

Upper Cumberland
Local Workforce Development Board
POLICIES AND PROCEDURES

Title: Employee Longevity Policy

Date of Adoption: June 13, 2023

PURPOSE: This policy establishes the criteria and process for the Upper Cumberland Local Workforce Board's (UCLWDB) longevity pay program.

POLICY:

Section I. Definitions

- A. **Full-Time:** for the purpose of this policy, full-time refers to all employees scheduled to work one thousand five hundred and sixty (1,560) hours or more in a fiscal year and who are eligible to accrual annual leave and sick leave.

Section II. Policy

- A. All Full-Time employees are eligible for longevity pay provided they have completed six months of service at fiscal year end June 30th.
- B. Longevity is calculated at the rate of \$8.34/month or \$100/year multiplied by the number of months/years' service, with a maximum benefit level of 360 months or 30 years/\$3,000.
- C. Longevity pay is paid the first month of the new the fiscal year and is subject to federal income tax withholding and Social Security/Medicare taxes at the prevailing rates.
- D. Longevity pay does not take the place of merit increases, incentive pay, or annual cost-of-living increase.
- E. Longevity pay is contingent upon statutory regulation and sufficient available funding.

The Fiscal Agent or his/her designee in collaboration with the Executive Director have the final authority to interpret the terms of this policy.

ATTACHMENTS: None

EFFECTIVE DATE: June 13, 2023

DURATION: Indefinite

CONTACT: For questions regarding this policy, contact Becky Hull, Executive Director, Upper Cumberland Local Workforce Development Board at bhull@ucworkforce.org



Board Chairperson, UCLWDB