

# HOUSING AUTHORITY OF THE CITY OF LUMBERTON

## *LONGEVITY POLICY*

### **Policy**

Longevity pay is to recognize long-term, dedicated service through employment with the Housing Authority of the City of Lumberton (HACL). An eligible employee with at least five (5) years of total service to the HACL shall receive a lump sum payment annually as outlined below. Payment shall be made during the same monthly pay period or by the second biweekly pay period following the date the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.

### **Covered Employees**

Full-time, permanent employees are eligible for longevity pay. Part-time, temporary, intermittent employees are not eligible for longevity pay.

### **Amount of Longevity**

Annual longevity pay amounts are based on the length of total HACL service and a percentage of the employee's annual rate of base pay on the date of eligibility. Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table:

Years of Total HACL Service	Longevity Pay Rate %
5 but less than 10	1.00
10 but less than 15	1.50
15 but less than 20	2.25
20 but less than 25	3.25
25 or more	4.50

(NOTE: Salary increases effective on the longevity eligibility date shall be incorporated in the base pay before computing longevity.)

### **Total HACL Service Defined**

Total HACL service is the time of full-time employment of employees with a permanent, trainee, and/or probationary appointment. If an employee so appointed is in pay status or is on authorized military leave or workers' compensation leave for one-half or more of the regularly scheduled workdays and holidays in a pay period, credit shall be given for the entire pay period. If an employee's work schedule is less than 12 months and the employee works all the months scheduled, the agency shall credit time for the full year; however, if the employee works less than the scheduled time, the agency shall credit time on a month for month basis for the actual months worked.

### **Separation – Prorated Longevity Payment**

A prorated longevity payment shall be made to an eligible employee who retires, resigns or is

otherwise separated before the date of annual eligibility. When an employee dies, payment shall be made to the estate. The longevity pay amount shall be computed on the salary as of the last day worked; then it is prorated by an amount equal to the proportion of the year worked toward the annual eligibility date.

*Example: The employee will receive 1/12 of the annual amount for each month worked toward the next longevity payment. Thus, if an employee received longevity on January 1 and separates on July 31, 7/12 of the full longevity payment would be paid.*

The payment should be made to the nearest cent rather than the nearest dollar. The only exception is if an employee has a fraction of a year toward the next higher percentage rate, the payment would be based on the higher rate. For example, if an employee has 19 years and 3 months service, the payment would be 3.25% rather than 2.25%. If the employee is reinstated, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months since the last full longevity payment. The balance due is computed on the annual salary being paid at the completion of the 12 months.

### **Appointment Change**

If an employee's appointment changes to an appointment type that is ineligible for continued longevity pay, a prorated longevity payment shall be made as if the employee were separating from HACL service. Exception: The prorated payment is not required if the appointment change is of a temporary nature and will result in the employee returning to their longevity eligible appointment status prior to their next annual eligibility date.

### **LWOP (except Military Leave, Short-Term Disability, and WC Leave)**

If an eligible employee goes on leave without pay, longevity shall not be paid until the employee returns and completes the full year. If, however, the employee should resign while on leave without pay, the prorated amount for which the employee is eligible is paid.

### **Military Leave**

If an eligible employee goes on extended military leave without pay, a longevity payment computed on a prorated basis shall be paid. The balance will be paid when the employee returns and completes a full year. Then, a full payment will be made on the employee's longevity date that was established before going on leave without pay.

*Example: Received longevity on 6-1-95 on 11 years; extended military leave without pay on 9-1-95 (pay 3/12 longevity on 12 years); reinstated on 12-1-96; pay 9/12 longevity effective 9-1-97 on 13 years (has 13 years 3 months total State service); pay full longevity effective 6-1-98 on 14 years.*

### **Short-Term Disability**

If an eligible employee goes on leave without pay due to short-term disability, a prorated longevity payment may be made at the time the employee leaves.

**Workers' Compensation**

If an eligible employee goes on workers' compensation leave, longevity shall be paid as if the employee were working.

**Agency Responsibility**

The HACL Personnel Director shall be responsible for determining the quantity of qualifying service of each employee of that agency. Upon eligibility for longevity pay, the agency shall submit proper forms for payment and certify the length of qualifying service to the Payroll Officer.

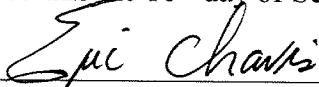
**Effect of Longevity Pay**

Longevity pay is not a part of annual base pay for, nor is it to be recorded in personnel records as a part of annual base salary.

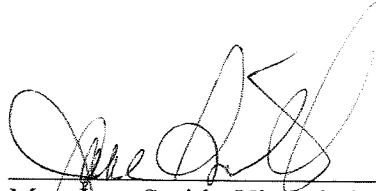
**Effective Date of Policy**

This policy shall become effective immediately upon the adoption by the HACL Board of Commissioners and payment shall be made to each affected employee as budgeted within the respective annual operating budgets as approved under HACL Board Resolution.

Adopted this the 16<sup>th</sup> day of September, 2013,



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Mr. Eric Chavis, Chairman  
Housing Authority of the City of Lumberton



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Mrs. Jane Smith, Vice-chairperson  
Housing Authority of the City of Lumberton