



LONGEVITY ELECTION CHANGE FORM:

This form applies only to employees receiving longevity who want to make a change in how they are receiving longevity payments in 2018. Return by 11/10/17.

Name: _____ Department: _____

Title: _____ Phone: _____

City of Burleson employees who are eligible for longevity pay can make an annual election on how they prefer to receive the funds. The election you make now will determine how your longevity pay is distributed on your paychecks. This form is due back to Human Resources with your performance evaluation. The election you make now, can not change until the next applicable open enrollment.

Check only one box:

I elect to receive my longevity pay each paycheck with my regular wages. I understand that I can not change this election until the next annual applicable open enrollment.

I elect to receive my longevity pay in a lump sum in November each year. I understand that I can not change this election until the next annual applicable open enrollment

Note: The method of payment you elect above will remain in effect continuously unless you make an election change at the designated open enrollment time. There will be no need to complete another form next year, unless you are electing a change as described above.

Signature:

Employee Signature

Date

Employee Handbook Reference: Longevity Pay (Chapter IX; section 4 (m); page 63)

Fire and police departments. In accordance with the requirements of state law, sworn employees of the fire and police departments shall be paid longevity pay at the rate of \$4.00 per month for each completed year of full-time service to a maximum of 25 years of service.

Other employees. All other full-time employees shall be paid longevity pay after five years of service at the rate of \$4.00 per month for each completed year of full-time service to a maximum of 25 years.