

Policies of the University of North Texas System Administration	Chapter 03
03.503 Longevity Pay	Human Resources

Policy Statement. Employees of the University of North Texas System Administration are entitled to receive longevity pay. This policy provides for the administration of longevity pay in compliance with applicable state law.

Application of Policy. Regular staff.

Definitions.

1. **Full-time employee.** “Full-time employee” means an employee normally scheduled to work a total of at least 40 hours a week in one position.

Procedures and Responsibilities.

1. A nonacademic employee is entitled to longevity pay of \$20 per month for every two years of lifetime service credit as an employee of the state of Texas, up to and including 42 years of lifetime service credit, if the employee:
 - (a) is in full-time status on the first workday of the month;
 - (b) is not in a leave without pay status on the first workday of the month; and
 - (c) has accrued at least two years of lifetime service credit no later than the last day of the preceding month.
2. Longevity pay begins at the end of the second year (24 months) of lifetime service credit and increases at the end of each two years thereafter.
3. To determine eligibility for longevity pay, a nonacademic employee is one whose full-time position, for any portion of the month, does not involve teaching academic courses. An employee may continue to receive longevity pay if he or she teaches a course or courses in addition to his or her full-time nonacademic position.
4. 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 in the same amount the employee was entitled to receive immediately before September 1, 2005.

5. If an employee ceases being a full-time employee after the first workday of a month but otherwise qualifies for longevity pay, the employee's compensation for the month includes full longevity pay.
6. The following employees are not eligible for longevity pay:
 - (a) an employee who retired from state employment on or after June 1, 2005, and receives an annuity based wholly or partly on service as a state employee in a public retirement system that was credited to the employee;
 - (b) an employee who retired from state employment before June 1, 2005, and returned to state employment on or after September 1, 2005;
 - (c) a part-time employee (normally scheduled to work less than a total of 40 hours a week in one position);
 - (d) a temporary employee; or
 - (e) an academic employee.
7. UNT System Human Resources is responsible for maintaining state service records, determining eligibility for payment, maintaining records on employees eligible for longevity pay and other tasks necessary in the administration of the longevity pay program.

Responsible Party: UNT System Human Resources

References and Cross-references.

Texas Government Code Chapter 659, Subchapter D

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Revised: