

# Longevity

**Regulation Number: 17**

**Revision: January 7, 2016 CURRENT**

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- A. Eligibility for longevity pay (as described herein and outlined in Addendum 17.1) is discontinued for employees whose most recent hire or rehire date occurs on or after July 1, 2011<sup>1</sup>.
- B. Employees who were hired or rehired prior to July 1, 2011 shall continue to be eligible for Longevity Pay, as outlined in Addendum 17.1. Longevity payment will be made annually in a lump sum on or before November 30.
- C. Longevity pay (as outlined in Addendum 17.1) shall be provided to all eligible benefited employees who occupy budgeted positions and are regularly scheduled to work a minimum of at least twenty hours per week. To be eligible for longevity pay, the employee must have completed a period of at least five (5) years of accumulated service with the County on or before October 31 of each year, in accordance with a longevity table approved by the County Manager. The amount to be paid to each eligible employee is calculated based upon full years of service to the County as of October 31 of each year. (Refer to Addendum 17.1.) Longevity pay for part-time employees shall be at a rate proportionate to the number of standard hours scheduled in comparison to a full-time schedule.<sup>2</sup>
- D. Pro rata payments for partial year service shall not be made except under the following circumstances. Employees who have met all other requirements for longevity pay and who retire from County employment after October 31 shall receive a final longevity payment of 1/12 of the earned longevity amount for each full month of service following November 1. An employee terminated after October 31 as a result of a Reduction in Force shall receive a final longevity payment of 1/12 of the earned longevity amount for each full month of service following November 1. A deceased employee whose death occurs after October 31 and who would have otherwise been eligible for longevity pay shall receive a final payment of 1/12 of the earned longevity amount for each full month of service following November 1. Such payment will be received in the deceased employee's final paycheck.

<sup>1</sup>If an employee is rehired after July 1, 2011 and his/her previous Guilford County employment was terminated as the result of a Reduction in Force (RIF), as defined in Guilford County Personnel Regulation 10, the rehired employee shall be entitled to receive cumulative benefited longevity service credit as of the date of his/her separation due to RIF. Payment amount will be determined according to the terms and conditions outlined in the Longevity Pay Plan that was in place as of the date of the employee's RIF.

<sup>2</sup>If an eligible employee's status changes from full to part-time or vice versa, the amount of Longevity pay received will be pro-rated to correspond with the amount of time worked in each status during the 12 months prior to the October 31 cut-off.