

POLICY TITLE: Compensation: Longevity Pay			NUMBER 304.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>1</u>
ISSUE DATE: March 7, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: March 7, 1983

Policy Statement: It is the policy of the City of Houston to pay each full-time, permanent employee longevity pay in the sum of two dollars (\$2.00) per bi-weekly pay period for each one year of actual service with the City. Such longevity pay shall be given in addition to the employee's base salary.

Policy Basis: Section 12-73 of the Code of Ordinances

Policy Amplification: Longevity pay for employees of the City shall be computed on a bi-weekly basis being effective on the first day of the first pay period following the employee's anniversary date of employment with the City. In computing actual service, time spent on authorized absence on military leave for service with the armed forces of the United States shall be included. Any other period of time in which an employee is out of the service of the City, or absent on leave without pay in excess of ninety (90) days shall not be counted, provided, however, that in the case of extended leave without pay only the period in excess of ninety (90) days shall not be counted.

The maximum longevity to which any employee shall be entitled for purposes of this policy shall not exceed fifty (\$50.00) dollars per bi-weekly pay period.

Policy Compliance: All Supervisory personnel through the department/division director shall comply from policy date forward.

Policy Exception: Any policy exception and/or violation shall be brought to the attention of the Personnel Director for review and consideration.