

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Randy Gillespie **TODAY'S DATE:** November 17, 2020

DEPARTMENT: Personnel

SIGNATURE OF DEPARTMENT HEAD: Randy Gillespie

REQUESTED AGENDA DATE: November 23, 2020

SPECIFIC AGENDA WORDING: Consideration to revise County Longevity Plan.

PERSON(S) TO PRESENT ITEM: Randy Gillespie

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 10 minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____ **IT DEPARTMENT:** _____

AUDITOR: _____ **PURCHASING DEPARTMENT:** _____

PERSONNEL: _____ **PUBLIC WORKS:** _____

BUDGET COORDINATOR: _____ **OTHER:** _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

LONGEVITY PAY PLAN POLICY

Revised 11-23-2020

Beginning each fiscal year the County will process the approved Longevity Pay Plan adopted by Commissioners Court in recognition of long term employment with the County. The plan basics are as follows:

1. Applies to full-time regular employees with a minimum 120 continuous months (10 years) service with the County. Employees who meet the 120 month continuous service requirement that leave County Employment and are subsequently re-hired will be eligible to participate in this plan once they have returned to County employment for a 1 year period as of October 1st.

Example: Employee rehired with 120 months of continuous service obtains an additional 12 months of service prior to October 1st would receive $132 \times \$2.00 = \264.00

Part-time and temporary employees as well as elected officials and Commissioned Sheriff's Office Deputies do not participate in this plan.

2. Credited service time is calculated as of October 1 each year.
3. Gross longevity pay is based on \$2.00 for each month of credited service time.

Example: Gross longevity pay for an employee with 120 months service as of October 1 would be $120 \times \$2.00 = \240.00 .

4. Federal income tax, social security, and TCDRS retirement contributions will be deducted from the gross amount.
5. Payments will be made annually by a separate check direct deposited on the first payday in December.
6. Employees must be employed on the first payday in December in order to receive longevity pay.

A list of employees in your department, who will receive longevity pay each year and their gross amount, will be provided to each Elected Official and Department Head by Personnel. Deductions for income tax, social security, and retirement will be made from the gross amount.