



MEMORANDUM

PRESTON L. DOERFLINGER

DIRECTOR

SECRETARY OF FINANCE, ADMINISTRATION
AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER

ADMINISTRATOR

HUMAN CAPITAL MANAGEMENT

Date: August 28, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Revised Longevity Pay Program Guide

As you are aware, one of the central components of the state's compensation program is the longevity pay program. The objective of this program is to encourage long tenure with the state by providing annual lump sum payments to employees according to a graduated scale based on length of service. The requirements of the longevity pay program can be found in 74 O.S. Section 840-2.18, Longevity Pay Plan.

Based on the number and variety of questions we have received over the years concerning longevity pay, it is clear that some form of standard, interpretive guidance is needed. With this in mind, we have revised our Longevity Pay Program Guide, which can be accessed on the Office of Management and Enterprise Services website at www.ok.gov/opm/HCM_Services/ under HCM Resources.

The guide is a comprehensive single source for information about eligibility requirements, creditable service, timing and amount of payments, calculation of cumulative service, determination of longevity anniversary dates and other pertinent issues. We believe you will find it provides clear guidance that is useful not only for

employees charged with administering the longevity pay program for their respective agencies, but also for employees who simply want to know more about their longevity pay entitlement.

HR and payroll professionals should also be aware that the forms associated with longevity pay have been revised concurrent with the publishing of the Guide. The Longevity Certification form (HCM-52) is available on the HCM Services page of the OMES website under the “Forms” link.

If you have questions or concerns about the new guide, please contact your agency’s HCM Classification and Compensation liaison or by calling (405) 521-2177.



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