

LONGEVITY**SECTION: 3.08****Effective Date: July 27, 2017****Updated and Approved: July 27, 2017****Approved By: Governing Board** *JM***Original Date: October 15, 2015****LUMP SUM AWARDS**

The Human Resource Director will be designated the responsibility of calculating, by hours of employment, the number of years of service each employee has completed. Based on the actual number of years employed, awards will be presented to employees for 5, 10, 15, 20, 25 etc. years of employment.

Service awards will be presented to employees upon reaching the following milestones. Certificates of employment will be presented to staff at an annual event planned by the events committee. Longevity awards will be:

5 Years	Plaque on Anniversary Date
10 Years	\$500 on Anniversary Date
15 Years	\$600 on Anniversary Date
20 Years	\$750 on Anniversary Date
25 Years	\$50 per Year of Service + \$500 on Anniversary Date
30 Years + (35, 40, etc.)	\$75 per Year of Service + \$500 on Anniversary Date

BASE PAY INCREASES

Employees in salary levels 1-14 shall be awarded base pay increases as outlined below based on longevity:

Hours of Service	Increase Percentage
2080	1.5%
4160	Additional 1.5%
6240	Additional 1.5%
8320	Additional 1.5%
10400	Additional 1.5%
10,401+	See Lump Sum Awards

Prior merit raises will add the appropriate percentage to the base salary up to a maximum of 5%. Employees who at the implementation of this scale received more than they are entitled to by virtue of longevity and/or merit raises will suffer no decrease in salary.

Persons in salary levels 15 and above will not receive longevity increases, but will receive lump sum and/or awards as indicated above; an amount equal to longevity increases is reflected in the scale. Merit raises prior to 11/25/85 will add an additional 5% to the salary regardless of the number of merit increases. Merit raises granted by the Board after 11/25/85 will be included in the salary calculation at the rate approved by the Board.