

RESOLUTION NO. 24-05

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING THE PERSONNEL POLICY & PROCEDURE MANUAL TO INCLUDE CHANGES TO CHAPTER 9, EMPLOYEE BENEFITS PROVIDING FOR POLICY #9-10 LONGEVITY PAY

WHEREAS, The Breckenridge City Commission finds it in the best interest of the city and its employees, that the Employee Benefit policy be amended to include longevity pay

WHEREAS, the Breckenridge City Commission designates the City Secretary and/or the City Manager and/or Interim City Manager, as the authorities that have the power to write, reject, or alter the Personnel Policy & Procedure Manual for the City Commission to review and approve; and,

WHEREAS, after reviewing the proposed changes to the Personnel Policy and Procedure Manual, the Breckenridge City Commission finds it is in the best interest of the City and its employees to amend the Personnel Policy and Procedure Manual as provided.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS: Approves changing Chapter 9 - Employee Benefits of the Personnel Policy & Procedure Manual to include Policy #9-10 Longevity pay (attached as Exhibit "A")

PASSED AND APPROVED this 5th day of March 2024 by the Breckenridge City Commission.

Bob Sims,
Mayor

ATTEST:

Jessica Sutter City Secretary

RESOLUTION 24-05
EXHIBIT "A"

9.10 Longevity Pay

The purpose of this policy is to identify the rules and procedures regarding longevity pay to city employees. The City of Breckenridge awards longevity pay to all employees who meet the guidelines outlined below. Longevity pay is to acknowledge and reward the long-time service of our employees.

- A. **ELIGIBILITY:** Employees eligible to receive longevity pay include all regular full-time employees who are actively employed with the City and have completed at least one year of service.
- B. **ACCRUAL:** Longevity will be computed by multiplying the number of years of service completed times the monthly longevity rate accrued. The monthly longevity rate is determined by the schedule below and is based on the full years of service.

Years of Service	Monthly Longevity Rate
1-4	\$2.00
5-9	\$2.50
10-14	\$3.00
15-19	\$3.50
20+	\$4.00

EXAMPLE: 5 years of service

5 (years of service) x \$2.50 (Monthly longevity rate) = \$12.50 per paycheck

- C. **PAYMENT:** Longevity payments will be based on the employee's anniversary date (one full year) and will begin on the first pay period following the employee's first-anniversary date. Payments will be made during each pay cycle (generally 26 per year).
- D. **UPON CHANGE IN EMPLOYMENT STATUS OR SEPERATION:** If an employee changes from full-time to part-time status, longevity pay will cease. For an employee who begins their tenure with the city as a part-time/temporary employee, and who subsequently converts to full-time employee status, time worked for the city as a part-time/temporary employee will not go towards time eligible for longevity. If an employee is rehired by the city, longevity pay will start from the current new hire start date.
- E. **REQUIRED DEDUCTIONS:** Longevity pay is considered income and is subject to social security, Medicare, federal income tax, and TMRS deductions as required by state and federal law.