

Employee Longevity and Pay Policy

Board Approved: 4.22.21

Board Amended

Policy Number: 313

1. PURPOSE

Recognition helps Spectrum convey employees' value as part of the team and their contributions to the success of the school. It also contributes to a sense of security and motivation for continued quality performance. This policy recognizes all employees with a financial incentive for longevity in 5-year increments.

2. GENERAL STATEMENT OF POLICY

- A. Each time a qualifying employee completes the following years of service (including any part of a year), the employee will receive a longevity payment (which will not be added to their base salary).
- 5 Years = \$500
 - 10 Years = \$1,000
 - 15 Years = \$1,500
 - 20 years = \$2,000
 - 25 years = \$2,500
 - 30 years = \$3,000
- B. These amounts will remain consistent for the life of this program or until the Board modifies the amounts (up or down) based on budgetary considerations. The School Board will budget up to \$25,000 annually after the initial year of implementation.
- C. Qualification
- a. Years of service must be consecutive
 - b. Employees must be salaried, paid on a stipend, or (if hourly) must have worked at least 250 hours per year.
- D. Timing
- a. Recognition will be done in the spring of each school year. Payments will be made no later than June 30 of the same year.
 - b. For 2021, all employees will be recognized (for their current standing) beginning at 5 years of service through 15 years of service (i.e., 14 years of service would be paid at 10 years or \$1,000). Beginning in 2022, those employees reaching the designated 5-year increment only would be financially recognized.
- E. Recognition
- a. Longevity pay disbursement (not added to base salary)
 - b. A post on the school's social media outlets
 - c. Inclusion in an article in the school's quarterly magazine
 - d. A framed certificate (to be hung in the employee's workspace)
 - e. Recognition in the School Board minutes and expression of appreciation from the School Board (spring)