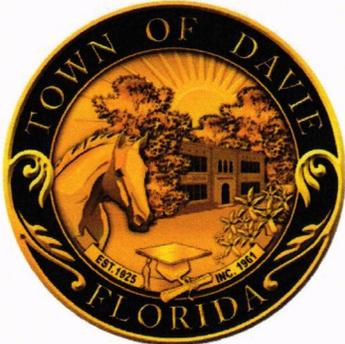


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**LONGEVITY/SERVICE AWARDS  
SOP #23-008**

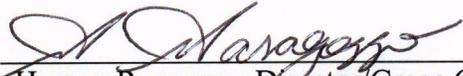
**June 4, 2019**

**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
3	June 4, 2019	Human Resources	Revision

**APPROVALS:**

  
\_\_\_\_\_  
Human Resources Director/Grace Garagozzo

5-30-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Town Administrator/Richard J. Lemack

6-11-19  
\_\_\_\_\_  
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 a predetermined rate. Employees shall also be recognized for their long standing service with the Town. Longevity pay will continue as long as there are funds available and will be approved by council each year through the annual budget process.

**1-2. SCOPE.**

This operating procedure applies to all Non-Represented and Executive employees of the Town of Davie (Town) in the Regular Service who have been continuously employed with the Town for at least ten (10) consecutive years.

**1-3. PROCEDURE.**

**a. Longevity.**

Eligible employees shall be paid a longevity bonus in December of each year based on the below requirements.

- Non-Represented and Executive employees continuously employed on or before July 17, 1991:
  - Full-Time employees shall receive a \$2000 longevity bonus
  - Part-Time employees shall receive a \$1000 longevity bonus
- Non-Represented and Executive employees employed after July 17, 1991 who have been continuously employed with the Town at least ten (10) years:
  - Full-Time employees shall receive a \$1000 longevity bonus
  - Part-Time employees shall receive a \$500 longevity bonus

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.

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Service awards are currently paid out as follows:

	Full Time employees	Part Time employees
Five (5) years:	\$100	\$50
Ten (10 years):	\$250	\$125
Fifteen (15) years:	\$350	\$175
Twenty (20) years:	\$500	\$250

After 20 years of service, increase by \$50 increments.

Employees that reach the service year milestone between October 1<sup>st</sup>-March 31<sup>st</sup> will be paid in the spring.

Employees that reach a service year milestone between April 1<sup>st</sup>-September 30<sup>th</sup> will be paid in the fall.