

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: LONGEVITY PAY
	NUMBER: BEN 6-0	REVISIONS: 1	EFFECTIVE DATE: November 5, 2018
	SUPERCEDES: July 1, 2018	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: A. Max Bacon, Mayor Date City Administrator	

PURPOSE: To provide an incentive to reward and retain employees who have provided continuous fulltime service to the City of Smyrna and to enhance recruitment of new employees

STATEMENT OF POLICY

Longevity pay is a bonus provided annually to eligible fulltime employees with 5 or more years of continuous fulltime service. The bonus will be based on the length of continuous fulltime service with the City.

Bonuses will be paid quarterly (April, July, October and January) to employees whose service anniversary occurred during the preceding quarter. The bonus will be calculated as follows:

Service	Multiplier
5 - 9 years	\$10 per year of service
10 - 19 years	\$20 per year of service
20+ years	\$30 per year of service

Bonuses will be paid via a separate payroll check and subject to taxation. Longevity Pay will be excluded from earnings used for retirement benefits.

Please note: As with all benefits, this program is subject to the availability of funds.