

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	1 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

LONGEVITY PAY POLICY

1.0 – EFFECTIVE DATE

January 13, 2025

2.0 – LONGEVITY PAY

Hidalgo County has established Longevity Pay to recognize employees for their continued service and loyalty with the County. Longevity Pay is awarded once a year to all regular, full-time employees in the amount of \$120.00 per year, for each full year of continuous employment not to exceed 30 years as of December 31, 2024. County longevity pay shall apply to all County employees after five (5) years of permanent full-time service as outlined in section 2.4 of this policy, except for employees for which a statutory requirement for longevity pay purposes is in effect as described in section 3.0 and 4.0 of this policy.

2.1 - Regular Full-Time Employment

Regular full-time employment is defined as an employee who is hired by the County to fill a position budgeted and approved by the Governing Authority, which position requires such person to perform work on a regular, on-going schedule of forty (40) hours per seven (7) day work period or eighty (80) hours per fourteen (14) day work period.

Regular full-time employees (including department heads) are eligible for longevity pay for each full year of continuous employment as of December 31, 2007 after five (5) years of permanent full-time service.

2.2 - Part-Time Employment

Part time employment is defined as an employee hired by the County to fill a position budgeted and approved by the Governing Authority, which position requires such person to perform work on a regular, on-going schedule of less than forty (40) hours per seven (7) day work period or eighty (80) hours per fourteen (14) day work period. Part-time employees include regular part-time and temporary part-time employees.

HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL

Procedure:	LP.1
Page:	2 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

Part-time employees are not eligible for longevity pay. A part-time employee is eligible for longevity pay only after becoming a regular, full-time employee and remains in the County for five (5) years in a full-time capacity. The longevity pay will commence after the employee finishes the fifth (5th) year of regular full-time employment with the County.

2.3 - Temporary Employment

Temporary employment is defined as an employee hired by the County to fill a position budgeted and approved by the Governing Authority as a temporary position, which temporary position requires such person to perform work for a limited period of time, generally not to exceed six (6) months. Temporary employees include full-time temporary, part-temporary, and temporary election workers.

Temporary employees are not eligible for longevity pay. A temporary employee is eligible for longevity pay only after becoming a regular, full-time employee and remains in the County for five (5) years in a full-time capacity. The longevity pay will commence after the employee finishes the fifth (5th) year of regular full-time employment with the County.

2.4 - Longevity Pay Applicability

Longevity Pay applies as follows:

- Elected Officials - Not eligible for longevity pay.
- Regular Full-Time Employees - Eligible for longevity pay.
- Regular Part-Time Employees - Not eligible for longevity pay.
- Full-time Temporary Employees - Not eligible for longevity pay.
- Part-time Temporary Employees - Not eligible for longevity pay.
- Temporary Election Workers - Not eligible for longevity pay.

Employees who currently do not qualify for longevity pay (Ex: Elected Officials and temporary employees) as outlined in this section, who at any given time have an employment status change to Regular Full-Time Employee status, will commence as a new employee.

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	3 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

Prior years of service will not be counted for longevity pay purposes. The longevity pay will commence after the employee finishes the fifth (5th) continuous year of regular full-time employment with the County.

2.5 - Reinstating Longevity Time

A. - Involuntary Termination

Longevity time will be reinstated when the break in service is within one (1) year and the result of involuntary termination was caused by a change in administration or loss of funding for a program, department or office.

B. - Voluntary Termination

Longevity time will be reinstated when the break in service was voluntary and the employee returns within three (3) months, provided that the employee resigned in good standing.

2.6 - Service Credit – Affiliated Agency

Employment with Hidalgo County affiliated agencies is countable employment for Longevity Pay purposes. Hidalgo County will credit continuous full time years of service for employees transferring to the County from a County affiliated agency and the transferring employee meets the conditions outlined in section 2.5 Reinstating Longevity Time. The following are acceptable Hidalgo County affiliated agencies, namely:

- Hidalgo County Head Start Program
- Hidalgo County Urban County Program
- Hidalgo County Community Service Agency (CSA)
- Hidalgo County Drainage District No. 1
- Hidalgo County Adult Probation Department

Employees who transferred to the County from an affiliated agency, and are eligible for service credit, must furnish to the County, the following acceptable documents as proof of employment:

- Employee's Tax Return
- Employee's W-2 Form

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	4 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

- Notarized Employee’s Affidavit
- Employee’s Check Stubs
- Confirmation memo from previous agency confirming last employment status of employee.

2.7 - Separations

A longevity pay lump sum shall be included on the final paycheck of an eligible employee who retires, resigns, or is otherwise separated before the date of annual longevity pay. When an employee is deceased, payment shall be made to the employee’s respective beneficiary(ies) in accordance with County personnel records.

