



## Human Resources Policies and Procedures

Policy Title: <b>Longevity Service Award</b>	Policy Number: <b>4.11</b>
Effective: <b>November 19, 2018</b>	
Approval:	Page 1 of 2

### 1.0 Scope

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Full-time<br><input checked="" type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary/Contract<br><input checked="" type="checkbox"/> Non-Union | <input type="checkbox"/> Union<br><input type="checkbox"/> Independent Contractors<br><input type="checkbox"/> Visitors, Vendors, Volunteers<br><input type="checkbox"/> Board and Commission Members |
|--|---|

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

The Longevity Service Award is established for regular full-time and part-time non-union employees (except the City Administrator) of the City of Ann Arbor.

### 3.0 Policy

The City may award regular full-time and part-time non-union employees a longevity service award at the time of their anniversary as a gift in recognition of service to the City.

#### DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

#### **4.0 Responsibility**

A determination about whether longevity service awards will be given and the amount of the awards will be made by the City on an annual fiscal year basis and will depend on a variety of factors, including budget issues and budgeted position status. It is the responsibility of the City Administrator and Human Resources Services to communicate the on-going nature of this policy.

#### **5.0 Definitions**

**5.1** Longevity Service Awards may be given to individuals at the time of their five-year anniversary and at succeeding years. The amounts of the longevity service awards will increase for employees at their ten year, fifteen year, twenty year and twenty-five year anniversaries. The following example is for regular full-time employees:

5 years	\$300.00
10 years	\$600.00
15 years	\$900.00
20 years	\$1,200.00
25 years	\$1,500.00

**5.2** Longevity Service Awards for regular part time employees will be prorated based on the employee's FTE percentage at the time of the payment.

#### **6.0 Procedures**

Longevity Service Awards will be paid after a service anniversary. Longevity Service Awards will be paid the first pay of the month following the employee's anniversary date. If an employee is no longer employed by the City on his or her anniversary, he or she is not eligible for a longevity service award for that year.

The payment for longevity will be subject to deductions as prescribed by Federal, State and local government existing at the time of this payment. The pension deduction is applicable in this payment.

---

---

**DISCLAIMER**

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.