

# 2015 Longevity Pay Program Guide

Office of Management and Enterprise Services  
Human Capital Management Division

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# *2015 Longevity Pay Program Guide*

Office of Management and Enterprise Services  
Human Capital Management Division

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# I. Introduction

The State of Oklahoma’s longevity pay plan was created by the Legislature in 1982 by House Bill 1527. The intent was to provide a tool for state agencies to use in attracting and retaining qualified employees for state service. Although the Longevity Pay Program has undergone some minor modifications in the intervening years, the basic structure has remained the same since its inception.

# II. Who is Eligible?

Eligible for Longevity and Counts as Creditable Service	<u>NOT</u> Eligible for Longevity	Does the Ineligible Time Count as Creditable Service?
All state classified and unclassified employees.	Members of boards and commissions.	No
Employees of the Oklahoma School for the Blind and the Oklahoma School for the Deaf who qualify for longevity pay in accordance with subsection D of Section 1419 of Title 10 of the Oklahoma Statutes.	Employees of institutions under the administrative authority of the State Regents for Higher Education. See Appendix B for a listing of eligible institutions.	Yes
Employees of any state district attorney’s office on or after January 1, 1983.	Elected officials.	No
Employees in the Office of the Regents for Higher Education.	Employees of a city or county office.	No
Legislative session employees who have worked for two years or more in part-time status and are currently eligible for state retirement benefits, but do not receive other longevity payments.	Oklahoma Department of Career and Technology Education employees currently receiving longevity pay under another plan. See Appendix D for a listing of eligible institutions.	Yes
	State government judicial branch employees.	Yes
	Employees of any state district attorney’s office before January 1, 1983.	No
	Employees of a public trust such as the Municipal Power Authority, the Oklahoma Housing Authority or the Oklahoma Student Loan Authority.	No
	District Operated Skill Centers (Example: Moore Norman Technology Center).	No
	Temporary employment through a staffing agency.	No
	Employees of independent, private or propriety universities (institutions NOT under the administrative authority of the State Regents for Higher Education). See Appendix C for a listing of ineligible institutions.	No

### III. Eligibility Status for Longevity Pay

To receive longevity pay, an employee must be continuously employed in the classified or unclassified service of the state for a minimum of two years in full-time or part-time (more than 1,000 hours per year) status. This includes temporary employment that is connected to a permanent appointment with a break in service of 30 days or less.

**Note:** Temporary employees who become permanent do not have to wait two years for their longevity payment, unless there was a 30-day break in service.

#### Break in Service:

A break in service of more than 30 calendar days marks an end to continuous service, which requires the employee to serve a new eligibility period of two years. A break in service of 30 calendar days or less is not considered an interruption of continuous service.

#### Legislative Service:

Legislative session employees who have worked for two years or more in part-time status and are currently eligible for state retirement benefits should be considered to be continuously employed for the purpose of calculating longevity payment, regardless of whether they meet the requirements for crediting part-time service.

#### Leave Without Pay (LWOP):

- **Workers' Comp:** Periods of leave without pay, not to exceed 12 months, taken as a result of a job-related illness or injury, shall be counted as continuous service.

**NOTE:** An employee's longevity anniversary date is not affected by workers' compensation pay within the first 12 months, in accordance with [Section 840-2.21 of Title 74](#).

- **Active Military Duty:** Periods of leave without pay taken in connection with active military duty shall be counted as continuous service.

**NOTE:** A state employee returning from leave without pay for active military service is entitled to receive a longevity payment upon return to state employment and is not required to wait until the next anniversary date. Employees who are currently on active duty and who use any paid leave during the month in which the anniversary date occurs or thereafter are entitled to receive a longevity payment while still on active duty in accordance with the timing specified in this section.

- **Other LWOP:** Other periods of non-paid leave in excess of 30 calendar days do not mark a break in service; however, the anniversary date for longevity pay will be extended by the total period on non-paid leave status.

## IV. Creditable Service

- A. Creditable service is service that counts toward the calculation of the longevity payment, in accordance with the eligibility tables in Section II.
- B. Years of creditable service must be certified through the current employing agency on an HCM-approved form (See [Appendix A](#)). This form must be completed and posted as directed by the HCM administrator by the current employing agency when the employee initially enters on duty with the agency and thereafter whenever an employee's anniversary date is changed. A copy must also be given to the employee.
- C. All periods of prior cumulative creditable service must be totaled and the result rounded down to whole years of service (Example: five years and ten months of cumulative service is rounded down to five years of creditable service for longevity payment purposes).

