



# ORGANIZATION OF STAFF ANALYSTS

220 EAST 23rd STREET - SUITE 707  
NEW YORK, NEW YORK 10010  
TEL.: (212) 686-1229 • FAX: (212) 686-1231  
WEB: WWW.OSAUNION.ORG  
HOTLINE: (212) 330-8833

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August 26, 2016

Dear Brothers and Sisters:

Some of our members passed the recent exams and some did not. The City is making efforts to save some who failed from loss of pay and we wish each affected member the best of luck in this effort.

Others are about to be promoted or appointed and some of those members have been given inaccurate information related to the new positions. This mailing will cover Longevity Rules, Amounts Due and Advancement Increase.

## LONGEVITY RULES

There are many Analyst lists "alive" all at once. For the Staff Analyst series there are five main lists. There is Staff Analyst (Open Competitive), Associate Staff Analyst (both Open Competitive and Promotional) and Administrative Staff Analyst (also Open Competitive and Promotional).

Our union expects to receive many questions from candidates about how longevity will be due them in different situations.

The first question is easy. What are the longevity rules?

The answer is to be found on the following pages, photocopied from our 2008 to 2010 contract. There has been no change in these rules in our recent contract, so they are still in effect.

This information is important because management often fails to understand the rules and members can be underpaid as a result.

As Analysts, we are expected to know these rules and to explain them to management, if necessary. Therefore, you might want to hold on to this mailing for future reference.

**Appendix A**  
**Longevity Increment Eligibility Rules**

The following rules shall govern the eligibility of employees for the longevity increments provided for in Article III, Section 8, of the *2008-2010 Staff Analysts, et al.* agreement:

1. Only service in pay status shall be used to calculate the 10 and 15 years of service, except that for other than full time per annum employees only a continuous year of service in pay status shall be used to calculate the 10 and 15 years of service. A continuous year of service shall be a full year of service without a break of more than 31 days. Where the regular and customary work year for a title is less than a twelve month year such as a school year, such regular and customary year shall be credited as a continuous year of service counting towards the 10 and 15 years of service. If the normal work year for an employee is less than the regular and customary work year for the employee's title, it shall be counted as a continuous year of service if the employee has customarily worked that length of work year and the applicable agency verifies that information.
  2. Service in pay status prior to any breaks in service of more than one year shall not be used to calculate the 10 and 15 years of service. Where an employee has less than seven years of continuous service in pay status, breaks in service of less than one year shall be aggregated. Where breaks in service aggregate to more than one year they shall be treated as a break in service of more than one year and the service prior to such breaks and the aggregated breaks shall not be used to calculate the 10 and 15 years of service. No break used to disqualify service shall be used more than once.
  3. The following time in which an employee is not in pay status shall not constitute a break in service as specified in the paragraph 2 above.
    - a. time on a leave approved by the proper authority which is consistent with the Personnel Rules and Regulations of the City of New York or the appropriate personnel authority of a covered organization.
    - b. time prior to reinstatement.
    - c. time on a preferred list pursuant to Civil Service Law Sections 80 and 81 or any similar contractual provision.
    - d. time not in pay status of 31 days or less.
- Notwithstanding the above, such time as specified in subsections a, b, and c above shall not be used to calculate the 10 and 15 years of service.
4. Once an employee has completed the 10 and/or 15 years of "City" service in pay status and is eligible to receive the respective longevity increment, the increment shall become part of the employee's base rate for all purposes except as provided in paragraph 5 below.
  5. The respective longevity increment shall not become pensionable until 15 months after the employee becomes eligible to receive such increment. Fifteen months after the employee becomes eligible to receive the longevity increment, such longevity increment shall become pensionable, and as part of the employee's base rate, shall be subject to the general increase provided in Article III, Section 3, of this agreement.

