



Longevity Pay Policy

Purpose

It is the commitment of the City of Easthampton to recognize and encourage the longevity of the City's employees. The City benefits from the experience and increased skills that long-serving employees bring to the workplace. The City has established a longevity pay incentive for full-time non-unionized employees under the city pay plan.

Guidelines

Longevity Payments

The basis for longevity payment is as follows:

- Upon completing ten (10) years of full-time continuous service, regardless of classification, the City shall add a sum of two-hundred and fifty dollars (\$250.00) per annum to the employee's base pay.
- Upon completing fifteen (15) years of full-time continuous service, regardless of classification, the City shall add a sum of five hundred dollars (\$500.00) per annum to the employee's base pay.
- Upon completing twenty (20) years of full-time continuous service, regardless of classification, the City shall add a sum of seven hundred and fifty dollars (\$750.00) per annum to the employee's base pay.
- Upon completing twenty-five (25) years of full-time continuous service, regardless of classification, the City shall add a sum of one thousand dollars (\$1,000.00) per annum to the employee's base pay.
- Upon completing thirty (30) years of full-time continuous service, regardless of classification, the City shall add a sum of one thousand two hundred and fifty dollars (\$1,250.00) per annum to the employee's base pay.
- Upon completing thirty-five (35) years of full-time continuous service to the City, regardless of classification, shall add a sum of one thousand five hundred dollars (\$1,500.00) per annum to the employee's base pay.

Length of Service Determination

The following factors determine an employee's length of service:

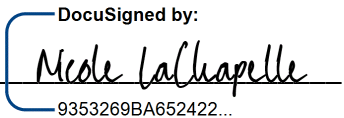
- Employment with the City must be continuous.
- Employment shall be counted from the first day, regardless of whether the appointment was made on an emergency, temporary, provisional, or permanent basis, so long as employment is continuous and full-time.
- Promotions and transfers shall not constitute as breaks in continuous services provided there is no time lost.

- Suspension in employment due to lack of work or lack of funds shall not change the original employment date as determined above, but the time lost through such suspension shall be deducted from the total time employed. Leaves of absence shall not change the original employment date as determined above, and the time lost through such leave shall be deducted from the total time employed.

Longevity pay for employees shall be effective on the anniversary date of employment. Employees who begin work between the first day of January and the last day of June shall have their anniversary dates as the preceding first day of January. Employees who begin work between the first day of July and the last day of December shall have their anniversary dates as the following first day of January.

Longevity payments shall be made as a lump sum during the month of December each year unless the employee terminates employment during the year, in which case, payment will be prorated for the time worked during that year.

This policy change goes into effect July 1, 2023.

Mayor's Approval:  Date: 11/3/2022

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