

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category:	Employee Benefit Policy
Number:	505
Approved:	February 10, 2005, supersedes prior policy
Revised:	October 1, 2010
Subject:	LONGEVITY

1.0 Policy: Longevity pay is to recognize long-term service. The County will pay eligible employees an annual longevity payment based on payment schedule set forth in this policy. Longevity pay is limited to those employees hired before January 1, 2001.

2.0 Eligibility: To be eligible for longevity pay an employee must meet the following criteria:

2.1 Full-time employees must work an annual average of sixty (60) or more hours per pay period.

2.2 Part-time employees must work an annual average of forty (40) or more hours per pay period.

2.3 Employee must be hired before January 1, 2001.

3.0 See Also: Collective bargaining agreements where applicable

4.0 Payment Schedule: The longevity payment shall be paid to eligible full-time employees in accordance with the following schedule:

Seven (7) years of service	\$300.00
Eight through eleven (8-11) years of service	\$350.00
Twelve through nineteen (12-19) years of service	\$400.00
Twenty (20) years or more of service	\$450.00

Eligible part-time employees shall be paid 50% of the listed amount.

5. Payment Date: Longevity pay shall be paid in a lump sum payment on or after December 1 each year.

6. Employees Terminating County Employment:

6.1 Employees that resign (other than retirement with a County pension) or are involuntarily terminated will not be eligible for longevity pay.

6.2 Retirees will receive a prorated payment if leaving before the end of the calendar year.

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7. Procedure and Rules.

- 7.1 The payroll department shall prepare the longevity eligibility list in November. The Human Resources Department shall audit the list.
- 7.2 Each employee must complete the required years of service (12 months = 1 year) by December 1.
- 7.3 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, 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.
- 7.4 If an employee resigns or retires and then returns to employment with Allegan County the prior service shall not be counted.
- 7.5 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.