

ADMINISTRATIVE ORDER

SUBJECT:

LONGEVITY RECOGNITION PROGRAM

NUMBER: HRXX-

I. PURPOSE:

To provide compensatory recognition to Civil Service employees and Administrative Officers for years of loyal service to the City.

II. DESCRIPTION:

The City of Coconut Creek values employee loyalty, which lends itself to the maintenance and sharing of institutional knowledge and strengthened customer service and productivity. This Administrative Order shall outline the general provisions, policies, and procedures for the Longevity Recognition Program.

III. ACTION:

- A. Eligible employees shall receive an annual longevity payment one (1) time per year on the first-bi-weekly pay day in December.
- B. Longevity eligibility is defined by the completed years of service as of November 30th of the year the longevity payment is being awarded.
- C. Employees must be employed as of November 30th of the year the longevity payment is awarded in order to be eligible for the payment. Prorated payments for those separating prior to November 30th will not be made.
- D. Longevity shall not be added to the employees' salaries but rather maintained as a separate benefit.
- E. Longevity payments shall be paid annually based on the following schedule:
 - 1. *(Only for employees hired by 11/30/2014)* - Upon completion of three (3) through four (4) years of service - \$250.00
 - 2. Upon completion of five (5) through nine (9) years of service - \$500.00
 - 3. Upon completion of ten (10) through fourteen (14) years of service - \$1,000.00
 - 4. Upon completion of fifteen (15) through nineteen (19) years of service - \$1,500.00
 - 5. Upon completion of twenty (20) years of service - \$2,000.00

IV. REVOCATION:

N/A

V. EFFECTIVE:

June 22, 2017

AUTHORIZED:

MARY C. BLASI
City Manager