

Michigan Civil Service Commission

Regulation 5.05

Subject: Longevity Compensation		
SPDOC No.: 22-15	Effective Date: January 1, 2023	Replaces: Reg. 5.05 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation establishes standards for longevity payments.

2. CSC Rule References

5-8 Longevity Payment

An employee who has completed the equivalent of five years of full-time currently continuous employment, including any credits under rule 5-10.2(b)(4), is eligible for an annual longevity payment, as provided in the regulations, each October 1 in the amount provided below. An employee with a break in service is eligible for a longevity payment based on total years of service after completing the equivalent of five years of full-time currently continuous employment.

Years of Full-time Service	Minimum Hours	Annual Payment
5–8	10,400	\$260
9–12	18,720	\$300
13–16	27,040	\$370
17–20	35,360	\$480
21–24	43,680	\$610
25–28	52,000	\$790
Over 29	60,320	\$1,040

3. Standards

A. Eligibility. A career employee who has completed the equivalent of five years (10,400) or more of continuous full-time classified service is eligible for an annual longevity payment each October 1 in the amount provided in rule 5-8.

1. A career employee receives longevity credit for service in a non-elective excepted or exempted position in an agency, the legislature, or the supreme court if entry into or return to the classified service is within 28 days of leaving the position.
2. A new career employee receives longevity credit for up to five years of honorable service in the armed forces of the United States immediately upon entry into the classified service under the following conditions:

- a. The employee must submit required documents to the appointing authority within 90 days of hire to receive additional service credit retroactive to the date of hire. Otherwise, credit is only from the start of the pay period when the appointing authority receives the documents.
- b. The appointing authority shall forward the required documents to Civil Service for review, calculation of eligible service credit, and processing applicable HRMN adjustments.
- c. The following criteria apply in determining eligibility for credit:
 - (1) Only active service for which the employee received an honorable discharge is creditable. Only the following documents provide evidence:
 - (a) DD Form 214, Certificate of Release or Discharge from Active Duty, which includes Field #24: Character of Service.
 - (b) NGB Form 22, National Guard Report of Separation and Record of Service, which includes Field #24: Character of Service.
 - (2) Active military service for purposes of this regulation is active duty in any branch of the armed forces under conditions for which a military leave of absence would have been granted had the employee been a classified employee when the duty began. Military duty in a reserve component generally does not qualify for credit, but active duty time served for basic training while in a reserve component as shown by an official copy of one of the following is creditable:
 - (a) DD Form 214, Certificate of Release or Discharge from Active Duty, fields 12.c and 12.d.
 - (b) NGB Form 22, Report of Separation and Record of Service in the Air/Army National Guard, field 10(c).
 - (3) Military service must precede, but does not need to be immediately before, state employment.
 - (4) Military service resulting from tours of active duty can be combined but cannot exceed five years of creditable service.
 - (5) A career employee receives full credit for active military service, regardless of work schedule.
 - (6) Noncareer classified employees are not entitled to military-service credit.
- d. To convert active military service to continuous service hours, one year is 2,080 hours, one month is 174 hours, and one day is 5.8 hours.
- e. Military credit is given as currently continuous service as provided below:

- (1) Previously credited military service is placed in the employee's prior service counter if the total current service counter for a separating employee, including the military credit, exceeded 5 years (10,400 hours).
 - (2) Previously credited military service is retained in the current hours service counter if the total current service hours was 5 years (10,400 hours) or less. Only state service credit is moved to the prior service counter. Military hours retained in current service hours are entered to military hours.
 3. An employee granted a paid leave of absence has the leave credited for longevity purposes.
 4. An employee receiving workers' compensation receives service credit in accordance with regulation 5.13.
 5. An employee granted an unpaid leave of absence does not have a break in service for longevity-eligibility purposes, but does not receive service credit for the leave.
 6. An employee who separates from state service, returns, and completes 10,400 hours of current continuous service receives credit for all hours in the prior service counter for longevity-eligibility purposes.
- B. Payments.** Payment is made in accordance with the table in rule 5-8 based on length of service. Except as otherwise provided in this regulation, payment is made on the payday for October's first full pay period. No employee can be paid more than the amount scheduled for one annual longevity payment during any 12-month period, except after retirement or death or as provided in § 3.B.5.
1. **Initial Payment.** Employees qualify for an initial payment by having 10,400 hours of current continuous service before October 1. The initial payment is a full payment. Payments to employees who first become eligible on October 1 are made on the payday after the first full pay period in October.
 2. **Annual Payment.**
 - a. Employees qualify for full annual payment by completing 2,080 hours of continuous service during the longevity year.
 - b. Employees in pay status under 2,080 hours during the longevity year receive a prorated annual payment based on the number of hours in pay status.
 3. **Lost Time.**
 - a. Lost time is not creditable continuous service and does not count in qualifying for an initial or annual payment.
 - b. Employees do not earn state service credit in excess of 80 hours in a biweekly pay period. Paid overtime does not offset lost time, unless both occur in the same pay period.

4. **Employees on Unpaid Leave or Layoff on October 1.**
 - a. An employee on a waived rights leave of absence receives a prorated longevity payment upon returning from leave.
 - b. An employee on any other unpaid leave of absence or layoff on October 1 receives a prorated annual payment based on the number of hours in pay status during the prior fiscal year.
5. **Retirement or Death.** An employee with at least 10,400 hours of currently continuous service who retires or dies is paid a terminal longevity payment as soon as practicable thereafter that is either (1) a full initial longevity payment based upon current continuous service, if the employee has not received an initial longevity payment during the current period of service or (2) a prorated payment for time worked during the current fiscal year, if previously qualified.

CONTACT

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-241-0837; or MCSC-Compensation@mi.gov.