



Angelo State University
Operating Policy and Procedure

OP 52.18: Longevity and Hazardous Duty Pay

DATE: July 10, 2017

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 June every three years, or as needed, by the director of human resource with recommended revisions forwarded through the vice president for finance and administration to the president by July 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. For a full-time employee, this pay is in the amount of ten dollars (\$10) per month for each year of eligible service.

2. Longevity Pay Eligibility

This policy applies to all full-time, regular-appointed staff employees of the university. A full-time employee is an employee employed for a normal work load of 40 hours per week. Refer to OP 52.09 Definitions of Employee Categories for further information on employment types. The following employees are not eligible for longevity pay:

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- 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.

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- 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
At least 2 but less than 4 years	\$20
At least 4 but less than 6 years	\$40
At least 6 but less than 8 years	\$60
At least 8 but less than 10 years	\$80
At least 10 but less than 12 years	\$100
At least 12 but less than 14 years	\$120
At least 14 but less than 16 years	\$140
At least 16 but less than 18 years	\$160
At least 18 but less than 20 years	\$180
At least 20 but less than 22 years	\$200
At least 22 but less than 24 years	\$220
At least 24 but less than 26 years	\$240
At least 26 but less than 28 years	\$260
At least 28 but less than 30 years	\$280
At least 30 but less than 32 years	\$300
At least 32 but less than 34 years	\$320
At least 34 but less than 36 years	\$340
At least 36 but less than 38 years	\$360
At least 38 but less than 40 years	\$380
At least 40 but less than 42 years	\$400
At least 42 years or greater	\$420

5. Hazardous Duty Pay Eligibility

All commissioned peace officers 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.
 - (1) In most cases, the amount of a full-time employee's hazardous duty pay for a particular month is \$10 for each 12-month period of lifetime service credit accrued by the employee
 - (2) Part-time employees earn hazardous duty pay at a proportional rate based on the ratio of their scheduled work hours per week to forty hours.
- 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.

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- 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.
- 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.