

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

November 15, 1990

HUMAN RESOURCES MEMORANDUM 22-90

TO: Directors, Administrative Services
Personnel Officers

SUBJECT: Payment of Lump Sum Longevity Bonus for Confidential
Employees

(1) Attached are the following items:

- a. Payroll Processing Schedule for the Lump Sum Longevity Bonus.
- b. List of employees in your agency who are eligible for the Lump Sum Longevity Bonus because they are in one of the following Administrative Units and they have at least 15 years of service as computed from the longevity date you have supplied us in the employee personnel record.

X = Classified or Unclassified Confidential Employee
Y = Financial Order Required
H = Major Policy Employee
M = Special Assistant to the Governor

- c. List of employees in your agency who are in one of the Administrative Units above who are not eligible because they do not have 15 years longevity or who are in one of the following Administrative Units.

O = Statutory Salary
Z = Excluded from Collective Bargaining

NOTE: If no employees in your Processing Company were found to be eligible, you will receive a printed message that **ALL INPUT WAS SKIPPED.....**

(2) In order to be eligible for the bonus, the following conditions must be met:

- a. The employee must be currently in active pay status. If an otherwise eligible employee is on a Leave of Absence, the employee will need to be processed after return to active pay status. Specific written authorization from the Bureau of Human Resources is required prior to making payments.

- b. The employee must have a longevity date which is equal to January 1, 1976 or earlier.

NOTE: Time counted for **LONGEVITY** for confidential employees need not be continuous. Any time in a status-granting appointment and position can be combined to establish a longevity date. Time in the Legislative, Judicial and Executive Branches is countable.

- c. Appointment type must be C or D.

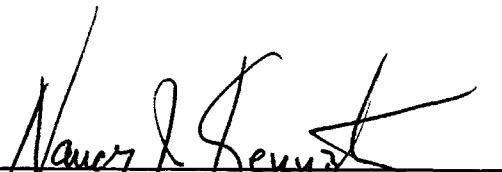
3. The bonus will be processed as follows:

- a. Employees who have been determined eligible for the bonus will have the bonus amount printed beside their name on the attached report.
- b. Employees who have an amount beside their name will automatically receive that amount. You do not have to do anything if the amount is correct. If the amount is incorrect or if employees are incorrectly included or excluded, you must notify Jeannie Johnson in the Bureau of Human Resources prior to the time and attendance for the specific pay cycle. Otherwise an incorrect check will be printed.
- c. Time and attendance for these people will be done by the Bureau of Accounts and Control for this purpose and for this pay cycle only.

4. General Information.

- a. The hours and weeks in the **CURRENT POSITION RECORD** will be used to establish the number of hours for which the employee is to receive longevity pay. By exception, employees who are in the Voluntary Cost Savings Program and who have had their position hours and/or weeks revised downward because of this program will not be penalized. The longevity calculation will be made as if the employee had not taken the voluntary reduction.
- b. Payment will be made by a special check to be delivered to the employee as shown on the attached calendar schedule.
- c. This longevity pay will be treated as regular wages for Retirement purposes.
- d. Standard deductions for State and Federal taxes will be taken.

- e. This longevity pay is for calendar year 1991 (Jan - Dec.).
 - f. The bonus amount is derived from .30 per hour for 15 years of services and .40 per hour for 20 years or more of service.
5. Thank you for your assistance. Any questions, please call Jeannie Johnson at 289-4433.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES