

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES  
December 10, 1987

**HUMAN RESOURCES MEMORANDUM 18-87**

**TO:** Personnel Officers

**SUBJECT:** Longevity Pay

This memorandum outlines the procedures which will be in effect to:

1. prepare for the processing of longevity pay adjustments
2. process the adjustments
3. incorporate these new procedures into the standard processing cycle for maintenance of employee records

Longevity pay will be processed and authorized by the Bureau of Human Resources as part of the "regular pay" for employees who are eligible for this additional compensation. Each employee subject to longevity pay will be authorized an hourly, bi-weekly, annual and overtime rate. **Additional salary matrices will be developed and made available before the end of January.** (You will be notified by memo when they are ready). In the interim I have attached a temporary worksheet of hourly longevity amounts for your use.

Effective January 1, 1988 it will no longer be necessary to include salary amounts on the Human Resource Profile when the employees salary can be correctly identified by the computer system from the salary spec (matrix), salary grade and step (This includes non-standard pay and longevity pay). A Human Resource Memorandum will be issued with detailed instructions for processing.

**GENERAL INSTRUCTIONS FOR LONGEVITY PAY**

1. **Effective Date For Pay Purposes:** Sunday, January 3, 1988. All work performed beginning with this date will be at the new salary rates for covered employees. This salary increase will be for both payroll cycles A and B.
2. **Eligible Administrative Units:** The position of the employee must be assigned to one of these units!
  - a. Administrative Services
  - b. Professional and Technical Services
  - c. Institutional Services
  - d. Supervisory Services
  - e. Operations, Maintenance and Support Services
  - f. Law Enforcement
  - g. State Police
3. **Eligible Employees:** To be eligible the employee must meet at least one of the criteria outlined in each subsection A-G below.
  - A. **Longevity Date on the Initial Conversion:** The date in the computer record for the employee must meet one of these criteria:

If the date is prior to 730101 and later than 680101 the employee will receive \$.15 per hour added to the hourly rate.

If the date is 680101 or prior then the employee will receive \$.25 per hour added to the hourly rate.

B. **Employee Status:** The employee status in the computer record for the employee must be blank (active). Employees on a Leave of Absence will need to have the salary updated to reflect the longevity pay amounts when they return from a leave of absence. Employees who are on a paid leave must be processed manually by submitting a Human Resource Profile as described in this memorandum.

C. **Position Type:** Must be one of the following:

- 01 - Permanent full-time
- 02 - Permanent part-time
- 03 - Permanent intermittent
- 04 - Seasonal full-time
- 05 - Seasonal part-time
- 06 - Seasonal intermittent
- 10 - Limited period full-time
- 11 - Limited period part-time
- 12 - Limited period intermittent

D. **Redlined:** Employee cannot be redlined (the redline code in the computer record must be a blank).

Note: An employee who is redlined is not removed from redline status because of the addition of longevity pay. Redline status is not removed until the base salary is moved to a salary amount which is authorized for the job class and one which can be identified by a salary spec, salary grade and salary step.

If you have an employee who is redlined and who would otherwise be eligible for the increase submit a Human Resource Profile with longevity added to each salary amount to the Bureau of Human Resources for authorization.

E. **Appointment Type:** The appointment type must be one of the following:

- C - Classified Appointment
- D - Unclassified Appointment
- F - State Employee Trainee

F. **Appointment End Date:** Must be one of the following:

'blank'  
00/00/00  
99/12/31

or greater than 880101 or greater than the employee's longevity date in continuing processing after the conversion.

G. **Merit Review Date:** The merit review date must be one of the following:

'blank'  
00/00/00

greater than 88/01/01 or greater than the employee's longevity date in continuing processing after the conversion.

NOTE: Longevity pay **will not be authorized if the merit increase is overdue.** Exceptions made in the past cannot be allowed due to the processing requirements for longevity pay.

H. **Position End Date:** This date must be:

'blank'  
00/00/00  
99/12/31

greater than 880101 or greater than the employee's longevity date in continuing processing after the conversion.

4. **Temporary Compensation:** If the employee is authorized to receive temporary compensation as of January 3, 1988 the correct salary amounts will be applied to the temporary compensation pay.

Example: If the employee is authorized to receive \$.25 per hour longevity in the employees own position compute temporary compensation by recomputing the salary in the regular position without longevity pay. (Subtract longevity).

This computed salary amount will be used to determine the salary step the employee is to go to in temporary compensation following the 5% rule. The \$.25 will be added to the hourly rate **following** this process to determine the correct temporary compensation rate.

5. **Cutoff Date:** All data which is in the computer record for the employee will be automatically considered when we process the longevity pay increase. The program will be run immediately after 5:00 p.m. on December 31, 1987.
6. **Schedule for Distribution of printed supporting material.**
- a. **December 11, 1987:** Redistribution of SRG Report #62. Employee service dates by L2 and employee name.
  - b. **December 11, 1987:** Overdue merit reviews.
  - c. **December 11, 1987:** Merit reviews for month of December.

