

Town	Longevity Provisions	Fixed amount or percentage.	Pro-rated payment upon retirement, resignation or death	Comments
West Tisbury			No.	
Aquinnah	Longevity pay shall be paid to an employee on their anniversary date	percentage (4% after 20 years)	Bylaw is silent	
Chilmark	Year round benefited employees. Paid to an employee on their anniversary date with the approve of the human resources committee	percentage (4% after 25 years)	No	unpaid leave periods not included.
Edgartown	same as West Tisbury	percentage (4% after 20 years)		Same as WT but in the process of re-writing all polices with a proposed proration methodology
Oak Bluffs	Payment is made during December to eligible employees. A prorated portion shall be paid to the otherwise eligible employees whose service has terminated during the period or to the estate of an employee who has died.	fixed amount	yes	A pro-rated portion shall be paid to the otherwise eligible employees whose service
Tisbury	no response to request			
Off Island towns				
Concord	Regular Full time employees. Regular part-time employees will receive credit for years of continuous service on the same basis as full-time employees, but will receive longevity pay prorated to their average weekly work schedule.	fixed amount (\$600 after 20 years)		
Southbridge	Longevity payment shall be paid on the pay period which includes the employee's anniversary date. Permanent part-time employees will be entitled to a pro-rated amount. This benefit tis eliminated for all new hires after 9/1/2015.	fixed amounts maximum after 30 years is \$2,500.	Yes	No new employees receive longevity. Permanent part-time employs will be entitled to a pro-rated amount.
Southborough	Compensated annually at Anniversary date	fixed amounts . After 30 years \$1,2	No.	

2019 Study

LONGEVITY	Amount or Percentage					
	after 5 Yrs	after 10 Yrs	after 15 Yrs	after 20 Yrs	after 25 Yrs	after 30 Yrs
Aquinnah	1% after 7yrs	2%	3%	4%	4%	4%
Brewster	none for employees hired after July 1, 2015					
Chatham	0	300	400	500	1000	1000
Chilmark	0	1%	2%	3%	4%	4%
Dennis	none for employees hired after June 30, 2009					
Eastham	0	650-850	900-1400	1500-2100	2100+150/yr	2100+150/yr
Edgartown	1%	2%	3%	4%	4%	4%
Falmouth	300	350	400	500	600-650	600-650
Orleans	500	500	1200	1800	1800	1800
Provincetown	400	700-800	1000-1200	1300-1600	1600-2000	1900-2400
Tisbury	0	2088	3132	4176	5220	6264
Truro	300+90/yr	460+90/yr	910+90/yr	1385+115/yr	1995+150/yr	2595+150/yr
Wellfleet						
Westport						
West Tisbury	0	1%	2%	3%	4%	5%

PAY SYSTEM	Step System	# of Steps	Frequency	% between steps
Aquinnah	Y	10	annual	3%
Brewster	Y	5-10	annual	
Chatham	Y	9	annual	2.5%
Chilmark	Y	8	annual	3.25%
Dennis	MIX			
Eastham	Y	varies up to 11	annual	varies by union
Edgartown	Y	8	annual	4%
Falmouth	Y	7-10	annual	
Orleans	Y		annual	
Provincetown	Y	6-12	annual	2%
Tisbury	Y	10	annual	3.2%
Truro	Y	6	annual	3%
West Tisbury	Y	8	annual	5%



17.0 Longevity Pay (Amended 5/9/2017 ATM)

17-1 Coverage

Full-time employees who have completed 10 years of service regardless of step placement in the classification plan. Longevity pay shall be paid to an eligible employee on their anniversary date.

17-2 Policy

Fulltime employees hired prior to June 30, 2007 are grandfathered to receive Longevity pay as follows:

- (a) After ten (10) full years of continuous service to the Town, an employee shall be paid an additional 2% of their gross annual salary per year;
- (b) After fifteen (15) full years of continuous service to the Town, an employee shall be paid an additional 3% of their gross annual salary per year;
- (c) After twenty (20) full years of continuous service to the Town, an employee shall be paid an additional 4% of their gross annual salary per year;

Full time employees hired after July 1st, 2007 will receive Longevity pay as follows:

- (a) After ten (10) full years of continuous service to the Town, an employee shall be paid an additional 1% of their gross annual salary per year;
- (b) After fifteen (15) full years of continuous service to the Town, an employee shall be paid an additional 2% of their gross annual salary per year;
- (c) After twenty (20) full years of continuous service to the Town, an employee shall be paid an additional 3% of their gross annual salary per year;

17-3 Payment

Longevity pay shall be paid to an employee on their anniversary date.

