088 = \$34,681$	Grade 6 Hiring Rate 2023 CSEA schedule = $\$34,152 / 2088 = \$16.35$

From 1/5/2023 through 6/22/2023, it was reported that the employee was a 7.5-hour-day employee and worked 759 hours. To determine the number of creditable workdays, the number of hours worked is divided by the hour-day:

$$759 \text{ hours} / 7.5 \text{ hours} = 101 \text{ full workdays}$$

To determine the N/S hourly position anniversary date when the reconstruction would begin, the number of creditable workdays is subtracted from the date the employee was appointed to the graded position.

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6/22/2023 – 101 workdays = N/S hourly position anniversary date of 2/2/2023. The employee would be on the April performance advance payment cycle.

Reconstruct the salary as a CSEA grade 6 beginning effective 2/2/2023 (N/S anniversary date) starting at hiring rate with credit for performance advances and raises through to the employee's appointment to the graded position.

<b>Effective Date</b>	<b>Payment</b>	<b>Salary</b>
2/2/2023	Hiring Rate of the CSEA grade 6 (2022 schedule)	\$33,157
3/30/2023	April 2023 CSEA 3% raise (Hiring Rate – 2023 schedule)	\$34,152*
6/22/2023	Appointed to a BU21 salary grade 108 – apply promotion percentage to be compared to hiring rate*:	

\*At the time this bulletin was issued, bargaining unit 21 did not receive a contractual raise for April 2023. The movement is from a settled to unsettled bargaining unit and the April 2023 CSEA 3% raise must be removed prior to applying the promotion percentage (refer to Payroll Bulletin No [702 Recalculation of Salary When There Is Movement Between Bargaining Units with Differing Raises](#)):

Promotion Calculation -  $\$33,157 \times 4.5\% = \$34,650$  vs. Hiring Rate BU21 2022 schedule = \$40,782

Promotion Recalculation (FIS)  $\$34,152 + \$1,123 = \$35,275 \times 4.5\% = \$36,863$

Hiring rate benefits the employee when compared to the promotion calculation. The employee would be entitled to whichever is best at the time of the appointment. There is no promotion recalculation (FIS) to be applied on reconstruction as hiring rate is best.

The salary effective 6/22/2023 is \$40,782, the anniversary date is the date of appointment (anniversary dates for security bargaining units are based on time in a security bargaining unit which, in this scenario, is the date of appointment), and the increment code is 0013.

\*Note: If there is an approved 130.4 Impracticable to Recruit for the graded position, then that is the minimum hiring rate used to compare to the promotion calculation salary.