

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-003 (Rev. 2/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 12-003
<b>Application:</b> Executive, Judicial, and Legislative Branch Agencies, Human Resource Officers	<b>Effective Date:</b> July 1, 2015
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-23-206	<b>Rule:</b> Chapter 1120-04

**Subject:**

## Longevity

### Eligibility Criteria

Upon annual allocation by the General Assembly, all full time employees of the Executive, Judicial, or Legislative branches who have been employed by the State for thirty-six (36) months or more are eligible for longevity pay. Full time employees who have been employed by the State for thirty-six (36) months or more are eligible for longevity pay. However, employees of the executive branch in the state service, as defined by Tennessee Code Annotated §8-30-102, hired after June 30, 2015 are not eligible to receive longevity pay. In calculating service credit for an employee, an employee who was scheduled to work at least 1600 hours annually shall receive longevity credit for each month of such part time service in which the employee was scheduled to work a full month and actually worked one-tenth of one hour more than half the schedule. Full time employees with thirty-six (36) months of service shall receive payment for prior part time hourly service if the length of such part time service is equivalent to not less than five (5) years of full time service.

### Longevity Payments

Employees are first eligible for longevity payment upon the completion of thirty-six (36) months of creditable state service. Longevity is paid on the payday at the end of the month next following the completion of a creditable year of state service. This will constitute the employee's

longevity date. Employees on terminal leave, paid educational leave and Division of Claims leave are eligible to receive the payment on his or her longevity date.

The maximum benefit under longevity payment is for thirty (30) years of service. The following shall be considered as creditable state service: active full time service of employees eligible to accrue leave under T.C.A. § 8-50-801, T.C.A. § 8-50-802 and T.C.A. § 8-23-206 (1600 hour employees), leave approved under the Division of Claims, paid educational leave and authorized unpaid military leave. Time that is not creditable in calculating state service includes part time employment (other than as described above), sick leave bank grant payments, or leave without pay.

Former state employees shall be credited with all prior service. Such employees are eligible for longevity upon the completion of the next full year of creditable service, including all months in excess of a whole year of creditable prior service.

#### Categories Not Eligible for Longevity

The following persons are not eligible for longevity payments:

- Employees of the executive branch in the state service, as defined by Tennessee Code Annotated §8-30-102, hired after June 30, 2015;
- Officials popularly elected to fixed terms in office (including the governor, judges, and members of the general assembly);
- Persons receiving automatic annual raises under the provisions of T.C.A. § 8-7-201 or otherwise;
- Persons covered by the provisions of T.C.A. § 4-7-111;
- Employees of the Tennessee Bureau of Investigation (TBI) covered by the provisions of T.C.A. § 4-7-111; and
- State employee teachers who are paid based on local teacher pay scales which increase based on experience.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).