



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Longevity Pay
INITIAL EFFECTIVE DATE	May 23, 2016
LAST REVISION DATE	Replaces <i>Section 18.6</i>, of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.07

OBJECTIVE Longevity Pay is provided to encourage retention of employees by recognizing the value of long-term service with the City.

SCOPE This policy applies to all full time and eligible regular part time employees.

POLICY

A. Longevity Pay Schedule

1. Employees Hired Prior to October 1, 2013

Full time employees will receive longevity pay based on twelve dollars (\$12.00) per month of service up to a maximum of 25 years. Longevity pay is paid as a lump sum.

Employees hired before October 1, 2013 who are promoted to a full time position afterwards will receive longevity pay based on twelve dollars (\$12.00) per month of service up to a maximum of 25 years. Longevity pay will begin on the month of full time employment. Prior longevity, if any, will be calculated at the part time rate.

Full Time Employees	Longevity Amount Per Month
40 Hours + per week	\$12.00

Regular part time employees will receive longevity pay based on six dollars (\$6.00) per month of service up to a maximum of 25 years. Employees must average a minimum of 25 hours a week to qualify for longevity pay.

Regular Part Time Employees	Longevity Amount Per Month
Under 25 Hours per week	\$0
25 Hours to 29 Hours per week	\$6.00

2. Employees Hired After October 1, 2013

Full time employees will receive longevity pay based on four dollars (\$4.00) per month of service up to a maximum of 25 years. Longevity pay is paid as a lump sum.

Full Time Employees	Longevity Amount Per Month
40 Hours + per week	\$4.00

Regular part time employees will receive longevity pay based on four dollars (\$4.00) per month of service up to a maximum of 25 years. Employees must average a minimum of 25 hours a week to qualify for longevity pay.

Regular Part Time Employees	Longevity Amount Per Month
Under 25 Hours per week	\$0
25 Hours to 29 Hours per week	\$4.00

B. Eligibility

1. Employees employed for one (1) year or more will receive longevity pay in addition to their regular base pay in accordance with the schedule in Section A of this policy.
2. Months of service shall be based on the employee's annual anniversary date preceding December 1 of each year.
3. Longevity is paid in a lump sum between December 1 and December 15 of each year.
4. Employees must be active on the payroll through November 30 of each year to be eligible for the December payment.

C. Separation from Service

All employees who depart the City are eligible for a pro-rated share of longevity pay. The pro-rated amount will be based on the number of completed months since their last longevity check. At separation, the employee will also be paid for each complete month which was not calculated in their first longevity check.

D. Longevity Pay and Re-Employment

An employee who terminates employment with the City for any reason shall forfeit all prior service credit for purposes of longevity pay. A former employee who is re-hired begins earning service credit for longevity pay without reference to prior service. Credit for longevity will commence with a zero balance on the date reemployed.

Exceptions apply during a Reinstatement Following Reduction in Force or Lay Off as specified in *Policy 11.03 Types of Non-Disciplinary Separation* and during a reinstatement of a Police

Officer as specified in Section 4.18 *Reappointment as a Police officer After Resignation* of the ***City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations.***