

Texas A&M AgriLife Extension Service Procedures

31.01.04.X0.01 | Longevity and Hazardous Duty Pay

Approved: September 13, 2007

*Reviewed: July 10, 2012
July 16, 2014*

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PROCEDURE STATEMENT

Each regular full-time non-academic employee of the Texas A&M University System (System), excluding law enforcement officers eligible for hazardous duty pay under state law, is entitled to longevity pay as outlined in System Regulation 31.01.04, *Longevity and Hazardous Duty Pay*. In addition, System Regulation 31.01.04 provides for the payment of Hazardous Duty Pay. Provided an employee was actively working in state employment at the time of military deployment and returns to a state position within 90 days of discharge, military time may also count as creditable state service.

REASON FOR PROCEDURE

This procedure outlines the process for providing documentation to receive longevity and hazardous duty pay.

PROCEDURES AND RESPONSIBILITIES

1.0 DOCUMENTATION AND CREDITABLE SERVICE

- 1.1 To receive credit for all previous state employment, except employment with Independent School Districts or junior colleges, an employee must provide the Texas A&M AgriLife (AgriLife) Payroll Office with a completed form AG-419, *Statement of Previous State Employment*, from all prior employers with any agency or institution of the State of Texas for verification of service (including student employment). Note: The AG-419 must be completed by the former employer, not the employee.
- 1.2 As part of the online employee processing system, all new employees will have electronic access to form AG-419, and be advised of the requirement to provide the required documentation of previous state service and military time.
- 1.3 Completed forms AG-419 must be returned to the AgriLife Payroll Office for processing and for retention in the employee's payroll file.
- 1.4 An employee returning to state employment following an official leave of absence for active military service is entitled to have time on active military duty counted as creditable service for longevity and hazardous duty pay entitlement. Proof of service must be provided to the AgriLife Payroll Office, and will be retained in the payroll file.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 31.01.04](#), *Longevity and Hazardous Duty Pay*

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.