### Part-Time/Temp-to-Permanent Employment:

Eligible part-time employment, including temporary-to-permanent employment, working 150 hours per month **or less** for the state, shall be counted **only if**:

1. The period of employment was continuous for at least five months; and
2. The employee worked more than two-fifths (2/5) time (i.e., more than 40 percent of available work hours during the month).

**Note:** Part-time service that meets the above criteria is given full-service longevity accrual date credit (not prorated). However, the longevity payout will be prorated.

**Example:** Employee was employed continuously from 3/12/10 to 3/11/14 in a part-time position working 24 hours per week (60 percent time). Employee is credited with four years of creditable service. However, their payment will be paid at a prorated amount, based on the actual hours working in the previous 12-month period.

### Reduction-in-Force:

A break in service with the state, in excess of 30 calendar days and less than two years, which was caused by a reduction-in-force, shall be treated as if it were a period of non-paid leave and not mark a break in service. This provision only applies to state employees laid off after June 30, 1982.

Additionally, employees who separate from state service and receive severance pay pursuant to [O.S. 74:840-2.27D](#) (reduction-in-force), are authorized to receive a longevity payment based on a projection of service to the employee's next anniversary date.

### Dual-Employment:

No period of employment with more than one state agency at the same time shall be counted as more than full-time service.

## V. Payout Provisions

To receive longevity pay an employee must be in a pay status on or after his or her anniversary date. Longevity payments are calculated by reference to the following table:

### Longevity Payment Table

Years of Service	Annual Longevity Payment
At least two years but less than four years	\$250.00
At least four years but less than six years	\$426.00
At least six years but less than eight years	\$626.00
At least eight years but less than ten years	\$850.00
At least ten years but less than 12 years	\$1,062.00
At least 12 years but less than 14 years	\$1,250.00
At least 14 years but less than 16 years	\$1,500.00
At least 16 years but less than 18 years	\$1,688.00
At least 18 years but less than 20 years	\$1,900.00
At least 20 years	\$2,000.00
For each additional two years of service after the first 20 years, an additional \$200.00 shall be added to the amount stated for 20 years of service.	

The *full amount* in the above table is payable in one lump sum annual payment to eligible full-time employees and part-time employees working more than 150 hours per month (1800 hours per year).

Part-time employees working fewer than 150 hours per month and employees whose service includes regular annual periods of leave without pay of more than 30 calendar days will receive a *prorated amount* based on actual hours worked in the immediately preceding 12 months.

### Longevity Payment Because of a Reduction-in-Force or a Voluntary Buyout:

The total amount of the annual longevity payment made to an employee by any and all state agencies in any year may not exceed the amount shown on the table above corresponding to the employee's years of service with the state. In addition, no employee may receive duplicating longevity payments for the same periods of service with any and all agencies. In all cases, the payment is based on *actual service*, with the sole exception being employees who separate from state service and receive severance pay pursuant to [O.S. 74:840-2.27D](#) (reduction-in-force) or a voluntary out benefit pursuant to [O.S. 74:840-2.28](#), which authorizes a longevity payment based on a projection of service to the employee's next anniversary date.

### Longevity Payment Because of Retirement or Death:

With the exception of employees who are receiving severance pay pursuant to [O.S. 74:840-2.27D](#) or a voluntary out benefit pursuant to [O.S. 74:840-2.28](#), any employee retiring from state employment shall receive upon separation from the state the proportionate share of any longevity payment which may have accrued as of the date of separation. Moreover, on the death of an eligible employee, the proportionate share of any longevity payment which may have accrued as of the date of death shall be paid to the surviving spouse of the employee, or if there is no surviving spouse, to the estate of the employee.

## VI. Longevity Calculator

Visit the following link to download a longevity calculator.

<http://www.ok.gov/opm/documents/LongevityCalculator.xlsx>

## VII. Longevity Cheat Sheet and Frequently Asked Questions

**EMPLOYEE DATA DATES and LONGEVITY**

**Company Seniority Date** = Date you started at the latest agency

**Benefits Date** = Continuous Service Date minus all prior creditable service rounded down to whole years.

\*Rounding down NEVER changes the month and day, it only changes the years.

**Benefits Service Date = Accrual Date = Longevity Date**  
(all of the dates should be the same)

**TEMPORARY EMPLOYEES or PRIOR TEMPORARY SERVICE**

Temporary time counts the same as any other creditable service time regardless of length, if worked at least 2/5s time.

If a temporary employee changes over to permanent employment with less than a 30 day break in service, their time counts toward the 2-year requirement for longevity.

If there is a 30 day break in service, their time is creditable, but the employee will have to start a new 2-year period before receiving their longevity payment.

