



STAFF REPORT

TO: Honorable Mayor and Town Council

FROM: Staff: Chief Rick Thomas, Librarian Tara Hall, Clerk Dairian Burke, & Public Services Director John Ernest

DATE: August 5, 2017

RE: Longevity Bonus Policy

The Town Council asked staff members to develop a Longevity Bonus Policy.

Intro:

The Town of Howey in the Hills recognizes the importance of providing an excellent benefit package to its employees and the importance of rewarding long term employees for their years of service. The service award program will encourage longevity, build morale, and recognize employees at all levels that have developed tenure with the Town and the community. All service awards will be presented at the annual celebration/meeting.

Longevity Bonus Policy

Reason for Longevity Bonus Policy:

Encourages employees to remain employed with the Town of Howey in the Hills, which improves employee morale, continuity and improvement of performance, standards and enforcement of laws and procedures to the Town of Howey in the Hills and its citizens, vendors, contractors, visitors and businesses.

To encourage applicants to become employed and current employees remain employed with the Town of Howey in the Hills.

Standards and Evaluation of how Longevity Bonus will be awarded:

- The employee must be in good standing and have been continuously employed with The Town of Howey and the Hills for the following periods of time to receive the coordinating bonus below.
- The employee must be actively employed at the time the employee is eligible for the bonus and at the time the bonus is distributed.
- At the time of the effective date of this Longevity Bonus Policy, an employee's past continuous years of service will be considered in determining if the employee is eligible for the Longevity bonus and the amount of the Longevity Bonus.

Full-time employees:

- 5 years: Employees will receive a cash gift of \$150.00 net, signifying 5 years of service.
- 10 Years: Employees will receive a cash gift of \$300.00 net, signifying 10 years of service.
- 15 Years: Employees will receive a cash gift of \$750.00 net, signifying 15 years of service.
- 20 Years: Employees will receive a cash gift of \$1000.00 net, signifying 20 years of service.
- 25+ Years: Employees will receive a cash gift of \$1500.00 net, signifying 25+ years of service.

*Every recognized employee will receive an engraved Plaque showing the number of years of dedicated service.

Part time (paid) employees: Will receive the same as above but, half the amounts specified.

- 5 years: Employees will receive a cash gift of \$50.00 net, signifying 5 years of service.
- 10 Years: Employees will receive a cash gift of \$100.00 net, signifying 10 years of service.
- 15 Years: Employees will receive a cash gift of \$300.00 net, signifying 15 years of service.

20 Years: Employees will receive a cash gift of \$500.00 net, signifying 20 years of service.

25+ Years: Employees will receive a cash gift of \$650.00 net, signifying 25+ years of service.