

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
June 24, 2011

HUMAN RESOURCES MEMORANDUM 4-11

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Longevity and Merit Freezes for Fiscal Years 2011-2012 and 2012-2013

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Public Law 2011, Chapter 380, Part E freezes longevity payments, regardless of funding source, scheduled to be awarded or paid between July 1, 2011 and June 30, 2013 to any person not eligible for a longevity payment on June 30, 2011. Employees with a **longevity date** on or before June 30, 1996¹ will receive longevity at the rate in effect on June 30, 2011.

The same legislation also freezes merit increases, regardless of funding source, scheduled to be awarded or paid between July 1, 2011 and June 30, 2013.

The freeze on merit increases does not affect the requirement to complete annual performance appraisals; annual performance reviews must be conducted on the scheduled performance review date pursuant to Civil Service Bulletin 10.4C. Because the freeze on merit increases does not affect the requirement to complete annual performance appraisals, performance review and salary review dates should be advanced only one year, not two years. Agency human resource representatives should note "Performance Review-Merit Frozen" in the comments box of the Human Resource Profile.

Consistent with the intent of the legislation, discretionary "Special Merit Increases" authorized in Civil Service Rules [Chapter 5, Sec. 3, B, 1, b.] will not be considered during the same period.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Acting Director
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¹*It is important to distinguish between actual **longevity date** and the **effective date** of a longevity increase. Because effective dates differ between different administrative units, the only fair and consistent way to administer the freeze on longevity payments is to use the **actual longevity date**.*