**Q: What if an employee works less than six months as a temporary employee and then goes full time?**

A: The number of months they worked as a temporary employee count toward longevity as long as there is not a break in service of more than 30 days between the two appointments. If there is a break in service of more than 30 days, the time is still creditable, but the employee has to wait two years before receiving their longevity payment.

**Q: What if an employee is on Workers' Compensation for over a year and does not supplement any of that pay with leave?**

A: The amount of time over the one-year period is treated the same as other leave without pay. The anniversary date for longevity pay will be extended by the total period on non-paid leave status.

**Q: What if an employee worked a few months here and there with other agencies in the past?**

A: All creditable time counts toward the employee's overall years of service. Each stand-alone time period is added together and is then rounded down to the nearest whole year.

**Q: Does an employee get their entire longevity payment when they retire?**

A: Retirees are given a prorated amount based on the amount of time worked since their last longevity payment and it is usually paid in an off-cycle payroll.

**Q: I used to work at CompSource Oklahoma before it was privatized; does my time count as creditable service towards longevity?**

A: Yes. If you spent any qualifying time at CompSource Oklahoma before 1/1/2015 it will count towards creditable service.

**Q. A retirement-eligible employee is terminated. After the termination, the former employee decides to start the retirement process. Would the agency that terminated the employee be forced to pay a prorated longevity payment upon their retirement?**

A. No. They are no longer an employee of your agency, so there would be no reason to pay their prorated longevity payment.

# Appendix A—Longevity Form

State of Oklahoma | Employee Longevity Service Certification Form

	<p><b>State of Oklahoma</b></p> <p><b>Office of Management &amp; Enterprise Services</b></p> <p><b>Human Resources Department</b></p>	<p>HCM-52</p> <p>Longevity Certification Form</p>
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**SECTION 1 – Current Service**

Employee Name:	Employee ID:
Agency Name:	Agency Number:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Variable Hour Appointment (Temporary/Seasonal)	Agency Start Date:

**SECTION 2 – Prior State Service**

Most recent start date with the state:

No prior state service (Do not complete the section below)

Agency	Start Date	End Date	Full Time (FT)/Part Time (PT)	Creditable Service (Agency Use Only)
			FT    PT	

**Section 3 – Employee Certification**

I hereby certify that the information provided on this form is correct to the best of my knowledge.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4 – Longevity Calculation** (Agency use only – Refer to Longevity Guide for assistance with completing this section.)

Total Prior Cumulative Service	
Adjustment for LWOP	
Longevity Anniversary Date	
Date of Next Longevity Payment	

**Agency Reviewer**

Signature : \_\_\_\_\_ Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B—Institutions Under the Regents for Higher Education

Ardmore Higher Education Program, Ardmore  
[Cameron University](#), Lawton, Duncan  
[Carl Albert State College](#), Poteau, Sallisaw  
[Connors State College](#), Warner, Muskogee  
[East Central University](#), Ada  
[Eastern Oklahoma State College](#), Wilburton, McAlester  
[Langston University](#), Langston, Oklahoma City, Tulsa  
[Murray State College](#), Tishomingo  
[Northeastern Oklahoma A&M College](#), Miami  
[Northeastern State University](#), Tahlequah, Broken Arrow, Muskogee  
[Northern Oklahoma College](#), Tonkawa, Enid, Stillwater  
[Northwestern Oklahoma State University](#), Alva, Enid, Woodward  
[Oklahoma City Community College](#), Oklahoma City  
[Oklahoma Panhandle State University](#), Goodwell  
[Oklahoma State University](#), Stillwater, Oklahoma City, Tulsa  
[Oklahoma State University Center for Health Sciences](#), Tulsa  
[Oklahoma State University Institute of Technology](#), Okmulgee  
[Redlands Community College](#), El Reno  
[Rogers State University](#), Claremore, Bartlesville, Pryor  
[Rose State College](#), Midwest City  
[Seminole State College](#), Seminole  
[Southeastern Oklahoma State University](#), Durant, Idabel  
[Southwestern Oklahoma State University](#), Weatherford, Sayre  
[Tulsa Community College](#), Tulsa  
[University Center at Ponca City](#), Ponca City  
[University Center of Southern Oklahoma](#), Ardmore  
[University of Central Oklahoma](#), Edmond  
[University of Oklahoma](#), Norman, Tulsa  
[University of Oklahoma Health Sciences Center](#), Oklahoma City  
[University of Science and Arts of Oklahoma](#), Chickasha  
[Western Oklahoma State College](#), Altus

# Appendix C—Independent, Private or Proprietary Colleges and Universities (Not eligible for longevity or creditable service)

