

City of Hickory
Longevity Policy and Procedure

1. Policy

The City of Hickory values the years of satisfactory performance its coworkers give to the organization. City coworkers who were hired on or before June 30, 2010 may be eligible for longevity pay, provided the conditions stated within this policy are met. Hickory City Council may appropriate funds annually, subject to budgetary limitations, which are distributed by the city manager to coworkers who have devoted years of service to the citizens of Hickory. The amount of longevity pay is subject to change each year, depending on the compensation package approved by the council.

2. Procedure

A. A coworker must have completed five years (or more) of continuous full-time service to receive any longevity pay. Determination of years of continuous full-time service will be calculated on November 1. The Finance Department will assume that coworkers on the active payroll on November 1 will continue working for the remainder of the calendar year, and those coworkers will receive credit for having worked through December 31.

B. No longevity award will exceed \$2000. In 1989 the schedule of longevity payments for those hired before October 1, 1989, is:

5 - 9 years	2.5% but not greater than \$2000
10 - 14 years	4.5% but not greater than \$2000
15 - 19 years	6.0% but not greater than \$2000
20 years or more	7.5% but not greater than \$2000

The schedule of longevity payments for those hired on or after October 1, 1989, is:

5 - 9 years	\$ 500
10 - 14 years	\$ 650
15 - 19 years	\$ 800
20 + years	\$1000

C. Any person whose work is rated "unacceptable" by the supervisor and department head during his/her past two consecutive performance evaluations will not receive a longevity award for the year that the second unsatisfactory rating was given. The Human Resources Department will retain a list of coworkers who have received an unsatisfactory rating and will advise the Finance Department of coworkers who receive the second unsatisfactory rating prior to the annual payment of longevity awards.

D. All longevity payments will be calculated on a coworker's W-2 wages, less payments for the prior year's longevity checks, overtime, or other special pay.

E. If a coworker is on continuous leave without pay for more than seventy (70) work days as normally scheduled, he/she will lose a calendar year in calculating his/her length of service on all future longevity payments and will receive no longevity pay for that year. The Finance Department will maintain a list of all affected coworkers on an annual basis,

making such list available to department heads prior to longevity payments. The department head notifies the coworker.

1. If the leave without pay is approved for 70 days or more and the end of the approved leave will extend beyond November 1, the coworker on leave will not receive longevity pay in that calendar year. If the approved leave without pay is cut short and the department head permits the coworker to return to work before 70 work days have elapsed, the coworker will receive the longevity check and will receive credit for a full-time year.
 2. If the leave without pay is approved for less than 70 days or more, and the end of the leave extends beyond November 1, the coworker will be assumed to be on the payroll on November 1. That coworker is eligible to receive a longevity pay check in accordance with the other conditions described in this policy.
 3. If a coworker on leave without pay for less than 70 work days receives a longevity pay check but later that leave is extended to exceed 70 work days or more, then the coworker will lose a year of continuous service and will not be eligible for the longevity pay check the following year.
 4. Two approved leaves without pay will be considered as one leave without pay if the coworker has worked less than eight months before the second leave without pay. If penalties cannot be applied in the year the leave is taken, the penalties will be applied the next year when longevity checks are distributed.
 5. A combination of approved leave without pay and short unapproved leave without pay days will disqualify a coworker from receiving longevity pay if the total of leave without pay in the calendar year is expected to exceed 70 work days.
- F. If a coworker resigns or is terminated from his/her position with the City of Hickory but is hired again by the city, his/her length of service is calculated from the beginning of the latest term of fulltime regular employment.
- G. In order to receive longevity pay, in addition to fulfilling the preceding requirements, a coworker must be on the active payroll or on approved leave without pay at the time distribution of longevity checks is made by the Finance Department. Distribution will normally be made in November.


Mick Berry, City Manager

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