

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-022
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 2

SUBJECT: Longevity Program

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Longevity Program policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

It is the policy of the Authority to encourage employees to remain in our employ and to enjoy a long-term relationship with the agency. To this end, employees who have reached the top of their respective salary classification will be eligible to receive a one-time compensation payment.

At the time of the annual performance evaluation process, employees at the top of their respective pay grade shall be eligible to receive a lump-sum payment that will not impact their base salary. The lump-sum payment shall be a one-time payment each year of the maximum percent of increase awarded to employees during the annual performance evaluation process.

FOR EXAMPLE: if employees performing at a satisfactory level are eligible to receive a maximum amount of 3%, an employee who has reached the top of their pay grade and their salary and the top of the pay is \$25,000, the employee will be eligible to receive \$750 in a one-time lump-sum payment.

The annual one-time lump-sum Longevity Payment shall not exceed the amount of \$1,500 under any circumstances.

This amount will be paid to the employee upon a satisfactory performance evaluation and the recommendation of their manager/supervisor.

The Longevity payment will be made on a one-time basis at the time that all other general performance based increases are processed.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director

Byron W. Brooks

Date

23 Jan 02

Department Director

L. J. J. J. J.

Date

1/23/02