- The Supervisor or Department Head discusses the situation with the Chairman of the HRBC.
- The Chairman of the HRBC and the Supervisor or Department Head shall agree upon the proper method for gathering the facts of the issues for review.
- If after reviewing the facts with the Chairman of the HRBC it is determined formal disciplinary actions must be taken, the disciplinary plan shall be reviewed with the Chairman of the HRBC, a member of the Board of Selectmen and Town Counsel before Disciplinary Action is initiated.

12.2 Disciplinary actions, including but not limited to, an oral or written warning, suspension without pay, demotion, and/or termination shall not be imposed upon an employee arbitrarily or capriciously. It is expected that the Department Head shall identify problems with an employee's conduct and discuss remedial actions with the employee well before the time when formal disciplinary action is initiated. An employee receiving a Disciplinary Action has the right to discuss the Disciplinary Action in an executive session or as a public discussion in accordance with open meeting laws.

12.3 The degree of discipline imposed shall be commensurate in the judgment of the Appointing Authority with the severity of the offense and prior work and disciplinary history of the employee.

12.4 Employee Use of Outside Counsel

An employee facing disciplinary action that may involve probation, suspension, demotion or discharge may bring in outside counsel, at his/her own expense, to assist him or her at any stage of the process. However, the employee must give prior notice to the Executive Secretary or Appointing Authority in writing, with a copy to the Chair of the HRBC, that he/she is taking such action.

Section 13.0 GRIEVANCE PROCEDURE

Any Year-round Employee who believes that he or she has not received equitable treatment concerning some condition of employment, including a hostile workplace environment or administration of this Bylaw, may seek review of his or her complaint in accordance with the procedures as set forth in the HRP.

Section 14.0 LONGEVITY

14.1 Year-round, Benefits-eligible Town employees are to receive longevity increments as follows:

- a. Upon completion of ten (10) years of continuous employment to the Town, an employee shall be paid a bonus payment of One Percent (1 %) of his/her current annual base salary.

b. Upon completion of fifteen (15) years of continuous employment to the Town, an employee shall be paid a bonus payment of Two Percent (2%) of his/her current annual base salary.

c. Upon completion of twenty (20) years of continuous employment to the Town, an employee shall be paid a bonus payment of Three Percent (3%) of his/her current annual base salary.

d. Upon completion of twenty-five (25) years of continuous employment to the Town, an employee shall be paid a bonus payment of Four Percent (4%) of his/her current annual base salary.

14.2 Upon approval of the Department Head or Appointing Authority, longevity payments shall be paid to an employee on his or her anniversary date with approval of the HRBC.

14.3 Continuous employment shall mean employment uninterrupted except by authorized leave. Unpaid leave periods shall not be included in the calculation of years of employment.

Section 15.0 GROUP HEALTH AND LIFE INSURANCE

A benefits-eligible, Year-round Employee is eligible for group insurance including health and life insurance and other insurance approved by the Town Meeting in accordance with the provisions of the General Laws, as amended from time to time.

Section 16.0 RETIREMENT

The retired employee is eligible for group health and life insurance approved by the Town Meeting in accordance with the provisions of the General Laws, as amended from time to time. Medicare eligible retirees shall enroll in Medicare Parts A & B at 65 years of age. Thereafter the retiree will be eligible for a Medicare supplement plan through the Town. Retirees not eligible for Medicare will be allowed to continue their existing health plan through the Town.

Section 17.0 ENACTMENT

This Bylaw is effective upon approval at Town Meeting and subsequent approval by the Massachusetts Attorney General. All prior Personnel Bylaws are invalid upon Town Meeting and Attorney General approval of this Bylaw.

