

31.01.10.H0.01

Service Awards

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Procedure Summary

The Texas A&M University-Texarkana (A&M-Texarkana) service awards program is designed to recognize and express appreciation to employees for extended periods of service. The program must comply with federal and state law and be administered in accordance with [System Regulation 31.01.10, Service Awards](#). This procedure establishes the A&M-Texarkana service awards program and provides guidelines for eligibility and credit.

Procedures and Responsibilities

1. ELIGIBILITY

An employee service award program has been established for years of service completed at A&M-Texarkana. The university presents awards to employees for service on an annual basis for the achievement of five (5) years of service and for each five-year increment of additional service thereafter. Service considered for this program includes time appointed in regular, budgeted benefit-eligible positions (student worker, adjunct, graduate assistant, and other positions which are not benefits-eligible are not considered eligible for this award).

2. SERVICE CREDIT

- 2.1 Time is counted based on a calendar year cycle, January 1 through Dec 31. Service awards are presented in the year following the eligible service achievement. An eligible employee who achieves at least five (5) years of service will receive a service award during the year after the five-year increment of service is achieved.
- 2.2 Employment with another state agency, or employment with another System institution or agency is not eligible for the purpose of this award.
- 2.3 Service awards are generally presented annually during the spring semester.

3. FUNDING OF AWARDS

- 3.1 Awards will be appropriate based on funding and in accordance with cost limitations as

outlined in [Texas Government Code §2113.201](#).

- 3.2 Retirees from A&M-Texarkana are eligible for a service award a in accordance with cost limitations as outlined in [Texas Government Code §2113.201](#) This award may be presented during the exit interview, at a service awards event or via other methods.

Related Statutes, Policies, or Requirements

[System Regulation 31.01.10, *Service Awards*](#)

[Texas Gov't Code §2113.201, *Employee Awards*](#)

[Internal Revenue Service, Publication 15-B, *Employer's Tax Guide to Fringe Benefits*](#)

[The Texas A&M University System Guidelines for Disbursement of Funds](#)

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