



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.039 Longevity Pay and Hazardous Duty Pay

I. Policy Statement

The University of North Texas (UNT) provides longevity pay to full-time regular staff and hazardous duty pay to certain commissioned peace officers in accordance with State law.

II. Application of Policy

Regular Staff

III. Policy Definitions

A. Academic Employee

“Academic employee,” in this policy, means an employee whose full-time position, for any portion of the month, involves teaching academic courses.

B. Peace Officer

“Peace officer,” in this policy, means an individual who is a commissioned peace officer employed by UNT.

C. Full-Time Employee

“Full-time employee,” in this policy, means an employee who is normally scheduled to work a total of at least 40 hours a week in one position.

D. Lifetime Service Credit (for hazardous duty pay purposes)

“Hazardous duty lifetime service credit,” in this policy, means the number of months an individual has served in a hazardous duty position with the State of Texas during the employee’s lifetime.

E. Lifetime Service Credit (for longevity pay purposes)

“Lifetime service credit,” in this policy, means employment with the State of Texas as a full-time, part-time, or temporary employee, or a member of the legislature, including academic or student employment; provided, however, no credit accrues for periods during which the employee receives hazardous duty pay.

F. Longevity Pay

“Longevity Pay,” in this policy, means a monthly payment based on an eligible employee’s length of State of Texas service that is paid each month in addition to base salary.

G. Non-Academic Employee

“Non-academic employee,” in this policy, means an employee whose full-time position, for any portion of the month, does not involve teaching academic courses.

H. Part-Time Employee

“Part-time employee,” in this policy, means an employee who is not a full-time employee.

I. Regular Staff

“Regular staff,” in this policy, means a non-academic employee who is scheduled to work at least 20 hours a week for at least 4 ½ consecutive months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

J. Temporary Employee

“Temporary employee,” in this policy, means a person who is appointed to a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ on a continuing monthly salaried basis for as long as 4 1/2 months. A temporary employee may be employed on a monthly salaried or an hourly rate basis. These individuals are not eligible for System benefit programs except where specified.

IV. Policy Responsibilities

A. Longevity Pay

UNT provides longevity pay of \$20 per month for every two years of lifetime service credit, up to and including 42 years of lifetime service credit, to eligible employees in accordance with State law.

1. Eligibility

- a. The following employees are eligible for longevity pay. A non-academic employee is entitled to longevity pay of \$20 per month for every two years of lifetime service credit, up to and including 42 years of lifetime service credit, if the employee:
 - i. is in a full-time status on the first workday of the month;
 - ii. is not in a leave without pay status on the first workday of the month; and
 - iii. has accrued at least two years of lifetime service credit no later than the last day of the preceding month.
- b. The following employees are not eligible for longevity pay.
 - i. An employee who retired from State of Texas employment on or after June 1, 2005, and who receives an annuity based wholly or partly on service as a state employee in a public retirement system as defined by Texas Government Code § 802.001;
 - ii. an employee who retired from State of Texas employment before June 1, 2005, and returned to State of Texas employment on or after September 1, 2005;
 - iii. a part-time employee;

- iv. a temporary employee; or
 - v. an academic employee.
- c. An employee who retired from state employment before June 1, 2005, and returned to state employment before September 1, 2005, is entitled to receive longevity pay. The monthly amount of longevity pay the employee is entitled to receive equals the amount of longevity pay that the employee was entitled to receive immediately before September 1, 2005. The longevity pay amount does not change over time regardless of the amount of lifetime service credit that is accrued following reemployment.

2. Payment

- a. Longevity pay of \$20 per month begins the first day of the month following completion of the 24th month of lifetime service credit and increases every two years thereafter in increments of \$20, up to and including 42 years of lifetime service credit.
- b. An employee may receive longevity pay on the first of the month immediately following the month in which the employee has accrued 24 months of lifetime service credit (and for each incremental adjustment thereafter) if the employee's anniversary falls on the first day of the month.
- c. If an employee meets the eligibility requirements on the first workday of the month and subsequently has an employment change that no longer meets the eligibility criteria, the employee's compensation for the month includes the full longevity pay.

B. Hazardous Duty Pay

Commissioned peace officers employed by UNT are generally entitled to hazardous duty pay in the amount of \$10 per month for every year of lifetime service credit accrued in a hazardous duty position. The amount of a part-time employee's hazardous duty pay is proportional to the amount of a full-time employee's.

1. Eligibility

- a. The following employees are eligible for hazardous duty pay:
 - i. Peace officers are eligible to receive hazardous duty pay beginning on the first day of the month following the completion of 12 months of hazardous duty lifetime service credit.
 - ii. A peace officer must be employed on the first workday of the month to receive hazardous duty pay for the month.
 - iii. An employee who received hazardous duty pay before May 29, 1987 based on the terms of any state law if the individual holds a position designated under that law as eligible for the pay.

b. Basis of Service

- i. If an employee, who is commissioned after May 29, 1987, receives longevity pay for a non-hazardous duty position and subsequently transfers from the non-hazardous duty position to a hazardous duty position:
 - a) The employee will continue to receive longevity pay based upon years worked in the non-hazardous duty position; and
 - b) The employee will receive hazardous duty pay based upon the hazardous duty lifetime service credit.
- ii. If an employee, who is commissioned before May 29, 1987, transfers from a non-hazardous duty position to a hazardous duty position:
 - a) The employee will continue to receive longevity pay based upon years worked in the non-hazardous duty position; and
 - b) The employee will receive hazardous duty pay based upon the employee's total state service credit prior to May 29, 1987 and hazardous duty lifetime service credit after May 29, 1987.
- iii. If an employee transfers from a hazardous duty position to a non-hazardous duty position:
 - a) The employee will receive longevity pay based on the total number of years worked for the state, including years worked in the position requiring the performance of hazardous duty; and
 - b) The employee will no longer receive hazardous duty pay.

2. Payment

- a. After the completion of 12 months of hazardous duty lifetime service credit, hazardous duty pay begins 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. These 12 months are not required to be continuous.
- b. Hazardous duty pay will not be prorated. The full amount of hazardous duty pay must be paid to an employee who ceases to be eligible for hazardous duty pay after the first workday of the month.

C. Responsibility

UNT System Human Resources is responsible for maintaining lifetime service credit records, determining eligibility for payment, maintaining records on employees eligible for longevity pay and hazardous duty pay, and other tasks necessary in the administration of the longevity pay and hazardous duty pay programs.

D. Lump Sum Payments

1. A terminating or retiring employee is not entitled to receive longevity or hazardous duty pay when compensated for accrued vacation leave in a lump sum.
2. Lump sum death sick leave benefits for the estate of an eligible employee may not include longevity or hazardous duty pay.

V. References and Cross-References

[Texas Government Code, Chapter 659, Subchapters D & L](#)
[Texas Government Code, Chapter 661, Subchapters B & C](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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