City of Joshua Personnel Policies and Procedures

Section 4: Compensation

4.9 LONGEVITY PAY & SERVICE RECOGNITION PROGRAM	Origination December 20, 2018 Revised October 21, 2021 Revised March 6, 2023

The purpose of this policy it to recognize employees' years of service and career commitment to the City of Joshua.

A. LONGEVITY PAY

Eligibility

All regular, full-time employees are eligible to receive longevity pay.

Longevity pay is based on months of continuous service with the City of Joshua. If a break in service occurs, longevity will be calculated from the latest hire date or reinstatement date and will not include prior service.

Amount

Longevity pay is earned for each month of continuous service. The amount of longevity pay shall not fall below four dollars ($4) per month and is determined by the City Council through the budget process each fiscal year.

Longevity pay will be paid in a lump sum and processed on the second payroll in November.

B. SERVICE RECOGNITION PROGRAM

Eligibility

All regular, full-time employees who reach five, ten, fifteen, twenty, twenty-five, and thirty years of continuous service will receive the items listed below. Service awards are presented to employees in December. Human Resources will be responsible for managing the Service Recognition Program.

Five-Year Award

Five-year service logoed item

A gift to be determined (valued at $100)

Ten-Year Award

Ten-year service logoed item

A gift to be determined (valued at $200)

Fifteen-Year Award

Fifteen-year service logoed item

A gift to be determined (valued at $300)

Twenty-Year Award

Twenty-year service logoed item

A gift to be determined (valued at $400)

Twenty-Five Year Award

Twenty-five-year service logoed item

Acknowledgment by Mayor at City Council meeting

Letter from City Manager

A gift to be determined (valued at $500)

Thirty-Year Award

Thirty-year service logoed item

Acknowledgment by Mayor at City Council meeting

Letter from City Manager

A gift to be determined (valued at $600)