



# STATE CONTROLLER'S BULLETIN

Douglas E. Cotnoir, CPA, CIA  
State Controller

Kirsten LC Figueroa, Commissioner  
Administrative & Financial Services

Bulletin #FY21-01

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

**DATE:** October 15, 2020

**TO:** All Departments and Agencies Financial, Human Resources, Personnel and Payroll Officers

**FROM:** Douglas E. Cotnoir, CPA, CIA State Controller  
Tammy Chase, Acting Payroll Manager

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

In addition to this bulletin, you will receive:

1. A listing of employees in your agency who will receive automated longevity bonuses. This report lists all employees who are in administrative units T, X, Y, H, or M, and have at least 10 years of service based on the longevity date of January 1, 2021. The reports will be forwarded to your agency.
2. A listing of confidential employees who will not receive automated 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 10 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. To authorize a payment in these cases, please submit a memo to the Office of the State Controller, Payroll Division. The Payroll Division will validate the request and process the authorized payments.*

### General Information

1. Longevity bonuses are based on authorized position hours per year, multiplied by the following rates based on years of service as of 01/01/2021:
  - a. .20 per hour for employees with 10 years of service;
  - b. .30 per hour for employees with 15 years of service;
  - c. .40 per hour for employees with 20 years of service; or,
  - d. .60 per hour for employees with 25 years of service.
2. Authorized hours and weeks in the current position record will be used to calculate the longevity bonus. Longevity bonuses will **not** be reduced for employees who participate in the Voluntary Employee Incentive Program and have had their position hours and/or weeks revised downward under this program. The longevity calculation will be made as if the employee had not taken the voluntary reduction.

3. Payment will be a separate direct deposit advice or check to be made in conjunction with the following regular Cycle A and Cycle B payrolls:
  - a. November 4th for Cycle A; and,
  - b. November 10th for Cycle B payrolls.
4. Longevity bonuses will be processed under special pay #56 with the name of CONFLONG and the description CONFID LONGEVITY on the check or advice.
5. The supplemental tax rate for both State and Federal taxes will be applied.
6. This longevity bonus is for Calendar Year 2021 (January – December 2021).

#### Eligibility Criteria

1. Employees must have a longevity date which is equal to January 1, 2011 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. Employees must be in active pay status. If an otherwise eligible employee is on a leave of absence, the employee's longevity bonus will need to be processed after they return to active pay status.

*To authorize a payment in these cases, please submit a memo to the Office of the State Controller, Payroll Division. The Payroll Division will validate the request and process the authorized payments.*
3. The current appointment type must be C or D.

#### Processing Instructions

The amount of the automated payment is printed beside the name of eligible employees on the report. This amount will be paid to the employee if no corrections are received from agencies. If an amount is incorrect, or an employee is incorrectly included or excluded, please e-mail any corrections to Dawn Pratt by the close of business on October 23rd (for Cycle A employees) and October 30th (for Cycle B employees).

If you have any questions, please contact the Office of the State Controller, Payroll Division.