Personnel Board

From: Wendy Brough <wbrough@oakbluffsma.gov>
Sent: Thursday, April 22, 2021 4:13 PM
To: Personnel Board
Subject: RE: Longevity Policy in your town

Maria,

I apologize for not following up –See below by-law longevity. So you know our by-laws are on the personnel webpage in case you need something immediately. <https://www.oakbluffsma.gov/158/Personnel-Department>
While they are paid in December for longevity, if they leave we pro-rate from anniversary date to end date.

Section 18. Longevity Pay

18.1. Regular full time and part time employees hired after July 1, 2014 shall be eligible for longevity based upon years of continuous service as follows:

After the completion of five years	\$ 300.00
After the completion of ten years	\$ 500.00
After the completion of fifteen years	\$ 800.00
After the completion of twenty years	\$ 1000.00
After the completion of twenty-five years	\$ 1500.00
After the completion of thirty years and thereafter	\$ 2000.00

Regular full-time and part-time employees hired before July 1, 2014 shall be eligible for longevity based upon years of continuous service as follows:

After the completion of three years	\$ 300.00
After the completion of five years	\$ 500.00
After the completion of ten years	\$1000.00
After the completion of 15 years	\$1500.00
After the completion of 20 years	\$2000.00
After the completion of 25 years and thereafter	\$2500.00

18.2 Payment is made during December to eligible employees. Elected officials shall not be eligible for longevity pay. A pro-rated portion shall be paid to the otherwise eligible employees whose service has terminated during the period or to the estate of an employee who has died.

Wendy Brough
Acting Town Administrator
Town of Oak Bluffs
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Oak Bluffs MA 02557

When writing or responding, please be aware that the Massachusetts Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

Edgartown

Personnel Board

From: Kim Lucas <personnel@edgartown-ma.us>
Sent: Friday, April 16, 2021 1:02 PM
To: Personnel Board
Subject: RE: Longevity Policy in your town

Maria,

We are currently the same as you but I am re-writing all our policies right now with a proposed proration methodology.

Longevity Pay.

18-1. Coverage. Full-time employees.

Longevity pay shall be as follows:

After seven (7) full years of continuous service to the town, an employee shall be paid an additional 1% of their gross annual salary per year.

After ten (10) full years of continuous service to the town, an employee shall be paid an additional 2% of their gross annual salary per year.

After fifteen (15) full years of continuous service to the town, an employee shall be paid an additional 3% of their gross annual salary per year.

After twenty (20) full years of continuous service to the town, an employee shall be paid an additional 4% of their gross annual salary per year.

Longevity pay shall be paid to an employee on their anniversary date.

Have a nice weekend,

Kim

From: Personnel Board <personnel@westtisbury-ma.gov>
Sent: Thursday, April 15, 2021 4:39 PM
To: Kim Lucas <personnel@edgartown-ma.us>; wbrough@oakbluffsma.gov; Jennifer Christy <townclerk@chilmarkma.gov>; Pam Bennett (pbennett@tisbury-ma.gov) <pbennett@tisbury-ma.gov>; treasurer@aquinnah-ma.gov
Subject: Longevity Policy in your town

Hi Ladies,

Hope you all are doing well.

Can you please send me the wording of your longevity policy in the Personnel Bylaw and/or primary union contract.

I am particularly interested to know if you prorate a longevity payment when someone retires, resigns or dies while employed. In WT, the employee has to be in active service on their anniversary date to receive their longevity pay. We do not pro-rate it.

WEST TISBURY- CURRENT POLICY 2021

20.0 Longevity Pay

20-1. Coverage. All Full-time employees except contract employees.

20-2. Policy. Annual Longevity increments shall be as follows:

- (a) Upon completion of 10 (ten) years of continuous employment to the Town, an employee shall be paid an additional 1% of the employee's base hourly rate multiplied by the scheduled number of the hours for the previous year.
- (b) Upon completion of each additional five (5) year period of continuous employment to the Town, an employee shall be paid an additional 1% of the employee's base hourly rate multiplied by the scheduled number of the hours for the previous year.
(4/9/13)

20-3. When Paid. Longevity pay shall be paid to an employee on their anniversary date.

20-4. Definition of Continuous Employment. Continuous employment shall mean employment uninterrupted, except by authorized leave.