



TEXAS A&M UNIVERSITY SAN ANTONIO

31.01.10.00.01 Service Awards
Approved: November 10, 2014
Revised: April 3, 2017
Next Scheduled Review: April 2022

Procedure Statement

Texas A&M University-San Antonio (A&M-San Antonio) recognizes employees who have reached milestones in their service to A&M-San Antonio.

Reason for Procedure

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

Procedures and Responsibilities

1. GENERAL

- 1.1 Eligible A&M-San Antonio employees who have been employed with the university for five year increments will be recognized for their dedicated service to A&M-San Antonio.
- 1.2 Eligible employees are: regular faculty and budgeted staff employed 50% FTE or more.
- 1.3 Student employment, adjunct appointments, graduate assistantships, temporary employment, and non-budgeted hourly employment are not counted in the length of service.
- 1.4 Length of service is counted per fiscal year through August 31st.

2. PROCEDURES

- 2.1 Report list of recipients

- 2.1.1 The Office of Human Resources will review the employee roster for award eligibility and coordinate the award purchase and ceremony.
- 2.1.2 After the list has been reviewed and approved, the Office of Human Resources will plan and coordinate the ceremony.
- 2.1.3 The Office of Human Resources will create the certificates in coordination with University Communications.

3. AWARDS

- 3.1 The Office of Human Resources will provide each recipient with an appropriate award based on available funding not to exceed \$100 per employee.
- 3.2 Any recipient who does not attend the ceremony will receive their awards after the event. The Office of Human Resources may choose to personally provide the recipient with their awards or give them to their supervisor for distribution.

Related Statutes, Policies, or Requirements

[Texas Government Code, Chapter 661](#)

System Regulation [31.01.10 Service Awards](#)

Contact Office

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