

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES	POLICY #: 06.03.02
SECTION: 03 COMPENSATION	
SUBJECT: 02 LONGEVITY BENEFITS	
	OFFICE/DEPARTMENT: PERSONNEL
	EFFECTIVE DATE: 12/01/94
	CITY MANAGER: Tony O'Rourke
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PURPOSE

To provide benefit incentives to long-term employees, giving recognition for continuous and meritorious service. Longevity benefits are available within these guidelines.

DEFINITIONS

1. Full-time regular employees are defined as those employees in pay status a minimum of 40 hours per week on a regular, continuous basis in a budgeted position, and may be eligible for Section A and Section B of Longevity Benefits provided the employee is not participating in the 73 Longevity Plan.
2. Part-time regular employees are defined as those employees in pay status a minimum of 1040 hours per year in a budgeted part-time position and may be eligible for only Section A of Longevity Benefits.

LONGEVITY BENEFITS

Section A: Longevity Pay

Eligibility

Employees eligible for Section A are those full time regular and part time regular employees who have been employed with the City on a regular, continuous basis in a budgeted position for a minimum of five years or have completed their fifth year of employment by the end of the calendar year and who are employed on December 1, and provided the employee is not participating in the 73 Longevity Plan. Any employee not in pay status on December 1 will receive benefit upon returning to pay status.

Benefit

Eligible employees shall receive a one-time payment each year at the rate of 1% of their

December 1 annual base salary for full-time employees, and at the rate of 1% of their preceding 12 month earnings for part-time employees.

Section B: Longevity Lump Sum Bonus

Eligibility

Employees eligible for Section B are those employees who:

- a) have been employed with the City on a regular full-time and continuous basis for a minimum of ten years,
- b) have an overall 'Meets Expectations' or above rating on the previous employee evaluation,
- c) have not previously received the 10th year, or 15th year, or 20th year 2.5% former benefit,
- d) do not exceed their position's Maximum Pay by 10% as of their hire anniversary date,
- e) are not participants in the 73 Longevity Plan,
- f) have been in regular pay status for one month as of their hire anniversary date if the employee used a leave without pay period of 15 or more consecutive workdays,
- g) were hired prior to June 1, 1993.

Benefit

Employees will receive a cash Lump Sum Bonus on or about their hire anniversary date beginning with the 10th year hire anniversary, provided all the eligibility conditions are met each year.

HIRE ANNIVERSARY	LUMP SUM BONUS
10, 11, 12, 13, 14 yrs	\$500
15, 16, 17, 18, 19 yrs	\$1,000
20 plus years	\$1,500

Except for the initial transition period (from 10/1/93 - 9/30/94), Longevity Benefits are not retroactive. Employees with 10 year plus hire anniversary dates during the transition period shall receive Section B benefits provided the respective eligibility conditions are met for that period. Employees not meeting all eligibility conditions one year are considered for eligibility in subsequent years.

In the event an employee is not recommended for Section B of this policy, the employee is eligible for reconsideration 12 months subsequent to his/her eligible date.

PROCEDURES

1. Any pay earned for Longevity Benefits is subject to required federal deductions.
2. Each Department Director is responsible for projecting the number of employees eligible for Longevity Benefits in their department and budget accordingly for each fiscal year.
3. Section A: Eligible employees will receive their Section A checks in the last month of the calendar year. Distribution date of the checks will be determined by the City Manager. Employees who terminate from City employment prior to December 1st or terminate prior to their hire anniversary date will not be entitled to any payment of this benefit.
4. Section B: Section B Benefits shall not be paid beyond termination payouts. Employees who terminate from City employment prior to their hire anniversary date will not be entitled to Section B benefits.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior Longevity Pay and Longevity Merit Policies. This Administrative Policy supersedes "Administrative Regulations" promulgated in March, 1979 and subsequently amended on December 1, 1981, on October 1, 1983; and adopted on January 9, 1982 and amended on October 1, 1983 and on July 1, 1985 as Administrative Policies #06.03.02 and #06.03.03; amended January 1, 1990; amended July 8, 1994.