## Appendix C

### Service Increment Eligibility Rules

The following rules shall govern the eligibility of employees for the service increment provided for in Article III, Section 9, of the *2008-2010 Staff Analysts, et al.* agreement:

1. Only service in pay status shall be used to calculate the 20 years of service, except that for other than full time per annum employees only a continuous year of service in pay status shall be used to calculate the years of service. A continuous year of service shall be a full year of service without a break of more than 31 days. Where the regular and customary work year for a title is less than a twelve month year such as a school year, such regular and customary year shall be credited as a continuous year of service counting towards the 20 years of service. If the normal work year for an employee is less than the regular and customary work year for the employee's title, it shall be counted as a continuous year of service if the employee has customarily worked that length of work year and the applicable agency verifies that information.
2. Service in pay status prior to any breaks in service of more than one year shall not be used to calculate the 20 years of service. Where an employee has less than seven years of continuous service in pay status, breaks in service of less than one year shall be aggregated. Where breaks in service aggregate to more than one year they shall be treated as a break in service of more than one year and the service prior to such breaks and the aggregated breaks shall not be used to calculate the 20 years of service. No break used to disqualify service shall be used more than once.
3. The following time in which an employee is not in pay status shall not constitute a break in service as specified in the paragraph 2 above.
  - a. time on a leave approved by the proper authority which is consistent with the Personnel Rules and Regulations of the City of New York or the appropriate personnel authority of a covered organization.
  - b. time prior to reinstatement.
  - c. time on a preferred list pursuant to Civil Service Law Sections 80 and 81 or any similar contractual provision.
  - d. time not in pay status of 31 days or less.

Notwithstanding the above, such time as specified in subsections a, b, and c above shall not be used to calculate the 20 years of service.

4. Once an employee has completed the 20 years of "City" service in pay status and is eligible to receive the service increment, the increment shall become part of the employee's base rate for all purposes except as provided in paragraph 5 below.
5. The service increment shall not become pensionable until two years after the employee becomes eligible to receive such increment.
6. If an employee is promoted to a title which is not entitled to a service increment effective on the date of promotion, the employees' annual salary is determined by using one of the two methods, whichever is greater:

- i.) Annual salary on the date promotion is effective (including the service increment) plus the guaranteed advancement increase (if any), OR
  - ii.) The minimum salary for the new title.
7. An employee becomes eligible for payment at the beginning of the quarter immediately following the appropriate anniversary date (January 1, April 1, July 1, October 1). There is no pro-ration or retroactive payment for the time between the actual anniversary date and the beginning of the quarter.

**HOW MUCH IS LONGEVITY WORTH?**

	10 YRS		15 YRS		20 YRS
Staff and Associate Staff Analyst	1,848		1,848		1,718
		Cumulative	3,696		5,414
Administrative Staff Analyst Level 1	835		835		1,718
		Cumulative	1,670		3,388
Administrative Staff Analyst Level II & III	No Longevity Until August 24, 2017				
	417.50		417.50		859.50
		Cumulative	835.00		1,694.50

**QUESTIONS AND ANSWERS**

Q: If I am a Staff Analyst being promoted or hired off of an open competitive list for Associate is my longevity affected?

A: No

Q: If I am an Associate being promoted to Administrative Staff Analyst or a Staff or Associate being hired off an open competitive list for Administrative Staff Analyst is my longevity affected?

A: Yes. Your existing longevity will be added to your base pay and the correct longevity increase for your level of Administrative Staff Analyst should be added to your new salary.

Q: If I am a member of another New York City civil service title series and I am hired off of an open competitive list, am I entitled to a longevity increase based on my prior service?

A: Yes, if your service was continual City service and was long enough to qualify.

Q: If I am close to completing ten (or 15 or 20) years of service as a Staff or Associate Staff Analyst, and I am offered an appointment to Administrative Staff Analyst, should I seek to delay my promotion until my next anniversary date?

A: It could be advantageous to do so, but no rule can be made because circumstances differ. For example, a brief delay might work out to your advantage, but a long delay could lose you the appointment.

ADVANCEMENT INCREASE

The Advancement Increase from Staff to Associate Staff Analyst is either the minimum basic salary for the title to which such an appointment is made or the salary received or receivable in the lower specified title plus \$1,782, whichever is greater.

The Advancement Increase from Associate Staff Analyst to Administrative Staff Analyst is \$1,208.

Both Advancement Increases are due to go up by 3% as of February 25, 2017.

If candidates have any other questions, please call or write the union.

Fraternally,

A handwritten signature in black ink that reads "Bob". The signature is written in a cursive, slightly slanted style.

Robert Croghan  
Chairperson