Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy B-3
Longevity and Hazardous Duty Pay

Subject: Longevity Pay and Hazardous Duty Pay

Purpose: To provide a standard policy for the administration of longevity and hazardous duty pay.

Policy: It is the policy of Sam Houston State University to provide longevity and hazardous duty pay in accordance with legislative mandate, and rules administered by the Comptroller of Public Accounts. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

Contents:

1. Longevity Pay

a. Each Sam Houston State University employee who meets the eligibility requirements is entitled to longevity pay at the rate of $20.00 per month for each two (2) years of lifetime service credit, up to a maximum of forty-two (42) years of service which pays $420 per month. An employee's status at the beginning of the month determines the longevity pay for that month.

b. Sam Houston State University longevity pay is limited to regular full-time, non-academic employees who are not eligible for hazardous duty pay.

   Non-academic employees are employees whose full-time job assignment does not include teaching. However, teaching an overload (with or without overload pay) in addition to a full-time non-academic job does not disqualify an employee for longevity pay. Also, when an employee who would otherwise be eligible for longevity pay loses eligibility temporarily due to a teaching assignment being made a part of the regular full-time job, that employee may receive a longevity substitute compensation by adjusting their regular salary by an amount equal to the lost longevity pay. When such employee regains their eligibility by returning full-time to their staff job, longevity pay will be restored and their regular salary will be adjusted to assure there is no gain or no loss of total compensation as the result of the temporary teaching assignment.

   Retirees returning to work who retire after June 1, 2005, and then later return to work will not be eligible to receive longevity pay. Those who retire before June 1, 2005, and then return to work on or after September 1, 2005, also lose their eligibility for longevity pay.

   Jobs requiring student status as a condition of employment are not eligible for longevity pay. However, all employment with the state, including student service, counts as eligible service for longevity purposes.

c. Length of service for longevity pay is defined to include all service to the state including part-time, faculty or legislative service. The service time need not be continuous.

d. When an employee becomes eligible to receive longevity pay, an Electronic Payroll Action Form (EPAF) is generated and processed by Payroll Office personnel to begin or to increase longevity pay.

2. Hazardous Duty Pay

a. All commissioned law enforcement personnel including all law enforcement officers of state higher education institutions and certain non-student security officers are eligible for hazardous duty pay of $10 per month for each 12-month period of hazardous duty lifetime service credit.
b. The calculation of hazardous duty pay is based upon the total number of eligible years worked in a position requiring state hazardous duty.

3. Transferring Between Longevity and Hazardous Duty Eligible Positions

a. If a state 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 eligible years in a position requiring the performance of the hazardous duty. The employee will continue to receive longevity pay based upon the years worked in the non-hazardous, eligible state duty position.
b. 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 transferring to an eligible position shall receive longevity pay based on the total number of eligible years worked for the state, including the years worked in the position requiring the performance of hazardous duty.
c. An Electronic Payroll Action Form (EPAF) must be submitted by the Department Head to the Associate Vice President for Human Resources and Risk Management with appropriate rate(s) of service pay for transfers between longevity and hazardous duty eligible positions. Payroll Office personnel will notify the Department Head of required payroll action documents.

4. Special Payment Regulations

a. An employee's status on the first day of each month determines their entitlement to longevity payments for that particular month. Leave without pay (LWOP) beginning or extending over the first day of the month results in the forfeiture of longevity pay for that month.

b. Employees hired on the first day of the month who previously qualified for longevity payments will have their longevity entitlement effective on the first day of the month hired and are entitled to a full months' payment of longevity at the applicable rate.

c. An employee hired on other than the first day of a month with previous qualifications for longevity pay will have the entitlement posted effective the first day of the month following the month of employment.

d. An employee who becomes eligible for longevity payments through attainment of the initial two (2) years of state service or any additional increment of two (2) years of service, on any day <u>other</u> than the first day of the anniversary month, will have the initial or additional entitlement posted effective the first of the month following the anniversary month.

e. Longevity payments are not to be pro-rated. Employees' status on the first day of the month determines their eligibility for the entire month. An employee who terminates state employment on any day of the month is entitled to longevity for the entire month, provided the employee is due at least one (1) days' salary. However, an employee is not entitled, upon separation, to receive longevity pay when they are compensated for their accrued vacation in lump sum.

f. Employees who transfer between state agencies will have their longevity paid by the agency paying their salary on the first day of the transfer month.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/29/2013
Next review: 04/01/2019