

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

HUMAN RESOURCES MEMORANDUM 15-87

DATE: 11/5/87

TO: Department/Agency Heads/Personnel Officers

SUBJECT: Longevity Dates

Many employees will soon be eligible for longevity pay based on their continuous service with the State. The purpose of this memorandum is to outline the procedures that must be followed to identify these employees, both for immediate implementation in January and for continued implementation as employees become eligible.

In addition, this memorandum will outline procedures necessary to establish related information that can be used to determine vacation accrual rates.

IMPORTANT DATES

The MSA System is equipped to automatically identify the continuous service time that will be used to determine eligibility for longevity pay and to identify the total service time used to calculate vacation accrual rates. There are three important dates necessary to accomplish this as described below.

Original Hire Date: This is the date that the employee began work with the State in any capacity (either status or non-status employment).

Longevity Date: This is the date that the employee last entered status employment without a break in service. The time from the longevity date up to the present time reflects "Continuous Service" and will be used to determine eligibility for longevity pay.

Adjusted Service Date: This is the date that will be used to determine vacation accrual rates. This date, when subtracted from the present date, will yield creditable time for vacation accrual.

DETERMINING SERVICE DATES

Original Hire Date: This date is simply the date that employment first began, regardless of status. This date never changes. This date should already be in the MSA record.

Longevity Date: The longevity date is the last date that an employee was hired into a status granting position without a break in service (Termination).

In addition to a regular appointment to the classified or unclassified service, the following types of employment are included as Continuous Service, provided that creditable employment is continued without a break in service:

MAPP
VTI Teachers & Faculty
Emergency Appointment
Provisional Appointment
State CETA
Public Works

The following types of employment are not considered:

Temporary Appointment
Project Appointment
Non-State Trainee
Non-State Acting Capacity

Once established, the longevity date remains unchanged unless there is a break in service.

Adjusted Service Date: The adjusted service date is best derived from the records that agencies presently use to determine vacation accrual rates for employees. The adjusted service date is simply a date that is calculated by subtracting present time accrued for vacation accrual from the present date.

EXAMPLE - An employee became eligible for 1 1/4 days of vacation accrual by completing five years of creditable service on January 5, 1987. Employment has been continuous since that time and there have been no unpaid leaves of absence. The Adjusted Service Date for this employee is January 5, 1982 (January 5, 1987 minus five years).

The adjusted service date remains unchanged unless there is a break in service or the employee takes an unpaid leave of absence.

IMPLEMENTING INSTRUCTIONS

For most employees you will have enough information to make the correct date determinations. If you do not have the information you need, we will assist you in obtaining an employment record. Please check your records first.

Agencies that have on-line access to the MSA System will enter these dates via Screen 162. Agencies that do not have on-line access must submit a list to the Bureau of Human Resources prior to November 25th in the following format:

AGENCY

| | | | |
|----------------------|------------------------|-----------------------|--------------------------------|
| <u>Employee Name</u> | <u>Employee Number</u> | <u>Longevity Date</u> | * <u>Adjusted Service Date</u> |
| | | YY/MM/DD | YY/MM/DD |

*Immediate entry of the Adjusted Service Date is not required prior to December 30, 1987. It is acceptable to furnish longevity dates only at this time to ensure the timely implementation of longevity pay. Agencies that do not provide Adjusted Service Dates at this time will be required to provide these dates after the January implementation of longevity pay.

We will provide you with a worksheet which shows all Confidential employees who will receive a longevity bonus during the week of November 30th. Review this report and notify this agency of any errors immediately. We will provide the Controller's Office with a tape with the names of employees who are to receive a bonus.

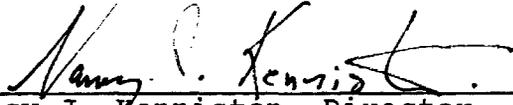
For all other employees, correct dates must be completed prior to 5:00 P.M., December 30, 1987. On January 4, 1988, we will provide agencies with a list of employees eligible to receive longevity pay for you to verify. On January 6th, we will provide the State Controller with the necessary salary information to move employees to these new rates.

Beginning in January 1988, you will receive a monthly report which shows employees who will become eligible for longevity pay during the next month. As employees become eligible, you must process a salary change in accordance with presently established procedures.

After longevity pay is implemented, work will be completed on Adjusted Service Dates. Agencies will then receive monthly reports listing employees whose vacation accrual rates should be changed in the following month.

Any questions concerning eligible employment for the computation of dates should be directed to Jeannie Johnson at 289-4433.

Any questions concerning on-line entry to Screen 162 should be directed to Richard Paradis at 289-4410.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS