



UT System Administration Policy Library -- Policy INT139

## Hazardous Duty Pay

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

Effective Date: April 1, 2006

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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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Law enforcement personnel of The University of Texas System Administration are entitled to hazardous duty pay in the amount of \$10 per month for each year of service in a hazardous duty position or as otherwise provided by law.

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## **RATIONALE**

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This policy provides for the administration of hazardous duty pay.

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## **SCOPE**

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All Offices of UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int139.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none"><li>• <a href="#">INT141, Longevity Pay</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Texas Government Code, §§ 659.301- 308</a></li><li>• <a href="#">Title 34, Texas Administrative Code, Section 5.39</a></li></ul>

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## **CONTACTS**

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If you have any questions about UT System Administration Policy INT 139, *Hazardous Duty Pay*, contact the following offices:

<b>Subject</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/URL</b>
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<a href="mailto:esc@utsystem.edu">esc@utsystem.edu</a>

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## **DEFINITIONS**

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### **Hazardous Duty Position**

A position in the service of the state that requires the performance of hazardous duty.

### **Law Enforcement Personnel**

An employee of the University of Texas System who is a commissioned peace officer and holds a hazardous duty position.

### **Lifetime Service Credit**

The number of months served in a hazardous duty position as of the last day of the preceding month.

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## **RESPONSIBILITIES**

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None

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## **PROCEDURES**

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### **1. Eligibility**

a) Law enforcement personnel who have completed at least 12 months of lifetime service credit as of the last day of the preceding month and is employed for any portion of the first workday of the month.

b) An employee who received hazardous duty pay before May 29, 1987 based on the terms of any state law.

### **2. Basis of Service**

- a) An employee who receives hazardous duty pay is not eligible to receive longevity pay unless she or he meets the requirements of this policy. Also see INT141, *Longevity Pay*.
- b) An employee who receives longevity pay and transfers to a position eligible for hazardous duty pay will continue to receive longevity pay for the years of service performed in previously held longevity pay-eligible position(s).
- c) When computing the total years of service as a state employee, the years spent at both the non-hazardous duty job and the hazardous duty job will be included.
- d) An employee working in a position eligible for hazardous duty pay who transfers to a position that is not eligible will no longer receive hazardous duty pay. The employee will then receive longevity pay based on the total number of years of service as a state employee. Longevity pay will include the years of service in the position requiring the performance of hazardous duty.

### **3. Payment**

- a) Payment of hazardous duty pay and changes in entitlement will be based upon 12-month increments of lifetime service credit. After the completion of 12 months of 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 hazardous pay eligible after the first workday of the month.
- c) A change in status occurring during the month will be effective the first day of the following month. For example:
- An employee appointed on September 1 of a given year completes 12 months service on August 31 one year later. Hazardous duty payment will begin on the first day of the next month, September 1.
  - An employee appointed on September 2 of a given year will complete 12 months service on September 1 one year later. Hazardous duty payment will begin on the first day of the next month, October 1.

### **4. Transfers**

Law enforcement personnel transferring within The University of Texas System will be given credit for prior lifetime service credit. The state agency or institution employing an individual on the first workday of the month will be responsible for paying hazardous duty pay for that month.

## 5. Calculation

- a) The amount of a full-time employee's hazardous duty pay for a particular month is \$10 for each 12-month period of lifetime service credit accrued by the employee as of the last day of the preceding month. See Appendix
- b) The amount of hazardous duty pay paid to a part-time employee is proportional to the amount paid to a full-time employee.
- c) Hazardous duty pay is not considered in calculating the amount of a lump-sum payment for vacation leave upon termination, nor in calculating a lump-sum payment of vacation and sick leave to the estate of a deceased employee.
- d) Hazardous duty pay is considered in calculations for federal withholding, OASI, compensation-related group insurance, FLSA overtime, and retirement contributions.
- e) Hazardous duty pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment.

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## FORMS AND TOOLS / ONLINE PROCESSES

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None

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## APPENDIX

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**Example of Amount of Monthly Hazardous Duty Pay Table**

<b>Years of Service</b>	<b>Monthly Hazardous Duty Pay</b>
Over 1 and fewer than 2 years	\$10
Over 2 and fewer than 3 years	\$20
Over 3 and fewer than 4 years	\$30
Over 4 and fewer than 5 years	\$40
Over 5 and fewer than 6 years	\$50
Over 6 and fewer than 7 years	\$60
Over 7 and fewer than 8 years	\$70
Over 8 and fewer than 9 years	\$80
Over 9 and fewer than 10 years	\$90

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Keywords: hazardous, law enforcement, hazard pay, hazardous duty pay, hazardous duty, hazardous, HR, human resources, hazard duty pay, hazard duty

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