

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Longevity</b>		
	Number: C-5	Revision: 1	Effective Date: 04/26/18

## **1.0 Policy**

It is a policy of the City to recognize and reward service with the City and to comply with state statutes regarding longevity pay.

## **2.0 Procedure/Rule**

2.1 The City pays each regular, full-time employee longevity pay in the amount of \$4.00 per month for each full year of service with the City.

2.1.1 Longevity pay begins after the completion of the first full year of service.

2.1.2 Longevity pay is paid one time each year, with a lump-sum payment. For example, if Employee A has been with the city for two years, at the end of the second year, Employee A will receive a lump sum payment equal to \$4 per month, excluding the months worked in year one (\$4 x 12 months = \$48). In year five, Employee A will receive a \$192 lump sum payment (\$4 x 48 months = \$192).

2.1.3 Upon termination of employment, an employee shall receive a pro-rated longevity payment based on the number of months employed in the calendar year in which he resigns. For example, if Employee B worked for the City for 4 ½ years, resigning at the end of June, Employee B would receive longevity pay equal to \$4 per month, excluding the months worked in year one. In this situation, Employee B would receive \$168 (\$4 x 42 months = \$168).

2.1.4 Longevity Pay does not increase beyond 25 years of service. If an employee has more than 25 years of service, he/she receives an annual payment equal to 25 years of longevity pay.