

## **UP 31.01.10.H0.01 Service Awards**

Approved: October 29, 2012  
Next scheduled review: February 2014



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### **Procedure Statement**

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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. Awards will be in accordance with System Regulation 31.01.10, Service Awards.

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### **Reason for Procedure**

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This procedure establishes the A&M-Texarkana service awards program and provides guidelines for eligibility and credit.

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### **Procedures and Responsibilities**

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#### **1. ELIGIBILITY**

The service award is available to all faculty, administrators, professional, and support staff who are regular full-time employees of A&M-Texarkana, and who complete the required length of service to the institution.

#### **2. SERVICE CREDIT**

- 2.1 The current employment date will be used for calculating years of service.
- 2.2 Service awards may be awarded to budgeted employees who have completed 5, 10, 15, 20, 25, 30, or 35 years of service with A&M-Texarkana.
- 2.3 Service does not need to be continuous to receive credit.
- 2.4 Employment in a wage status for the purpose of training a replacement may be counted as eligible service. Other wage employment, including Student Worker and/or Graduate Assistant, is not to be counted as eligible service time.

- 2.5 Employment in an official leave of absence status (with or without pay for 30 days or less), employment with another state agency, or employment with another System institution or agency is not eligible for the purpose of this award.

### 3. AWARDS

- 3.1 Service awards are a certificate given in recognition of 5, and 10 years of service. Service awards are plaques given in recognition of 15, 20, 25, 30, or 35 years of service with A&M-Texarkana.
- 3.2 Upon retirement from A&M-Texarkana and the System employees will be presented with an A&M-Texarkana watch.
- 3.3 The Divisional Administrator is responsible for presenting the award to the employee at an appropriate time.
- 3.4 Awards are presented annually, usually January, during the employee meeting and awards presentation.

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## Related Statutes, Policies, or Requirements

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- System Regulation 31.01.10: Overtime <http://policies.tamus.edu/31-01-10.pdf>
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## Contact Office

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Director of Human Resources/EEO 903.223.3012