- d. **December 18, 1987:** Distribution of two new reports.  
Report One: Employees eligible for longevity pay.  
Report Two: Employees not eligible for longevity pay with disqualification reasons.
- e. **December 18, 1987:** Distribution of new report. Listing of employees by department who will be eligible for longevity pay during January 1988.
- f. **December 24, 1987:** Redistribution of reports one and two above.
- g. **January 4, 1988:** Distribution of the following material from the longevity increase:
1. List of employees who received the longevity increase by department.
  2. List of employees who received the longevity increase by payroll number.
  3. List of employees who did not receive the increase with disqualification reasons.
  4. A Human Resource Profile for each employee who received the increase. The salary change reason is longevity. The effective date is January 3, 1988. The comment on the form is 'begin' longevity pay. The amount of the increase will be noted in the comments section. The salary history will be updated electronically. The salary amounts will be identified by the prefix L15 or L25 which designates whether 15¢ (L15) or 25¢ (L25) has been added to the base rate.
  5. A Position Detail Record for each position which has an incumbent who received the longevity pay adjustment. The annual salary printed on the form is a prorated salary (based upon weeks and hours for the position) and includes the longevity pay. The salary matrix printed at the bottom of the form does not include the longevity pay.
  6. A computer tape will be supplied to the State Controller with the new hourly, biweekly, annual and overtime salary amounts included.
- The hours to be paid each week will come from the employee position record for all automatically processed employees with the exception of non-standard employees and employees in the 28 day pay cycle.
- Non-standard employees will be assumed to work 80.00 hours biweekly.
- 28 day cycle employees will be assumed to work 84.00 hours biweekly until the next adjustment in the working hours.

7. The tape supplied to the controller is the **authorization for change of the employees salary**. You do not need to submit a Human Resource Profile providing the rates printed on the exception payroll are correct. If you do need to update the base salary amounts you will need the appropriately authorized Human Resource Profile.

7. **Continuing Processing:**

- A. **New Hire Form:** A revised New Hire Form will soon be available through the Central Warehouse. We will provide you the exact day as soon as we can. This revision includes a section for you to establish employee dates. Other changes include better categorization of salary, position and civil service data.
  - B. **Human Resource Profile:** The bottom section on the front side of the form is being revised to allow for printing/update of the longevity date and date in current department. Having the dates print on the form should be of assistance to you.
  - C. **Salary Management:** When processing a salary change due to transfer or promotion do not consider the longevity amount. Make your computations to determine the correct step from the base salary. Longevity pay is added **after** this determination is made.
  - D. **Merit Increase:** In processing Merit Step increases, longevity pay will automatically be added if the employee is eligible as determined by the longevity date.
  - E. **On-line identification of Employees on longevity pay:** The longevity date will be made available on screens which process or display salary.
  - F. **Identification of longevity pay on the Human Resource Profile:** Longevity pay is identified by the prefix L15 or L25 for Regular or Temporary Compensation Pay.
  - G. **Longevity Date for Continuing Processing:** The determination for eligibility for longevity pay after the initial conversion will be made by the user Department. Longevity pay for the employee will be verified against the longevity date. The longevity date must be entered at least one day prior to a salary change. Longevity pay cannot be entered more than 7 calendar days prior to the effective date (longevity date).
8. Following the conversion it is necessary for you to **keep your dates and longevity pay adjustments current in order that your employees receive longevity pay as they become eligible.**

After January 3, 1988 when an employee becomes eligible for longevity pay (as identified by the report we send you each month) it is necessary that you complete a Human Resource Profile to begin the authorization of the action. **Do not attempt to process longevity increases if the merit review is overdue.**

In the action/authorization section type of the Human Resource Profile the following message:

salary change - longevity  
effective date = yy/mm/dd

If the employee is not redlined and the base salary of the employee can be obtained from the salary matrix through identification of the salary spec, salary grade and salary step then it is not necessary for you to make any other notations or updates to the form.

Authorize the form and either process on-line if you have authorization, or send to the Bureau of Human Resources for processing.

With each **New Hire, Transfer, Leave or Termination** it is imperative that you review all employee dates to make sure they are still correct. This will save you time in trying to verify all dates each time they are to be used.

If you have questions concerning this procedure please contact Jeannie Johnson at 289-4433 or Debbie Colfer at 289-4435.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Table of Longevity Increases by Hours

Hours	15¢	25¢
1	\$ 0.15	\$ 0.25
2	\$ 0.30	\$ 0.50
3	\$ 0.45	\$ 0.75
4	\$ 0.60	\$ 1.00
5	\$ 0.75	\$ 1.25
6	\$ 0.90	\$ 1.50
7	\$ 1.05	\$ 1.75
8	\$ 1.20	\$ 2.00
9	\$ 1.35	\$ 2.25
10	\$ 1.50	\$ 2.50
11	\$ 1.65	\$ 2.75
12	\$ 1.80	\$ 3.00
13	\$ 1.95	\$ 3.25
14	\$ 2.10	\$ 3.50
15	\$ 2.25	\$ 3.75
16	\$ 2.40	\$ 4.00
17	\$ 2.55	\$ 4.25
18	\$ 2.70	\$ 4.50
19	\$ 2.85	\$ 4.75
20	\$ 3.00	\$ 5.00
21	\$ 3.15	\$ 5.25
22	\$ 3.30	\$ 5.50
23	\$ 3.45	\$ 5.75
24	\$ 3.60	\$ 6.00
25	\$ 3.75	\$ 6.25
26	\$ 3.90	\$ 6.50
27	\$ 4.05	\$ 6.75
28	\$ 4.20	\$ 7.00
29	\$ 4.35	\$ 7.25
30	\$ 4.50	\$ 7.50
31	\$ 4.65	\$ 7.75
32	\$ 4.80	\$ 8.00
33	\$ 4.95	\$ 8.25
34	\$ 5.10	\$ 8.50
35	\$ 5.25	\$ 8.75
36	\$ 5.40	\$ 9.00
37	\$ 5.55	\$ 9.25
38	\$ 5.70	\$ 9.50
39	\$ 5.85	\$ 9.75
40	\$ 6.00	\$10.00