

Policy 704.10 – Longevity: Non-Union Staff

Date Adopted: 8/5/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: M.O.M. 3-0505; 2-18-304, M.C.A.

I. POLICY

The University of Montana Western shall grant longevity pay for staff in accordance with State of Montana Pay Plan Rules, as adopted by the Montana University System policies.

II. PURPOSE

This policy provides longevity pay for non-union staff in accordance with State law and Regents' policy.

III. PROCEDURES

A. Eligibility

Longevity pay is a salary increase for years of service to the University. Any permanent staff employee will receive one longevity increment for each five (5) consecutive years of uninterrupted service. Interrupted service is defined as a break in service that severs the employment relationship in excess of five (5) working days. Uninterrupted service may include temporary employment, which may be credited toward longevity eligibility.

Authorized leaves of absence are not considered interruptions in service. Employees on approved leave of absence will continue to accrue longevity credit. An employee in the layoff pool does not earn longevity hours.

Certain other employment by the State of Montana and the Montana University System may be considered in determining longevity eligibility. Guidelines include:

1. Time worked by academic or professional/administrative personnel with individual contracts under the authority of the Board of Regents is considered for determining longevity time upon transfer to an eligible position without a break in service.
2. If an employee terminates University service to enter the military and returns to University service within 90 days following separation from the military, the employee will receive credit toward longevity for University service prior to entering the military and for time in the military. Military service of more than five (5) years will not be counted for computing longevity.

B. Rate/Calculation

Eligible employees receive one and one half percent (1.5%) of base salary for the first and every continuous five-year period of uninterrupted state service. The longevity increase is added to the hourly base rate of pay beginning the first pay period concurrent with the employee's eligibility for a longevity increase. Longevity pay is calculated after all other adjustments have been made to the employee's base salary.

The longevity rate for the second, third and fourth longevity increments (10, 15, and 20 years of service) is 2.0 percent. The longevity rate for the first increment, and for additional increments beyond the fourth increment are 1.5 percent. (Example: An employee with 25 years of service would receive longevity increments of 1.5%, 2.0%, 2.0%, 2.0%, 1.5% for a total longevity rate of 9.0% times their base rate.)

If this procedure is in conflict with Montana Statute and/or Montana University System policy, the relevant policy and/or statute shall prevail.

IV. AUTHORITY

M.O.M. 3-0505; 2-18-304, M.C.A.

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services