



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 70.25: Longevity and Hazardous Duty Pay

DATE: November 29, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish university policy for longevity and hazardous duty pay.

REVIEW: This OP will be reviewed in November of even-numbered years by the managing director of Human Resources and the managing director of Equal Employment Opportunity with recommend revisions forwarded through the appropriate administrative channels to the chief of staff to the president.

POLICY/PROCEDURE

1. General Policy

a. Longevity Pay

Eligible employees are paid \$20 per month for every two years of lifetime service credit and they will receive longevity pay increases after each additional two years of service, up to and including 42 years of service.

b. Hazardous Duty Pay

Eligible employees are paid \$10 for each 12-month period of lifetime service credit.

2. Longevity Pay Eligibility

- a. Longevity pay is provided for employees who are regular full-time classified or non-classified employees on the first workday of the month, are not on leave without pay on the first workday of the month, and have at least two years of lifetime service credit accrued by the last day of the preceding month.
- b. The percent effort of appointments at Texas Tech University and Texas Tech University Health Sciences Center will be combined in determining full-time employment. Texas Tech employees having split appointments among Texas Tech and other state institutions or agencies may **not** combine the percent of effort of all the appointments to establish full-time employment for longevity purposes.
- c. Employees who are paid in full or in part from faculty salaries to teach are not eligible for longevity pay.
- d. A person employed in a position that requires student status as a condition of employment is not eligible for longevity pay.

- e. An employee's eligibility status is determined by that status on the first day of each month. An employee who is employed on the first working day of the month is deemed to be employed on the first day of the month.
- f. An employee eligible for longevity pay who enters leave without pay status or who terminates state employment after the first day of the month is entitled to full longevity pay for that month. Longevity pay is not prorated.
- g. An employee eligible for longevity pay who transfers from one state agency to another after the first day of the month is entitled to payment for full longevity pay for the month by the state agency employing the individual on the first day of the month.
- h. An employee eligible for longevity pay who terminates state employment and who remains on the payroll to exhaust vacation entitlement is entitled to payment of full longevity pay for each month or fraction of a month the employee continues on the payroll. However, longevity pay is not considered in the calculation of lump-sum vacation pay of an eligible employee who terminates state employment or in the calculation of the vacation and/or sick leave death benefits payable to the estate of a deceased employee.

3. Longevity – Service Credit

- a. Lifetime service credit for longevity includes employment for the state of Texas including part-time, faculty, student, or legislative employment as provided in Texas Government Code Section 659.046. Time need not be continuous.
- b. The amount of an employee's lifetime service credit does not include the period served in a hazardous duty position if the employee is entitled to receive hazardous duty pay.
- c. An employee does not accrue lifetime service credit for a period in which the employee serves as an officer or employee of a public junior college or serves in a public school system of Texas.
- d. Prior service is counted regardless of the method of salary payment, length of appointment, percentage of time worked, continuity of service, or eligibility for longevity pay in a prior position. Lifetime-service will be counted on actual days, months, and years worked.
- e. An employee previously employed at Texas Tech or by another institution or agency in Texas is required to provide Human Resources with written verification of that prior service that contains the beginning and ending dates of each period of prior service. Most agencies use the Inter-Agency Employment Verification Form to verify state service. These forms will be provided to the employee by Human Resources Completed forms are retained in the employee's personnel file.
- f. An employee who is on leave without pay for an entire calendar month does not accrue service credit for the month. An employee who is on leave without pay for less than an entire calendar month accrues lifetime service credit for the month if the employee otherwise qualifies to accrue credit under Subsection (a) of Texas Government Code Section 659.046.

4. **Payment Schedule**

Longevity will be paid according to the following schedule:

Months of state service		Monthly Amount
0	- 24	None
25	- 48	\$ 20
49	- 72	40
73	- 96	60
97	- 120	80
121	- 144	100
145	- 168	120
169	- 192	140
193	- 216	160
217	- 240	180
241	- 264	200
265	- 288	220
289	- 312	240
313	- 336	260
337	- 360	280
361	- 384	300
385	- 408	320
409	- 432	340
433	- 456	360
457	- 480	380
481	- 504	400
505	-	420

5. **Hazardous Duty Pay Eligibility**

- a. Hazardous duty pay is included in the compensation paid to an individual for services rendered during a month if the individual has completed at least 12 months of lifetime service credit in a hazardous duty position not later than the last day of the preceding month and is a commissioned peace officer of an institution of higher education.
- b. A commissioned peace officer who is working in a position requiring the performance of hazardous duty and who transfers to a position that does not require the performance of hazardous duty will no longer receive hazardous duty pay. The employee will receive longevity pay based on the total number of years of service as a state employee, including the years of service in the position requiring the performance of hazardous duty.
- c. An employee is considered a full-time employee if the employee is a full-time employee on the first workday of the month.
- d. The amount of a part-time employee's hazardous duty pay is proportional to the amount of a full-time employee's pay.

- e. The state agency or institution that employs an individual at the beginning of the first workday of a month must pay any hazardous duty pay that is included in the compensation paid to the individual for services rendered during that month.

6. Hazardous Duty – Service Credit

- a. The amount of an individual's lifetime service credit equals the number of months the individual has served in a hazardous duty position during the individual's lifetime. The amount of an individual's state service credit equals the sum of the individual's lifetime service and the number of months during the individual's lifetime that the individual has provided services to the state in a position that is not a hazardous duty position.
- b. The number of 12-month periods of lifetime service credit that the employee has accrued must be determined as of the last day of the preceding month.

7. Administration

- a. Human Resources will maintain state service records, determine eligibility for payment, maintain records on employees eligible for longevity, and perform other tasks necessary in the administration/coordination of the longevity pay program.
- b. Longevity or hazardous duty pay will be identified separately on the employee's earnings statement.
- c. The charge for longevity pay or hazardous duty pay will be prorated among the accounts funding the employee's regular salary.

8. Authoritative References

Longevity Pay–Texas Government Code Section 659.041–659.047
Hazardous Duty Pay–Texas Government Code Section 659.301–659.308

9. Right to Change Policy

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.