



## LONGEVITY PAY BEGINNING FISCAL YEAR 2023

1) **FULL TIME REGULAR EMPLOYEES:** All regular, full-time employees with a minimum of five years' continual service to the City shall receive longevity pay, in addition to their regular base pay, in accordance with the following schedule:

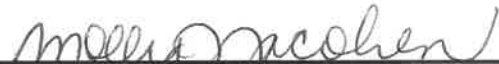
- (A) \$100.00 per year of full-time service, up to a maximum of two-thousand dollars (\$2,000) per year for up to twenty (20) years of full-time service to the City of Commerce.
- I. For longevity pay purposes, the employee's date of service is calculated as of December 31, of the year they began employment. The first December they are employed is considered Year 0, every subsequent December adds one year until Year 5, at which time the employee is eligible for longevity pay of \$500.
  - II. Employees who max out their longevity benefit will continue receiving their \$2,000/year in longevity pay for service exceeding 20 years with the City of Commerce as long as they remain employed in a full-time capacity.

(B) Longevity Pay will be paid in the same manner as employee opts to receive their paycheck and will be paid during the month of November, in a non-pay day week, and as a lump sum "Longevity Pay" payment. This check will be paid out prior to the Thanksgiving holiday.

(C) Employees with prior service credit with the City of Commerce will not receive prior credit for time spent working with the City of Commerce previously. Service credit will be accrued based on continuous, uninterrupted, full-time employment with the City of Commerce.

- I. Employees working for the City of Commerce prior to October 1, 2022 will receive cumulative service credit.
- II. Employees eligible for longevity pay who began employment with the City after October 1, 2022 will not receive credit for time spent working for the City in the past.

2) **PART TIME REGULAR EMPLOYEES:** Part time regular employees are not eligible to receive this benefit. Should a part-time employee become a full-time employee, their service time with the city will start over on the start date of their full-time position.

  
Molly Jacobsen, Director of Administrative Services

  
Howdy Lisenbee, City Manager

09/21/2023  
Date Signed/Adopted