



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

## University Operating Policy/Procedure (OP) OP 52.56: Longevity and Hazardous Duty Pay

**Approval Authority:** President  
**Policy Type:** University Operating Policy and Procedure  
**Policy Owner:** Vice President for Administration and Finance  
**Responsible Office:** Human Resources  
**Next Scheduled Review:** 09/01/2025

### I. Policy Statement/Purposes

The purpose of this Operating Policy/Procedure (OP) for Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, is to establish the policy and procedures for the administration of longevity and hazardous duty pay as dictated by state law.

### II. Application of Policy

This OP applies to all full-time, benefit-eligible, staff employees.

### III. Definitions

For purposes of this OP:

**Staff Employee:** Any full-time, benefits-eligible, non-academic employee.

**Full-Time:** Employment of forty (40) hours per week.

### IV. Policy/Procedure

#### A. Longevity Pay

1. After each two (2) years of state service, staff employees, who are not leave without pay the first workday of the month, are entitled to longevity pay of \$20.00 per month for each two (2) years of lifetime service credit as an employee of the state of Texas, up to and including forty-two (42) years of service.
2. Full-time nonacademic employees, excluding law enforcement personnel eligible for hazardous duty pay, are eligible for longevity pay.

3. Those ineligible for longevity pay include part time employees; academic faculty of institutions of higher education; and return-to-work employees who retired from state employment on or after June 1, 2005, and who receive an annuity based wholly or partly on service as a state officer or state employee.
4. Longevity pay is calculated using the same method as calculating state service credit for the determination of vacation leave rate accrual. Service is counted as actual days, months, and years worked.
5. After the completion of each two-year period, 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 two-year period.
6. Longevity pay is not prorated. A change in status occurring during the month will affect longevity pay on the first of the following month.
7. Longevity will be paid according to the following schedule:

State Service Months	Longevity Pay Monthly	State Service Months	Longevity Pay Monthly
24	\$20	264	\$220
48	\$40	288	\$240
72	\$60	312	\$260
96	\$80	336	\$280
120	\$100	360	\$300
144	\$120	384	\$320
168	\$140	408	\$340
192	\$160	432	\$360
216	\$180	456	\$380
240	\$200	480	\$400

**B. Hazardous Duty Pay**

1. All commissioned peace officers employed by the University are eligible for hazardous duty pay.
2. The amount of hazardous duty pay is based on the number of months served in a hazardous duty position. Payment is based on 12-month increments of state service.
3. After the completion of 12 months of state service in a hazardous duty position, hazardous duty pay commences 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.
4. Eligible employees are paid \$10 hazardous duty pay for each 12-month period of eligible service credit.

5. Hazardous duty pay is not prorated. A change in status occurring during the month will affect pay on the first of the following month.
6. If an employee receives longevity pay prior to becoming eligible for hazardous duty pay, the employee is eligible to receive both. The longevity pay is based upon the years worked in the non-hazardous duty position. The time spent in a hazardous duty position is not included in calculating future longevity pay increases.

**V. Related Statutes, Rules, Policies, and Forms**

Longevity Pay – [Texas Government Code Section 659.041-659.047](#)

Hazardous Duty Pay – [Texas Government Code Section 659.301-659.308](#)

**VI. Responsible Office**

Contact: Human Resources Department  
Phone: 940-397-4221  
E-mail: [human.resources@msutexas.edu](mailto:human.resources@msutexas.edu)

**VII. Revision History**

- 10 Nov. 1989: Adopted and approved by the MSU Board of Regents as MSU Policy and Procedure 3.225 - Longevity Pay.
- 12 May 1995: Revised to clarify commences at five years of service.
- 13 Feb. 1998: Revised to reflect service length capped at forty years, per Legislation.
- 22 Feb. 2004: Revised to reflect commencement at three years of service credit, service length capped at forty two years and \$20 per month, per Legislation.
- 04 Nov. 2005: Revised to reflect commencement at two years of service credit, per Legislation.
- 05 Aug. 2021: Renumbered by the MSU Board of Regents as Operating Policy and Procedure (OP) 52.56: Longevity Pay.
- \_\_ \_\_\_\_ 2024: Updated formatting and added hazardous duty pay and adopted and approved by MSU President Stacia Haynie.

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Stacia Haynie, President  
Midwestern State University

Date Signed: \_\_\_\_\_

**University Operating Policy/Procedure (OP)**  
**OP 52.56: Longevity Pay — 11/04/2005**

**Approval Authority:** — President  
**Policy Type:** — University Operating Policy and Procedure  
**Policy Owner:** — Administration and Finance  
**Responsible Office:** — Human Resources  
**Next Scheduled Review:** 09/01/2023

**A. General**

After each two (2) years of service, employees of Midwestern State University are entitled to longevity pay of \$20.00 per month for each two (2) years of lifetime service credit as an employee of the state of Texas up to and including forty two (42) years of service.

**B. Eligibility**

All full-time non-academic employees, excluding law enforcement personnel eligible for hazardous duty pay, are eligible for longevity pay. Full-time is defined as employment of forty (40) hours per week. Non-academic employees are defined either as (a) those whose appointments are within the classified services, or (b) those who have an administrative or other staff appointment without regular teaching assignments.

**C. Determination**

For purposes of determining longevity pay, longevity will be the same as the basic state service utilized for determining vacation leave rate accrual which recognizes service to the state including temporary part-time, faculty, student employment, and legislative service.

**D. Longevity Pay Schedule**

Longevity pay will be based on two-year increments of service in accordance with the following schedule:

State Service Months	Longevity Pay Monthly	State Service Months	Longevity Pay Monthly
24	\$ 20	288	\$ 240
48	40	312	260
72	60	336	280
96	80	360	300
120	100	384	320
144	120	408	340
168	140	432	360
192	160	456	
216	180	480	
240	200	504	
264	220		

~~(Texas Government Code Ann., Article 659, as amended by the 79th Legislature, HB 1863, Accrual of Lifetime Service Credit~~