

	Department of Human Resources STANDARD OPERATING GUIDELINE	
	Subject:	Longevity Payments
	Effective Date:	8/1/2023
	Last Revision Date:	
	Signature of Approval:	Dan Redding HR Director

Purpose:

To establish a compensation method that ensures fairness, equity, and consistency in recognizing the dedication of long-term teachers.

Background:

Longevity payments are awarded to teachers who, due to their tenure surpassing the maximum step on the salary scale, did not receive a step increase in the previous year.

Eligibility:

All School Division Teachers who did not receive a step increase last year because they are beyond the maximum step on the scale.

Scope:

All Teacher positions fall under School policies.

Recommendation:

- **Stipend Allocation:** In standard years with a T00-T32+ scale, only teachers with 33 years of experience or more receive a stipend, as they did not receive a salary increase. Verify this by comparing last year's scale to this year's.
- **VRS Reporting:** Longevity payments are NOT included in VRS reportable income and are included in the December paycheck.
- **Data Extraction:** Utilize ADP's reporting tools to extract relevant payroll data, including teachers' step scales, earnings, and total years of experience.
 - To gather necessary data, run a query to include:
 - First Name
 - Last Name
 - Budget Code #1 (pay all on the first code unless it starts with 3XXX; in that case, consult John M. in Fiscal Services)

- Employee ID
 - Total years of experience (combined teaching and administration)
 - Location
 - Matrix Row (step – to confirm they are at T32+)
 - Part-time percentage
 - Work email (to facilitate communication)
- **Batch Creation:** Compile the extracted data into a batch file formatted for ADP's payroll system, ensuring all necessary fields are included.
 - **File Submission:** Submit the batch file to Payroll for uploading into the payroll system.

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- Work email (to facilitate communication)
- **Stipend Amounts:**

Years of Service	Stipend Amount
33	\$200
34	\$400
35	\$600
36	\$800
37	\$1,000

- For part-time teachers, the stipend is pro-rated based on current FTE.
- Review administrative experiences for teachers and those with NA pay grades.
- **Communication:**
 - Email merged letters in November to eligible teachers.
 - Note: In the 2020-2021 year, stipends were \$200 for 33 years, etc., with no money for steps 31 or 32.
 - Teachers on a full-year Leave of Absence (LOA) are not eligible for the stipend. Payments will resume in the next school year upon their return.
 - For partial-year LOAs, stipend eligibility is to be determined.
 - Eligibility requires employment on December 1. If a teacher's term ends on or before November 30, no payout is made.

*If stipend amounts are frozen, only individuals who received stipends the previous year would continue to receive them, maintaining the same amount without increases for additional years of service. New staff would receive stipends based on qualifying years.

**If stipend amounts are frozen, run a query and compare it to the previous year's list to ensure no one receives more than the prior year and that new qualifiers are included. Pro-rate for part-time staff at a non-incremented rate.

***If on leave for a partial year, TBD

**** if funds are not allocated for this purpose, these bonuses cannot be provided.

This structured approach ensures that longevity stipends are administered fairly and consistently, recognizing the valuable contributions of our long-term educators.