3.08 LONGEVITY PAY –

General: This policy is effective October 1, 2021 and is intended to supersede and replace all previous longevity, step or salary structure pay types that are based solely on length of service. Any employee that as of 10/1/2021 would have been paid more under a previous longevity-based pay structure will continue under the older policy until such time that pay under the new policy exceeds the older policy. At no time will an employee receive benefits under more than one longevity-based policy or any other type of policy based solely on years of service.

Eligibility: Eligible positions and amounts will be determined annually by the Commissioners Court during the normal budget process. This additional pay will not be paid if it is not clearly designated and budgeted for during the budget process.

County funded; full-time, active employees are eligible based on their years of service in an eligible position with Burnet County. For the purpose of this policy, any employee working less than 40 hours per week is considered part-time. Employees must be a full-time active employee as of the date the longevity is paid regardless of whether longevity is paid annually or bi-weekly.

Ineligibility: – Part-time, temporary and employees supplemented by the County are not eligible. Grant funded positions will not be eligible unless allowed by the grant or approved and budgeted by the Commissioners Court.

Guidelines: This policy and these guidelines are not a contract between the County and any of its employees. Nothing herein shall be considered a part of the County's employment relationship with the employee. No employee shall have the right to rely upon or enforce this policy and these guidelines against the County, it being understood that County may amend, modify or terminate this policy and these guidelines at any time. No employee shall have any rights or privileges in this policy or guidelines.

FY22 Eligible Positions and Amount: For the FY22 budget year (October 1, 2021 – September 30, 2022), eligible employees in eligible positions who have greater than two years of service as of October 1, 2021 are eligible for longevity pay. For FY22 the amount of longevity pay is calculated at $20 for every month of service in an eligible position as of 10/1/21 with a maximum amount of $3,600 to be paid out in either one lump sum payment or bi-weekly. **Any employee that as of 10/1/2021 would have been paid more under a previous longevity-based pay structure will continue under the older policy until such time that pay under the new policy exceeds the older policy. For example: Any employee currently receiving $50.00 per pay check under an existing pay structure based on length of service will continue to receive at least $50.00 per pay check under this new policy until such time that pay under the new policy is greater. At that time the employee will be paid the larger amount either in one annual payment or bi-weekly.**