



Longevity Pay and Hazardous Duty Pay

Purpose

This policy establishes eligibility for longevity pay and hazardous duty pay and prescribes the amounts to be paid.

Persons Affected

Non-academic, full-time employees working at least 40 hours a week in one position as well as commissioned law officers are affected by this policy.

Policy

Longevity Pay

Full-time non-academic employees, excluding law enforcement personnel eligible for hazardous duty pay, are eligible for Longevity Pay in the amount of \$20 per month for each 2 years of state service. Full-time is defined as employment of forty (40) hours per week. When appointments are added together, an eligible employee may be paid longevity pay if the sum of the scheduled work hours in all non-academic appointments is 40 or more hours. Longevity pay is capped at \$420 per month.

At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The new employee will be asked to provide prior state employment information to human resources during the new employee orientation. Prior state employment is verified by human resources. For transfers between institutions or agencies, the institution or agency employing an individual on the first day of the month is responsible for the Longevity Pay for that month. SFA Charter School teachers are excluded from this policy.

For purposes of Longevity Pay, eligible service is calculated in the same manner as the basic state service calculation used to determine annual leave rate accrual. This calculation recognizes all service to the state including part-time, faculty, student employment and legislative service.

Effective September 1, 2005, Longevity Pay begins on the first day of the month following the completion of 2 years of service and continues at the specified rate until the completion of another 2-year increment of service.

Longevity Pay cannot be prorated. A change in status occurring during the month is effective the first day of the following month. For example, an employee appointed September 1 of a given year completes 2 years of service on August 31, two years later. The longevity payment will commence on the first day of the next month, September 1. An employee appointed on September 2 of a given year will complete 2 years of service on September 1, two years later. The pay will commence on the first day of the next month, October 1.



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

Hazardous Duty Pay

Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay. Eligible law enforcement personnel for Stephen F. Austin State University are entitled to Hazardous Duty Pay in accordance with applicable law. Hazardous Duty Pay shall be in the amount of ten dollars per month for each year of service with the State of Texas. This service must be in a position that requires the performance of hazardous duty.

1. All full-time commissioned law enforcement personnel are eligible for Hazardous Duty Pay. Full-time is defined as employment of forty hours per week.



2. After 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.
3. Hazardous Duty Pay eligibility is determined by the employee's status on the first calendar day of the month. Hazardous Duty Pay shall not be prorated.
4. Example of Hazardous Duty Pay. Note: With the exception of the Department of Criminal Justice Correctional Officers, there is no cap on hazardous duty pay. For purposes of this example, the amount of hazardous duty pay has been calculated only through 5 years:

Hazardous Duty Pay Example	
Years of Service	Monthly Hazardous Duty Pay
More than 1 and fewer than 2 years	\$10
More than 2 and fewer than 3 years	\$20
More than 3 and fewer than 4 years	\$30
More than 4 and fewer than 5 years	\$40
More than 5 and fewer than 6 years	\$50

A State employee who has received Longevity Pay for service performed in a position that does not require the performance of hazardous duty and who transfers to a position for which the employee is eligible to receive Hazardous Duty Pay is entitled to continue to receive Longevity Pay for the service performed in the prior position. The employee is not entitled to additional Longevity Pay for the period in which the employee receives Hazardous Duty Pay but that period is included in computing the employee's total years of service as an employee of the State.

A State employee who is in a position that requires the performance of hazardous duty and transfers to a position that does not require the performance of hazardous duty is not entitled to a continuation of the Hazardous Duty Pay earned in the prior position. The employee is entitled to Longevity Pay based on each year of service as an employee of the State, including years of service in positions for which the employee was entitled to Hazardous Duty Pay.

Procedures

Longevity Pay is considered a part of total compensation although the base salary rate of an employee is not affected by such payment. Separate lump-sum payments for Longevity Pay are not authorized -- such payment is included as part of regular payroll procedure.

The inclusion of Longevity Pay as part of total compensation effects federal withholding, OASDI, the amount of group insurance and other benefit calculations, and retirement contributions.



Longevity Pay is not considered in making calculations for lump-sum payment of vacation upon termination. It is, however, considered in making calculations for lump-sum payments of vacation and sick leave to the estate of a deceased employee.

Hazardous Duty Pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment. The inclusion of Hazardous Duty Pay as part of total compensation effects federal withholding, OASDI, the amount of group insurance and other benefit calculations, and retirement contributions.

Hazardous Duty Pay is not considered in making calculations for lump-sum payment of vacation upon termination. It is considered in making calculation for lump-sum payments of vacation and sick leave to the estate of a deceased employee.

Related Statues or Regulations, Rules, Policies, or Standards

Tex. Gov't Code §§ 659.041-.047,.305

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

None

Revision History

September 1, 2023 (original)