

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: 15-

Meeting Type: Regular

Meeting Date: Oct 22, 2015

Action Requested By: Human Resources

Agenda Type: Ordinance

Subject Matter:

Ordinance to amend Section 8.19 (Longevity Pay) of Ordinance 04-315, Personnel Policies and Procedures Manual.

Exact Wording for the Agenda:

Ordinance to amend Section 8.19 (Longevity Pay) of Ordinance 04-315, Personnel Policies and Procedures Manual.

Note: If amendment, Please state title and number of the original

Item to be considered for: Introduction

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

This amendment is necessary to update the language in the policy in order to pay out longevity pay once per fiscal year instead of twice per fiscal year.

Associated Cost: _____

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Byron K. Thomas

Date: 10/13/15

ORDINANCE NO. 15-

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Section 8.19 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

8.19 LONGEVITY PAY (ORD.13-254)

Longevity pay is made on the basis of the number of months of continuous regular, full-time service with the City of Huntsville. All regular, full-time employees who have one (1) or more years of continuous service as of October 1st, the beginning of the fiscal year of the City of Huntsville, are eligible for longevity pay.

Longevity pay shall be paid to the employee once per fiscal year on the earliest Friday in December that is not a regular payday.

A regular, full-time employee, who resigns or is terminated prior to receiving the December payment for eligible longevity pay, as determined by the immediately preceding October 1st, shall be paid the December payment the employee has not yet received on the employee's final paycheck.

An eligible employee who retires or the designated beneficiary(ies) of an eligible deceased employee shall receive on the employee's final paycheck:

- 1) the December payment that the employee has not yet received, as determined by the immediately preceding October 1st; and
- 2) a payment for eligible longevity pay equal to the months of service as of the date of retirement or death, prorated by dividing by twelve the number of whole months elapsed from the immediately preceding October 1st to the date of retirement or death.

Designated beneficiary shall mean the individual(s) indicated on the eligible deceased employee's Outstanding Wages Beneficiary Designation Form that has been accepted and on file in the City of Huntsville's Payroll Office.

Compensation for longevity pay shall be payable as follows:

(Fiscal Year beginning Oct. 1, 2015) - \$5.25 for each month of continuous service which is equal to \$63.00 per year.

ORDINANCE NO. 15-

ADOPTED this the ____ day of _____, 2015.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the ____ day of _____, 2015.

Mayor of the City of Huntsville,
Alabama