

# City of Joshua Personnel Policies and Procedures

## Section 4: Compensation

### 4.9 LONGEVITY PAY & SERVICE RECOGNITION PROGRAM & LONGEVITY

Origination December 20, 2018

Revised October 21, 2021

Revised March 6, 2023

~~The purpose of this policy is to recognize employees' years of service and career commitment to the City of Joshua. This policy applies to all regular, full-time employees.~~

#### 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~~months of continuous service with the City of Joshua. If a break in service occurs, longevity will ~~be accumulate~~calculated from the ~~new latest~~ 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 earned for each month of continuous service ~~as of October 1, up to twenty (20) years with a maximum of \$1,200.~~ 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 ~~and is subject to change with each budget year.~~

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

#### B. ~~MILESTONE AWARD~~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. 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 (valued at \$100)

### **Ten-Year Award**

Ten-year service ~~pin or a~~ logoed item

A gift to be determined (valued at \$200)

### **Fifteen-Year Award**

Fifteen-year service ~~pin or a~~ logoed item

~~Acknowledgment by City Manager at Executive team meeting~~

A gift to be determined (valued at \$300)

### **Twenty-Year Award**

Twenty-year service ~~pin or a~~ logoed item

~~Listing on the City website~~

A gift to be determined (valued at \$400)

### **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 (valued at \$500)

### **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 (valued at \$600)

#### ~~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.~~