



## LONGEVITY PAY PROCEDURE

**Policy Number: 4.3011**  
**Subject Area: Personnel**  
**Adopted: 01/01/0001**  
**Revised: 07/05/2018**

I. For those employees covered by collective bargaining agreements, longevity pay will be awarded in accordance with the applicable agreement. Longevity pay shall be provided to other College employees who work at least 30 hours per week at the time the longevity pay is being awarded in accordance with the guidelines below:

A. 10 Years Completed Service

- Full-Time Executive Managerial Employees \$800.00
- Full-Time Professional Managerial Employees \$800.00
- Full-Time Support Staff (non-union) Employees \$800.00
- 30-Hour Executive Managerial Employees \$640.00
- 30-Hour Professional Managerial Employees \$640.00
- 30-Hour Support Staff (non-union) Employees \$640.00

B. 15 Years Completed Service

- Full-Time Executive Managerial Employees \$1,300.00
- Full-Time Professional Managerial Employees \$1,300.00
- Full-Time Support Staff (non-union) Employees \$1,300.00
- 30-Hour Executive Managerial Employees \$1,040.00
- 30-Hour Professional Managerial Employees \$1,040.00
- 30-Hour Support Staff (non-union) Employees \$1,040.00

C. 20 Years Completed Service

- Full-Time Executive Managerial Employees \$1,500.00
- Full-Time Professional Managerial Employees \$1,500.00
- Full-Time Support Staff (non-union) Employees \$1,500.00
- 30-Hour Executive Managerial Employees \$1,200.00
- 30-Hour Professional Managerial Employees \$1,200.00
- 30-Hour Support Staff (non-union) Employees \$1,200.00

D. 25 Years Completed Service

- Full-Time Executive Managerial Employees \$1,800.00
- Full-Time Professional Managerial Employees \$1,800.00
- Full-Time Support Staff (non-union) Employees \$1,800.00
- 30-Hour Executive Managerial Employees \$1,440.00
- 30-Hour Professional Managerial Employees \$1,440.00
- 30-Hour Support Staff (non-union) Employees \$1,440.00

II. Service time used for determining eligibility for longevity pay will be counted from the first date the employee was a regular employee (non-adjunct, non-temporary, non-student worker) of the College and does not have to be consecutive.

III. Longevity payments shall be made in equal installments over the appropriate number of annual pay periods and shall be considered part of the employee's base salary for all purposes, except when determining salary increases.

IV. Longevity pay shall be awarded twice per year, beginning in the September payroll or the January payroll, pursuant to the employee's original hire date. For longevity pay awarded in January, such pay shall be prorated accordingly.

V. No retroactive longevity payments will be made pursuant to this policy and procedure.

