

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure: LPP.1
Page: 1 of 3
Date Authorized: 10/23/2007
Supersedes: N/A

HIDALGO COUNTY LONGEVITY PAY POLICY

EFFECTIVE DATE

January 1, 2008

LONGEVITY PAY

Hidalgo County has established Longevity Pay to recognize employees for their continued service and loyalty with County. Longevity Pay is awarded twice monthly to all regular full-time employees in the amount of \$60.00 per year, for each full year of continuous employment as of December 31, 2007 after five (5) years of permanent full-time service.

Regular Full-Time Employment

It is defined as an employee who is hired by the County to fill a position budgeted and approved by the Governing Authority, which position requires such person to perform work on a regular, on-going schedule of forty (40) hours per seven (7) day work period or (80) hours per fourteen (14) day work period.

Regular full-time employees (including department heads and foremen) are eligible for longevity pay for each full year of continuous employment as of December 1, 2007 after five (5) years of permanent full-time service. Elected Officials and regular part-time employees are not eligible for longevity pay.

Temporary Employment

It is defined as an employee hired by the County to fill a position budgeted and approved by the Governing Authority as a temporary position, which temporary position requires such person to perform work for a limited period of time, generally not to exceed six (6) months. Temporary employees include full-time temporary, part-temporary, and temporary election workers.

Temporary employees are not eligible for longevity pay. A temporary employee is eligible for longevity pay only after becoming a regular, full-time employee and remains in the County for five years in a full-time capacity. The longevity pay will commence after the employee finishes the fifth year of permanent full-time employment with the County.

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LPP.1
Page:	2 of 3
Date Authorized:	10/23/2007
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Effect of Longevity Pay

Longevity pay is not considered a part of annual base pay for clarification and pay purposes, nor is it to be recorded in personnel records as part of annual base salary.

Longevity Pay Applies as Follows

Regular Full-Time Elected Officials – Not eligible for longevity pay.

Regular Full-Time Department Heads & Foremen – Eligible for longevity pay.

Regular Full-Time Employees – Eligible for longevity pay.

Regular Part-Time Employees – Not eligible for longevity pay.

Full-Time Temporary Employees – Not eligible for longevity pay.

Part-time Temporary Employees – Not eligible for longevity pay.

Forfeiting Longevity Time

Employees who voluntarily terminate their employment with the County but return at a later date forfeit all longevity time previously credited and will commence as a new employee except as described below.

Reinstating Longevity Time

Involuntary Termination

Longevity time will be reinstated when the break in service is within one (1) year and the result of involuntary termination was caused by a change in administration or loss of funding for a program, department or office.

Voluntary Termination

Longevity time will be reinstated when the break in service was voluntary and the employee returns within three (3) months, provided that the employee resigned in good standing

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Procedure:	LPP.1
Page:	3 of 3
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Service Credit – Affiliated Agency

Employment with Hidalgo County affiliated agencies, such as Head Start, Urban County, and Community Service Agency is countable employment for Longevity Pay purposes. However, the **Reinstating Longevity Time** provision applies.