

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy:** Longevity and Hazardous Duty Pay

**Policy SRSU Policy ID:** APM 5.03

**Policy Reviewed by:** Vice President for Finance and Operations

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It is the policy of Sul Ross State University to provide longevity and hazardous duty pay in accordance with legislative mandates.

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### 1. General Policy Definitions

- a. Longevity Pay – Non-academic employees who meet the eligibility requirements are entitled to longevity pay at the rate of \$20 per month for every two years of creditable service. Longevity pay increases after each additional two years of service up to and including 42 years of service.
- b. Hazardous Duty Pay – All commissioned law enforcement personnel who are employed in a law enforcement position are entitled to hazardous duty pay at the rate of \$10 per month for each one year of creditable service. Hazardous duty pay will increase after each year of service.

### 2. Longevity Pay Eligibility

- a. Longevity Pay is provided for employees who are regular full-time benefits eligible staff employees who are not on leave without pay on the first work day of the month and who have at least two years of creditable service.
- b. Jobs requiring student status as a condition of employment are not eligible for longevity pay. All employment with the state including student service, part-time, faculty, and legislative service counts as eligible service for longevity purposes. The service time need not be continuous.

### 3. Longevity Service Credit

- a. An employees' status on the first day of each month determines their entitlement to longevity payments for that particular month. Leave without pay beginning or extending over the first day of the month results in 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 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 the 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 years for service or any additional increment of two years of service, on any day other than the first day of the anniversary month, will have the initial or additional entitlement posted effective the first on the month following the anniversary month.
- e. 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.
- 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 is not prorated.
- g. An employee does not accrue 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.
- h. An employee eligible for longevity pay who terminates state employment and who remains on the payroll to exhaust vacation hours is entitled to payment of full longevity pay for each month or fraction of a month the employee continues on the payroll. However, longevity is not considered in the calculation of lump-sum vacation payout and/or sick leave death benefits payable to the estate of a deceased employee.
- i. A state employee who retired from state service before June 1, 2005 and who returned to state employment before September 1, 2005, is entitled to receive longevity pay in the amount the employee was entitled to receive immediately before September 1, 2005. A state employee who retired from employment before June 1, 2005, and returns to state employment after September 1, 2005, is not entitled to longevity.
- j. A state employee who retired from the state on or after June 1, 2005, and who receives an annuity from any public retirement system, is not eligible to receive longevity.

#### 4. Hazardous Duty Pay Eligibility

- a. Hazardous Duty Pay is provided for employees who are commissioned peace officers who are working in an eligible law enforcement position for any portion of the first work day of the month and has completed twelve months of service credit.

#### 5. Hazardous Duty Service Credit

- a. An employees' status on the first day of each month determines their entitlement to hazardous duty payments for that particular month.
- b. The amount of part-time hazardous duty pay is proportional to the amount of a full-time employee's pay.
- c. An employee eligible for hazardous duty pay who terminates state employment and who remains on the payroll to exhaust vacation hours is entitled to payment of full hazardous duty pay for each month or fraction of a month the employee continues on the payroll. However, hazardous duty is not considered in the calculation of lump-sum vacation payout and/or sick leave death benefits

payable to the estate of a deceased employee.

6. Transferring Between Longevity and Hazardous Duty Eligible Positions
  - a. A state employee receiving longevity pay who transfers to a position requiring the performance of hazardous duty will receive hazardous duty pay based on the number of eligible years requiring hazardous duty.
  - b. A commissioned peace officers 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 years of service as a state employee, including the years of service in the hazardous duty position.
  
7. Administration
  - a. Human Resources will maintain state service records, determine eligibility for payment, maintain records on employee eligibility for longevity, and perform other tasks necessary in the administration and coordination of the longevity pay program.
  - b. Longevity and hazardous duty pay will be identified separately on the employee's earnings statement.
  - c. The charge for longevity and hazardous duty pay will be prorated among the accounts funding the employee's salary.
  - d. In the event an administrative error occurs in the calculation of service credit affecting longevity or hazardous duty payments, Human Resources will work with the employee to correct the error as soon as administratively practical.