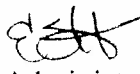




Contract Administration

TO: Executive Board Members
Council Leaders

FROM: Elizabeth S. Hough 
Director of Contract Administration

DATE: May 13, 2010

RE: 2009-2010 Firearms Training and Safety Incentive

The Comptroller has issued Payroll Bulletin 990 regarding the Firearms Training and Safety Incentive for 2009-2010. This Payroll Bulletin provides agencies with authorization and direction regarding how to process payment of the 2009-2010 Incentive. This Payroll Bulletin is attached.

The Firearms Training and Safety Incentive is available to PS&T Unit employees with peace officer status who are required to carry a firearm in the course of their employment. The 2009-2010 incentive will be paid to all such PS&T Unit peace officers who have successfully complete all required firearms safety or proficiency training during FY 2009-2010.

Of particular note, there is no additional training that is required to be eligible other than what the peace officer's agency would normally provide. Any required training is also "agency-directed" i.e. the employee is not required to have pursued additional safety training on their own initiative.

The Firearms Training and Safety Incentive is available to peace officers required to carry firearms pursuant to the PEF Firearms Training and Safety Incentive Pilot Program which was negotiated with the 2007-2011 Agreement. This pilot program will also continue in Fiscal Year 2010-2011. The incentive for FY 2010-2011 will increase to \$250.

Cc: Field Services Staff



Payroll Bulletin

Office of the State Comptroller
Bureau of State Payroll Services

Date: May 11, 2010

Bulletin Number: 990

Subject	PEF Firearms Training and Safety Incentive Program												
Purpose	To provide agencies with instructions to pay the Firearms Training and Safety Incentive Program payment.												
Affected Employees	PS&T Unit employees with Peace Officer status under Section 2.10 of the New York State Criminal Procedure Law who meet the eligibility as described below.												
Background	Pursuant to a side letter to the 2007-2011 Agreement between the State of New York and PEF, a pilot incentive program was established for certain employees who complete required agency directed training programs designed to promote firearm proficiency and safety.												
Effective Date(s)	Immediately.												
Contract Provisions and Eligibility Criteria	<p>The PEF 2007-2011 contract includes a side letter stating that certain employees with Peace Officer status who successfully complete agency-directed firearms proficiency and safety training programs as set by the Joint Committee on Health and Safety are eligible for a pilot Firearms Training and Safety Incentive Program payment. This pilot program shall run concurrently with State fiscal years.</p> <ul style="list-style-type: none"> • Incentive payment amount for training in State fiscal year 2009-10 is \$200.00 <p>To be eligible for the payment, employees must have met the following criteria as of March 31, 2010, the last day of the fiscal year:</p> <ul style="list-style-type: none"> • PS&T bargaining unit member with Peace Officer status under Section 2.10 of the New York State Criminal Procedure Law; • Assigned to carry a firearm; and • Successfully completed all required firearms safety and/or proficiency training during State fiscal year 2009-10. <p>Part-time employees who meet the eligibility are entitled to the full payment.</p> <p>The Firearms Training and Safety Incentive Program payment is pensionable and included in the calculation of overtime.</p>												
Agency Actions	<p>When processing the FY 2009-10 payment for employees who met the eligibility criteria as of March 31, 2010, agencies must use the following procedure to report the Firearms Training and Safety Incentive Program payment on the Additional Pay page:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Earnings Code:</td> <td>PFR</td> </tr> <tr> <td>Effective Date:</td> <td>4/1/10</td> </tr> <tr> <td>OT EFF Date</td> <td>4/1/10</td> </tr> <tr> <td>Annual Additional Earnings:</td> <td>\$200</td> </tr> <tr> <td>End Date</td> <td>3/31/11</td> </tr> <tr> <td>Goal Balance</td> <td>Leave Blank (will be populated by the system when paid)</td> </tr> </table>	Earnings Code:	PFR	Effective Date:	4/1/10	OT EFF Date	4/1/10	Annual Additional Earnings:	\$200	End Date	3/31/11	Goal Balance	Leave Blank (will be populated by the system when paid)
Earnings Code:	PFR												
Effective Date:	4/1/10												
OT EFF Date	4/1/10												
Annual Additional Earnings:	\$200												
End Date	3/31/11												
Goal Balance	Leave Blank (will be populated by the system when paid)												
Tax Withholding Information	The PEF Firearms Training and Safety Incentive Program payment is taxable income, will be included in the employee's taxable gross wages and is subject to all employment and income taxes.												
Questions	Questions about payment processing may be directed to the Payroll Audit mailbox.												