



Longevity Pay

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1.0 POLICY

Longevity Pay is intended to reward employees for faithful continuous service on an annual basis. Annual Longevity amounts are based on the length of continuous service with Lee County and payment will be determined as a percentage of an employee's annual rate of base pay as of the eligibility date of November 1st. Longevity pay shall be distributed on the Wednesday prior to Thanksgiving each year.

2.0 DEFINITIONS

- 2.1 Anniversary Date:** The employee's date of employment with the county service in a permanent position.
- 2.2 Benefited Full-time Position:** A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are required to be performed on a continuous basis, normally requiring the full-time employment of an individual. This position is paid on a salary basis.
- 2.3 Benefited Part-time Position:** A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which can be performed in less than a regular workday and/or work week. This position is paid on a salary basis.
- 2.4 Eligibility Date:** Years of service as of November 1 of each fiscal year.
- 2.5 Regular Employee:** An employee who has satisfactorily completed the designated probationary/introductory period of County service, and has been approved for regular status by his or her Department Director (with the approval, where applicable, of the County Manager).

3.0 PROCEDURE / RULE

3.1 Longevity Rate Schedule: Longevity rates are based on continuous years of Lee County service as of November 1:

<u>Years of Service</u>	<u>Longevity Pay Rate</u>
5 but less than 10 years	2.00% of annual salary
10 but less than 15 years	3.00% of annual salary
15 but less than 20 years	4.00% of annual salary
20 but less than 25 years	5.00% of annual salary
25 or more years	6.00% of annual salary

3.2 Method of Payment: Longevity payment shall be made in one lump sum on the Wednesday prior to Thanksgiving each fiscal year and shall be computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar. Longevity is not considered a part of annual base pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual base salary.

3.3 Eligibility: Regular employees, full and part-time, appointed to permanently benefited positions are eligible for longevity pay only after the date the employee has completed five (5) years of continuous service. Any change of appointment to temporary will cause the employee to become ineligible for longevity pay.

3.4 Separation from Service: An employee must be employed with the County of Lee on the payment date of the longevity check to receive the longevity pay.

3.5 Leave of Absence: Notwithstanding the above policy, employees on leave of absence will be affected as follows in regard to longevity pay:

- A. Any employee on an authorized leave of absence with or without pay shall be considered in continuous service.
- B. Employees on Worker's Compensation leave shall receive longevity pay in the same manner as if they were working.

3.6 Disability: Employees that become disabled as defined by the Local Government Retirement System between July 1st and November 1st of the current fiscal year will receive longevity pro-rated to the date of disability retirement with the Local Government Retirement System on the Wednesday prior to Thanksgiving.

3.7 Retirement: In the event an employee retires before November 1st of the fiscal year, in order to receive longevity pay the employee must be age 55 or older and have 20 years of credible service with the Local Government and have the last 15 years of service with Lee County, or the employee can be any age with 30 years of creditable service with the Retirement System. The longevity payment will be pro-rated to the date of retirement and made on the Wednesday prior to Thanksgiving.

4.0 APPENDIX / APPENDICES

None.