

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM**

HAZARDOUS DUTY PAY

DATE: April 1, 2006

1. PURPOSE

This policy provides for the administration of hazardous duty pay.

2. POLICY

Certain law enforcement personnel of The University of Texas of the Permian Basin are entitled to hazardous duty pay, in the amount of \$10 per month for each year of eligible service, up to and including 30 years of service.

Years of Service	Monthly Hazardous Duty Pay
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
Over 10 and fewer than 11 years	\$100
Over 11 and fewer than 12 years	\$110
Over 12 and fewer than 13 years	\$120
Over 13 and fewer than 14 years	\$130
Over 14 and fewer than 15 years	\$140
Over 15 and fewer than 16 years	\$150
Over 16 and fewer than 17 years	\$160
Over 17 and fewer than 18 years	\$170
Over 18 and fewer than 19 years	\$180
Over 19 and fewer than 20 years	\$190
Over 20 and fewer than 21 years	\$200
Over 21 and fewer than 22 years	\$210
Over 22 and fewer than 23 years	\$220
Over 23 and fewer than 24 years	\$230
Over 24 and fewer than 25 years	\$240
Over 25 and fewer than 26 years	\$250
Over 26 and fewer than 27 years	\$260
Over 27 and fewer than 28 years	\$270
Over 28 and fewer than 29 years	\$280
Over 29 and fewer than 30 years	\$290
Over 30 years	\$300

2.1 Eligibility

A full-time commissioned law enforcement employee who holds an eligible position and who has at least one year of service is eligible for hazardous duty pay.

2.2 Basis of Service

An employee who receives hazardous duty pay is not eligible to receive longevity pay unless she or he meets the requirements of this policy.

A state 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).

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.

A state 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.

2.3 Payment

Payment of hazardous duty pay and changes in entitlement will be based upon twelve-month increments of service. After the completion of twelve months of service, 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 twelve month increment.

Longevity pay will not be prorated.

A change in status occurring during the month will be effective the first day of the following month.

Examples:

An employee appointed on September 1 of a given year completes twelve 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 twelve months service on September 1, one year later. Hazardous duty payment will begin on the first day of the next month, October 1.

2.4 Transfers

Commissioned full-time law enforcement personnel transferring within The University of Texas System will be given credit for prior service. The state agency or institution employing an individual on the first day of the month will be responsible for hazardous duty pay.

3. PROCEDURES

- 3.1 Hazardous duty pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment.
- 3.2 Hazardous duty pay is considered in calculations for federal withholding, OASI, compensation-related group insurance, FLSA overtime, and retirement contributions.
- 3.3 Hazardous duty pay is not considered in calculating the amount of lump-sum payment for vacation upon termination, or in calculating a lump-sum payment of vacation and sick leave to the estate of a deceased employee.

To be considered a full-time employee, the employee must be an employee for a portion of the first workday of the month.

The amount of a full-time employee's hazardous duty pay for a particular month is the lesser of \$10 for each 12-month period of lifetime service credit accrued by the employee or \$300.

The amount of hazardous duty pay paid to a part-time employee is proportional to the amount paid to a full-time employee.

4. DEFINITIONS

Law Enforcement Personnel: Employees of The University of Texas of the Permian Basin who hold eligible positions.

Lifetime service credit: The number of months served in a hazardous duty position. The number of months is determined on the last day of the preceding month.

Employees eligible for hazardous duty pay: A state employee whose position falls into one of the following categories is eligible for hazardous duty pay if he or she has completed at least 12 months of lifetime service credit by the last day of the preceding month:

- A commissioned law enforcement officer of the Texas Department of Public Safety, the Texas Building and Procurement Commission, the Texas Alcoholic Beverage Commission, or the institutional division of the Texas Department of Criminal Justice;
- A commissioned security officer of the Texas Comptroller of Public Accounts;
- A law enforcement officer commissioned by the Texas Parks and Wildlife Department;
- A commissioned peace officer of an institution of higher education;
- An employee or official of the Board of Pardons and Paroles if the employee or official has routine, direct contact with inmates or with administratively released prisoners;

- An individual certified as having begun employment as a law enforcement officer or custodial officer unless the employee ceased that employment; and
- An employee who received hazardous duty pay before May 29, 1987 based on the terms of any state law.

5. AUTHORITY

- *Texas Government Code*, §§ 659.301- 308

6. APPLICATION

This policy applies to The University of Texas of the Permian Basin.