



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

POLICY TITLE	Longevity Pay
INITIAL EFFECTIVE DATE	May 23, 2016
LAST REVISION DATE	January 1, 2023
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

Full time employees will receive longevity pay based on twelve dollars (\$12.00) per month. Longevity pay is paid as a lump sum.

Employees promoted to a full-time position will receive longevity pay based on twelve dollars (\$12.00) per month of service. 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. 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

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 at Retirement

All employees who retire from the City are eligible for a pro-rated share of longevity pay. The pro-rated amount will be for the number of completed months since their last longevity check. Additionally, the employee will 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 will begin earning service credit for longevity pay without reference to prior service. Credit for longevity will commence with a zero balance on the date of reemployment.

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***.