



<b>Longevity</b>	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

**Policy Purpose**

This policy specifies eligibility, amount, procedures, and schedule for payments made to full-time and part-time employees for longevity of service.

**Policy Statement**

I. Eligibility.

Subject to continued approval and funding by the state legislature and as required by state law, ETSU will award an annual longevity payment to eligible full-time and part-time employees who have completed 36 months of Eligible Service with a state agency or institution in recognition of their extended service.

Regular part-time employees who are scheduled to work 1600 or more hours (82.1% FTE or more) in a year and who have 36 months of Eligible Service are also eligible to receive longevity payments.

Any regular full-time employee who is temporarily working a reduced work schedule of not less than 50 percent of full-time and for a period not to exceed six months, shall continue to receive service credit for longevity purposes during that period of less than full-time service and will incur no change to their Longevity Anniversary Date.

II. Longevity Anniversary Date.

Each employee is assigned a Longevity Anniversary Date. A Longevity Anniversary Date may be adjusted for two reasons:

- A. A break in service was created because the employee terminated and was re-hired by a state agency or institution; or
- B. The employee was on leave without pay at East Tennessee State University for a major fraction of a month.

III. Payments.

ETSU will follow the rate established by the state legislature annually. Beginning 36 months after an eligible employee's Longevity Anniversary Date, the eligible employee may receive a longevity payment for each year of creditable service up to the maximum provided by law. The gross dollar value of the longevity payment is considered as eligible salary for purposes of calculating retirement benefits.

IV. Limit on Number of Payments Per Year.

There is no provision for pro rata payment of longevity, e.g., completion of a partial year of service. At least one full year must elapse between longevity payments when a break in service has occurred, and normally only one longevity payment is paid within a 12-month period.

V. Employees Who Retire or Separate from the University.

A. Academic Year Faculty

Retiring faculty on academic year appointments must complete contract year obligations to be eligible for longevity payments. Faculty who are on an academic year appointment and have a mid-academic year longevity date will receive longevity pay if they complete the equivalent of a full academic year by the Longevity Anniversary Date. For example: A faculty member's longevity date was established as January 5 (the beginning of the spring semester). He or she retires on December 19 (end of the fall semester). Since the faculty member completed a full year of instruction or research, he or she would receive the longevity payment. Conversely, a faculty member retiring on December 19 whose longevity date has been adjusted to March 1 due to unpaid leave of absence or other break in service would not be eligible to receive longevity pay.

An academic year faculty member who has a September Longevity Anniversary Date may leave the University at the end of the academic year and be considered to have completed a full year of service. In this case, the faculty member may receive two longevity payments in the same Fiscal Year, i. e., in September prior to leaving and again in June upon leaving. Otherwise, there must be one full year between longevity payments.

B. Fiscal Year Faculty and Staff

Faculty and staff on 12-month appointments must complete a full 12 months of service before receiving their next longevity payment. If a separating employee is still in active payroll status on their Longevity Anniversary Date, a longevity payment shall be made even if the employee

is no longer actively working. For example, employees who are on terminal leave when their Longevity Anniversary Date occurs will receive their longevity payment.

Authority: T.C.A. § 8-23-206  
Previous Policy: PPP-15 Longevity

## Defined Terms

A Defined Term has a specific meaning within the context of this policy.

**Academic Year** The academic year begins one week before the first day of fall semester classes and ends one week after spring graduation.

**Fiscal Year** The fiscal year begins July 1 and ends on June 30.

**Eligible Service** Services must be with the State of Tennessee, which includes agencies, offices, departments, or other state subdivisions as defined by state law including other state institutions of higher education.

**Longevity Anniversary Date** This date is established for all employees who are eligible or potentially eligible to participate in the program. The Longevity Anniversary Date is the date used to (1) calculate the required 36 months of creditable regular state service at or above 82.1% and (2) to pay subsequent longevity payments each year.

All periods of Eligible Service as defined above are considered when establishing the employee's Longevity Anniversary Date.

To ensure proper longevity credit, the employee should request prior service credit through the Office of Human Resources.

## Policy History

Effective Date: 01/12/2023

Revision Date:

## Procedure

**Procedure History**

Effective Date: 01/12/2023

Revision Date:

**Related Form(s)**

**Scope and Applicability**