

Policies of the University of North Texas System Administration	Chapter 03
<b>03.503 Longevity Pay</b>	Human Resources

**Policy Statement.** Eligible full-time employees of the University of North Texas System Administration (System Administration) are entitled to receive longevity pay. The purpose of this policy is to provide for the administration of longevity pay.

**Application of Policy.** Full-time Regular staff.

**Definitions.**

1. Academic employee. “Academic employee” means an employee whose full-time position, for any portion of the month, involves teaching academic courses.
2. Full-time employee. “Full-time employee” means an employee who is normally scheduled to work a total of at least 40 hours a week in one position.
3. Lifetime service credit. “Lifetime service credit” means employment with the State of Texas as a full-time, part-time, or temporary employee, or a member of the legislature.
4. Non-academic employee. “Non-academic employee” means an employee whose full-time position, for any portion of the month, does not involve teaching academic courses.
5. Part-time employee. “Part-time employee” means an employee who is not a full-time employee.
6. Regular staff. “Regular staff” means a non-academic employee who is scheduled to work at least 20 hours a week for at least 4 ½ consecutive months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
7. Temporary employee. “Temporary employee” means a person who is appointed to a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ on a continuing monthly salaried basis for as long as 4 1/2 months. A temporary employee may be employed on a monthly salaried or an hourly rate basis. These individuals are not eligible for System benefit programs except where specified

## **Procedures and Responsibilities.**

1. A non-academic employee is entitled to longevity pay of \$20 per month for every two years of lifetime service credit, up to and including 42 years of lifetime service credit, if the employee:
  - a. is in a 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. The following employees are not eligible for longevity pay:
  - a. an employee who retired from State of Texas employment on or after June 1, 2005, and who receives an annuity based wholly or partly on service as a state employee in a public retirement system as defined by Texas Government Code § 802.001;
  - b. an employee who retired from State of Texas employment before June 1, 2005, and returned to State of Texas employment on or after September 1, 2005;
  - c. a part-time employee;
  - d. a temporary employee; or
  - e. an academic employee.
  
3. 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. The monthly amount of longevity pay the employee is entitled to receive equals the amount of longevity pay that the employee was entitled to receive immediately before September 1, 2005. The longevity pay amount does not change over time regardless of the amount of lifetime service credit that is accrued following reemployment.
  
4. Longevity pay starts the first month after completion of the 24<sup>th</sup> month and increases every two years thereafter. An employee may receive longevity pay on the first of the month immediately following the month in which the employee has accrued 24 months of lifetime service credit (and for each incremental adjustment thereafter) if the employee's anniversary falls on the first day of the month.
  
5. If an employee meets the eligibility requirements on the first workday of the month and subsequently has an employment change that no longer meets the eligibility criteria, the employee's compensation for the month includes the full longevity pay.
  
6. UNT System Human Resources is responsible for maintaining lifetime service credit 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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Effective: November 30, 2016

Revised: August 18, 2020