

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

November 9, 1989

**HUMAN RESOURCES MEMORANDUM 18-89**

**TO:** Department Heads/Personnel Officers/Directors of  
Administrative Services

**SUBJECT:** Longevity Bonus for Confidential Employees

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Attached is the final list of employees in your department which have been determined eligible for the Longevity Bonus for Confidential Employees. Also attached is a list of those employees who are not eligible for the bonus due to length in service, but who are otherwise eligible because of placement in the correct Administrative Unit.

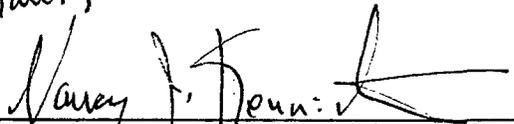
Please take the time to review this listing. A photo copy of this list should be placed in the departmental personnel folder for each employee who is to receive the bonus.

Within a short time period, you will receive an exception payroll from the State Controller for you to authorize payments to these people. If no changes are necessary, you need only sign the payroll and return it to the State Controller. If changes are necessary, you will need authorization from this bureau in the form of a properly authorized Human Resource Profile to accompany each change.

Your employees who are eligible will receive a payroll check from the State Controller during the first two weeks of December.

If you have questions, please feel free to contact Jeannie Johnson or Brenda Rouillard in the Bureau of Human Resources.

*Thank you*



Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment