

GUIDELINES

UNIVERSITY OF TENNESSEE SYSTEM HUMAN RESOURCES POLICY

GUIDELINES NO.: HR0432

SUBJECT: Longevity Pay

EFFECTIVE: 07/01/2013

REVISION NO:

An eligible employee's longevity date will initially be established as the first day of the month in which the employee becomes eligible for longevity. Subsequent changes to an employee's longevity service, or to re-establish a longevity date, may be made only by completing a **LONGEVITY PAY CERTIFICATION FORM (LPCF)**. The **LPCF** must be initiated and signed by the employee and the department head and forwarded to the campus human resources office.

Eligible Service

1. Service with the University of Tennessee (university), Tennessee Board of Regents (TBR) and the state of Tennessee may qualify as eligible service for longevity purposes. The following types of service are considered eligible service when establishing an employee's years of service for longevity:

- a. Effective January 1, 2002:
All **regular** full-time and part-time service at 82.05 percent time or more
Temporary or **term** full-time or part-time service at 82.05 percent or more (when that service immediately precedes the eligible regular service with the state agencies listed above) is credited for longevity purposes at 100 percent. Prior to January 1, 2002, with the exception of item b below, all eligible part-time service with any of these agencies is converted to full-time equivalent service for longevity purposes.
- b. All regular part-time service from January 1, 1987, through June 30, 1994, during periods when the employee was scheduled to work an annual schedule of at least 77% time; during this period full longevity credit is given for each month of part-time service.
- c. All regular part-time service, plus all term part-time service that immediately precedes eligible regular service, providing that the total of all the part-time service is equivalent to not less than five years of full-time service
- d. Periods during which the eligible employee is on approved leave with pay
- e. Periods during which the eligible employee is on leave of absence without pay due to an on-the-job injury and is receiving compensation from the state for lost time. Employees are encouraged to contact the campus human resources office to ensure any such time is credited for longevity purposes.
- f. All military service, including summer camp that coincides with employment at the university, TBR, or Tennessee state government

Ineligible Service

2. The following types of service are considered ineligible service when establishing an employee's years of service for longevity:

- a. All regular service less than 82.05% time with the exception of items 1b and 1c above
- b. Temporary or term service, which does not immediately precede regular full-time or eligible part-time service
- c. Service as a student employee
- d. Service with elementary or secondary (K-12) public schools

- e. Periods during which the employee is on leave without pay except when the employee is on approved leave of absence without pay due to an on-the-job injury and is receiving compensation from the state for lost time. When employees return to work they should contact the human resources office to complete a new **LPCF**.
- f. Services rendered in addition to the employee's regular duties including the services of faculty for teaching summer school
- g. Military service prior to employment with or after termination from the university, TBR, or Tennessee state government

Rehires

3. Employees who have prior service with the university, TBR, or state agencies and who are rehired by the university will receive their longevity payments in accordance with their reconstructed longevity anniversary month. However, payment will be made no sooner than six months from the month of rehire. Subsequent payments will be paid on the 19th of the month following the longevity anniversary month unless the 19th falls on a week-end or holiday.

Transfers

4. Employees who transfer from one state agency to another without a break in service are eligible for longevity compensation in accordance with their longevity anniversary month. In such cases, the six-month waiting period requirement for rehires is not applicable.

Status Change

5. Employees may become eligible for longevity due to a change from ineligible regular part-time, term, or student to a regular, full-time or eligible part-time status.

6. Employees who change from a regular eligible status to an ineligible part-time or student status prior to their longevity anniversary month and who remain in that status for the balance of the fiscal year are not eligible to receive longevity pay for that fiscal year.

7. Since most status changes for nine-month faculty or flex-year employees occur on August 1, employees in this status whose longevity anniversary month is August or September will be eligible for the longevity pay if the status change to an ineligible status is effective August 1.

Leaves of Absence

All eligible employees who are on leave of absence without pay due to an on-the-job injury and are being compensated by the State Division of Claims Administration (workers' compensation) will be considered as being in an active pay status for purposes of establishing their eligibility to receive longevity pay.

8. The guidelines for determining eligibility and month of payment follow.

a. Twelve-Month Employees:

i. Twelve-month faculty and staff who are on leave without pay but are in an active pay status during some portion of their anniversary month are entitled to longevity payment for that fiscal year.

ii. All employees who are on non-Family Medical Leave of Absence (FMLA) without pay are entitled to longevity payment on their adjusted longevity anniversary date upon return from said unpaid leave.

b. Nine-Month Faculty or Flex-year Employees:

i. Nine-month faculty or flex-year employees who are in an active pay status the last working day of the month which immediately precedes the longevity anniversary month are entitled to the longevity payment for that fiscal year.

ii. All employees who are on non-FMLA without pay are entitled to longevity payment on their adjusted longevity anniversary date upon return from said unpaid leave.

Termination of Employment

9. The following longevity pay guidelines apply to persons who terminate their employment with the university for any reason other than retirement.

a. Twelve-Month-Employees:

Twelve Month faculty and staff must be in an active pay status at least one day during their longevity anniversary month to qualify for the longevity payment for the current fiscal year. Persons in this category who terminate prior to their longevity anniversary month are not eligible to receive the longevity payment.

b. Nine-Month Faculty or Flex-year Employees:

Nine-Month faculty or flex-year employees whose longevity anniversary month is August or September (October for part-time employees) must complete the academic year or flex-year and have a termination date no earlier than July 31 to qualify for the payment.

Retirement

10. The following longevity eligibility guidelines apply to faculty and staff who are retiring from the university.

a. Twelve-Month Employees:

Twelve-Month faculty and staff are eligible for longevity pay provided they are in an active pay status on the next to last calendar day of the month which immediately precedes their longevity anniversary month. For example, an employee who has a longevity anniversary month of July and plans to retire June 30 must be in an active pay status on June 29 to be eligible for the longevity pay.

Faculty retiring June 30 will receive longevity pay if their longevity anniversary month is July, August or September (October for part-time faculty).

b. Nine-Month Faculty or Flex-year Employees:

Nine-month faculty are eligible for longevity pay provided they are in an active pay status on the next to last calendar day of the month which immediately precedes their longevity anniversary month. For example, an employee who has a longevity anniversary month of January and plans to retire December 31 must be in an active pay status on December 30 to be eligible for longevity pay for that fiscal year.

Nine-Month faculty or flex-year employees who retire after completing their responsibilities for that academic year are eligible for the longevity pay provided their longevity anniversary month is either May, June, July, August, or September (October for part-time employees).