

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: January 16, 2020

Item description/summary: Retro-Active Longevity Policy

In recent years we have had a few long-term employees return to work at OPUD after working for other agencies/companies. Their reasons for originally leaving the District has varied, but they have all left the District as an employee in good standing. Each of these returning employees have requested that they obtain retro-active longevity based only on their years of service with the District. Each time this item has been taken to the Board for consideration.

After the last request, the Board asked for a policy which would provide some guidelines/requirements for approving retro-active longevity upon request. Attached is a draft policy for the Boards consideration/approval.

Fiscal Analysis:

No fiscal impact, the cost for this item is already within departmental budgets.

Sample Motion/Staff Recommendation:

Consider approving the Retro-Active Longevity Policy – D/A

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator



Olivehurst Public Utility District
Retro-Active Longevity Policy

Effective: 01-2020
Rev 0
DRAFT

Purpose

The purpose of this policy is to provide restrictions, clarification and guidance regarding providing retro-active longevity to returning employees upon request.

Scope

This policy applies to all regular, benefitted OPUD employees, who had prior employment with the District and is requesting in writing retro-active longevity.

Policy

Currently all regular, benefitted OPUD employees are entitled to longevity based on years of service. An employee receives an additional 2% for every five years of employment with the District up to forty (40) years of continuous service.

This policy is providing guidelines for allowing a returning employee to receive upon written request retro-active longevity pay, based on prior years of service.

The guidelines for obtaining retro-active longevity for prior years of service would be as follows:

- Employees must have been in good standing with the District, prior to termination (i.e. not terminated for cause, placed on administrative leave, etc.)
- Have worked for the District at least five (5) years.
- Successfully passed probation for current position with the District.

If the employee meets all of the above guidelines, he/she would then provide a written request to his/her direct Supervisor who would then provide a copy of said request to the General Manager for review and subsequently Human Resources to process.