

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

December 7, 1987

**HUMAN RESOURCES MEMORANDUM 17-87**

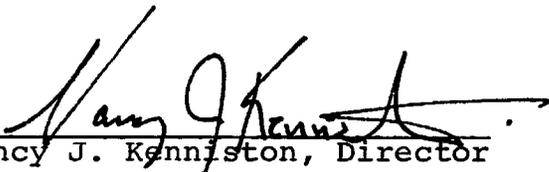
**TO:** All Administrative Directors  
**SUBJECT:** Confidential Employees Longevity Bonus

Attached is a list of all your employees who have been identified as eligible for the longevity bonus with the longevity bonus amount included.

This information has been passed electronically to the State Controller who will print an exception payroll for your approval.

If changes are to be made to the exception payroll, they must be approved by Jeannie Johnson in this Bureau.

Provide a signed memo to her immediately with the corrected longevity date. She will authorize the change in writing to you which you must include with your payroll to authorize the change. The State Controller will not make changes to the payroll without authorization from the Bureau of Human Resources.

  
Nancy J. Kenniston, Director

Attachment