



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 06-15

DATE: June 30, 2006

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary for Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: 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, which has been in place for several years, 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 840-2.1, 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 developed a [Longevity Pay Program Guide](#), which can be accessed on the Office of Personnel Management Website at www.opm.ok.gov under *HR and Employee Services*.

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 new OPM Form 52, Longevity Service Certification Form, replaces both the previous forms OPM-52 (Longevity Certification Form) and OPM 52a (Employee Longevity Service Worksheet). The new form is available on the *HR and Employee Services* page of the OPM website under the "Forms" link.

We plan to offer additional guidance on the subject of longevity pay administration in the near future by means of a short workshop on this subject. In the meantime, if you or your staff have questions on the Longevity Pay Program Guide or on the subject of the Longevity Pay Program in general, please feel free to contact Tom Patt, Director of Compensation, at (405) 522-0422, or by email at tom.patt@opm.ok.gov.

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*