

Jefferson County Government

Monitoring: Review: Annually	Descriptor Term: Longevity Pay Policy	Page: 1 of 1	Date Issued 11-30-09
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1. Purpose

- 1.1 The purpose of the Longevity Pay Policy is to provide a financial incentive to Jefferson County Government Employees for years of continued service to the county.
- 1.2 Longevity pay will be issued in the amount of one hundred dollars (\$100) per year for each year of eligible service for a maximum of fifteen (15) years.

2. Eligibility

- 2.1 Elected officials are not eligible for Longevity Pay.
- 2.2 Employees must have three (3) complete years of continued service as full-time Jefferson County Employees.
- 2.3 For the purpose of Longevity Pay one year of service shall be computed from July 1st of one calendar year to June 30th of the next calendar year.
- 2.4 Only system wide, non Board of Education, Jefferson County Government personnel are eligible provided they meet all requirements.
- 2.5 Full-time employee for the purpose of the Longevity Pay Policy shall mean an employee who is on the Jefferson County Government payroll and eligible for full benefits.

3. Break in Service

- 3.1 It may be necessary for an employee to have a break in service due to layoffs, sickness, or other issues not anticipated. If an employee voluntarily terminates their employment with the county, then all past service credit is forfeited.
- 3.2 In the event of a break in service for a previous full-time employee returning to full-time status, the department head shall have the discretion of bridging the lapse in service time. A break in service shall not exceed six (6) months to receive consideration under Section 3.2.

4. Transfers

- 4.1 An employee transferring from the Jefferson County School system to the Jefferson County Government will have their time in the school system recognized for the purpose of Longevity Pay eligibility.

5. Payment

- 5.1 Longevity pay will be provided with the last payroll check issued in June for the eligible year.