

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section B: **CLASSIFICATION AND COMPENSATION**
No. 05 **Stability Pay**
Revised and Approved: **1/23/20**

1.0 Purpose:

- 1.1 This policy establishes procedures for Stability Pay for eligible City employees.

2.0 Scope:

- 2.1 This policy applies to all full-time employees hired on or before the date Stability Pay is processed each year.

3.0 Policy:

- 3.1 Stability pay is calculated at \$3.00 per month of service, with a minimum of \$25 (before taxes and deductions), and is subject to funding and approval in the annual budget. It is not guaranteed.
- 3.2 Payment will be based on continuous months of service following the most recent hire date and completed at the time checks are processed.
- 3.3 Employees must be:
 - a. an active employee at the time stability checks are issued, **or**
 - b. an employee retiring from the city in good standing (not retiring to avoid disciplinary action, misconduct or in lieu of investigation/termination).
 - i. Retiring employees are eligible for pro-rated stability payout through the number of months worked in the calendar year in which they retire. For instance, if a retiree's last day is July 15, the payout will be calculated from January through July, or 7/12 of the stability pay they would have received in December.
- 3.4 Resignations, terminations or any other reason for separation from the city, other than retirement, are not eligible for stability pay.

4.0 Appendices: None