

All employees hired prior to March 02, 1992, shall receive longevity pay in addition to their regular base pay in accordance with the schedule in Section I .A.

I. Rates; Eligibility:

- A. All regular part-time and regular full-time employees of the City shall receive longevity pay in addition to their regular base pay in accordance with the following schedule:

All such employees who have been in the regular part-time or full-time employ of the City for:

1. 5 yrs. and not more than 10 yrs. = 2% of base pay
2. 10 yrs. and not more than 15 yrs. = 3% of base pay
3. 15 yrs. and not more than 20 yrs. = 4% of base pay
4. 20 yrs. and not more than 25 yrs. = 5% of base pay
5. In excess of 25 years = 6% of base pay

- B. Full-time, regular certified police officers and firefighters employed by the police department and fire departments who are otherwise eligible to receive longevity pay and who elect to enter a Deferred Retirement Option Plan (DROP) must, in order to enter and to continue to participate in the DROP, make an irrevocable election upon entry into the DROP as follows: The employee may (1) continue to receive longevity payments and merit increases (assuming merit increases are provided and applicable), but forego receipt of all future general (COLA) salary increases, or (2) continue to receive general (COLA) salary increases and merit increases (assuming merit increases are provided and applicable) but become ineligible for future receipt of longevity pay, or (3) in the case where the applicable pay plan does not provide separately for general and merit increases, the employee may forego either future receipt of longevity payments, or any and all future salary increases. In those cases where an otherwise eligible employee elects to forego receipt of future longevity payments, entry into the DROP shall be treated as separation from service for the purposes of Section V of this policy.

II. Base Pay - Defined:

The base pay of each eligible employee shall be the amount of regular monthly base pay as indicated on the applicable salary schedule which such employee is entitled to draw from the City on the first day of January or July of each year, immediately preceding the January or July in which longevity payment is actually made, exclusive of any overtime, longevity, incentive or other type pay.

III. Establishment of Eligibility:

Regular part-time and regular full-time employment of employees shall be determined as of the January 1 or July 1 immediately preceding the January or July in which longevity payment is to be made. In order for the employee's time employed to be counted for purposes of calculating his/her years of service for longevity, the employee must have been in the continuous, regular full-time or regular part-time employ of the City for the entire period. Employees incurring a leave without pay of greater than one (1) normal workday within any month shall not be considered to be in continuous regular full-time or regular part-time employ of the City for that month, except as may otherwise be required by law.

In order to receive payment hereunder, the employee must be in a regular status with the City the month in which the payment is actually made.

IV. Continuity of Service - Exceptions:

- A. Continuity of service in the City's employ shall not be interrupted because of absence due to compulsory military service or due to voluntary military service in the armed forces of the United States of America in accordance with personnel policies and procedures, and all such time spent in the armed forces of the United States of America shall apply toward accrued service for longevity pay.
- B. Continuity of service in the City's employ shall not be interrupted because of absence when such absence shall have been granted in accordance with the appropriate personnel procedures as approved by the City Commission. None of such time on an approved leave without pay shall apply toward the employee's service credit for determining longevity pay unless the absence was for military leave as provided in subsection A above.

V. Separation from Service:

In the event any eligible officer or employee dies, retires, or is separated from the service of the City for any reason, he/she shall be paid his/her longevity pay from the date of the last payment of longevity pay to him/her to the end of the month preceding the month in which such person dies, retires, or is separated from the service of the City.

VI. Calculation of Payment:**A. Normal Payments - In General**

1. Such longevity pay shall be paid to each eligible employee in January and July of each year and shall normally cover the six months preceding the month in which the payment is made.

2. Longevity pay for each eligible employee shall be calculated by multiplying the base pay of such employee for the month of January or July next preceding the month in which such longevity pay is to be paid by the number of months intervening from the month preceding the month in which longevity pay was last made to and including the month preceding the month in which payment of longevity pay is to be made. The results thus obtained shall then be multiplied by the applicable percentage rate as shown in the schedule in Section I and the result shall be the amount of longevity pay to be paid.

B. Proration for Discontinuous Service

In the event an employee's anniversary of his/her adjusted service date (leave progression date) for longevity purposes falls within any six month period for which the employee is being paid under the provisions hereof, then the number of full months' service in such period after the said employee's anniversary of his/her adjusted service date (leave progression date) shall be computed at the higher rate indicated in Section VI and the remainder of the months shall be calculated at the lower rate indicated in Section VI. (Example: If an employee hired out as a regular part-time or regular full-time employee with the City on January 13, 1981, the employee's 20 year anniversary of his/her adjusted service date (leave progression date) would be on January 13, 2001. For the payment in July 2001, the employee would receive payment for January 2001, calculated at the 4% rate, and for February, March, April, May and June 2001, calculated at the 5% rate.) except as otherwise provided by law and Section IV.

- VII. The provisions of this policy and the payments authorized hereby shall apply prospectively only.

Effective Date: 10/01/76
Date Issued: 10/01/76
Date Revised: 01/09/78
Date Revised: 01/22/90
Date Revised: 07/26/99
Date Revised: 10/01/00
Date Revised: 02/01/11