

P4506 LONGEVITY PAYMENTS

BOARD POLICY:

Permanent classified employees who work 20 hours or more per week are eligible for longevity payment if they meet the established qualifications.

Administrative Implemental Procedures:

1. An employee's longevity shall be determined by counting the years of continuous service as an employee of Unified School District 259 in any position which is permanent and requires a working schedule of 20 hours or more per week. Classified employees who were eligible for longevity during 2013-2014 will be paid by November 29, 2013. (See AIP 3.) Notwithstanding anything to the contrary—herein, for the 2014-2015 school year longevity payments shall not advance and will remain at the 2013-2014 level subject to Article VIII, Paragraph Z of the SEIU Agreement.
2. Any discontinuity in employment, regardless of length, shall result in full loss of longevity.
3. Classified employees shall qualify for longevity payments according to the following schedule:

10 to 19 years 3% of July 1 base salary
20 to 29 years 7% of July 1 base salary
30 or more years 11% of July 1 base salary

The percentages specified in AIP# 3 above shall be applied to the employee's base salary as of July 1 excluding all certificates, differentials, overtime, etc., and shall not be affected by any increases due to merit, reclassification, or adjustment occurring after July 1. To be eligible for a particular longevity category in AIP# 3, an employee must have started that number of years of continuous service on or before July 1. Classified employees who complete nine (9) years of employment with the Board on or before July 1, 2013, will be eligible for longevity only for 2013-2014. Notwithstanding anything to the contrary herein, classified employees who complete nine (9) years employment with the Board on or before July 1, 2014, will not advance to receive a longevity payment for the 2014-2015 school year, subject to Article VIII, Paragraph Z of the SEIU Agreement.

4. All longevity payments shall be made as a single payment in November in accordance with regular payroll procedures and shall be subject to all applicable deductions. Any employee whose employment terminates prior November 15 shall receive no part of any longevity payment.

Administrative Responsibility: Human Resources

Latest Revision Date: September 2013

Previous Revision Date: July 2013 P4506

Reference: *Policies and Procedures for Classified Personnel*