## Independent Colleges and Universities

[Bacone College](#), Muskogee (NE)  
[Mid-America Christian University](#), Oklahoma City (OKC)  
[Oklahoma Baptist University](#), Shawnee (SE)  
[Oklahoma Christian University](#), Oklahoma City (OKC)  
[Oklahoma City University](#), Oklahoma City (OKC)  
[Oklahoma Wesleyan University](#), Bartlesville (NE)  
[Oral Roberts University](#), Tulsa (Tulsa)  
[Phillips Theological Seminary](#), Tulsa (Tulsa)  
[Southern Nazarene University](#), Bethany (OKC)  
[Southwestern Christian University](#), Bethany (OKC)  
[Southwestern College](#) (Wichita, Kan.), Midwest City (OKC)  
[St. Gregory's University](#), Shawnee (SE)  
[The University of Tulsa](#), Tulsa (Tulsa)  
[Wayland Baptist University](#) (Plainview, Texas), Altus (SW)

## Proprietary Institutions

[Brown Mackie College](#), Oklahoma City (OKC)  
 [DeVry University](#), Oklahoma City (OKC)  
[University of Phoenix](#), Oklahoma City (OKC)  
[University of Phoenix](#), Tulsa (Tulsa)

# Appendix D—Institutions Under Dept. of Career and Technology Education

## Correctional Facilities

Mack Alford CC  
Mabel Bassett CF  
Jackie Brannon CC  
James Crabtree CC  
Jess Dunn CC  
Jim E. Hamilton CC  
Joseph Harp CC  
Bill Johnson CC  
William S. Key CC  
LARC Facility  
John Lilley CC  
Howard McLeod CC  
Oklahoma State Reformatory

## Private Prisons

Diamondback CF

## Juvenile Facilities

Cedar Canyon  
SW Juvenile Center  
L.E. Rader

## Community Corrections

Altus  
Ardmore  
Elk City  
Hillside  
Lawton

# Appendix E—Longevity Statute

## Title 74, Section 840-2.18

### Longevity Pay

**A.** A longevity pay plan is hereby adopted. This plan applies to all state classified, unclassified and exempt employees, excluding members of boards and commissions, institutions under the administrative authority of the State Regents for Higher Education, employees of public school districts and elected officials. The plan shall also apply to those employees of the Oklahoma School for the Blind and the Oklahoma School for the Deaf who qualify for longevity pay in accordance with subsection G of Section 1419 of Title 10 of the Oklahoma Statutes.

**B.** The Oklahoma Conservation Commission is hereby authorized to establish a longevity pay program for employees of the conservation districts employed under Section 3-3-103 of Title 27A of the Oklahoma Statutes. Such longevity pay program shall be consistent with the longevity pay program for state employees authorized under this title and payments shall be made in a manner consistent with procedures for reimbursement to conservation districts.

**C.** To be eligible for longevity pay, employees must have been continuously employed in the classified or unclassified service of the state for a minimum of two years in full-time status or in part-time status working more than 1,000 hours a year.

For purposes of this section, a break in service of 30 calendar days or less shall not be considered an interruption of continuous service; a break in service of more than 30 calendar days shall mark an end to continuous service. The legislative session employees who have worked for two years or more in part-time status and are eligible for state retirement benefits, but do not receive other longevity payments, shall be eligible and shall be considered to have been continuously employed for purposes of calculating longevity payments, notwithstanding the provisions of subsection E of this section.

D.

1. Longevity pay for the first twenty years of service shall be determined pursuant to the following schedule:

Years of Service	Annual Longevity Payment
At least two years but less than four years	\$250.00
At least four years but less than six years	\$426.00
At least six years but less than eight years	\$626.00
At least eight years but less than ten years	\$850.00
At least ten years but less than 12 years	\$1,062.00
At least 12 years but less than 14 years	\$1,250.00
At least 14 years but less than 16 years	\$1,500.00
At least 16 years but less than 18 years	\$1,688.00
At least 18 years but less than 20 years	\$1,900.00
At least 20 years	\$2,000.00

2. For each additional two years of service after the first 20 years an additional \$200.00 shall be added to the amount stated above for 20 years of service.

The total amount of the annual longevity payment made to an employee by any and all state agencies in any year shall not exceed the amount shown on the table corresponding to that employee's years of service with the state, except as otherwise provided by Sections 840-2.27D and 840-2.28 of this title. Further, no employee shall receive duplicating longevity payments for the same periods of service with any and all agencies, except as otherwise provided by Sections 840-2.27D and 840-2.28 of this title.

