



In our new *Employment Handbook*, the [bottom of page 12, Chapter 3 Section 5, Longevity Pay](#), states:

All employees who complete 10 years of continuous service are eligible for longevity pay as described in this section. Unpaid interruptions to continuous service of 4 work weeks or longer will delay longevity pay eligibility by the length of the absence. Example: you completed 10 years of service, but had an unpaid leave (see Chapter 5, Section 3.6) of 6 work weeks in that 10th year of service. Those 6 work weeks are added on to the 10 years making your longevity pay eligibility date 10 years and 6 work weeks.

Once you reach the longevity eligibility date as described above, you will receive a lump sum payment of \$400. For each successive year of continuous service as described above, the lump sum payments will increase by \$25 until 20 years of continuous service is reached. Lump sum payments for 20 years and each successive year will be capped at \$650. Longevity payments will be made on the first payroll following your longevity eligibility date.

I seek clarification on the very first sentence: does all employees mean **all** employees? Under the previous *Personnel Manual*, longevity pay was available only to hourly employees. If the Board wishes to affirm that this means all employees, no further action is needed and I will budget accordingly.

If the Board wishes to limit which employees get the longevity pay, please consider using one or more of the following classifications from [page 7, Chapter 2, Section 2.2, Employee Classifications](#):

1. Regular Full-Time: Employees who are regularly scheduled to work, and who do regularly work, 40 hours per week.
2. Regular Part-Time: Employees who are regularly scheduled to work, and who do regularly work, less than 40 hours per week.
3. Intermittent (Full-or Part-Time): Employees who do not have regular recurring schedules. These employees typically work when needed, for example, to cover absences of regularly scheduled employees.
4. Temporary (Full-or Part-Time): Employees who are hired as interim replacements to fill vacant positions or to temporarily supplement the workforce. They may be full-time or part-time, but they are scheduled to work for a limited period of time. Employment beyond any initially stated period does not in any way imply a change in employment status.
5. Contract Employees: If an Employee has signed an employment contract with the Board of Trustees and any term of said contract conflicts with this Handbook, the contract terms will control. All other terms of employment will be governed by this Handbook.

There are currently 3 contract employees and 2 intermittent employees at the library, but only 2 of these 5 would be eligible to receive the benefit at this time. The budgetary implications are \$975 for this year, and could go up to \$3,250 if all 5 employees were here to 20 years and beyond.

Submitted by John Rucker