

Texas A&M AgriLife Extension Service Procedures

31.01.04.X0.01 | Longevity and Hazardous Duty Pay

Revised: October 14, 2022

Next Scheduled Review: October 14, 2027



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PROCEDURE SUMMARY

The Texas A&M University System (A&M System) provides longevity pay or hazardous duty pay to eligible employees in accordance with state law. A&M System Regulation *31.01.04, Longevity and Hazardous Duty Pay*, stipulates employee eligibility criteria for both longevity pay and hazardous duty pay.

This procedure outlines the required documentation process for employees to receive longevity or hazardous duty pay.

Click [here](#) to view **Definitions**

PROCEDURES AND RESPONSIBILITIES

1.0 DOCUMENTATION AND CREDITABLE SERVICE

- 1.1 Previous state service affects both longevity and hazardous duty pay entitlements. To receive credit for all previous state employment (including student employment), an employee must provide the Texas A&M AgriLife (AgriLife) Payroll Office with a completed form AG-419, [Statement of Previous State Employment](#), verifying state service from all prior employers with any agency or institution of the state of Texas. Note: The AG-419 must be completed by the former employer, not the employee.
- 1.2 As part of the employee onboarding process, all new employees will have online access to form AG-419 and will be advised of the requirement to provide the required documentation of previous state service and military service.
- 1.3 Completed form 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 state service for longevity pay entitlement. Proof of service must be provided to the AgriLife Payroll Office and will be retained in the payroll file.

DEFINITIONS

Lifetime service credit for longevity pay purposes – employment with the state as a full-time, part-time, temporary, or academic employee, including student employment, or a member of the legislature. This excludes any period in which the employee serves as an officer or employee with an independent school district and/or a public junior/community college.

Lifetime service credit for hazardous duty pay purposes – the number of months the employee has served in a hazardous duty position at a state agency during the employee's lifetime and includes employment in a hazardous duty position with a public junior college.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Regulation 31.01.04, Longevity and Hazardous Duty Pay](#)

[A&M System Regulation 31.03.06, Military Leave and Service](#)

[Texas A&M AgriLife Form AG-419, Statement of Previous State Employment](#)

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

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