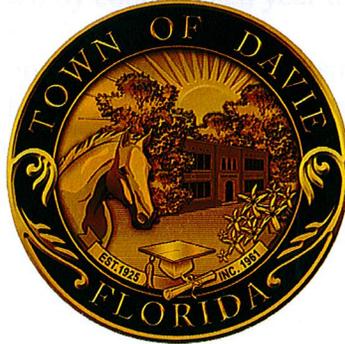


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**LONGEVITY
SOP #23-008**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	October 1, 2009	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



Author

9/24/12

Date



Town Administrator

9-24-12

Date

1-1. POLICY.

As recognition for long and faithful service to the Town, it is the policy of the Town of Davie to pay employees an annual longevity payment for continuous employment based on the schedule listed below. Longevity pay will continue as long as there are funds available and will be approved by council each year through the annual budget process.

Employees who have been continuously employed since on or before July 17, 1991 shall receive a \$2000 longevity bonus to be paid in December of each year. Employees who end their employment with the Town of Davie prior to the longevity amount being paid will receive a pro-rated amount based on their employment end date, relative to the fiscal year ending September 30.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service who have been continuously employed since on or before July 17, 1991.

1-3. PROCEDURE.

a. Longevity.

Employees who have been continuously employed since on or before July 17, 1991 shall receive a \$2000 longevity bonus to be paid in December of each year. Employees who end their employment with the Town of Davie prior to the longevity amount being paid will receive a pro-rated amount based on their employment end date, relative to the fiscal year ending September 30.

b. Service Awards.

Upon completion of five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40), forty-five (45), and fifty (50) years of continuous service with the town, employees shall be presented with service awards, to be determined by the Town Administrator or designee.
