LONGEVITY PAY AND HAZARDOUS DUTY PAY

A. Purpose

The purpose of this policy is to explain entitlement to additional pay provided for by *Texas Government Code*, Chapter 659, Subchapters D and L.

B. Persons Affected

This policy affects employees of The University of Texas-Pan American who are:

1. Full-time, regular staff who have accrued two years of lifetime service credit; or

2. Commissioned peace officers for the University.

C. Policy

The policy of The University of Texas-Pan American is to pay longevity and hazardous duty pay.

1. Longevity Pay:

   a. In addition to regular pay, the Legislature has authorized longevity pay for full-time, regular staff employees who are not on leave without pay the first workday of the month and who have at least two years of lifetime service credit. Eligible employees are paid $20.00 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.

   b. Longevity pay shall start at the beginning of the month following the completion of the second year of service.

2. Hazardous Duty Pay:

   a. Peace officers employed by The University of Texas-Pan American are entitled to hazardous duty pay in lieu of longevity pay. However, hazardous duty pay is $10.00 per month for each completed year of eligible service. Hazardous duty pay shall start at the beginning of the month following the completion of one full year of service and continuing at that rate until the completion of one more year.
   b. Hazardous duty pay ceases when an employee transfers to a position that does not require the performance of hazardous duty. The employee is entitled to longevity pay based on each year of lifetime service credit including the years in positions for which the employee was entitled to hazardous duty pay.

c. An 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 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.

D. Definitions

1. *Lifetime Service Credit*. This credit is based on all employment with the state, including legislative service.

E. Responsibilities

Not Applicable.

F. Procedures

Not Applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs, and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources
2. Staff Senate Chair