

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION: Benefits**

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**Subject:** Longevity Pay

**Effective Date:** 04/18/2017

**Approved By:** Ord. 17-04-28

**Revision Date:**

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I. **STATEMENT OF PURPOSE:**

The purpose of this policy is to identify the rules and procedures regarding longevity pay to city employees. The City of Frisco awards longevity pay to all employees that meet the guidelines outlined below. Longevity pay is to acknowledge and reward the long service of our employees.

II. **ELIGIBILITY:**

Employees eligible to receive longevity pay include ALL, regular full-time and part-time employees that are actively employed with the City for at least one year as of December 1. For employees who began their tenure with the City as a part-time/temporary employee, and who subsequently converted to full-time employee status, time worked for the City as a part-time/temporary employee will go towards time eligible for longevity.

III. **PROCEDURES:**

**Calculation and Payment of Longevity Pay.** \$4.00 per month will be paid to each eligible Full-time employee for each FULL month employed after 13 months of employment through November 30th for a **maximum of 25 years of service**. Payment for part-time employees will be pro-rated based on their regularly scheduled hours (i.e. an employee working 20 hours per week will be paid \$2 per month). Longevity pay will be paid on December 1<sup>st</sup> or the following business day if December 1<sup>st</sup> is on a Saturday or Sunday.

**EXAMPLE**

Dan started working for the City on February 10, 2014. On his Longevity Check in December 2016 he will receive longevity pay in the amount of \$136.00 (10 months in 2014 - March to December - and 12 months in 2015 and 12 months in 2016 equal to 34 months. 34 months X \$4 = \$136).

**Required Deductions:** Longevity pay is considered income and is subject to Social Security, Medicare, Federal Income Tax and TMRS deductions as required by State and federal law.

**Gaps in Service.** Service with the City eligible for longevity pay does not have to be consecutive. If a former employee returns to work for the City of Frisco, previous time worked for the City as a Full-time employee will be eligible for Longevity Pay.

**Termination of Employment.** If an employee is no longer employed on December 1<sup>st</sup>, they will not receive Longevity Pay that year unless they are certified Police Officers or Firefighters. When a certified Police Officer or Firefighter leaves employment with the City, their Longevity Pay will be calculated through the last full month worked and included on the final paycheck.