

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
14 STATE HOUSE STATION AUGUSTA, ME 04333-0014

EDWARD A. KARASS
STATE CONTROLLER

TERRY E. BRANN, CPA
DEPUTY STATE CONTROLLER

TO: Directors of Administrative Services, Personnel Mangers, Payroll Managers
FROM: Betty Everatt, Payroll Supervisor, OSC
SUBJECT: Longevity Increase for MSEA and AFSCME Employees with 25 Years of Continuous Service

Purpose – The purpose of this memorandum is to provide agencies with instructions for processing a longevity increase for employees who are eligible to receive this increase.

Eligibility for Increase – Employees who are in MSEA and AFSCME Admin Units with 25 years of continuous employment are eligible to receive fifty-cents per hour effective September 2, 2007.

Employees Eligible for Automatic Processing – The longevity increase will be applied automatically to employees for whom eligibility and amount of increase can be determined through electronic means. All of the following conditions must be met:

- (a) Employee must be on active pay status (employment status 1).
- (b) The position must be active as of September 2, 2007
- (c) The employee must be assigned to an eligible administrative unit and salary specification.
- (d) Employee must have a longevity date of 9/1/1982 or earlier
- (e) Appointment end date must be greater than 9/1/2007.

Eligible Salary Specifications:

03 = Educator in Administrative Unit B
04 = Professional & Technical
05 = Nurse Management (with Stipend)
06 = Institutional Services Unit
07 = Nurses with Stipend
08 = Educator in Unit D
09 = Supervisory
11= Military Firefighter
12 = Operations, Maintenance & Support
17 = DOT Hwy Supervisory Workweek Rollback
18 = Non-Supervisory Workweek Rollback
31 = Law Enforcement Supervisory Special Retirement
34 = Law Enforcement 28 Day FLSA
48 = Medical Personnel
50 = Sec.State/Attorney General
80 = Administrative Services

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Eligible Administrative Units:

- A = Administrative Services Bargaining Unit
- B = Professional & Technical Services Bargaining Unit
- C = Institutional Services Bargaining Unit
- D = Supervisory Services Bargaining Unit
- E = Operations, Maintenance & Support Services Bargaining Unit

Employees for Whom Manual Processing is Required

1. Employees who are on unpaid leave of absence will not be processed for the longevity increase until they return from leave. Agencies are responsible to process this salary change when returning employees to active status.
2. Agencies will be responsible for processing longevity increases for those who become eligible after for the fifty cents after September 2, 2007.

Processing Procedures and Key Dates

The following key dates and notes will assist you in your ongoing work on MFASIS HR and Payroll, and with the processing of the general increase:

Saturday, September 1 – The new longevity increase will be updated for Cycle B employees who are eligible for this increase.

The Week Beginning September 2 – Cycle A agencies **cannot** make any master file changes as incorrect salary rates may be introduced into the employee record from the new salary tables.

Saturday, September 8 – The new longevity increase will be updated for Cycle A employees who are eligible for this increase.

If you have any questions regarding this memo, please contact Jeannie Johnson in the OSC.