

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: _____

Meeting Date: 9/23/2024

Submitted By: _____

Department: County Judge's Office

Signature of Elected Official/Department Head:

Court Decision: <small>This section to be completed by County Judge's Office</small>


Description:

Consider and Approve the Johnson County Longevity Pay Policy Effective
October 1, 2024-County Judge's Office

(May attach additional sheets if necessary)

Person to Present: _____

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Johnson County Longevity Pay Policy for Deputies (Effective October 1, 2024)

Purpose

Johnson County's population exceeds 150,000 according to the most recent decennial census. Section 152.074 of the Texas Local Government Code requires Johnson County to pay longevity pay to each commissioned Deputy of the Johnson County Sheriff's Office as described below. Johnson County is authorized to pay the same longevity pay to Deputy Constables employed by the County. By adopting this policy, Johnson County has elected to pay longevity pay as described below to all Deputies in the Sheriff's Office and all Deputies in any Constable's Office. These employees will jointly be referred to as "Deputies" in this Policy. No elected official is eligible to participate in this program. Jailers are not eligible to participate in this program.

The Johnson County Longevity Pay Policy for Deputies is intended to work in concert with the Johnson County Longevity Pay Policy for Employees (Excluding Deputies) to provide longevity pay for most or all of Johnson County's permanent, full-time, regular employees. No employee may participate in both programs. No employee may voluntarily switch from one program to another. However, years of service under one longevity program will be credited if an employee changes jobs and moves from one system to the other.

Procedure

Upon completion of the first year of service of each Deputy referenced above, the Payroll Administrator will begin adding longevity pay in addition to the Deputy's regular compensation.

The amount of the longevity pay will be \$5.00 per month for each year of service performed as a full-time commissioned Deputy for Johnson County, up to and including 25 years of service. With the implementation of this policy, all Deputies will be excluded from any other Johnson County Employee Longevity Pay Policy.

Longevity Pay will be paid in equal installments at each payroll. Longevity pay for Deputies will begin the month following the completion of one year of full-time service in an eligible position or the first month following the date of rehire for an employee with at least one year of qualifying service completed. Any employee terminating employment with Johnson County prior to completing the month will receive a prorated amount for the time served prior to separation.

Any eligible employee rehired by Johnson County into a qualifying position will receive credit for their prior qualifying service. To receive credit, the prior service must have been performed in a qualifying position. The Personnel Office will review past employment history to verify prior service. Any dispute about the calculation of a benefit under this section should be brought to the attention of the Personnel Director immediately for resolution.

This section shall take effect on October 1, 2024 and supersedes any prior law enforcement longevity pay policy.

**Johnson County Longevity Pay Policy for Employees (Excluding Deputies)
(Effective October 1, 2024)**

Applicability

This policy applies only to full-time employees of Johnson County. It does not apply to elected officials, Deputies employed by the Sheriff's Office (including Corporals, Sergeants, Lieutenants, Captains, and Chief Deputies), or Deputies employed by any Constable's Office (including Corporals and Sergeants). However, Jailers are included in this Policy. Appointed officials (including the Auditor, Purchasing Agent, Elections Administrator, Fire Marshall, and Juvenile Probation Director) may also participate in this Policy. Part-time, seasonal, and temporary employees are not authorized to participate in this program.

The Juvenile Probation Department and the Johnson and Somervell County CSCD (adult probation department) may choose to opt into or out of this program and will be responsible for funding the cost of this program for its employees.

Ag Extension Agents will be eligible to participate based upon their years of service in Johnson County and will be entitled to one half (1/2) of the amount listed below. Employees working in the Juvenile Probation department will be eligible to participate in this Longevity Program but will receive credit only for time worked in Johnson County.

The Johnson County Amended Longevity Pay Policy for Deputies is intended to work in concert with the Johnson County Amended Longevity Pay Policy for Employees (Excluding Deputies) to provide longevity pay for most or all of Johnson County's permanent, full-time, regular employees. No employee may participate in both programs. No employee may voluntarily switch from one program to another. However, years of service under one longevity program will be credited if an employee changes jobs and moves from one system to the other.

Calculation of Time

Service time includes only time worked for Johnson County as a full time, regular employee. If an employee terminates employment with Johnson County and is later re-hired, that employee does receive any credit for prior employment with Johnson County.

Longevity Pay will be paid based upon the number of qualifying years of service earned as of the first day of the current fiscal year. Longevity pay will not be increased during the fiscal year.

Payment of Benefit

Longevity pay will be paid in equal installments at each payroll during the year. If an employee terminates employment during the month, the employee will receive a prorated payment for longevity pay earned during that month. Longevity Pay will be automatically added to an employee's paycheck (when the employee qualifies) without the necessity of a Personnel Action Form.

The Longevity Pay Program will be administered by the Personnel Department. Any employee who disputes the calculation of Longevity Pay must bring it to the attention of the Personnel Director immediately. An employee will not be entitled to “back pay” of Longevity Pay based upon a mistaken calculation if that mistake is not brought to the Personnel Director within 15 days of the payroll containing the mistake.

For employees earning overtime or other supplemental compensation (such as the County paying out vacation time upon separation of employment), Longevity Pay will be included in the calculation of the said compensation.

Longevity Pay shall be paid from the same fund that the employee’s salary is paid from. For employees paid from a fund other than the General Fund, the Board or Official approving the non-general-fund budget must budget for the payment of the longevity pay or those employees will be excluded from the Policy. The General Fund will not be required to pay Longevity Pay for any employee whose salary is not paid by the General Fund.

Fiscal Year 2025 (Beginning October 1, 2024)

Years of Service Completed	Per Pay Period	Annual Longevity Pay
0-4	N/A	N/A
5-7	\$50	\$1,300
8-9	\$75	\$1,950
10-12	\$100	\$2,600
13-14	\$125	\$3,250
15-19	\$150	\$3,900
20+	\$175	\$4,550

Fiscal Year 2026 and All Subsequent Years (Beginning October 1, 2025) *pending final authorization by the Commissioners Court*

Years of Service Completed	Per Pay Period	Annual Longevity Pay
0-4	N/A	N/A
5-7	\$100	\$2,600
8-9	\$150	\$3,900
10-12	\$200	\$5,200
13-14	\$250	\$6,500
15-19	\$300	\$7,800
20+	\$350	\$9,100

Effective Date

This Longevity Pay Policy takes effect on October 1, 2024 and supersedes any prior longevity pay program adopted by Johnson County.