2.8 - Transfers between County Departments, Offices, or Agencies

If an employee transfers to a different County department, office, or agency, the receiving party shall pay the longevity payment based on the employee’s longevity eligibility date. In addition, if employees transfer to a County affiliated agency, the affiliated agency shall be responsible to make the longevity payment, provided that the affiliated agency has established a longevity pay policy for that particular affiliated agency and the employee is eligible for longevity pay under the affiliated agency criteria.

2.9 – Change of Status

If an employee’s status changes to a status type that is ineligible for longevity pay, a longevity pay lump sum shall be made as if the employee were separating from County service as described in section 2.7. Exception: The payment is not required if the change is of a temporary nature and will result in the employee returning to a longevity eligible status prior to the next annual eligibility date.

If an employee transfers from a position eligible for County longevity to Sheriff’s Office law enforcement position, unless the employee has completed 5 years of continuous employment, the longevity eligibility date will remain the same. If the employee has less than 5 years of continuous employment the longevity eligibility date will be set as the date the employee was transfer to a law enforcement position at the Sheriff’s Office.

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	5 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

If an employee transfers from a Sheriff's Office law enforcement position to a position eligible for County longevity, the longevity eligibility date will remain the same; however, if the employee has less than 5 years of continuous employment, longevity pay will be removed until the employee is eligible to receive County longevity pay.

2.10 - Back Pay

For purposes of longevity pay, back pay will not be granted under any circumstances. If the longevity eligibility date merits a revision, the longevity payment will be adjusted on the year the rectification to the longevity eligibility date was made. If the annual longevity payment has been granted, the adjustment should be reflected the following year.

3.0 – SHERIFF OFFICE LAW ENFORCEMENT PERSONNEL

In accordance with Texas Local Government Code Chapter 152 §152.074(a), "In a county with a population of 150,000 or more, the commissioners court of a county shall provide to each commissioned deputy of the sheriff's department longevity pay in an amount not less than \$5.00 a month for each year of service in the department, up to and including 25 years."

Hidalgo County has established Law Enforcement Longevity Pay for each commissioned deputy of the sheriff's department in the amount of \$144 per year, for each full year of continuous employment as of December 31, 2024. Law Enforcement Longevity Pay is awarded once a year beginning the first year of service in the department not to exceed 25 years.

3.1 - Deputy Sheriff

A Deputy Sheriff who transfers from the Sheriff's Department to another County department or office (law enforcement or non-law enforcement) must comply with the provisions set forth in this policy in order to continue to receive County longevity pay. The longevity payment will be determined by the employee's longevity eligibility date.

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	6 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

3.2 - Jailer

In accordance with Texas Local Government Code Chapter 152 §152.074 (a-1), "In a county with a population of 150,000 or more, the commissioners court may provide to each county jailer of the sheriff's department longevity pay in the amount provided to a commissioned deputy under Subsection (a)".

A Jailer who transfers from the Sheriff's Department to another County department or office (law-enforcement or non-law enforcement) must comply with the provisions set forth in this policy in order to continue to receive County longevity pay. The longevity payment will be determined by the employee's longevity eligibility date.

3.3 - Deputy Constable

A regular full-time Deputy Constable must comply with the provisions set forth in this policy in order to be eligible to receive County longevity pay.

A Deputy Constable who transfers to the Sheriff's department and becomes a full-time Deputy Sheriff must comply with the provisions set forth in Texas Local Government Code Chapter 152 §152.074(a) for longevity pay purposes. The longevity payment will be determined by the employee's longevity eligibility date.

3.5 - Other Law Enforcement

Other law enforcement employees such as Deputy Fire Marshals, Investigators and Bailiffs who do not fall under a longevity pay statutory requirement must comply with the provisions set forth in this policy in order to be eligible to receive County longevity pay.

4.0 - DISTRICT ATTORNEY PERSONNEL

In accordance with Texas Government Code Chapter 41 §41.253 an Assistant Prosecutor shall receive \$20.00 per month of longevity pay after accruing four (4) years of lifetime service credit. The accrual of lifetime service credit for Assistant Prosecutors shall be in accordance with the provisions of Texas Government Code Chapter 41 §41.257.

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure:	LP.1
Page:	7 of 7
Date Authorized:	4/01/2025
Supersedes:	10/23/07

Assistant Prosecutors who were previously employed by another County in the State of Texas in a prosecution capacity and are employed by the Hidalgo County District Attorney's office will be given service credit in accordance with Texas Government Code Chapter 41 §41.252.

4.1 - Assistant Prosecutor

Assistant Prosecutors who transfer to another County department or office and no longer practice prosecution activities must comply with the provisions set forth in this policy in order to continue to receive County longevity pay.

The longevity payment will be determined by the employee's years of service with Hidalgo County only. If the employee has less than 5 years of employment with Hidalgo County, longevity pay will be removed until the employee is eligible to receive County longevity pay.

4.2 - Other District Attorney Personnel

Other District Attorney personnel who are not Assistant Prosecutors and do not fall under a statutory requirement for longevity pay purposes must comply with the provisions set forth in this policy in order to be eligible to receive County longevity pay.