

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	2-4
		Original Adoption	02-09-1987
		Revision #	9
		Last revision date	October 2015
Section Title	Benefits		
Subject	Longevity		

It is the policy of the City of Helena to make longevity payments to eligible employees each year. Payments are made with the November paycheck that includes October 31st in the pay period. The longevity payment will be on a separate check. Employees covered by a collective bargaining agreement will be paid in accordance with those agreements.

Employees Eligible

REGULAR FULL-TIME

REGULAR PART-TIME

Effect of Part-time and Temporary Time on Qualifying Work Period

Time worked in a full time or part time temporary position will count toward longevity when an employee is hired as a regular full time employee with no break in service. Time does not count if the position was intermittent or on call with no established work schedule.

Qualifying Work Period

The qualifying work period begins on the employee's date of hire and ends at 12:00 midnight on October 31 of the year payments are made. To be eligible, employees must be in employment status on October 31.

Longevity Payment Schedule

Beginning with 4 completed years of service, as of the cut-off date, each eligible full time employee will receive \$96 for each year of service. Longevity payments will be prorated for eligible part time employees based on the annual number of hours worked. Employees moving from temporary or part time status to full time status will continue to have a prorated calculation for the time of service in the part-time/temporary position

The yearly amount (\$96) will be prorated if an employee has any leave of absence without pay of more than 40 consecutive hours during a year (anniversary date to anniversary date). If an employee is on leave without pay due to a workers' compensation injury, the yearly amount will be prorated after an employee has been off work for more than six (6) months. Only the time after the six month time frame will be considered for proration. Leave of absence due to FMLA or qualifying Military leave is excluded and longevity will not be prorated.

Longevity Payment Upon Retirement

Longevity will be prorated upon retirement. Prorated retirement longevity payment calculations will be based on the last anniversary date achieved.

Longevity Payment Upon Death of Current Employee

Upon the death of a current active employee the longevity will be prorated through the date of death. The calculations will be based on the last anniversary date achieved.