





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>TITLE:</b> Longevity	<b>SECTION/TOPIC:</b> PERSONNEL
<b>NUMBER:</b> 200-11	<b>ISSUE DATE:</b> 7/1/17
<b>REVISION DATES:</b>	<b>APPROVED BY:</b>  Gary Vickerson  <hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b>  Tim Pope  <hr/> <b>FIRE CHIEF</b>

### I. PURPOSE

- A. This Standard Operating Procedure defines how the organization will administer the longevity program.

### II. SCOPE

- A. This Standard Operating Procedure applies to all full-time employees within the Northern Wake Fire Department.

### III. PROCEDURE

- A. Longevity pay is to recognize the long-term service of full-time employees.
- B. A full-time employee who has 10 years or more of service is eligible for a lump sum payment as outlined below:

<b>Years of Total Service</b>	<b>Longevity Pay Rate</b>
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

- C. Longevity payments will be made the payroll preceding an employee's anniversary date.
- D. Longevity payments are subject to FICA taxes and the employee's contribution to retirement.