

## LONGEVITY INFORMATION

Longevity service credit is determined based on the amount of time an employee has served in an eligible position with eligible State agencies. Longevity service credit determines the percentage used to determine longevity pay, and the accrual rate for annual vacation leave.

### **ELIGIBILITY REQUIREMENTS**

Effective 7/1/2014, teachers and school-based licensed instructional support staff (i.e. counselors, social workers, psychologists, speech-language pathologists, media specialists, curriculum facilitators, academic coaches, etc.) are **NO LONGER ELIGIBLE TO RECEIVE LONGEVITY PAYMENTS REGARDLESS OF THEIR LONGEVITY SERVICE CREDIT**. All other permanent full-time or part-time (20 hours or more per week) employees are eligible to earn longevity service credit. These employees that have at least 10 years of total qualifying State service are eligible for longevity payments.

Eligible employees receive full credit for each monthly pay period that they were in pay status (working, using vacation, sick, extended sick, or personal leave, on workers' compensation, or on authorized military leave) as a permanent full-time or part-time employee for one-half or more of the regularly scheduled workdays and holidays in the pay period.

Working the contract length for a complete school year (i.e. 10 months) is equivalent to one full calendar year. Credit for a partial year is given on a month-for-month basis.

An employee may not earn more than a year of State service in a 12-month period.

### **CREDITABLE SERVICE**

Employment with a North Carolina Local School Administrative Unit.

Employment with a State of North Carolina department, agency, or institution.

Employment with a local Mental Health, Public Health, Social Services, Emergency Management, or Agricultural Extension Service agency in North Carolina if such employment was subject to the State Personnel Act.

Employment with the General Assembly (except for participants in the Legislative intern program and pages).

Employment with the Community College System.

### **PAYMENT**

Employees who are employed in eligible positions and have at least 10 years of total qualifying State service are eligible for longevity payments. Longevity pay is automatic. Payment is made during the month following the monthly pay period in which the employee has satisfied all eligibility requirements.

The amount of longevity pay is a percentage of the employee's annual rate of pay. This percentage is determined by the length of total State service as follows:

<u>Years of State Service</u>	<u>Longevity Pay Rate</u>
10 but less than 15 years	1.50 Percent
15 but less than 20 years	2.25 Percent
20 but less than 25 years	3.25 Percent
25 or more years	4.50 Percent

## LEAVE ACCRUAL AND TRANSFER

### Annual Leave

All full-time and part-time (20 hours or more per week) employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period are entitled to earn annual vacation leave.

The rate of earning is based on the length of total State service as follows:

<u>Years of State Service</u>	<u>Days of Leave Earned per Month of Employment</u>
Less than 5 years	1.167
5 but less than 10 years	1.417
10 but less than 15 years	1.667
15 but less than 20 years	1.917
20 years or more	2.167

An employee who transfers between local school administrative units must have all unused annual vacation leave transferred to the new administrative unit.

Annual vacation leave may also be transferred to and from a State agency or institution, community college, technical institute, or a position covered by the State Personnel Act in County agencies of Mental Health, Public Health, Social Services, or Emergency Management. Leave to be accepted by a school system must not have been earned at a greater rate than the rate afforded school employees.

### Sick Leave

All full-time and part-time (20 hours or more per week) employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period earn sick leave. Full-time employees earn one sick day per month and part-time employees earn sick leave computed on a pro rata basis.

An employee who transfers between local school administrative units must have all unused sick leave transferred to the new administrative unit.

Sick leave may also be transferred to and from a State agency, institution, community college, technical institute, or position covered by the State Personnel Act in County agencies of Mental Health, Public Health, Social Services, or Emergency Management, if the receiving agency is willing to accept the leave and the individual is employed within 60 calendar months of separation from one of these.

A former employee is credited with all sick leave accumulated up to the time of separation from a school system provided the employee is reinstated as a permanent employee within (12 MONTH EMPLOYEE) 60 calendar months, (10 MONTH EMPLOYEE) 63 calendar months, from the date of separation.

### Personal Leave

Permanent classroom teachers and school media specialists earn personal leave at the rate of .20 days for each full month of employment. Part-time (20 hours or more per week) classroom teachers and school media specialists earn at a pro rata share of the rate for full-time employees.

An employee who transfers between local school administrative units must have all unused personal leave transferred to the new administrative unit.