

# Longevity Pay

The North Carolina Administrative Code (23 NCAC 2D .0109) specifies that full-time employees and permanent part-time employees of institutions in the North Carolina Community College System ("NCCCS") shall receive longevity pay if the employee meets the requirements for total qualifying service.

For purposes of this policy, "permanent part-time employees" means employees of the College who fill a permanent part-time recurring position established in the budget. Such employment must be for nine (9) or more months per calendar year and for at least 20 hours per week. This category does not apply to students enrolled in a curriculum program at the College unless they are permanent part-time employees who meet all the above criteria.

Total service for longevity pay is based on a month-for-month computation of full-time and permanent part-time employment.

Employment for an academic year is equivalent to one (1) full calendar year (credit for a partial year is given on a month-for-month basis). In no event will an employee earn more than one year of total service in a 12-month period. If an employee is in pay status (working, exhausting vacation or sick leave, on workers' compensatory leave or on authorized military leave) for one-half or more of the regularly scheduled work days in a month, credit shall be given for the entire month.

An employee assigned to a full-time or permanent part-time position is eligible for longevity pay only after the date the employee has completed ten (10) years of total service with a community college, a school administrative unit, or an agency.

Annual longevity pay amounts are based on the length of total service to agencies, community colleges and school administrative units and a percentage of the employee's annual rate of pay on the date of eligibility, which are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, as follows:

<b>Years of Total Service</b>	<b>Longevity Pay Rate</b>
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base or contract salary. Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity.

Employees should notify the Human Resource Office when the employee believes he/she qualifies for longevity pay and to provide documentation verifying eligibility for longevity. Payment shall be made during the monthly pay period in which the employee has satisfied all eligibility requirements.

Further, the College will not make longevity pay retroactive for times in which the employee missed receiving the benefit if the employee failed to provide the College with adequate notice or information regarding his/her right to longevity pay.

This policy does not confer tenure, career status, or the promise for a contract for continuing employment.

This policy is subject to changes made by the General Assembly.

Employees classified as part-time permanent prior to May 12, 2009 who currently work at least twenty hours or up to twenty-eight hours per week shall earn annual and sick leave on a pro-rated basis. No new assignments will be made under this classification after May 12, 2009.

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