**POLICY TITLE: Longevity Policy**

**POLICY NUMBER: 3497**

3497.1 Longevity Pay

In addition to regular salary or wages, a full-time employee shall receive as compensation longevity pay calculated from the date of hire, as long as said employee is performing at a satisfactory or above level as follows:

a) Completion of 10 years of continuous service as a full-time employee, including any time spent as probationary employee: 3% of base salary.

b) Every five years of satisfactory or above service thereafter: an additional 3% of base salary, with a maximum total of 12% of base salary.

c) Part-time employees accrue longevity on a pro-rated basis, so that a year of service is achieved once the employee has worked 2,080 hours, which is the number of hours equivalent to a year of service for a full-time employee. For example, an employee who reaches 2,080 hours over the course of 18 months shall then be deemed to have completed one year of service for purposes of longevity.

3497.2 Vacation Policy

Full-time employees (employees who work at least 40 hours per week) are entitled to increase their amount of paid vacation leave once they have completed 10 years of continuous service, as follows:

a) Employees who have completed 10 years of continuous service shall accrue 40 hours of additional vacation leave per year (in addition to their normal accrual).

b) Employees who have completed 20 years of continuous service shall accrue an additional 40 hours of vacation leave per year (for a total of 80 hours in addition to their normal accrual).

3497.3 Breaks in Service

Employees granted leaves of absence for pregnancy, disability, Family and Medical Leave, California Family Rights Act, or any other leave to which this provision applies by law, shall not experience a break in service for purposes of calculating longevity.

Employees who separate from [DISTRICT] employment for reasons other than layoff, whether voluntarily or involuntarily, and then return to [DISTRICT] employment, shall have longevity calculated from the first date of their most recent employment. For example, if an employee has worked for the [DISTRICT] for 20 years, separates for 1 year, and then returns to employment, the employee shall begin with 0 years of longevity.

3497.4 Layoffs

Employee layoffs are made at the discretion of [DISTRICT] according to business necessity. The General Manager shall prepare a layoff list, giving consideration to all applicable factors, including business necessity, job performance, competence and skill-set of individual employees, and longevity of service with [DISTRICT] (where practical). Longevity will not be the sole factor in layoff considerations where other relevant factors apply.

Employees laid off in good standing shall be eligible for re-employment with [DISTRICT]. If a laid off employee is re-hired within one year of layoff, the employee shall commence re-employment at the level of longevity they had at the time of layoff.