

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK  
AS REVISED NOVEMBER 23, 2021  
RESOLUTION 2022-16**

**RECITALS:**

**WHEREAS**, the County Commission (the "Commission") for St. Clair County, Alabama (the "County") has adopted the St. Clair County Employee Handbook (the "Handbook") for employees of the County; and

**WHEREAS**, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

**NOW, THEREFORE**, Section 312 of the Handbook, "Longevity Pay," is amended to provide as follows:

**312 Longevity Pay**

Eligible, full-time employees shall be paid longevity pay in addition to their regular pay. Longevity pay shall be paid to all eligible employees prior to the last day of November of each applicable year. One year's service shall be computed from an employee's anniversary date of employment as a full-time employee of St. Clair County. Longevity pay shall be computed based on continuous years of service, which shall be defined as years of service not interrupted by resignation or termination for just cause. To be eligible for longevity pay or increase, the employee's anniversary date must fall on or before the first day of November. Stated differently, an employee's longevity shall be calculated based upon said employee's continuous years' of service as of November 1<sup>st</sup> of every year and the longevity pay shall be made on or before November 30<sup>th</sup> of said year.

Longevity pay for eligible employees shall be computed according to the following schedule unless changed by the St. Clair County Commission.

5 years to 10 years' service	\$425.00
10 years to 15 years' service	\$475.00
15 years to 20 years' service	\$575.00
20 years' service or more	\$675.00

ADOPTED and APPROVED this the 23<sup>rd</sup> day of November, 2021.

St. Clair County, Alabama,

By: *Paul Manning*  
Paul Manning,  
Chairman

ATTEST:

*Tina Morgan*  
Tina Morgan,  
Administrator