



**Angelo State University**  
**Operating Policy and Procedure**

**OP 52.18: Longevity and Hazardous Duty Pay**

**DATE:** March 29, 2012

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the policy and procedures for the eligibility and administration of longevity and hazardous duty pay as dictated by state law.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the director of human resource with recommended revisions forwarded through the vice president of finance and administration to the president by May 15 of the same year.

**POLICY/PROCEDURE**

1. General Policy

a. Longevity Pay

In accordance with the Texas Government Code, Section 659.041, all full-time, regular-appointed, non-faculty and non-law enforcement employees, are eligible for longevity pay. A regular-appointed employee, for purposes of this policy is an employee who in addition to being appointed full-time, must also be appointed for at least four and one-half months or more.

Eligible employees are paid \$20 per month for every two years of lifetime service credit and will receive longevity pay increases after each additional two years of service, up to and including 42 years of service. Longevity pay is paid to eligible employees who have completed at least 24 months of state service.

b. Hazardous Duty Pay

Law enforcement personnel of the University are entitled to hazardous duty pay in accordance with the Texas Government Code Section 659.305. This pay is in the amount of ten dollars (\$10) per month for each year of eligible service. Effective September 1, 2007, there is no limit to the number of years of eligible service for receiving hazardous duty pay.

2. Longevity Pay Eligibility

This policy applies to all full-time, regular-appointed staff employees of the University. Full-time is defined as appointed at 100% time and employed to work forty hours per week.

The following employees are not eligible for longevity pay:

- a. An employee who retired from state employment on or after June 1, 2005, and receives an annuity based wholly or partly on service as a state employee in a public retirement system that was credited to the employee. This does not include employees who participated in the Optional Retirement Program.
  - b. An employee who retired from state employment before June 1, 2005, and returned to state employment on or after September 1, 2005;
  - c. A part-time employee (normally scheduled to work less than a total of 40 hours a week in one position);
  - d. A student employee;
  - e. A temporary employee; or
  - f. An academic employee (faculty).
3. Basis of Longevity

For the purposes of this policy, longevity pay is calculated on the same basis as state service is calculated for the determination of annual leave rate accrual. For employees hired on the first of the month, service credit is granted on the anniversary hire date, i.e., the first of the month. For employees hired on a date other than the first of the month, service credit is granted on the first of the month following their anniversary hire date. This recognizes all service to the state including part-time, faculty, student employment, and legislative service. Time need not be continuous. It excludes time spent in a non-employee appointment or on a without salary status. Service in a public school district, community college, or junior college is not considered state service.

An employee's lifetime service credit for longevity pay purposes does not include the period served in a hazardous duty position if the employee is entitled to receive hazardous duty pay.

4. Payment of Longevity Pay

- a. Longevity pay is provided to eligible employees who are on paid status on the first workday of the month and who have at least 24 months of state service credit. Employees on leave without pay on the first workday of the month are not eligible to receive longevity pay until they return to a paid status.
- b. After the completion of each 24 month state service increment, longevity pay is paid on the first day of the next month at the specified rate and continues at that rate until the completion of another 24-month increment.
- c. Longevity pay is not prorated. A change in status occurring during the month will affect longevity pay on the first of the following month. For example, an employee who changes from full-time status to part-time status during the month will lose longevity pay on the first of the following month.

[New policy: March 29, 2012]

- d. An employee appointed on September 1 of a given year completes 24 months of service on August 31 two years later. The longevity payment will be paid on the first day of the next month, September 1. Accordingly, an employee appointed on September 2 of a given year will complete 24 months of service on September 1 two years later. The pay will commence on the first day of the next month, October 1.
- e. If the employee receives longevity pay prior to becoming eligible for hazardous duty pay, then the employee is eligible to receive both. However the time spent in a hazardous duty position is not included in calculating future longevity pay increases.
- f. Longevity pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment.
- g. The inclusion of longevity pay as part of total compensation affects Federal withholding, OASI, the amount of group insurance, other benefit calculations, and retirement contributions.
- h. Longevity pay is not considered in making calculations for lump sum payment of vacation upon termination.
- i. Reference the Longevity Pay Table below:

LONGEVITY PAY	
Years of Service	Monthly Longevity Pay
Less than 2 years	\$0
Greater than 2 and less than 4 years	\$20
Greater than 4 and less than 6 years	\$40
Greater than 6 and less than 8 years	\$60
Greater than 8 and less than 10 years	\$80
Greater than 10 and less than 12 years	\$100
Greater than 12 and less than 14 years	\$120
Greater than 14 and less than 16 years	\$140
Greater than 16 and less than 18 years	\$160
Greater than 18 and less than 20 years	\$180
Greater than 20 and less than 22 years	\$200
Greater than 22 and less than 24 years	\$220
Greater than 24 and less than 26 years	\$240
Greater than 26 and less than 28 years	\$260
Greater than 28 and less than 30 years	\$280
Greater than 30 and less than 32 years	\$300
Greater than 32 and less than 34 years	\$320
Greater than 34 and less than 36 years	\$340
Greater than 36 and less than 38 years	\$360
Greater than 38 and less than 40 years	\$380
Greater than 40 and less than 42 years	\$400
Greater than 42 years	\$420

[New policy: March 29, 2012]

## 5. Hazardous Duty Pay Eligibility

All full-time commissioned law enforcement personnel employed by the University are eligible for hazardous duty pay.

## 6. Basis of Service for Hazardous Duty Pay

The calculation of hazardous duty pay is based upon the number of years worked in a position requiring hazardous duty. If a University employee is receiving longevity pay and transfers to a position requiring the performance of hazardous duty, the employee will receive hazardous duty pay based upon the number of years in the position requiring the performance of hazardous duty. The employee will continue to receive longevity pay based upon the years worked in the non-hazardous duty position.

If a state employee working in a position requiring the performance of hazardous duty transfers to a position that does not require the performance of hazardous duty, the employee will no longer receive hazardous duty pay. The employee shall receive longevity pay based upon the total number of years worked in state service.

## 7. Payment of Hazardous Duty Pay

- a. Payment of hazardous duty pay and changes in entitlement are based upon 12-month increments of service.
- b. Such payment shall not be prorated.
- c. After the completion of 12 months service, hazardous duty pay commences on the first day of the next month at the specified rate and continues at that rate until the completion of another 12-month increment.
- d. A change in status occurring during the month will be effective the first of the following month. For example, an employee appointed on September 1 of a given year completes 12 months of service on August 31 one year later. The hazardous duty payment will commence on the first day of the next month, September 1. Accordingly, an employee appointed on September 2 of a given year will complete 12 months of service on September 1 one year later. The pay will commence on the first day of the next month, October 1.
- e. Hazardous duty pay is considered a part of total compensation, although the base salary rate of the employee is not affected by such payment.
- f. The inclusion of hazardous duty pay as part of total compensation affects Federal withholding, OASI, the amount of group insurance, other benefit calculations, and retirement contributions.
- g. Hazardous duty pay is not considered in making calculations for lump sum payment of vacation upon termination.

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- h. If the employee receives longevity pay prior to becoming eligible for hazardous duty pay, then the employee is eligible to receive both. However, the time spent in a hazardous duty position is not included in calculating future longevity pay increases.