

## ALLEGAN COUNTY EMPLOYEE HANDBOOK

**Category:** Employee Benefit Policy  
**Number:** 505  
**Approved:** February 10, 2005, supersedes prior policy  
**Subject:** LONGEVITY

1. **EMPLOYEES:** Employees hired before January 1, 2001, who have completed seven (7) years of employment with the County of Allegan, shall receive three hundred dollars (\$300) as longevity pay. Employees who have completed eight through eleven (8-11) years of employment with the County of Allegan, shall receive three hundred fifty dollars (\$350) in longevity pay. Employees who have completed twelve through nineteen (12-19) years of employment with the County of Allegan shall receive four hundred dollars (\$400) in longevity pay. Employees who have completed twenty (20) years or more of service with the County of Allegan shall receive four hundred fifty dollars (\$450) in longevity pay. Persons terminating County employment in good standing shall receive longevity pay on a prorated basis.
  
2. **NEW EMPLOYEES:** New employees (hired after January 1, 2001) who have completed ten through fifteen (10-15) years of employment with the County of Allegan shall receive three hundred dollars (\$300) in longevity pay. New employees who have completed sixteen through twenty (16-20) years of employment with the County of Allegan shall receive three hundred fifty dollars (\$350) in longevity pay. New employees who have completed twenty-one (21) or more years of employment with the County of Allegan shall receive four hundred dollars (\$400) in longevity pay.
  
3. **LONGEVITY PAY RULES:** Regular employees with the required years of service as per the respective agreement shall be entitled to receive each year a lump sum payment on or after December 1, by the procedures and requirements set forth below:
  - 3.1 In order for an employee (regular full-time/regular part-time) to receive the maximum amount of longevity pay, they must have worked an annual average of sixty (60) or more hours per pay period. An eligible employee who works an annual average of forty (40) or more hours per pay period shall be paid one half ( $\frac{1}{2}$ ) of the longevity payment. An eligible employee who is paid an annual average of less than forty (40) hours per pay period shall receive no longevity pay.
  
  - 3.2 Each employee must complete the required years (12 months = 1 year) by December 1.
  
  - 3.3 In the event that an employee, who is eligible for longevity pay retires (with a County pension), is laid off, takes an extended leave of absence, is on military leave, or has an extended period of sick leave, his/her amount of longevity pay will be prorated on the basis of the hours paid for during that year.

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- 3.4** If an employee resigns or retires and then returns to Allegan County the prior service shall not be counted.
- 3.5** In the event that an eligible employee dies during the course of the year, his/her spouse or designated beneficiary will receive a prorated amount of longevity pay, at the time of his/her death.
- 3.6** An employee who is eligible for longevity and leaves County employment in good standing will receive a prorated longevity payment. Employees dismissed will not be eligible for longevity pay.