



**RESOLUTION NUMBER 2025-10
A RESOLUTION ESTABLISHING AND CREATING EMPLOYEE LONGEVITY
INCENTIVE PAY POLICY**

WHEREAS, the Board of County Commissioners of Union County believes that all employees of Union should receive equitable and competitive compensation both direct, by salary and indirect, through benefits; and

WHEREAS, Union County recognizes the importance of providing an excellent benefit package to its employees and the importance of rewarding long term employees for their years of service; and

WHEREAS, New Mexico State Statute allows municipalities and counties to establish a personnel merit system for the hiring, promotion, discharge, and general regulation of municipal and county employees; and

WHEREAS, the Board of County Commissioners greatly appreciates the County's loyal long-term employees and has determined that rewarding employee longevity is an important incentive to help avoid cost such as recruitment, retraining, and overtime to cover vacancies.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Union County that the following Longevity Pay incentive program shall be established in Union County and the following policy is hereby adopted.

UNION COUNTY LONGEVITY INCENTIVE PAY POLICY

Longevity Payments based on length of service shall be made in a single payment in December of each year when the employee fulfills requirements prescribed under the following rules and regulations.

Longevity Pay Eligibility: Employees eligible for longevity payments shall consist of only those employees who:

- a. Eligible employees for the purpose of the Longevity Pay Policy shall mean a full-time regular employee and full-time unclassified employees who are on the Union County payroll and eligible for full benefits.
- b. Pursuant to Article 4 Section 27 of the New Mexico Constitution, Elected Officials are not eligible for Longevity Pay, however their service time will be counted towards Longevity Pay in the event they become a regular or unclassified employee, without a break in service, after the expiration of their elected term.
- c. Employees must have completed 3 years of continued service as eligible Union County Employees.
- d. For the purpose of Longevity Pay, one (1) year of service shall be computed as the number of whole years (not including partial time) completed on December 1st of the year. Example: An employee who has 5 years and 7 months of service on December 1st will receive Longevity pay based on 5 years of service.

Break in Service:

- a. It may be necessary for an employee to have a break in service due to layoffs, sickness, or other issues not anticipated. If an employee voluntarily resigns or their employment is terminated with the County, then all past service credit is forfeited.
- b. In the event of a break in service for a previous full-time employee returning to a full-time status, due to illness or layoff, the County Manager will have the discretion of bridging the lapse in service time. In the event of a break in service for a previous full-time employee returning to full-time status, due to illness or layoff, the County Manager will have the discretion of bridging the lapse in service time. A break in service shall not exceed six (6) months to receive consideration under this section.

Payment:

- a. Longevity Pay will be provided annually, in a separate payroll run, by December 21st of each year.
- b. Longevity Pay will be issued in a single check and is considered additional compensation not subject to PERA withholding.
- c. Longevity Pay will be calculated on the basis of fifty dollars (\$50) for each completed year of continuous service, after a minimum of three (3) years of continuous service.

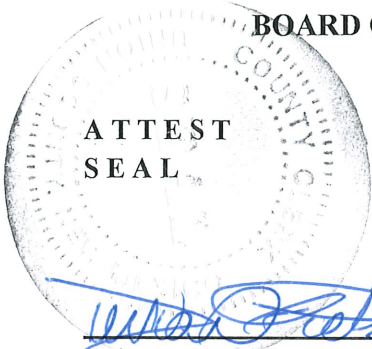
Appropriations:

- a. The terms of this Policy are contingent upon sufficient appropriations and authorization being made by for the performance of this Policy. If sufficient appropriations and authorization are not made any and all longevity shall terminate immediately and this policy shall be automatically suspended until adequate funding is appropriated.
- b. Employees are specifically advised not to rely on the compensation set forth in this policy to be reoccurring.



PASSED, APPROVED AND ADOPTED this 9th day of July, 2024.

BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO



ATTEST
SEAL

[Signature]
County Clerk

By:

[Signature]
Chairman

[Signature]
Member

[Signature]
Member