E. To determine years of service, cumulative periods of full-time employment or part-time employment working more than 150 hours per month with the state, excluding service as specified in subsection A of this section, are applicable. Part-time employment, working 150 hours per month or less for the state, excluding service as specified in subsection A of this section, shall be counted only if:

1. The period of employment was continuous for at least five months; and
2. The person worked more than two-fifths (2/5) time.

Other employment shall not be counted as service for purposes of longevity payments. Further, no period of employment with the state, whether with one or more than one agency, shall be counted as more than full-time service.

**F.** Years of service under the administrative authority of the State Regents for Higher Education or the administrative authority of the Oklahoma Department of Career and Technology Education of any employee who is now employed in a job classification which is eligible for longevity pay shall be included in years of service for purposes of determining longevity pay.

**G.** Years of service shall be certified through the current employing agency by the appointing authority on a form approved by the Office of Management and Enterprise Services. The form shall be completed and posted as directed by the director of the Office of Management and Enterprise Services by the current employing agency when the employee initially enters on duty with the agency and thereafter whenever the employee's anniversary date is changed.

**H.** Eligible employees, in full-time status or in part-time status working more than 150 hours per month, shall receive one lump-sum annual payment, in the amount provided on the preceding schedule, during the month following the anniversary date of the employee's most recent enter-on-duty day with the state. Upon implementation of the statewide information systems project, the lump-sum annual payment may be paid concurrent with the final payroll of the month of the employee's anniversary date. Eligible part-time employees who work 150 hours per month or less shall receive one lump-sum annual payment, based on the formula in subsection L of this section, during the month following the anniversary date of the employee's most recent enter-on-duty day with the state. To receive longevity pay an employee must be in pay status on or after his or her anniversary date.

Eligible employees who would not otherwise receive annual longevity payments because their employment includes regular periods of leave without pay in excess of 30 calendar days shall receive one lump-sum annual payment, based on the formula in subsection L of this section, during:

1. The month of August if the employee is in pay status on July 1; or
2. During the month following the employee's first return to duty that fiscal year if the employee is not in pay status on July 1.

Except as otherwise provided by Sections 840-2.27D and 840-2.28 of this title, employees terminated as a result of a reduction-in-force or retiring from state employment shall receive upon said termination or retirement the proportionate share of any longevity payment which may have accrued as of the date of termination or retirement. Provided further that, the proportionate share of any longevity payment which may have accrued as of the date of death of an employee shall be made to the surviving spouse of the employee or, if there is no surviving spouse, to the estate of the employee.

**I.** Periods of leave without pay taken in accordance with Section 840-2.21 of this title shall be counted as service. Other periods of nonpaid leave status in excess of 30 calendar days shall not mark a break in service; however, they shall:

1. Not be used in calculating total months of service for longevity pay purposes; and
2. Extend the anniversary date for longevity pay by the total period of time on nonpaid leave status except as provided in subsection H of this section for employees whose conditions of employment include regular periods of leave without pay.

**J.** Employees currently receiving longevity pay who work for the judicial branch of state government or who work for the Oklahoma Department of Career and Technology Education shall not be eligible for the longevity pay plan provided for in this section.

- K.** A break in service with the state in excess of 30 days but which does not exceed two years which was caused by a reduction-in-force shall be treated as if it were a period of nonpaid leave status as provided for in subsection I of this section for the purpose of calculating total months of service for longevity pay. This subsection shall only apply to state employees laid off after June 30, 1982.
- L.** Eligible part-time employees working less than 150 hours per month and other eligible employees with regular annual periods of leave without pay of more than 30 calendar days will receive a prorated share of the “Annual Longevity Payment” authorized in subsection D of this section. The prorated amount of payment will be based on actual hours worked in the immediately preceding 12 months.
- M.** An employee shall not be entitled to retroactive longevity payments as a result of amendments to this section unless specifically authorized by law.
- N.** The director of the Office of Management and Enterprise Services is authorized to promulgate such Longevity Pay Plan Rules as he or she finds necessary to carry out the provisions of this section.
- O.** As of July 1, 1998, years of service with a city-county health department for employees who left a city-county health department for employment with the Department of Environmental Quality or the Oklahoma Department of Agriculture, Food and Forestry, between July 1, 1993, and July 1, 1998, and who are now employed in a job classification that is eligible for longevity pay pursuant to this section, shall be included in years of service for purposes of determining longevity pay subsequent to July 1, 1998.
- P.** As of July 1, 2003, years of service with a local conservation district shall be included in years of service for purposes of determining longevity pay for local conservation district employees transferred to the Oklahoma Conservation Commission pursuant to the provisions of this section.