

DEPARTMENT OF ADMINISTRATION
BUREAU OF HUMAN RESOURCES

September 26, 1989

HUMAN RESOURCES MEMORANDUM 14-89

TO: Personnel Officers/Directors of Administrative Services

SUBJECT: ANNUAL LONGEVITY BONUS FOR CONFIDENTIAL EMPLOYEES

Attached are two reports for your agency. Report #1 contains the names of all confidential employees in your department who have been identified as eligible to receive the annual lump-sum longevity bonus.

Report #2 lists all the confidential employees who have been identified as not eligible to receive the lump-sum bonus. Every employee in the following Administrative Units should appear on one of the lists. No employee should appear on both of the lists.

For purposes of this memo, all the Administrative Units listed below will be collectively called 'Confidential'. To be eligible to receive the bonus an employee must be in one of the following Administrative Units:

- M - Special Assistant to the Governor
- O - Salary Set by Statute (excluding the Constitutional Officers (Secretary of State, Attorney General, State Auditor and State Treasurer)).
- X - Confidential Employees
- H - Confidential Employees without Civil Service preference
- Y - Salary Set by Statute

To receive the 15 year longevity bonus, the longevity date for the employee must be between January 2, 1970 and January 1, 1975.

To receive the 20 year longevity bonus, the longevity date for the employee must be January 1, 1970 or before.

NOTE: The method of calculating longevity dates for confidential employees has been changed. The method of calculating longevity dates for employees who are in Administrative Units other than those listed above has not changed.