



# MEMORANDUM

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## Longevity Pay

**Item Type:** Backup  
**Prepared For:** Mayor Castner and City Council  
**Date:** April 8, 2024  
**From:** Employee Committee  
**Through:** Andrea Browning, HR Director  
Melissa Jacobsen, Acting City Manager

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### Summary:

The Employee Committee met on March 27, 2024 to discuss and review a proposed amendment to Personnel Regulations regarding implementing longevity pay for City employees who have reached the end of their pay range. It was explained that this was not an increase in pay amount but a payment that will be made in one lump sum. The proposal presented was for the following:

- Option 1: 3% every other year, must be employed for a period of 5 years and at the end of their pay range for a minimum of two years before receiving the longevity bonus.
- Option 2: 2% every year with the same restrictions as stated in Option 1.

Representatives on the Employee Committee were asked to discuss the amendment regarding Longevity Pay and presented Options with their fellow co-workers.

The Departments submitted responses of 9 in favor of Option #2 and 5 in favor of Option #1

### Recommendation:

Support amending the Personnel Regulations to implement a Longevity Pay benefit with Option 2: 2% per annum with the restrictions of consistent employment for a minimum of 5 years and employee must be at the end of their pay range for a minimum of two years before receiving the Longevity Pay lump sum payment.