

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.13

**Effective Date:** *October 25, 2017*

**Revised Date:**

**Section:** *Personnel*

**Subject:** *Longevity Pay*

**Related Policy:**

**I. DEFINITIONS**

Longevity is defined as permanent employment with the Marshall County Board of Education. This work may be full-time or part-time but must be permanent work. Substitute work is not permanent employment.

**II. PROCEDURES**

In order for an employee to earn a year of service for longevity credit, he or she must work a **full contract year**.

Longevity will be paid to all eligible employees who were in employment at the end of their contract period as of the 1996-97 school year. Longevity years will follow the school year calendar but will be paid in November of the following school year.

The rate of pay will be \$25 a year for service as a part-time employee and \$50 a year for service as a full-time employee. An employee will receive longevity pay after he or she has met the above guidelines for 5 years. Each eligible employee will receive \$125 if part-time and \$250 if full-time. The most any one person can receive is \$1,000 in one contract year. All contracts end on June 30<sup>th</sup>.

A person who has been granted a leave of absence for an entire school year will receive the longevity check in November of the leave year but will not receive a check the following November since he/she did not work the previous school year. The longevity pay will become activated again after he/she has completed another full contract year.

Appeals concerning longevity pay must be received in the payroll office no later than January 1, 1998. These findings will establish the service rendered for current employees as of the 1996-97 school year and will not be changed after this date.

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*