

Michigan Civil Service Commission Regulation 5.05

Longevity Compensation

SPDOC 26-05, effective June 7, 2026 (replaces Reg. 5.05, SPDOC 25-11)

1. Purpose

This regulation establishes standards for longevity payments.

2. CSC Rule References

5-8 Longevity Payment

5-8.1 Eligibility

An employee who has completed the equivalent of five years of full-time current continuous service, including any credits under rule 5-10.2(b)(4), is eligible for an annual longevity payment, as provided in the regulations, each October. 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 current continuous service. The amount of the annual payment varies based on an employee's years of full-time service (and minimum hours of service) as provided in rule 5-8.2.

5-8.2 Payment Amounts

- (a) If 5–8 years (at least 10,400 hours): \$520.
- (b) If 9–12 years (at least 18,720 hours): \$600.
- (c) If 13–16 years (at least 27,040 hours): \$740.
- (d) If 17–20 years (at least 35,360 hours): \$960.
- (e) If 21–24 years (at least 43,680 hours): \$1,220.
- (f) If 25–28 years (at least 52,000 hours): \$1,580.
- (g) If over 29 years (at least 60,320 hours): \$2,080.

3. Standards

A. Eligibility. A career employee who has completed the equivalent of five years (10,400 hours) of continuous full-time classified service is eligible for an annual longevity payment each October 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 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 hire. Otherwise, credit is from the start of the pay period when the appointing authority receives the documents.
 - b. The appointing authority shall forward documents to Civil Service for review, calculation of eligible service credit, and 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. The employee shall provide a DD Form 214, Certificate of Release or Discharge from Active Duty, or NGB Form 22, National Guard Report of Separation and Record of Service, that includes a character-of-service field.
 - (2) Qualifying active military service must be active duty in any armed-forces branch under conditions where a military leave would have been granted if the employee were a classified employee when the duty began. Military duty in a reserve component generally does not qualify, but active-duty time for basic training in a reserve component as shown by an official copy of a DD Form 214 or NGB Form 22 that includes record-of-service fields is creditable.
 - (3) Military service must precede but does not need to immediately precede, state employment.
 - (4) Military service 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 do not receive 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. Previously credited military service is treated as provided below:
 - (1) Placed in the employee's prior service counter if the current service counter when separated, including the military credit, exceeded 5 years (10,400 hours).
 - (2) Retained in the current service counter if the current service hours when separated 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 on a paid leave of absence receives service credit for longevity.

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 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.

B. Payments. Payment is made in amounts provided 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 receive more than the amount scheduled for one annual 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 over 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 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 10,400 hours of current continuous service who retires or dies is paid a terminal payment as soon as practicable that is either (1) a full

initial payment based upon current continuous service, if the employee has not received an initial payment during the current period of service, or (2) a prorated payment for time worked during the current fiscal year, if previously qualified.

Contact: Direct questions on this regulation to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; at 517-241-0837; or MCSC-Compensation@mi.gov.