

## 31.01.10.D0.01 Service Awards



Approved: January 22, 2014

Revised: January 2, 2019

April 25, 2017

September 11, 2019

Next Scheduled Review: September 11, 2024

---

### Procedure Summary

---

Texas A&M–Central Texas (A&M-Central Texas) recognizes employees who have reached milestones in their service to A&M-Central Texas and within the A&M System.

---

### Definitions

---

Eligible Employee - An employee listed in the position identification database in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to sick leave with pay.

---

### Procedure

---

#### 1. GENERAL

- 1.1 Eligible A&M-Central Texas employees who have been employed with the University and within the A&M system for 5 year increments will be recognized for their dedicated service.
- 1.2 Eligible employees are: Regular faculty, Administrative Intern, Faculty Intern and budgeted staff employed 50% FTE or more.
- 1.3 Student employment, adjunct appointment, Graduate assistantship and non-budgeted hourly employment can count toward service time as long as there is not a break in service between the non-budgeted position and the transition to the budgeted position. If there is a break in service, this employment is not factored into the service time. Employees holding the previously listed classifications at the time of their anniversary are not eligible to receive a service award.

1.4 Time is counted per calendar year, January 1<sup>st</sup> through December 31<sup>st</sup> .

## 2. PROCEDURES

### 2.1 Report of list of recipients

2.1.1 An employee in the Office of Human Resources will review the employee roster for award eligibility.

2.1.2 After the list has been reviewed and approved, the Office of Human Resources will start to plan and coordinate the luncheon and ceremony.

## 3. AWARDS

3.1 The Office of Human Resources will provide each recipient with an appropriate award based on available funding not to exceed \$50 per employee.

3.2 Any recipient who does not attend the ceremony will receive their awards after the luncheon. The Office of Human Resources may choose to personally provide the recipient with their awards or give them to their supervisor for distribution.

3.3 The awards and luncheon may be funded with state funds.

---

## **Related Statutes, Policies, or Requirements**

---

[Tex . Gov't C ode, Chapter 661](#)

[System Regulation 31.01.10 Service Awards](#)

---

## **Contact Office**

---

Office of Human Resources  
254-519-8015