

Administrative Order



Administrative Order No.: 7-10

Title: Supplemental Longevity Payment Policy

Ordered: 10/1/1974

Effective: 10/1/1974

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter.

POLICY:

The supplemental longevity payment amounting to a lump sum of \$350 is intended to reward all personnel having fifteen years of full-time continuous county service, such personnel currently included in classifications appearing in the County Pay Plan. The payment will be made by separate check on the pay day nearest the employee's anniversary date and should coincide with the awarding of the County Service Pin.

PROCEDURE:

It will be the responsibility of the Personnel Department to determine from available records the eligibility of employees for the supplemental longevity payment and for determining on what day this service award should be given. Upon receipt of information from the Personnel Department that a county employee is eligible for the longevity payment, the department will submit the necessary requisition to the Finance Director for payment of a separate check on the pay period nearest the employee's anniversary employment date.

Authorized leaves of absence shall not constitute a break in service; however, the actual time of the leave of absence, with the sole exception of a leave of absence for military service, shall not be counted toward eligibility, and the anniversary employment date will be adjusted to compensate for this time out of service.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

R. Ray Goode
County Manager