

## Longevity Pay Policy

### PURPOSE

The purpose for longevity pay is to recognize long-term service employees that work for Grand Traverse County.

### POLICY & PROCEDURE

Regular full-time employees and regular part-time employees (on a pro-rated basis) hired prior to January 1, 2005, shall receive a longevity bonus payable as a separate check in December in accordance with the following schedule:

After completion of five (5) years of continuous service from the employee's last date of hire the employee shall receive a \$50 longevity bonus. In December of the sixth and succeeding years thereafter, \$50 annually will be added to the longevity bonus with no maximum limit.

For those employees hired prior to February 1, 1985, and who selected Plan A on the "Employee Election of Longevity Pay Plan" prior to May 23, 1985, a longevity bonus shall be payable as a separate check on the first pay date in December in accordance with the following schedule:

- After 10 years of continuous service: 5% of base pay
- After 15 years of continuous service: 10% of base pay

This payment shall be pro-rated over the remainder of the calendar year in which completion of the 10 years (or 15 years) service occurs.

For those regular full-time and regular part-time (on a pro-rated basis) employees hired prior to January 2, 1990, with Tri-County Health, and who selected Plan C on the "Employee Election of Longevity Pay Plan" prior to January 30, 1990, a longevity bonus shall be payable in accordance with the following schedule:

- 5 through 8 years of service \$300
- 9 through 12 years of service \$450
- 13 through 16 years of service \$600
- 17 and more years of service \$750

At the end of employment with the County, any longevity bonus amounts owed under either plan will be prorated over the time worked until the last record day of employment.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.