

**Town of Needham
Longevity Program Policy
Benefits Administration #513**

1. PURPOSE AND SCOPE

The purpose of this policy is to establish eligibility and procedural requirements relating to the administration of the longevity program.

2. APPLICABILITY

This policy applies to all non-represented, full-time and benefit-eligible General Government employees.

3. DEFINITIONS

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

4. POLICY

- 4.1 There shall be added to the annual compensation of each full time employee hired prior to July 1, 2014 the sum of two hundred dollars (\$200) after the completion of each and every five years of continuous employment; paid weekly.
- 4.2 Employees hired prior to July 1, 1998 who have completed twenty (20) years of continuous employment as of June 30, 2018 shall receive one percent (1%) of base salary for each and every five (5) years of employment paid weekly, in lieu of the two hundred (\$200) set forth in Section 4.1. Employees hired on or after July 1, 1998 are not eligible for percentage increments based on longevity.
- 4.3 Longevity payments granted to benefit-eligible part-time employees under the terms of this policy will be pro-rated on the basis that their part-time service bears to full-time service.
- 4.4 Department managers hired after July 1, 1994 are not eligible to participate in the longevity program. Individuals promoted to department manager positions after July 1, 1994 are not eligible to participate in the longevity program, unless approved by the Town Manager in extenuating circumstances.
- 4.5 All non-management employees hired on/after July 1, 2014 are not eligible to participate in the longevity program.

5. PROCEDURES

- 5.1 Military Service Interruption of employment for the purpose of performing military service under orders shall not be deemed a break in continuous employment with the Town for the purpose of determining longevity eligibility, provided that no employment other than military service under orders is entered into during the period of interruption, and that the employee returns to Town service within thirty (30) days after honorable discharge from active military service, or immediately upon release from reserve duty.
- 5.2 Leaves of Absence An employee who elects an unpaid leave of absence of more than ten days per fiscal year shall have his/her longevity date adjusted by the number of calendar days spent on unpaid leave, in accordance with the Leave of Absence Policy.
- 5.3 Special Circumstances This policy is intended to provide a basic framework governing the Town's compensation system and may not contain procedures governing every situation that might arise. The Town Manager may authorize exceptions to the policy under mitigating circumstances.