



# STATE CONTROLLER'S BULLETIN

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Bulletin #FY23-03

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

**DATE:** October 07, 2022

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

**FROM:** Douglas E. Cotnoir, CPA, CIA State Controller  
Soumia Tber, 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, 2023. 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 audit the request and process the necessary 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 01/01/2023:
  - 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. 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 participate in the Voluntary Cost Savings Program, and who have had their position hours and/or weeks revised downward under 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 or Cycle B payroll. Payments will be a separate direct deposit advice or check to be delivered on:
  - a. November 2<sup>nd</sup> for Cycle A; and,
  - b. November 9<sup>th</sup> for Cycle B payrolls.

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 applied.
5. This longevity bonus is for Calendar Year 2023 (January – December 2023).

### **Eligibility Criteria**

1. Employees must have a longevity date which is equal to January 1, 2013 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 will need to be processed for their longevity bonus after they return to active pay status. *Specific written authorization must be requested from and received by 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 email Karen Stevens by the close of business **October 21<sup>st</sup> (Cycle A) and/or October 28<sup>th</sup> (Cycle B)** with any adjustments.

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