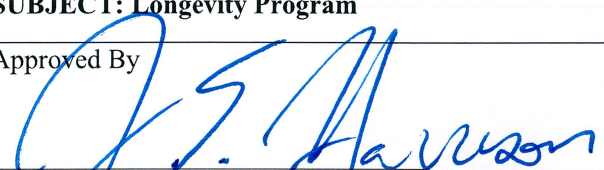




<b>HUMAN RESOURCES POLICY/PROCEDURE</b>	
<b>OFFICE OF PRIMARY RESPONSIBILITY:</b> Human Resources	<b>EFFECTIVE DATE:</b> October 25, 2001 <b>Revision Date: September 30, 2019</b> <b>Replaces:</b>
<b>SUBJECT: Longevity Program</b>	
Approved By  James E. Harrison, Esq., P.E. Chief Executive Officer, LYNX	

**OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter “Authority”) was created by Part III, 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 Chief Executive Officer is authorized to establish and administer such policies. Therefore, it is necessary to establish a Longevity Program Policy.

**SCOPE:**

This policy applies to all Administrative employees of the Authority.

**AUTHORITY:**

Authority for this policy and procedure are as follows:

- Florida Statutes, Title XXVI, Chapter 343, Part III
- Administrative Rule 2, Board Governance (By Laws), Rule 2.6 Policies and Procedures
- Administrative Rule 3, Human Resources

**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, when salary increases are approved within budgetary constraints established each fiscal year, employees who have reached the maximum rate of their salary grade range (no longer eligible to receive annual increases to their base pay) may be eligible to receive an annual lump-sum payment equal to the amount of base pay increase awarded that year calculated as a percentage of the employee’s annualized base pay.

Employees whose base pay rates are nearing the maximum rate of their salary range will receive an annual adjustment in base salary up to the range maximum. If the amount of the percentage increase to current base rate is higher than the maximum base pay of the pay grade for the year,



the employee will receive an increase up to the maximum base pay plus an additional annual lump sum that together with the increase in base pay equals the approved total base pay increase (base pay adjustment plus lump sum payment).

**EXCEPTIONS TO THIS POLICY:**

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