

LONGEVITY PAY AND BONUS AWARDS

SUMMARY

There are two types of longevity pay practiced by the County. There are longevity pay steps in the employee's classification and there is a Longevity Bonus Award. The latter is based on an employee's total years of County service.

PROCEDURE

Longevity Pay Steps

1. Employees who have satisfactorily and continuously served for five years in the same classification at the maximum pay step of their salary range are eligible for advancement to the next pay step. This is the first longevity pay step or longevity pay step 1 (L1).
2. Employees who have satisfactorily and continuously served at longevity pay step 1 in the same classification are eligible to advance to the next pay step which is longevity pay step 2 (L2).

Exceptions

Employees, whose classifications are in ranges or who are paid a flat hourly rate are ineligible for longevity pay steps.

Collective bargaining agreements may provide for different rights and procedures.

Longevity Bonus Award

1. After completion of 15 years of continuous service, full-time employees with employee status AA, AB, AC, AF, AH, AI, AJ or AT will receive a bonus payment on the pay period during which his/her leave anniversary date falls. The bonus will be paid in accordance with the following schedule or \$350, whichever is greater.

<u>Years of Completed Full-Time Continuous County Service</u>	<u>Percentage</u>
15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%

28	2.8%
29	2.9%
30 or more	3.0%

2. This payment is made automatically, in a separate check.
3. Future payment will be made in the same manner each succeeding year of continuous County service.
4. Employees who were separated from County Service because of a voluntary resignation, dismissal, retirement, or other termination must begin a new period of eligibility when re-employed.
5. If an employee's record reflects time in non-pay status, e.g., leave of absence, unpaid annual/sick, and layoff, this time is subtracted from the total service period when computing eligibility for the Longevity Bonus Award with the exception of a leave of absence for military service.

CONTACT(S):

Department/Division

Human Resources Department/Payroll and Information Management
Human Resources Department/Labor Management and Compensation

REFERENCE DOCUMENT(S)

Administrative Order 7-10, Supplemental Longevity Payment Policy
Collective Bargaining Agreements
Pay Plan