

**CHAPTER 4**

***FY2024-2025 PROPOSED CHANGES TO PERSONNEL POLICY***

ARTICLE III – THE PAY PLAN

Section 4-18

Service Level Benefits

**Proposed Policy Language  
Attachment A**

**CURRENT POLICY LANGUAGE**

**Section 4-17 Service Level Benefits**

Full-time employees of the Town may be compensated for years of service by payment of a service level benefit based on continuous years of service as of December 31st of each year if funds are appropriated in the Annual Budget Ordinance. Payment of this benefit begins at five years of creditable service and is paid in a lump sum benefit in December of each calendar year. The amount of the benefit is the same for each employee who is in the same seniority group. Differing amounts are provided according to the following schedule:

5 – 9 years  
10 -14 years  
15 – 19 years  
20 or more years

Employees who separate from Town employment and return within one year will be credited with previous service for the purposes of the service level benefit. The amount of the service level benefit is indexed each year to reflect the cost-of-living portion of the pay for performance increase. Continuous service is defined as continuous employment including any approved leave or involuntary reduction in force.

**RED LINED POLICY LANGUAGE**

**Section 4-17 Service Level Benefits**

~~Full-time~~ **Permanent** employees of the Town may be compensated for years of service by payment of a service level benefit based on continuous years of service as of December 31st of each year if funds are appropriated in the Annual Budget Ordinance. **All permanent part-time employees shall receive a pro-rated service level benefit based on their position's fulltime equivalency.** Payment of this benefit begins ~~at five years of creditable service~~ **during the first year of service and for anyone hired before the benefit is dispersed in a given calendar year.** ~~and~~ It is paid in a lump sum benefit in December of each calendar year. **An employee must be employed at the time of disbursement to receive the benefit each year of eligibility.** The amount of the benefit is the same for each employee who is in the same seniority group. Differing amounts are provided according to the following schedule:

~~0-4 years~~  
5 – 9 years  
10 -14 years  
15 – 19 years  
~~20 – 24 years or more years~~  
**25+ years**

Employees who separate from Town employment and return within one year will be credited with previous service for the purposes of the service level benefit. The amount of the service level benefit is indexed each year to reflect the cost-of-living portion of ~~the pay for performance increase~~ **any Council approved across-the-board annual pay increase.** Continuous service is defined as continuous employment including any approved leave or involuntary reduction in force.

## PROPOSED POLICY LANGUAGE

### **Section 4-17 Service Level Benefits**

Permanent employees of the Town may be compensated for years of service by payment of a service level benefit based on continuous years of service as of December 31st of each year if funds are appropriated in the Annual Budget Ordinance. All permanent part-time employees shall receive a pro-rated service level benefit based on their position's fulltime equivalency. Payment of this benefit begins at during the first year of service and for anyone hired before the benefit is dispersed in a given calendar year. It is paid in a lump sum benefit in December of each calendar year. An employee must be employed at the time of disbursement to receive the benefit each year of eligibility. The amount of the benefit is the same for each employee who is in the same seniority group. Differing amounts are provided according to the following schedule:

- 0-4 years
- 5 – 9 years
- 10 -14 years
- 15 – 19 years
- 20-24 years
- 25+ years

Employees who separate from Town employment and return within one year will be credited with previous service for the purposes of the service level benefit. The amount of the service level benefit is indexed each year to reflect the cost-of-living portion of the any Council approved across-the-board annual pay increase. Continuous service is defined as continuous employment including any approved leave or involuntary reduction in force.