Title: Long Service Incentive Program	**Policy:** HR 002
Section: Human Resources	

ACCOUNTABILITY TO VISION STATEMENT

Financial rewards for long service assists in recruitment and retention as it is an incentive to the work force to make Flagstaff County an employer of choice.

POLICY STATEMENT

The primary intent of this policy shall be to encourage long service in order to address retention and recruitment of professional, competent employees, as well as encourage these employees to continue their employment with this organization.

GUIDELINES

Eligibility: County employees must be:

- employed a minimum of or equivalent to 10 years full-time
- employee must be a minimum of 55 years old
- employee must be leaving the full-time service of Flagstaff County

Application: Employee must submit in writing to the Chief Administrative Officer within a minimum of 180 days of the date in which the employee wishes to retire.

Upon Retirement and acceptance of the application an employee will be eligible for an equivalent payment of their base annual salary according to the following schedule:

• 10 years of service	10% of base annual salary
• 15 years of service	20% of base annual salary
• 20 years of service	40% of base annual salary
• 22 years of service	50% of base annual salary
• 25 years of service	55% of base annual salary
• 26 years of service	60% of base annual salary
• 27 years of service	65% of base annual salary
• 28 years of service	70% of base annual salary
• 29 years of service	75% of base annual salary
• 30 years of service	80% of base annual salary
• 32 years of service	90% of base annual salary
• 35+ years of service	100% of base annual salary

Council Approved: October 14, 2015	**Resolution #: FC20151014.1008**
Reference:	

Administrative Responsibility:	***Review Cycle:***	***Next Review Date:***
Chief Administrative Officer	Every 3 years	October 14, 2018