




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: A19
SUBJECT: LONGEVITY PAY	EFFECTIVE DATE: 09/01/2018
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 08/18/2010

A. **PURPOSE**

1. Longevity pay is provided to encourage retention of employees by recognizing the value of long-term service with the City.
2. To comply with Section 141.032 of the Texas Local Government Code, this provides that each member of the fire and police department is entitled to receive longevity pay of \$4 a month for each year of service in the department not to exceed 25 years in a municipality with a population of 10,000 or more. However, the City of Leon Valley provides Longevity pay to all positions and does not limit the years of services that an employee receives Longevity Pay.

B. **PROCEDURES**

1. All employees will be eligible for Longevity Pay after they have completed one full year of employment. Longevity pay is calculated from November 1st to November 1st of each year.
2. Employees will receive \$4.00 a month for each year of service with the City that will be paid to all employees on the pay period prior to the Thanksgiving holiday or the week of the Thanksgiving holiday. This will depend on when the pay period ends.
3. Employees that leave prior to the second pay period in November will be entitled to the portion of the longevity they have completed for the preceding year. For example, if an employee terminates employment six months prior to November 1st, they will get half of their entitled longevity; if an employee terminates employment three months prior to November 1st, they will get one quarter of their entitled longevity. The exact amount of longevity pay will be calculated by the Finance Director.

C. **RESPONSIBILITIES**

1. Department Heads are responsible for updating their procedural manual to reflect any revised policies.
2. The Finance Director is responsible for ensuring that the Longevity Pay is paid to the Employees as indicated above.