

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.6	Classification and Compensation Administration	Revised:	June 2008
Policy 4.6.8	Longevity Pay	Responsibility:	Vice President for Human Resources

LONGEVITY PAY

Policy

In accordance with the *Texas Government Code*, all full-time, regular-appointed, non-academic and non-law enforcement employees, are eligible for longevity pay. A regular-appointed employee, for purposes of this policy is an employee who in addition to being appointed full-time, must also be appointed for at least four and one-half (4½) months or more.

Longevity pay is paid to eligible employees who have completed at least twenty-four (24) months of state service and increases with each additional twenty-four (24) months of additional state service up to 504 state service months.

Applicability

This policy applies to all full-time, regular-appointed classified and administrative and professional (A&P) employees of the Health Science Center. Full-time is defined as appointed at 100% time and employed to work forty (40) hours per week. Excluded are faculty, return to work Teacher Retirement System (TRS) retirees, fellow and post-doc fellow employees, student employees, and law enforcement personnel eligible for hazardous duty pay.

Basis of Longevity

“Longevity”, for the purposes of this policy, is calculated on the same basis as state service utilized for the determination of annual leave rate accrual. For employees hired on the first of the month, service credit is granted on the anniversary hire date, i.e., the first of the month. For employees hired on a date other than the first of the month, service credit is granted on the first of the month following their anniversary hire date. This recognizes all service to the state including part-time, faculty, student employment, and legislative service. It excludes time spent in a non-employee appointment or on a without salary status.

Payment

1. Longevity pay is provided to eligible employees who are on paid status on the first workday of the month and who have at least twenty-four (24) months of state service credit. Employees on leave without pay on the first workday of the month are not eligible to receive longevity pay until they return to a paid status.
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2. After the completion of each twenty-four (24) month state service increment, longevity pay is paid on the first day of the next month at the specified rate and continues at that rate until the completion of another twenty-four (24) month increment.
 3. Longevity pay is not prorated. A change in status occurring during the month will affect longevity pay on the first of the following month. For example, an employee who changes from full-time status to part-time status during the month will lose longevity pay on the first of the following month.
 4. An employee appointed on September 1 of a given year completes twenty-four (24) months of service on August 31 two years later. The longevity payment will be paid on the first day of the next month, September 1. Accordingly, an employee appointed on September 2 of a given year will complete twenty-four (24) months of service on September 1 two years later. The pay will commence on the first day of the next month, October 1.
 5. If the employee receives longevity pay prior to becoming eligible for hazardous duty pay (see the *Handbook of Operating Procedures* (HOP), [Section 4.6.9](#), "Hazardous Duty Pay"), then the employee is eligible to receive both. However, the time spent in a hazardous duty position is not included in calculating future longevity pay increases.
 6. Longevity pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment.
 7. The inclusion of longevity pay as part of total compensation affects federal withholding, OASI, the amount of group insurance, other benefit calculations, and retirement contributions.
 8. Longevity pay is not considered in making calculations for lump sum payment of vacation upon termination.
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