

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 106.07
SUBJECT: WAGE AND SALARY PLAN	INITIAL EFFECTIVE DATE: 11/05/85
TITLE: LONGEVITY PAY	LAST REVISION DATE: 8/25/03

POLICY STATEMENT:

Longevity pay is provided to encourage retention of employees by recognizing the value of long-term service with the City. These payments are for full-time regular employees and are made according to the following schedule:

I. NON-CIVIL SERVICE EMPLOYEES

- A. An employee must be employed on or before May 31st and be employed the date the check is issued to receive longevity pay in that year.
- B. Accrual is at the rate of \$4.00 per month for each month of uninterrupted service. (Example: 48 months of service would result in a payment of \$192.00.)
- C. Payment is to be made in a lump sum each year during the month of November.
- D. Employees retiring or moving from a regular full-time status to a regular part-time status one month (i.e., October) before longevity checks are issued will be entitled to the total longevity pay less \$4.00 for month the employee retired or changed status prior to longevity check distribution.

II. CIVIL SERVICE EMPLOYEES

- A. Eligibility commences after one year of service.
- B. Accrual is at the rate of \$4.00 per month for each consecutive year of service.
- C. Payment is made on a monthly basis and is included on the regular paycheck.

III. UNPAID LEAVE OF ABSENCE

Longevity benefits will not accrue during an employee's extended unpaid leave of absence. (See Personal Leave Without Pay policy no. 111.08), however, a longevity check will be issued to a qualified employee (reference above) less \$4.00 for each month of unpaid leave.