



SUB-TOPIC

LONGEVITY PAY

POLICY

Eligible employees of The University of Texas at Dallas are entitled to Longevity Pay.

ELIGIBILITY

1. 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.
2. “Non-academic employee” is defined as:
 - a. An employee whose appointment is within the classified service.
 - b. An employee who has an administrative or other staff appointment without regular teaching assignments.

CALCULATION OF LONGEVITY PAY

For purposes of Longevity Pay, eligible service is calculated in the same manner as the basic state service calculation used to determine annual leave rate accrual. This calculation recognizes all service to the state including part-time, faculty, student employment and legislative service.

Effective September 1, 2005, Longevity Pay begins on the first day of the month following the completion of 2 years of service and continues at the specified rate until the completion of another 2-year increment of service.

Longevity Pay cannot be prorated. A change in status occurring during the month is effective the first day of the following month. For example, an employee appointed September 1 of a given year completes 2 years of service on August 31, two years later. The longevity payment will commence on the first day of the next month, September 1. An employee appointed on September 2 of a given year will complete 2 years of service on September 1, two years later. The pay will commence on the first day of the next month, October 1.

For transfers between institutions or agencies, the institution or agency employing an individual on the first day of the month is responsible for the Longevity Pay for that month.



SUB-TOPIC

LONGEVITY PAY, Continued

SCHEDULE OF PAYMENT

Longevity Pay is paid in accordance with the schedule established by the Legislature. The schedule effective September 1, 2005, appears below.

Years of Service	Monthly Longevity Pay
Less than 2	\$0
Greater than 2 and less than 4	\$20
Greater than 4 and less than 6	\$40
Greater than 6 and less than 8	\$60
Greater than 8 and less than 10	\$80
Greater than 10 and less than 12	\$100
Greater than 12 and less than 14	\$120
Greater than 14 and less than 16	\$140
Greater than 16 and less than 18	\$160
Greater than 18 and less than 20	\$180
Greater than 20 and less than 22	\$200
Greater than 22 and less than 24	\$220
Greater than 24 and less than 26	\$240
Greater than 26 and less than 28	\$260
Greater than 28 and less than 30	\$280
Greater than 30 and less than 32	\$300
Greater than 32 and less than 34	\$320
Greater than 34 and less than 36	\$340
Greater than 36 and less than 38	\$360
Greater than 38 and less than 40	\$380
Greater than 40 and less than 42	\$400
Greater than 42	\$420

METHOD OF PAYMENT

Longevity Pay is considered a part of total compensation although the base salary rate of an employee is not affected by such payment. Separate lump-sum payments for Longevity Pay are not authorized -- such payment is included as part of regular payroll procedure.

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

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