City of Centennial

**CITY OF CENTENNIAL, COLORADO**
**13133 East Arapahoe Road, Centennial, Colorado 80112**

**ADMINISTRATIVE DIRECTIVE**
**No. 2015-HR-AD-01**

# EMPLOYMENT LONGEVITY RECOGNITION DIRECTIVE

## I. AUTHORITY:

Article 2 of Chapter 2 of the City of Centennial's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

## II. PURPOSE OF DIRECTIVE:

The purpose of this Directive is to recognize and reward employees who have achieved significant duration of employment with the City of Centennial.

## III. SCOPE:

This Directive applies to all employees of the City of Centennial. Employees hired by City Council are excluded from this Directive, unless otherwise provided by City Council policy or contract.

## IV. DIRECTIVE:

Full-time employees of the City of Centennial shall receive eight hours of paid administrative time off for every five consecutive years of employment with the City. Part-time employees who attain five consecutive years of employment with the City shall receive the following prorated paid administrative time off:

| Hours Worked | Accrual Schedule |
|---|---|
| Part-Time 30-35 Hours/Week | 75% of Full-Time Rate |
| Part-Time 20-29 Hours/Week | 50% of Full-Time Rate |
| Part-Time < 20 Hours/Week | Ineligible |
| Temporary and Intern | Ineligible |

Employees who have reached five consecutive years of employment with the City through a combination of part-time and full-time employment shall be awarded paid administrative time off based on their status at the relevant anniversary.

The awarded paid time off shall be eligible for use immediately after an employee's five year anniversary (or subsequent five-year increments) from his/her employment start date with the City and shall expire one year from date of eligibility.

This Directive shall retroactively apply to an employee's start date with the City.

## V. EXCEPTIONS

The City Manager may grant exceptions to this Directive at his/her discretion.

## VI. EFFECTIVE DATE:

This Directive shall be effective upon the signature of the City Manager.

## VII. APPROVAL:

John Danielson, City Manager

6/9/15
Date