



Policy Title		
Longevity Pay		
Control Number	Policy Date	Revision Date
HR019	06/05/08	03/04/24

Purpose

Longevity pay is to recognize **continuous** service

Scope

All regular, full-time employees and budgeted thirty-two (32) hours employees

General Statements

Longevity pay is an automatic, annual payment made in a lump sum in November to employees who meet the eligibility requirements on July 1 of each year.

If an eligible employee retires, resigns, dies or is otherwise separated on or after July 1, the payment shall be made to the employee or to the estate, if deceased.

All payments are subject to income taxes, FICA taxes and the Local Governmental Employees Retirement System.

This policy is subject to the availability of funds as approved by the Board of Commissioners in the annual adoption of the Budget Ordinance.

Pay Basis

Annual longevity pay is based on the following:

<u>Years of Continuous County Service</u>	<u>Longevity Pay Rate</u>
5 years but less than 10	\$ 400.00
10 years but less than 15	\$ 600.00
15 years but less than 20	\$ 900.00
20 years but less than 25	\$1200.00
25 years or more	\$1500.00

Eligibility

An employee must have served five or more continuous years of regular employment with the County.

No credit for the service is given for temporary full-time or temporary part-time employment.

Regular budgeted thirty-two (32) hour employees receive longevity pay in proportion to the number of hours regularly scheduled to work.



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If an employee leaves the employment of the County, the employee is ineligible for continued longevity pay.

Reference

Replaces: Personnel Policy dated, June 5, 2006, Article III, The Pay Plan
Section 17, Longevity