



# STATE CONTROLLER'S BULLETIN

Terry Brann  
State Controller

H. Sawin Millett, Jr., Commissioner  
Administrative & Financial Services

Bulletin #FY12-03

## SUBJECT: Payment of Lump Sum Longevity for Confidential Employees

**DATE:** October 24, 2011

**TO:** Directors of Administrative Services, Human Resources, Personnel Officers, and Payroll Managers

**FROM:** Terry Brann, State Controller

The purpose of this memorandum is to provide instructions for processing longevity bonuses for confidential employees.

### Items Included with this Memorandum:

1. List of employees in your agency who will be automatically processed for longevity bonuses. This report lists all employees who are in administrative units T, X, Y, H, or M, and have at least 15 years of service based on the longevity date contained in their MFASIS HR record. The reports will be forwarded to your agency on October 24<sup>th</sup>.
2. List of confidential employees who will not be processed automatically for a longevity bonus, because:
  - (a) the employee is in one of the administrative units listed above, but is not eligible because the longevity date does not indicate at least 15 years of service, or
  - (b) the employee is in administrative unit O (Statutory Salary) or Z (Excluded from Bargaining). Employees in administrative units O or Z, if eligible based on service time may be granted a longevity bonus by their salary setting authority. Authorization for this payment in the form of a memo must be sent to the Office of the Controller, Payroll Division. The Payroll Division will audit the request, and make the necessary payments.

### General Information

1. Longevity bonuses are based on authorized position hours per year, multiplied by .30 per hour for employees with 15 years of service as of June 30, 2011, .40 per hour for employees with 20 years of service as of June 30, 2011 and .50 per hour for employees with 25 years of service as of June 30, 2011.
2. The hours and weeks in the current position record will be used to establish the number of hours upon which to base the bonus. By exception, employees who are in the Voluntary Cost Savings

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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.

3. Payment will be made in conjunction with a Cycle A and Cycle B payroll. Payments will be a separate direct deposit advice or check to be delivered on November 9, 2011 (Cycle B) and November 16, 2011 (Cycle A). It will be processed under special pay #56 with the name of CONFLONG and the payment will be described on the check or advice as CONFID LONGEVITY.
4. The supplemental tax rate for both State and Federal taxes will be taken.
5. This longevity bonus is for Calendar Year 2012 (January – December 2012).

#### Eligibility Criteria

1. The employees must have a longevity date which is equal to June 30, 1996, or earlier. NOTE: Time counted for longevity pay 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 Legislature, Judicial, and Executive Branches of Government is countable.
2. The employee must be in active pay status. If an otherwise eligible employee is on a leave of absence, the employee will need to be processed for their longevity bonus after they return to active pay status. Specific written authorization must be requested and received from the Office of the State Controller, Payroll Division for all such future payments.
3. The current appointment type must be C or D.

#### Processing Instructions

Employees who have been determined eligible for automatic payment have the amount printed beside their name on the report. This amount will be paid to the employee automatically, if no corrections are received from agencies. If the amount is incorrect, or if the employee is incorrectly included or excluded, you must notify Jeannie Johnson by the close of business Tuesday, Nov. 2<sup>nd</sup> with any adjustments.

Please refer any questions that you may have to Jeannie Johnson, Office of the State Controller, Payroll Division.