

# 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

Revised October 17, 2024

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The purpose of this policy is 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. The longevity rate and maximum accrual, if applicable, will be 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)