

**Policy No. 3.05**                    **Employee Recognition - Anniversary Award**  
**Date of Issuance:**            **May 17, 2012**  
**Date of Revision:**

Description: The purpose to recognize full-time and part-time employees who work a regular weekly schedule of over 1040 hours per year, for length of service with the Town. This will be added to paychecks as money is taxable per IRS Regulations.

1.     Longevity

All employees shall receive longevity pay subject to the following schedule, terms and conditions. Part-time employees will receive prorated longevity pay based on the number of hours worked the previous calendar year compared to full-time employment of 2080 hours per year.

A.     Schedule:

- 1) \$10.00 per month after the fifth year of continuous full-time employment.
- 2) \$23.00 per month after the tenth year of continuous full-time employment.
- 3) \$36.00 per month after the fifteenth year of continuous full-time employment.
- 4) \$49.00 per month after the twentieth year of continuous full-time employment.
- 5) \$64.00 per month after the twenty-fifth year of continuous full-time employment.

B.     Longevity payments shall be paid in a lump sum annually, the last pay period of the year.