

# **City of Joshua Personnel Policies and Procedures**

## **Section 4: Compensation**

### **4.9 SERVICE RECOGNITION PROGRAM & LONGEVITY**

Origination December 20, 2018  
Revised October 21, 2021

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#### **A. LONGEVITY PAY**

##### **Purpose & Scope**

To recognize employees' years of service and career commitment to the City of Joshua. This policy applies to all regular, full-time employees.

##### **Eligibility**

All regular, full-time employees who have completed twelve (12) full calendar months of full-time service as of October 1st of each year are eligible to receive longevity pay in November of that year on the second pay period of that month.

Longevity pay is based on the number of years of continuous service with the City of Joshua. If a break in service occurs, longevity will accumulate from the new hire date or reinstatement date and will not include prior service.

Longevity will not accrue during periods of unpaid leave, including unpaid FMLA.

##### **Amount**

Longevity pay is for each month of service as of October 1, up to twenty (20) years with a maximum of \$1,200. The amount of longevity pay is determined by the City Council through the budget process each fiscal year and is subject to change with each budget year.

#### **B. MILESTONE AWARDS**

The City offers the following to each full-time employee's milestone recognition.

##### **Five-Year Award**

Five-year service pin or logoed item

A gift to be determined

##### **Ten-Year Award**

Ten-year service pin or a logoed item

A gift to be determined

### **Fifteen-Year Award**

Fifteen-year service pin or a logoed item

Acknowledgment by City Manager at Executive team meeting

A gift to be determined

### **Twenty-Year Award**

Twenty-year service pin or a logoed item

Listing on the City website

A gift to be determined

### **Twenty-Five Year Award**

Twenty-five-year service pin or a logoed item

Acknowledgment by Mayor at City Council meeting (Department Head coordinates with City Manager's office per employee's request)

Listing on the City website

Letter from City Manager

A gift to be determined

### **Thirty-Year Award**

Thirty-year service pin or a logoed item

Acknowledgment by Mayor at City Council meeting (Department head coordinates with City Manager's office per employee's request)

Listing on the City website

Letter from City Manager

Thirty-year portrait

A gift to be determined

### **C. IMPLEMENTATION**

On the first of each month, Human Resources will provide department heads with a list of milestone

eligible employees. Department heads are then responsible for coordinating all recognition activities noted above. Thirty-year employees may choose to have a portrait taken that will be hung in City Hall. The employee will receive their portrait when they retire.

A paid leave day will consist of one (1) eight (8) hour shift, excluding Fire and Police shift personnel. A paid leave day for Fire and Police shift personnel will consist of twelve (12) hours of paid leave.

Employees must use all awarded paid leave within one year of his/her anniversary date. The supervisor must approve scheduling. Paid leave will be shown as Administrative Leave with Pay.