

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.6	Classification and Compensation Administration	Revised:	September 2005
<b>Policy 4.6.9</b>	<b>Hazardous Duty Pay</b>	Responsibility:	Vice President for Human Resources

## **HAZARDOUS DUTY PAY**

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### **Policy**

Law enforcement personnel of the Health Science Center are entitled to hazardous duty pay in accordance with the *Texas Government Code*. This pay is in the amount of ten dollars (\$10) per month for each year of eligible service, up to and including thirty (30) years of service. All full-time commissioned law enforcement personnel are eligible for hazardous duty pay.

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### **Applicability**

This policy applies to all employees of the Health Science Center certified as law enforcement officers.

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### **Basis of Service**

The calculation of hazardous duty pay is based upon the number of years worked in a position requiring hazardous duty. If a Health Science Center employee is receiving longevity pay and transfers to a position requiring the performance of hazardous duty, the employee will receive hazardous duty pay based upon the number of years in the position requiring the performance of hazardous duty. The employee will continue to receive longevity pay based upon the years worked in the non-hazardous duty position. If a state employee working in a position requiring the performance of hazardous duty transfers to a position that does not require the performance of hazardous duty, the employee will no longer receive hazardous duty pay. The employee shall receive longevity pay based upon the total number of years worked in state service.

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### **Payment**

1. Payment of hazardous duty pay and changes in entitlement is based upon twelve (12) month increments of service.
2. Such payment shall not be prorated.
3. After the completion of twelve (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 twelve (12) month increment.

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4. A change in status occurring during the month will be effective the first of the following month. For example, an employee appointed on September 1 of a given year completes twelve (12) months of service on August 31 one year later. The hazardous duty payment will commence on the first day of the next month, September 1. Accordingly, an employee appointed on September 2 of a given year will complete twelve (12) months of service on September 1 one year later. The pay will commence on the first day of the next month, October 1.

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## **Transfers**

Commissioned personnel transferring within The University of Texas System are 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.

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## **Method of Payment**

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.
2. The inclusion of hazardous duty pay as part of total compensation affects federal withholding, OASI, the amount of group insurance, other benefit calculations, and retirement contributions.
3. Hazardous duty pay is not considered in making calculations for lump sum payment of vacation upon termination.
4. If the employee receives longevity pay prior to becoming eligible for hazardous duty pay (see the *Handbook of Operating Procedures* (HOP), [Section 4.6.8](#), "Longevity Pay"), then the employee is eligible to receive both. However, the time spent in a hazardous duty position is not included in calculating future longevity pay increases.