



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSC OP: 70.25, **Longevity and Hazardous Duty Pay**

PURPOSE: The purpose of this Health Sciences Center El Paso Operating Policy/Procedure (HSCEP OP) is to establish policy guidelines for longevity and hazardous duty pay.

REVIEW: This HSCEP OP will be reviewed by November 1 of each odd-numbered year (ONLY) by the Executive Director for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer by November 15.

POLICY/PROCEDURE:

1. General Policy

a. Longevity Pay

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. ***In accordance with the Texas Government Code, Section 659.044**

b. Hazardous Duty Pay

Eligible employees are paid \$10 per month for each 12-month period of lifetime service credit, not to exceed \$300 per month. ***In accordance with the Texas Government Code, Section 659.305**

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 Health Sciences Center El Paso will be combined in determining full-time employment. TTUHSCEP employees having split appointments among 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 all employment for the state of Texas including part- time, faculty, student, or legislative. Time need not be continuous. ***In accordance with Attorney General Opinion H-105**
- 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. ***In accordance with Texas Government Code, Section 659.046(f)**
- 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. The method of computation is to count actual days, months and years of service. Partial months of work days do not count as a month of service.
- e. An employee previously employed at TTUHSCEP or by another institution or agency in Texas is required to inform and provide the Human Resource department with written verification of that prior service containing the beginning and ending dates of each period of prior service. Most agencies use the *Inter-Agency Employment Verification Form* to verify state service. This document is retained in the employee’s personnel file.

4. Payment Schedule

Longevity will be paid according to the following schedule:

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

- 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. The 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. The Human Resource Department 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 pay will be identified separately on the employee's earnings statement with the

earnings type "LNG." Hazardous duty pay will be identified with the earnings type "HAZ."

- c. The charge for longevity pay or hazardous duty pay will be prorated among the FOAP's funding the employee's regular salary.

8. **Right to Change Policy**

TTUHSC reserves the rights to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.