

LONGEVITY REQUEST FORM

Please read the following guidelines carefully:

- Cleveland Teacher's Union employees, paraprofessionals included, are not eligible for longevity pay.
- Local 701 and Local 777 employees are eligible for longevity upon reaching their 20th, 25th, 30th and 35th anniversary dates. Longevity will be effective 30 days after the anniversary date. Locals 701/777 employees must apply for longevity in order to be processed.
- Classifications *other than* Locals 701/777 are eligible for longevity on either *February 1st or September 1st*. If the employee's 20th, 25th, 30th or 35th anniversary falls between February 1st and August 31st, longevity will be effective on September 1st.
- Please be aware that leaves of absence without pay, layoff, and substitute service is deducted from total service for longevity eligibility calculations. Longevity deductions have no effect on School Employees Retirement System (SERS) calculations.

PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN TO
EMPLOYEE SERVICES, ROOM 500 NORTH, ADMINISTRATION BUILDING OR FAX
TO (216) 574-8168.

Name: _____
(Last) (First) (Middle
Initial)

Social Security Number _____ - _____ - _____

Current Job Title _____

Work Site/Location _____

Are you affiliated with a union through CMSD? Yes No Specify
Union _____

How many years of service have you completed? (check ✓
one)

Twenty (20) Twenty-five (25) Thirty (30)
Thirty-five (35)

Original Hire Date _____

Have you experienced a layoff, worked under a substitute classification or been on a leave of absence without pay since your original hire date? Yes No

Signature _____

Date _____

FOR EMPLOYEE SERVICES USE ONLY - DO NOT WRITE BELOW THIS LINE

Original Hire Date _____ Regular Hire

Date _____

Layoff/Return Date _____

LOA without pay/Return

Date _____

Eligible for Longevity Increase: Yes No If No,
when _____

Processed by _____

Date _____