

Porter County Council
Employee Longevity Policy
(amended June 2019)

Porter County government employees may be eligible for longevity pay as a reward for their years of service. Longevity pay is awarded at the discretion of the Porter County Council, which may approve appropriations to award longevity in full, in part, or not at all.

Longevity pay for eligible employees is based on the following years of continuous service:

Years of Service	Annual Award
3	\$225
5	\$375
10	\$750
15	\$1,125
20	\$1,500
25	\$1,875
30	\$2,250

Eligibility

Longevity is awarded only to active full-time employees whose pay is funded on budget accounts 11100 or 11110, pending a Council-approved appropriation. Longevity will be paid in two, one-half installments per calendar year to full-time employees on active status as of June 30 and Nov. 30. The Auditor's Office will distribute the longevity payments within two payroll periods following June 30 and Nov. 30.

Departments are required to submit Status Change forms to the Auditor's Office with the effective date of an employee's discharge, retirement, or resignation. The date shown on the Status Change form as the effective date of an employee's departure is the date that determines an employee's transition from active to inactive for purposes of determining longevity. Any accrued vacation or comp time on the date an employee is deemed inactive does not count toward the longevity award, regardless of whether the leave time has been paid.

Employees on Family and Medical Leave, military leave, disability leave, or other sanctioned leave are active employees unless otherwise specified by the Status Change.

Longevity pay is a supplement to an employee's compensation and is subject to tax withholding and PERF.

Ineligible Employees

Elected officials are not eligible for longevity during their elected term. The length of time served in an elected capacity is not counted toward longevity if the elected official continues working for county government after their term(s). Time worked prior to elected office may be counted toward longevity if the employee continues working for county government after their term.

Probation officers who receive mandatory pay raises are not eligible for longevity.

Prior Service

If a full-time employee leaves Porter County government service and then returns to full-time status within one year, the employee's prior service may be counted toward the longevity award, provided that the provisions for reinstatement of benefits are met as outlined in the Employee Personnel Policy Manual.

Other Circumstances

As part of a negotiated agreement, an employee may receive longevity if the employee would not otherwise qualify, provided that the request for longevity is stated on the status change form with written concurrence by the County Attorney or HR Director.

Longevity in Arrears

Employees away on leave who are unable to receive their longevity pay when distributed will receive their longevity with the next payout, unless an alternative arrangement is made with the Auditor's Office. Under these circumstances only, it is allowable for a longevity payout to be made in the year following the award.

In all other cases, longevity is paid out only in the current calendar year. No longevity award will be paid out for any prior year for any reason.

This policy applies to longevity payouts for budget year 2019 and thereafter.

Adopted by the Porter County Council June 25, 2019

Attest: Wicki Urbanik
Porter County Auditor