



City of Northampton, Massachusetts
Human Resources Department

**POLICY & PROCEDURE
NUMBER 500-2**

**Effective Date: 4/08/96
Revision Date: 6/21/98**

LONGEVITY COMPENSATION

I. POLICY

It is the policy of the City of Northampton to recognize the long term service of employees by offering longevity compensation financial incentives based on length of service to the City.

II. PURPOSE

This policy is issued for the guidance of operating officials who are responsible for initiating longevity increases and for the general information of our employees.

III. APPLICATION

For the purpose of the Longevity Compensation Plan, this policy applies to provisional and permanent full-time and part-time employees. Also, employees who worked for the City of Northampton under the Emergency Employment Act (EEA) or the Comprehensive Employment and Training Act (CETA) may receive creditable service credit for longevity purposes provided that there was no break in service between employment with the city under one of these programs and subsequent appointment as a provisional or permanent full-time or part-time employee with the City of Northampton. *Note: This policy does not apply to employees who have other contractual agreements for longevity compensation.*

IV. DEFINITIONS

- A. Full-time employee -- one who regularly works at least thirty-five (35) hours per week.
- B. Part-time employee -- one who regularly works at least twenty (20) hours per week up to and including thirty-four (34) hours per week.
- C. Creditable service -- continuous service as a provisional or permanent full-time or part-time employee (includes EEA. and CETA employment with the City of Northampton provided there was no break in service.)
- D. Paid status -- working fifty (50) percent or more of a regularly scheduled work week for 52 weeks.

V. PROCEDURES

A. All full-time employees shall be eligible for longevity payments in accordance with the following schedule:

1. Upon completion of five (5) years of *continuous* service a sum of one hundred dollars (\$100.00) shall be added to his pay; once each year thereafter through the ninth (9th) year of *continuous* service he shall receive a longevity payment of \$100.00.
2. Upon completion of ten (10) years of *continuous* service a sum of five hundred dollars (\$500.00) shall be added to his pay; once each year thereafter through the fourteenth year of *continuous* service he shall receive a longevity payment of \$500.00.
3. Upon completion of fifteen (15) years of *continuous* service a sum of six hundred dollars (\$600.00) shall be added to his pay; once a year each year thereafter through the nineteenth year of *continuous* service he shall receive a longevity payment of \$600.00.
4. Upon completion of twenty (20) years of *continuous* service a sum of seven hundred dollars (\$700.00) shall be added to his pay; once a year thereafter through the twenty-fourth year of *continuous* service he shall receive a longevity payment of \$700.00.
5. Upon completion of twenty-five (25) years of *continuous* service a sum of eight hundred dollars (\$800.00) shall be added to his pay; once a year thereafter he shall receive a longevity payment of \$800.00.

B. Effective FY99, all part-time employees, defined as working at least twenty (20) hours per week up to and including thirty-four (34) hours per week, shall be eligible for longevity payments in accordance with the following schedule:

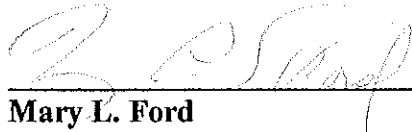
5 years - 9 years.....\$ 75 per year
10 years - 14 years.....\$ 375 per year
15 years - 19 years.....\$ 450 per year
20 years - 24 years.....\$ 525 per year
25 years +.....\$ 600 per year

C. Payment of longevity compensation shall be made on an annual basis and shall be paid on the *last pay day of the month in which the anniversary date occurs*.

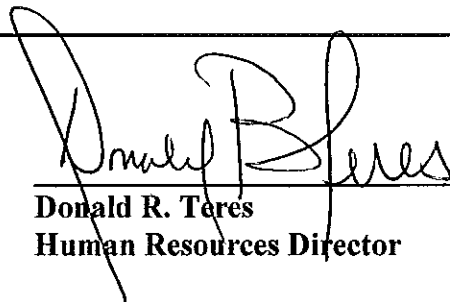
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- D. To be eligible for the longevity compensation benefit, employees must be in a *paid status* at least fifty (50) percent of their regularly scheduled work week for 52 weeks. Suspension time (time lost through suspension for cause) or leave of absence to engage in other employment shall be deducted from the employee's total years of service to date.
- E. Those employees leaving the service of the City of Northampton through retirement or death shall be given credit for one (1) year of service if they have had at least six (6) months service following their anniversary date.
- F. As provided by Chapter 150E of the General Laws, if a conflict should arise between these regulations and a negotiated agreement, the contract shall prevail.

Approved:



Mary L. Ford
Mayor



Donald R. Teres
Human Resources Director

Revision History:

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