

## CP 2.2.1 Longevity Pay for College Personnel

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### ***Related Board of Trustee Policy: BP 2.2***

**Responsible Official** VP of Finance and Administration

**Approvals** 11/15/99

**Revision**

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### **Procedure**

Employees of colleges in the community college system assigned to full-time permanent or full-time temporary positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in State Board of Community Colleges Code 1C SBCCC 400.98

An employee assigned to a full-time permanent or full-time temporary position is eligible for longevity pay only after the date the employee has completed ten (10) years of total service with a community college, a school administrative unit, or an agency.

Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and/or school administrative units and a percentage of the employee's annual rate of pay on the date of eligibility.

Longevity pay amounts are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

<b><u>Years of Total State Service</u></b>	<b><u>Longevity Pay Rate</u></b>
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personal and payroll records as a part of annual base or contract salary. Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity.

The payment of longevity pay to eligible employees is automatic. Payments shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12 month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.

Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g. state, federal, and local funds.)