

FLAGSTAFF COUNTY POLICY

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 ten (10) years full-time
- employee must be a minimum of fifty-five (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: March 13, 2019	Resolution #: FC20190313.1008
Reference:	

Administrative Responsibility:	Review Cycle:	Next Review Year:
Chief Administrative Officer	Every 3 years	2022