



31.01.10.D0.01 Service Awards

Approved: January 22, 2014

Revised: April 25, 2017

Next Scheduled Review: April 25, 2020

Procedure Statement

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

Reason for Procedure

This procedure provides uniform administration of the annual service awards ceremony and luncheon.

Procedures and Responsibilities

1. GENERAL

- 1.1 Eligible A&M-Central Texas employees who have been employed with the University for 5 year increments will be recognized for their dedicated service to Texas A&M University- Central Texas.
- 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 is not counted.
- 1.4 Time is counted per fiscal year through August 31st.

2. PROCEDURES

2.1 Report of list of recipients

- 2.1.1 The Assistant Director, of Human Resources will review the employee roster for award eligibility and coordinate the award purchases, ceremony and luncheon.

- 2.1.2 After the list has been reviewed and approved, the Assistant Director will start to plan and coordinate the luncheon and ceremony.
- 2.1.3 The list will be forwarded to the department of Marketing and Communications for the development of the certificates.

3. AWARDS

- 3.1 The Office of Human Resources will provide each recipient with an appropriate award based on available funding not 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](#)

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.

Contact Office

Office of Human Resources
254-519-8015