

**ALLEGAN COUNTY  
POLICY**



**TITLE: LONGEVITY  
POLICY NUMBER: 505**

**APPROVED BY: Board of Commissioners**

**EFFECTIVE DATE: December 13, 2012**

1. **POLICY:** The County will pay eligible employees an annual longevity payment based on a payment schedule.
2. **ELIGIBILITY:** To be eligible for longevity pay an employee must meet the following criteria:
  - 2.1. Full-time employees must be scheduled to work 36 or 40 hours per week. To receive the full benefit the employee must have an annual average of sixty (60) or more hours per pay period.
  - 2.2. Part-time employees must be scheduled to work at least 20 hours per week. To receive 50% of the benefit the employee must have an annual average of forty (40) or more hours per pay period.
  - 2.3. The employee must have been hired before January 1, 2001.
  - 2.4. Effective January 1, 2010, only employees who had previously been paid the longevity benefit shall be eligible to receive the longevity benefit.
3. **See Also:** Collective Bargaining Agreements where applicable.
4. **Payment Schedule:** The longevity payment shall be paid to eligible employees in accordance with the following schedule:

Five (5) through seven (7) years of service \$300.00  
Eight (8) through eleven (11) years of service \$350.00  
Twelve (12) through nineteen (19) years of service \$400.00  
Twenty (20) years or more of service \$450.00
5. **Payment Date:** Longevity pay shall be paid in a lump sum payment on or after December 1 each year.
6. **Proration of benefit:**
  - 6.1. In the event that an eligible employee dies during the course of the year, his/her spouse or designated beneficiary shall receive a prorated amount of longevity pay.
  - 6.2. In the event that an eligible employee retires, is laid off, or takes an extended leave of absence, his/her amount of longevity pay will be prorated on the basis of the hours paid for during that year.

6.3. Employees that resign (other than in accordance with 6.2) or are involuntarily terminated will not be eligible to receive longevity pay (in whole or prorated) for service performed within the year of resignation/termination.

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. If an employee separates from employment and then returns to employment with the County, the prior service shall not be counted.