

**ROBERTS COUNTY  
LONGEVITY POLICY/PROCEDURE**

**1. Policy**

Each regular full-time employee of Roberts County, who qualifies under the eligibility provisions of this policy, shall be entitled to longevity pay at the rate of \$20 per month for every two years of lifetime service credit as an employee of Roberts County up to \$420 per month (42 years of service). Such pay shall commence on the first day of October after the end of the second year of County service and shall be increased on the first day of October of each two years thereafter, according the following:

<b>Months of Service</b>	<b>Monthly Longevity Pay</b>
0-24	\$0
25-48	\$20
49-72	\$40
73-96	\$60
97-120	\$80
121-144	\$100
145-168	\$120
169-192	\$140
193-216	\$160
217-240	\$180
241-264	\$200
265-288	\$220
289-312	\$240
313-336	\$260
337-360	\$280
361-384	\$300
385-408	\$320
409-432	\$340
433-456	\$360
457-480	\$380
481-504	\$400
505+	\$420

**2. Eligibility**

a. Regular full-time employees (40 hours per week), which includes elected or appointed County Officials, are entitled to longevity pay upon completion of two years of County service. Seasonal, part-time and temporary employees are excluded from this policy.

b. Specific rules for determining longevity pay eligibility are:

(1) An eligible employee who enters leave-without-pay status or who terminates County employment after the first day of the month is entitled to full longevity for the month. Longevity pay is not required to be prorated.

(2) Longevity pay will not be considered in the calculation of the lump-sum vacation pay of an eligible employee who terminates County employment or the calculation of vacation and sick leave death benefits payable to the estate of a deceased employee.

### **3. Creditable Service**

a. For purposes of determining the years of County service of an employee for longevity pay, all prior employment with the County shall be counted. Prior service is to be counted regardless of method of salary payment (hourly, monthly, etc.), length of appointment, percentage of fulltime worked, continuity of service, or eligibility for longevity pay in a prior position.

b. One month's service is to be counted for each month or fraction of a month of employment. In cases of breaks in service, one month shall be counted for fractional months of employment at the beginning and the end of each appointment; however, in no case shall more than one month's credit be granted for a single calendar month.

c. An employee may meet all the eligibility requirements for longevity pay mentioned above, but will not be credited for any full calendar month for which he or she has been on a leave without pay status. The only exception to this provision is in the case of an employee who returns to County service from a military leave without pay.

d. A former employee who left a position of employment with the County for the purpose of entering active military service is entitled upon return to employment with the County to have the time on active duty, not to exceed five years, counted as creditable service for purposes of longevity pay entitlement. Documentation showing the period of military service will be furnished by the employee and retained on file by the County Treasurer.

### **4. Payroll Deductions. Payroll Changes and Distribution of Labor Cost**

Longevity pay is an integral part of each eligible employee's gross compensation and is subject to the same payroll deductions (Federal Income Tax, Social Security Tax, and Retirement). However, longevity pay is not considered in determination of the amount of any group insurance coverage.

a. Longevity pay received by an employee will be allocated to direct and/or indirect costs of grants and contracts on the same basis as the regular salary of the employee.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_