



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D3-145.0**

SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

HAZARDOUS DUTY PAY

POLICY

Law enforcement personnel of The University of Texas at Dallas shall be entitled to Hazardous Duty Pay in accordance with applicable law. Such pay shall be in the amount of \$7.00 per month for each year of eligible service up to and including 30 years of service.

ELIGIBILITY

All full-time commissioned law enforcement personnel are eligible for Hazardous Duty Pay.

BASIS OF SERVICE

1. Any employee who on May 29, 1987, was receiving Hazardous Duty Pay based upon total state service (hazardous duty service or otherwise), is entitled to continue receiving Hazardous Duty Pay on that basis so long as he/she remains continuously employed in a hazardous duty position.
2. Any employee who received or is receiving Longevity Pay and transfers to or is hired into a position requiring the performance of hazardous duty after May 29, 1987, is entitled to continue to receive Longevity Pay based upon the years of state service that did not require the performance of hazardous duty. The employee is not, however, entitled to additional Longevity Pay for the period in which the employee receives Hazardous Duty Pay.

PAYMENT

1. Payment of Hazardous Duty Pay and changes in entitlement shall be based upon 12 month increments of service.
2. Such payment shall not be prorated.
3. After the completion of 12 months service, 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. A change in status occurring during the month will be effective the first of the following month.



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D3-145.1**

SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

HAZARDOUS DUTY PAY, Continued

TRANSFERS

Commissioned personnel transferring within The University of Texas System shall be given credit for prior state service. An institution or agency employing an individual on the first day of the month will be responsible for Hazardous Duty Pay.

METHOD OF PAYMENT

Hazardous Duty Pay is considered a part of total compensation although the base salary rate of the employee is not affected by such payment.

The inclusion of Hazardous Duty Pay as part of total compensation affects federal withholding, OASI, the amount of group insurance and other benefit calculations, and retirement contributions.

Hazardous Duty Pay shall not be considered in making calculations for lump-sum payment of vacation upon termination. It shall, however, be considered in making calculation for lump-sum payments of vacation and sick leave to the estate of a deceased employee.